

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0735	Case Officer:	Stefan Galyas
Application Type:	Householder Application		
Proposal:	Replacement of existing front and side windows on the ground, first and second floors. Replacement of existing timber fence and gate to side elevation. New External door to rear of porch. New Air Source Heat Pump. New shed to garden		
Site:	1 Francis Road, Lindfield, Haywards Heath, West Sussex, RH16 2JB, , ,		
Validation Date	18 May 2026	Overall Expiry Date:	15 Jul 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	16 Jul 2026
Target Date:	13 Jul 2026	Recommending Officer Signature:	<i>Stefan Galyas</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Steven King</i>	Date:	17 Jul 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0735

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Mrs Vickers**

SUMMARY OF REPRESENTATIONS

There were no letters of representation received in response to the proposed development.

SUMMARY OF CONSULTEES

Conservation Officer: No objection.

Environmental Health Officer: *'The proposed air source heat pump should comply with the Microgeneration Certification Scheme Planning Standard MCS 020 (Air Source Heat Pump Sound Calculation). Compliance with MCS 020 is generally much more cost-effective than undertaking a full BS 4142 noise assessment. We strongly recommend that the applicant addresses this early in the build process, as this will allow flexibility to relocate the unit, select a quieter model, or install an acoustic barrier if necessary. Where compliance with MCS 020 cannot be demonstrated, a noise assessment in accordance with BS 4142:2014+A1:2019 should be provided to ensure that noise impacts on neighbouring properties are appropriately assessed and mitigated.'*

PARISH COUNCIL OBSERVATIONS

Parish Council: *'Lindfield Parish Council has no objections to this application.'*

INTRODUCTION

The application seeks planning permission for the replacement of the existing front and side windows to the ground, first and second floors, the replacement of an existing side timber fence and gate with a new fence, a new external door to the rear porch, a new air source heat pump (ASHP) and a new shed.

RELEVANT PLANNING HISTORY

DM/25/2227 - Proposed part side extension with a lean to roof and velux window. Part demolition of existing rear extension and change of fenestration. Ground floor, first floor and second floor renovation. New conservation style velux windows to front and rear roof slopes. New windows to side first floor. Permission 08.01.2026.

SITE AND SURROUNDINGS

The application relates to 1 Francis Road, a two storey dwelling forming one half of a pair of semis. The existing dwelling is set within a corner plot as Francis Road skirts the site from the north moving to the south-west. The existing dwelling almost immediately abuts the roadside with a front garden space setting the dwelling slightly back. The property is afforded garden amenity space to the rear within a box plot format. To the rear, the existing dwelling appears to have previously been extended through the addition of a single storey flat roof rear extension. In terms of materials, the existing dwelling is composed of brick exterior walls, a tiled roof and timber sash windows.

In terms of the street scene, there are a number of other residential semi-detached dwellings of a comparable appearance. Properties about the north-western side of the road whilst a hedgerow is set to the south-eastern side.

The site is within the built-up area for Haywards Heath and Lindfield as defined in the District Plan (DP). Additionally, the site is located within the Lindfield Conservation Area which is subject to an Article 4 Direction. There is also a nearby grade II listed building at The Pavilion across the road to the north of the site.

APPLICATION DETAILS

The proposed development would replace the existing front and side windows to the ground, first and second floors with new traditional timber casement and sash windows. The proposal would also add a new timber door to the rear of the extended porch and the rear extension.

The existing side fence and gate would be removed and in its place, a new 1.8m high vertical closeboarded fence and gate would be put in its place.

A new ASHP would be installed within the rear garden amenity space. Furthermore, a new single storey timber built shed would be constructed within the rear garden. The shed would measure at approximately 2.4m in length, 2.1m wide, 1.5m high to the eaves and 2.1m high to the ridge.

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 Lindfield and Lindfield Rural 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:

DP26: Character and Design

DP34: Listed Buildings

DP35: Conservation Areas

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

Lindfield and Lindfield Rural Neighbourhood Plan (Made March 2016)

None relevant.

Other Legislation

Planning (Listed Buildings and Conservation Areas) Act 1990

Section 66(1) - Special regard to be had to the preservation of a listed building or its setting.
Section 72(1) - Special attention to be paid to preserving or enhancing the character or appearance of a conservation area.

Mid Sussex District Plan 2021-2039 Consultation Draft

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 hearings were concluded on the 19th March 2026. The District Plan remains at Examination until the Inspector has published his report, until that time 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:

- DPS1 - Climate Change
- DPS2 - Sustainable Design and Construction
- DPB1 - Character and Design
- DPB2 - Listed Buildings and Other Heritage Assets
- DPB3 - Conservation Areas

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)

The National Planning Policy Framework (NPPF) 2024 is a material consideration. Paragraphs 2, 8, 11, 39, 48, 96, 98, 131, 134, 135, 139, 189, 207, 208, 209, 212-215, 219 & 220.

ASSESSMENT

It is considered that the main issues that need to be considered in the determination of this application are as follows;

- Impact on Character and Appearance, Including Heritage Assets
- Impact on Neighbouring Amenities
- Highways Impact
- Biodiversity Net Gain

Impact on Character and Appearance, Including Heritage Assets

With regard to the setting of the listed building, policy DP34 requires:

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

- 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;*
- 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;*
- Traditional building materials and construction techniques are normally used. The installation of uPVC windows and doors will not be acceptable;*
- Satellite antennae, solar panels or other renewable energy installations are not sited in a prominent location, and where possible within the curtilage rather than on the building itself;*

- *Special regard is given to protecting the setting of a listed building;*
- *Where the historic fabric of a building may be affected by alterations or other proposals, the applicant is expected to fund the recording or exploratory opening up of historic fabric.'*

In terms of the impact on the Lindfield Conservation Area, policy DP35 of the District Plan states:

'Development in a conservation area will be required to conserve or enhance its special character, appearance and the range of activities which contribute to it. This will be achieved by ensuring that:

- o New buildings and extensions are sensitively designed to reflect the special characteristics of the area in terms of their scale, density, design and through the use of complementary materials;*
- o Open spaces, gardens, landscaping and boundary features that contribute to the special character of the area are protected. Any new landscaping or boundary features are designed to reflect that character;*
- o Traditional shop fronts that are a key feature of the conservation area are protected. Any alterations to shopfronts in a conservation area will only be permitted where they do not result in the loss of a traditional shopfront and the new design is sympathetic to the character of the existing building and street scene in which it is located;*
- o Existing buildings that contribute to the character of the conservation area are protected. Where demolition is permitted, the replacement buildings are of a design that reflects the special characteristics of the area;*
- o Activities such as markets, crafts or other activities which contribute to the special character and appearance of the conservation area are supported;*
- o New pavements, roads and other surfaces reflect the materials and scale of the existing streets and surfaces in the conservation area.*

Development will also protect the setting of the conservation area and in particular views into and out of the area.

New buildings of outstanding or innovative design may be acceptable in conservation areas provided that their impact would not cause material harm to the area.'

Policy DP26 of the District Plan states:

'All development and surrounding spaces, including alterations and extensions to existing buildings and replacement dwellings, will be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside. All applicants will be required to demonstrate that development:

- o is of high-quality design and layout and includes appropriate landscaping and greenspace;*
- o contributes positively to, and clearly defines, public and private realms and should normally be designed with active building frontages facing streets and public open spaces to animate and provide natural surveillance;*
- o creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;*
- o protects open spaces, trees and gardens that contribute to the character of the area;*
- o does not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution'*

Paragraph 216 of the NPPF is relevant in this instance, stating that:

'The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.'

Significance is defined in Annex 2 of the NPPF as *'The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.'*

Paragraph 208 of the NPPF requires the Local Planning Authority to identify and assess the particular significance of any heritage asset that may be affected and take this into account when considering the impact of a proposal.

Paragraphs 212 - 215 of the NPPF states:

'212. When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.

213. Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. Substantial harm to or loss of:

a) grade II listed buildings, or grade II registered parks or gardens, should be exceptional;
b) assets of the highest significance, notably scheduled monuments, protected wreck sites, registered battlefields, grade I and II listed buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional.*

214. Where a proposed development will lead to substantial harm to (or total loss of significance of) a designated heritage asset, local planning authorities should refuse consent, unless it can be demonstrated that the substantial harm or total loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:

a) the nature of the heritage asset prevents all reasonable uses of the site; and
b) no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation; and
c) conservation by grant-funding or some form of not for profit, charitable or public ownership is demonstrably not possible; and
d) the harm or loss is outweighed by the benefit of bringing the site back into use.

215. Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.'

The below assessment is made whilst being mindful of this guidance and having regard to the statutory duty of the Council, as the Local Planning Authority, to have special regard to the desirability of preserving the listed building or its setting in accordance with the requirements of Section 66 and to pay special attention to the desirability of preserving or enhancing the character or appearance of that area in Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990

The Council's Conservation Officer has provided their comments in response to the development proposal with the full comments viewable on the applications case file.

The proposed development would carry out alterations to the fenestration to the front (south-east) and side (north-east) elevation at ground, first and second floor level. A mix of sash and casement style windows would be used in a white painted timber finish. It is considered that these window alterations would likely be viewed as an upgrade of the existing. Furthermore, the use of timber doors to the ground floor of the rear elevation would likely help assimilate with the rest of the windows throughout. The Conservation Officer did not consider this element of the proposal to be contentious. It was noted in their response that the new timber sashes would replace existing non-original casements which would enhance the overall character and appearance of the house.

To the side boundary of the site, the existing horizontal lapped timber fence and gate would be removed and replaced with a vertical timber closeboarded fence. The new fence would be slightly higher than the existing, however it is considered that the proposed design would be comparable to the existing arrangement. It was considered that this element was acceptable by the Conservation Officer.

A new timber built shed would also be developed within the rear garden amenity space. The proposed shed would be of a limited overall size and scale as it would wholly be contained to single storey level. Accordingly, views from the streetscene would be primarily obscured by the proposed boundary fence, with only the roof pitch perceivable. The Conservation Officer commented in their response that this part of the proposal was not contentious.

As for the ASHP, it is considered that this unit would be limited in size and visually screened from public vantage points. Accordingly, this was deemed as not being contentious by the Conservation Officer. It is noted that the Conservation Officer's comments throughout are agreed with by the Case Officer.

As such, the proposal is considered to result in a neutral impact on the Conservation Area and would preserve the setting of the nearby listed buildings. The proposal would therefore meet the provisions of policies DP26, DP34 and DP35 of the District Plan.

Impact on Neighbouring Amenities

In terms of impact upon neighbouring amenities, Policy DP26 in part seeks to ensure that development: *'does not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution (see DP29);'*

With regard to noise pollution, DP29 of the District Plan states among other matters that development will only be permitted where:

'It is designed, located and controlled to minimise the impact of noise on health and quality of life, neighbouring properties and the surrounding area;

If it is likely to generate significant levels of noise it incorporates appropriate noise attenuation measures;'

The ASHP would be sited towards the sites side (north-eastern) boundary and therefore away from the adjoining neighbouring property at No.2. In response to the development proposal, the Council's Environmental Health Officer did not raise an objection towards the scheme, however a pre-installation condition was recommended requiring further acoustic details. Such a condition is considered to be necessary and relevant should planning permission be granted.

Furthermore, the proposed shed would be siting away from the adjoining neighbour. By virtue of its limited size and scale coupled with this separation distance, it is not considered that the proposed shed would result in a significant overbearing impact.

The proposed window alterations would not create any new openings to that of the existing or of those approved under the extant permission DM/25/2227.

Accordingly, the proposal is considered to comply with the provisions of policies DP26 and DP29 of the Mid Sussex District Plan in terms of neighbouring amenities.

Biodiversity Net Gain

Biodiversity net gain is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990. This is a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015. As a householder application this development is exempt from the requirement to provide biodiversity net gain.

PLANNING BALANCE AND CONCLUSION

In conclusion, the proposal is appropriate in terms of design and will not negatively impact on the host dwelling nor its immediate Conservation Area setting and will not harm neighbouring amenities.

The proposal will comply with Policies, DP26, DP29, DP34 and DP35 of the District Plan, The Lindfield and Lindfield Rural Neighbourhood Plan, the MSDC Design Guide and the requirements of the NPPF.

Decision: Permission

Case Officer: Stefan Galyas

