

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/1251	Case Officer:	Catherine Cardin
Application Type:	Listed Building Consent		
Proposal:	Installation of Solar Panels on the southern section of the roof at the Queen's Hall above the main hall, and installation of Secondary Glazing on the stone mullioned windows in the Elizabethan style located on the façade of the building in the Parish Office, and like for like replacement of the Council Chamber.		
Site:	Cuckfield Parish Council, Queens Hall, High Street, Cuckfield, Haywards Heath, West Sussex, RH17 5EL,		
Validation Date	15 Jul 2025	Overall Expiry Date:	15 Aug 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	22 Sep 2025
Target Date:	9 Sep 2025	Recommending Officer Signature:	<i>Catherine Cardin</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Stephen Ashdown</i>	Date:	25 Sep 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/1251

Cuckfield Parish Council, Queens Hall, High Street, Cuckfield, Haywards Heath, West Sussex, RH17 5EL

Installation of Solar Panels on the southern section of the roof at the Queen's Hall above the main hall, and installation of Secondary Glazing on the stone mullioned windows in the Elizabethan style located on the façade of the building in the Parish Office, and like for like replacement of the Council Chamber.

Noemi Ripert

SUMMARY OF REPRESENTATIONS

None received.

SUMMARY OF CONSULTEES

Conservation Officer

Queen's Hall is a Grade II listed building located in a prominent position on Cuckfield High Street, within the Conservation Area. The building is a purpose-built library and hall in the Elizabethan style, dating from 1897-1901. The front wing of the building has a stone façade over two storeys, with a large mullioned and transomed window to each floor, and a further blank window to the gable above. This frontage building now contains the Parish offices. The large hall to the rear of the building is brick built, with a pitched tiled roof running perpendicular to the street. Internally, this hall has an impressive hammer-beam roof. The Hall has a garden space to the side and rear, which has recently been opened to the public as a nature garden, accessed from the recreation ground to the rear. There are a number of further listed buildings within the vicinity of the Hall, including to the south Marshalls, a II* listed manor house dating from c.1575.

The current proposal is for the following works:

- Installation of secondary glazing to the windows at ground and first floor to the front elevation of the building
- Replacement of two windows to the southern side elevation of the building (to the Council Chamber), on a like-for-like basis but incorporating slim-line double glazing; and
- Installation of 50 solar PV panels to the southern roof slope of the main hall.

To consider these works in turn:

- The proposed secondary glazing has been designed to minimise the impact on the appearance of the building externally and of the windows viewed internally, as well as on the historic stonework of the window surrounds. This is not considered contentious in principle, subject to detail of the finish to the framing to the secondary glazing which could be required by condition.
- To the windows to the Council Chamber it is proposed to retain and refurbish the main frames, but to replace the fixed and opening sashes on a like-for-like basis but to include slim-line double glazing. This is not considered contentious, subject to detail including of the treatment of the glazing bars which could be required by condition.
- The proposed solar PV installation to the south facing roof slope of the hall is extensive, and will have a marked impact on the appearance of this part of the building, albeit that affected views are likely to be limited to those from the side and rear gardens of the Hall (which are open to the public) and potentially from the rear windows and gardens of adjacent properties to the south. Given the nature of the panels, which are not sympathetic to the traditional nature of the existing roof covering (clay tiles) to the hall, this extensive installation which covers a significant portion of the roof will in my opinion detract from the special architectural interest of the building, contrary to the requirements of District Plan Policy DP34, and from the positive contribution which the Hall makes to the character and appearance of this part of the Conservation Area, contrary to the requirements of District Plan Policy DP35. In terms of the

NPPF I would place the harm caused to the listed building as less than substantial at around the low-mid range of that scale, and to the Conservation Area as less than substantial at the lower end of that scale. The balancing exercise set out in paragraph 215 will therefore apply, bearing in mind the requirements of para. 213 that any harm to, or loss of, the significance of a designated heritage asset should require clear and convincing justification, and that the conservation of such an asset should be given great weight (para. 212). These considerations stand to be balanced against the public benefits, if any, of the proposal, in the context of para. 167 of the Framework.

In summary, the proposed works to the windows to the front and side of the Hall are not considered contentious, subject to detail. The proposed solar PV installation, however, because of its position, extent and nature, will have an adverse impact on the special interest of the listed building and the character and appearance of the Conservation Area, albeit that that impact will be somewhat reduced by the rearward position of the installation and the relatively restricted impact on public and private views of the building. This aspect of the proposal is contrary to the requirements of DP34 and DP35, and results in terms of the NPPF in less than substantial harm to both the listed building and Conservation Area as set out above.

If on balance the application is recommended for approval I would suggest the following conditions:

- Detailed drawings, at an appropriate large scale, to include sections and annotated to show materials and finishes, of the following:
 - typical examples of the fixed and opening sashes to the Council Chamber. Your drawings should include details of glazing bars as appropriate.
- Details of the finish to the secondary glazing to the windows to the front elevation at ground and first floor.

PARISH COUNCIL OBSERVATIONS

No comment.

INTRODUCTION

The application seeks listed building consent for the installation of solar panels, the installation of secondary glazing to the façade and like for like replacement windows of the Council Chamber.

RELEVANT PLANNING HISTORY

No relevant history.

SITE AND SURROUNDINGS

The application property is a two-storey Grade II listed property, located on Cuckfield High Street. The property has a stone façade and a large rear brick-built hall. The building has metal and upvc framed windows on the front facade and a plain tile roof. The property benefits from public gardens to the rear and side of the site. The building's functions include a Village Hall, Museum, Council Chamber and Parish Council offices.

The property lies within the High Street Character Area of the Cuckfield Conservation Area. The property occupies a prominent position on the western side of the High Street and is located within the built-up area of Cuckfield. Adjacent to the north of the Queen's Hall is Kingsleys, a Grade II listed dwelling and Marshalls, a Grade II* listed manor house. There are several other Grade II Listed dwellings on the opposite side of the High Street, namely Southern Breach, Maltman's and Maberley's. Neighbouring properties are located to the north and south. Highway is located to the east.

An application for Planning Permission is being considered under reference DM/25/1250.

APPLICATION DETAILS

Listed building consent is sought for the installation of solar panels, the installation of secondary glazing to the façade and like for like replacement windows of the Council Chamber.

Plans show that an array of 50 mounted photovoltaic panels is proposed to be installed on the southern section of the pitched roof of Queen's Hall. The solar pv panels would be arranged in one group across 4 rows. Each solar panel would measure some 1.1 metres in width and some 1.7 metres in length. The panels would project a maximum of 15cm from the roof plane. The solar pv panels would be black in colour. The panels would be connected to an inverter and a 5.8kWh battery.

In addition, it is proposed to install secondary glazing to the front (eastern) elevation. Finally, it is proposed to replace the windows of the Council Chamber on the side (southern) elevation with double glazed sash windows.

LEGAL FRAMEWORK AND LIST OF POLICIES

Planning legislation holds that the determination of a planning application shall be made in accordance with the Development Plan unless material considerations indicate otherwise.

Using this as the starting point the development plan for this part of Mid Sussex consists of the District Plan, Site Allocation Development Plan Document (DPD) and the Cuckfield Neighbourhood Plan.

National policy (which is contained in the National Planning Policy Framework and National Planning Policy Guidance) does not form part of the development plan but is an important material consideration.

Mid Sussex District Plan

The District Plan was adopted at Full Council on 28th March 2018.

Relevant policies:

DP34: Listed Buildings and Other Heritage Assets

Site Allocations DPD

The SADPD was adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs to 2031.

There are no relevant policies.

Neighbourhood Plan

Cuckfield Neighbourhood Plan made in 2014.

No relevant policies

Other Legislation

Planning (Listed Buildings and Conservation Areas) Act 1990

Other Material Considerations

Mid Sussex District Plan 2021 - 2039 - Submission Draft (Regulation 19)

The District Council is reviewing and updating the District Plan. Upon adoption, the new District Plan 2021 - 2039 will replace the current District Plan 2014-2031 and its policies will have full weight. In accordance with the NPPF, Local Planning Authorities may give weight to relevant policies of the emerging plan according to the stage of preparation; the extent to which there are unresolved objections to the relevant policies; and the degree of consistency of the relevant policies in the emerging plan to the NPPF. The draft District Plan 2021-2039 (Regulation 19) is currently at Examination and the stage 1 hearings were concluded on the 31st October 2024. There are unresolved objections to the majority of Policies in the draft District Plan and as such, only minimal weight can be given to the Plan and this planning application has been assessed against the policies of the adopted District Plan.

Relevant policies:
DPB2 - Listed Buildings and Other Heritage Assets

Mid Sussex Design Guide Supplementary Planning Document (SPD)

The Council has adopted a 'Mid Sussex Design Guide' SPD that aims to help deliver high quality development across the district that responds appropriately to its context and is inclusive and sustainable. The Design Guide was adopted by Council on 4th November 2020 as an SPD for use in the consideration and determination of planning applications. The SPD is a material consideration in the determination of planning applications.

National Planning Policy Framework (NPPF) (December 2024)

Legislation

Planning (Listed Buildings and Conservation Areas) Act 1990.

ASSESSMENT

The only issue to consider in this instance is the impact on the listed building.

The LPA is under a duty by virtue of s.16 (2) of the Planning (Listed Building and Conservation Area) (LBCA) Act 1990:

'In considering whether to grant listed building consent for any works the local planning authority or the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.'

Policy DP34 of the Mid Sussex District Plan states:

Development will be required to protect listed buildings and their settings. This will be achieved by ensuring that:

- o A thorough understanding of the significance of the listed building and its setting has been demonstrated. This will be proportionate to the importance of the building and potential impact of the proposal;*
- o Alterations or extensions to a listed building respect its historic form, scale, setting, significance and fabric. Proposals for the conversion or change of use of a listed building retain its significance and character whilst ensuring that the building remains in a viable use;*
- o Traditional building materials and construction techniques are normally used. The installation of uPVC windows and doors will not be acceptable;*

Principle DG11 of the Mid Sussex Design Guide states: *'Heritage assets and historic landscapes should be celebrated, enhanced and preserved where appropriate, for the enjoyment of existing and future residents. Where appropriate and providing it does not cause harm to the heritage assets or their setting, they should be carefully integrated into development proposals as they help to reinforce a sense of place and local identity.'*

Paragraphs 207 - 210 of the NPPF require:

207. In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

208. Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset's conservation and any aspect of the proposal.

209. Where there is evidence of deliberate neglect of, or damage to, a heritage asset, the deteriorated state of the heritage asset should not be taken into account in any decision.

210. In determining applications, local planning authorities should take account of:

- a) the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- b) the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and*
- c) the desirability of new development making a positive contribution to local character and distinctiveness.*

The application site, Queen's Hall is a Grade II listed building located in a prominent position on Cuckfield High Street, within the Cuckfield Conservation Area.

The proposed works are relatively modest in their nature and due to their location, there would be limited views of the proposed works from the public realm.

The proposal has been considered by the Conservation Officer. The Conservation Officer concludes that the proposal would result in low level of less than substantial harm to the listed building. They placed the level of harm caused at the low-mid range of the less than substantial scale.

Whilst these comments are noted the proposed works are relatively modest in their nature and due to their position, there would be limited views of them from public or private views. Taking into account the above whilst the Council's Conservation Officers comments are noted, the proposal is not considered to result in harm to the existing listed building and the proposal would preserve the special interest of the listed building and address the character and scale of the surrounding buildings and landscape. Therefore, the proposal complies with policy DP34 of the Mid Sussex District Plan and the relevant paragraphs of the NPPF.

CONCLUSION

The special interest of the building will therefore not be harmed by the works. As a result, the proposal complies with policy DP34 of the District Plan, as well as the requirements of both the NPPF and the Listed Building and Conservation Area (LBCA) Act 1990.

Decision: Permission

Case Officer: Catherine Cardin