

## Delegated Decision

### Sign off Sheet

|                                              |                                                                                                                                                                                                                                 |                                        |              |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------|
| <b>Ref. No:</b>                              | DM/25/0250                                                                                                                                                                                                                      | <b>Case Officer:</b>                   | Hamish Evans |
| <b>Application Type:</b>                     | Householder Application                                                                                                                                                                                                         |                                        |              |
| <b>Proposal:</b>                             | Proposed single storey rear extension to provide a self contained annexe, roof extension and loft conversion to provide 3 bedrooms, ensuite and bathroom with a total of 9 rooflights, three per rear and both side elevations. |                                        |              |
| <b>Site:</b>                                 | 38 Midfields Drive, Burgess Hill, West Sussex, RH15 8EN, , , ,                                                                                                                                                                  |                                        |              |
| <b>Validation Date</b>                       | 6 Feb 2025                                                                                                                                                                                                                      | <b>Overall Expiry Date:</b>            | 4 Mar 2025   |
| <b>Pre-Commencement Conditions Required:</b> |                                                                                                                                                                                                                                 | <b>Pre-Com Conditions Date Agreed:</b> |              |
| <b>Recommendation:</b>                       | Permission                                                                                                                                                                                                                      | <b>Recommendation Date:</b>            | 27 Mar 2025  |
| <b>Target Date:</b>                          | 3 Apr 2025                                                                                                                                                                                                                      | <b>Recommending Officer Signature:</b> | Hamish Evans |

|                                                        |  |                               |   |
|--------------------------------------------------------|--|-------------------------------|---|
| <b>Date Legal Agreement Completed: (if applicable)</b> |  | <b>No of Representations:</b> | 0 |
|--------------------------------------------------------|--|-------------------------------|---|

|                              |             |              |             |
|------------------------------|-------------|--------------|-------------|
| <b>Signed and Agreed By:</b> | Steven King | <b>Date:</b> | 27 Mar 2025 |
| <b>Comments:</b>             |             |              |             |

## **MID SUSSEX DISTRICT COUNCIL**

**DM/25/0250**

**38 Midfields Drive, Burgess Hill, West Sussex, RH15 8EN, , ,**  
**Proposed single storey rear extension to provide a self contained annexe, roof extension and loft conversion to provide 3 bedrooms, ensuite and bathroom with a total of 9 rooflights, three per rear and both side elevations.**  
**Mr Ross Parsons**

### **SUMMARY OF REPRESENTATIONS**

No third party representation letters have been received.

### **SUMMARY OF CONSULTEES**

#### **MSDC Tree Officer**

No objection subject to condition.

### **TOWN COUNCIL OBSERVATIONS**

No comment due to inconsistent plans and concern over impact on trees and their RPAs.

### **INTRODUCTION**

The application seeks planning permission for the construction of a single storey rear extension which would provide a self-contained annexe, a roof extension and loft conversion and nine roof lights at 38 Midfields Drive Burgess Hill RH15 8EN.

### **RELEVANT PLANNING HISTORY**

None relevant.

### **SITE AND SURROUNDINGS**

The site is located within the Burgess Hill built up area boundary and it consists of a single storey semi-detached dwelling. The dwelling is characterised by bare brown brick walls, brown clay roof tiles and white uPVC window and door frames. The existing boundary treatment consists of some 1.8 metre high closed board fencing and there are a number of trees located to the north of the site. There are some two off-street parking spaces within the existing integral garage and some three off-street parking spaces to the front of the dwelling. Midfields Drive is located to the south of the site and residential properties are located to the north, east and west of the site. The surrounding area is residential in its nature with the dwellings being predominantly single storey bungalows. There are a variety of single storey extensions and loft extensions within the surrounding area. The existing dwellings within the surrounding area are characterised by a variety of external materials.

### **APPLICATION DETAILS**

The proposed single storey rear extension measures some 3.0 metres in depth, 10.4 metres in width, an eaves height of 2.4 metres and a total height of 5.3 metres. This extension would provide two bedrooms and the application seeks to rearrange the ground floor layout to provide a self-contained annexe at ground floor level. The annexe would consist of two bedrooms, a living room and a wet room. The proposed loft extension would measure some 10.8 metres in width, 9.9 metres in depth and a total height of 2.8 metres. It would provide two single bedrooms, one double with bedroom with ensuite and a

shower room. The proposal includes two roof lights to the east facing roof slope, two roof lights to the west facing roof slope and three roof lights to the north facing roof slope. The proposed works are to be characterised by external materials similar in appearance to the existing dwelling.

## **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 Burgess Hill 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:

DP6 - Settlement Hierarchy  
DP21 - Transport  
DP26 - Character and Design  
DP37 - Trees, Woodland and Hedgerows

### **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.

### **Burgess Hill Neighbourhood Plan**

Relevant policies:

S4 - Parking standards for new developments

### **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 some of the 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:

DPB1: Character and Design  
DPT4: Parking and Electric Vehicle Charging Infrastructure  
DPH3: Sustainable Development - Inside the Built-up Area  
DPN4: Trees Woodland and Hedgerows

## *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)*

## *West Sussex County Council Guidance on Parking at New Development (September 2020)*

### **ASSESSMENT**

#### **Principle of development**

Policy DP6 of the Mid Sussex District Plan states:

*'Development will be permitted within towns and villages with defined built-up area boundaries. Any infilling and redevelopment will be required to demonstrate that it is of an appropriate nature and scale (with particular regard to DP26: Character and Design), and not cause harm to the character and function of the settlement.'*

The proposal would provide an annexe which would be ancillary to the main dwelling and it would not be used as an independent unit of residential accommodation, this can be secured by a suitably worded condition. The proposed annexe does not include any cooking facilities and it does not have a separate access from the main dwelling's access, as such there would be a degree of reliance on the main dwelling for access and cooking facilities. The site is located within the built-up area boundary which, subject to its compliance with policy DP26 of the Mid Sussex District Plan, is considered acceptable in principle and complies with the above part of policy DP6 of the Mid Sussex District Plan.

#### **Character and Appearance**

Policy DP26 of the Mid Sussex District Plan in part 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:*

- *is of high quality design and layout and includes appropriate landscaping and greenspace;*
- *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;*
- *creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;*
- *protects open spaces, trees and gardens that contribute to the character of the area;*
- *protects valued townscapes and the separate identity and character of towns and villages;*
- *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 Policy DP27);*
- *creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;*
- *incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;*
- *positively addresses sustainability considerations in the layout and the building design;*
- *take the opportunity to encourage community interaction by creating layouts with a strong neighbourhood focus/centre; larger (300+ unit) schemes will also normally be expected to incorporate a mixed use element;*

- *optimises the potential of the site to accommodate development.'*

Principle DG49 of the Mid Sussex Design Guide states: *'Extensions should typically use simple, uncomplicated building forms to compliment and coordinate with the scale, form and massing of the original dwelling. The design approach may benefit from coordinating with the existing pattern of window and door openings as well as employing facing materials to match those of the existing dwelling. Otherwise it should demonstrate the appropriateness of the alternative approach.'*

Principle DG51 specifically relates to rear extensions and states that *'rear extensions which are not visible from the street and do not negatively impact on neighbouring properties can be expressed in many forms, including by adopting a contemporary architectural approach. With reference to DG49, they should nevertheless have consideration for the character of the existing building and the relationship of the extension with the side boundaries and adjacent buildings and gardens.'*

Principle DG52 relates to loft conversions and roof extensions and states that *'A loft conversion is a space efficient means of extending the amount of living accommodation in a dwelling. Roof accommodation is normally reliant on dormer windows and rooflights to provide light and ventilation. However, if they are out of scale or out of character with the roofscape and proportions of a dwelling they can have an adverse impact on the character of both the dwelling and the streetscape. The roof pitch and form are intrinsic to a building's character and roof extensions should be sensitive to this. Roof extensions and dormer windows that alter the existing ridge of the roof or significantly alter the roof profile of a building will not normally be acceptable, particularly on the front roof slope, and where there is a strong established roofline. Where a clear rhythm of fenestration is established, the position and proportion of dormer windows should respond to existing windows and / or doors. Further guidance on dormer windows and rooflights is provided in chapter 6 under sections 6.3.5 to 6.3.8.'*

Section 6.3.5 to 6.3.8 states:

*'6.3.5 While dormer windows can sometimes be prominent features in the streetscene, care needs to be taken with their design, proportions and position on the roof. The choice of design should be informed by the character and appearance of the local vernacular.*

*6.3.6 Dormer windows should be visually subordinate to the roof slope, enabling a large proportion of the main roof to remain visible. Excessively wide dormers are likely to look unsatisfactory as they will often be out of proportion with the existing roof.*

*6.3.7 Dormer windows should normally be positioned below the ridge-line, and above the eaves line.*

*6.3.8 Rooflights that follow the roof profile can be an appropriate substitute for a dormer where it is important to retain the profile of the roof slope or avoid a dormer that break the eaves line. Care though needs to be taken to avoid them dominating the roof. Rooflights are best designed with a slender-profile that are flush with the roof slope.'*

The proposed works would be characterised by external materials similar in appearance to those used within the existing dwelling, details of which can be secured by a suitably worded condition.

The proposed single storey rear extension would be relatively modest in its scale and it would not exceed the height of the existing dwelling. Its design would be similar to the existing dwelling and due to its position there would be limited views of it from the surrounding area.

The proposed loft extension would extend the existing roof above the proposed single storey rear extension. It would not exceed the height of the existing dwelling and it would be of a similar design and appearance to the existing dwelling. The proposed rooflights to the side facing roof slopes are relatively modest in their nature and scale and they would not dominate the roof. There would be limited views of the proposed rear facing rooflights due to their location.

As such the proposed works are considered to address the character and scale of the existing and surrounding buildings and landscape. The existing highways access will remain unchanged which is considered acceptable and the resulting parking arrangement is to be assessed in a subsequent section

of this report. As such it is considered to comply with policy DP26 of the Mid Sussex District Plan and principles DG49, DG51 and DG52 of the Mid Sussex Design Guide.

## **Transport**

Policy DP21 of the Mid Sussex District Plan in part states:

*'The scheme provides adequate car parking for the proposed development taking into account the accessibility of the development, the type, mix and use of the development and the availability and opportunities for public transport; and with the relevant Neighbourhood Plan where applicable;'*

Policy S4 of the Burgess Hill Neighbourhood Plan and the West Sussex County Council Parking Guidance for New Developments require two off-street parking spaces be provided for a dwelling of this size.

The West Sussex County Council September 2020 Parking Guidance outlines that for a development of this size in this location 2.2 parking spaces should be provided. The existing two parking spaces with the existing garage are to be retained and the three existing parking spaces to the front are also to be retained. As such there would be some five off-street parking spaces at the dwelling. Taking into account the above, the application is considered to comply with policy DP21 of the Mid Sussex District Plan, policy S4 of the Burgess Hill Neighbourhood Plan and the West Sussex County Council September 2020 Parking Guidance.

## **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 Policy DP29);'*

A similar ethos is contained within the Mid Sussex Design Guide SPD.

The proposed single storey rear extension would be of a modest scale and it would be set some 2.6 metres away from the closest boundary of the site. The proposed loft extension would not exceed the height of the existing dwelling and it would be set some 2.6 metres away from the closest boundary of the site. The proposal does not include any first-floor side facing windows and due to the orientation of the proposed rooflights they would not have direct views into neighbouring properties private amenity spaces. As such, it is considered that the proposal would not cause significant harm to the amenities of nearby residents including taking account of the impact on overlooking and loss of privacy, reduction in sunlight and daylight and a loss of outlook. The proposal is therefore, considered to comply with the above-mentioned part of policy DP26 and the Mid Sussex Design Guide SPD.

## **Trees, Woodland and Hedgerows**

Policy DP37 of the Mid Sussex District Plan in part states:

*'The District Council will support the protection and enhancement of trees, woodland and hedgerows, and encourage new planting. In particular, ancient woodland and aged or veteran trees will be protected.'*

The proposed works do not include the removal or felling of any existing trees. The Tree Officer raises no objection to the proposal and the proposed protection measures are considered acceptable. As such the proposal is considered to sufficiently protect the existing trees and the proposal complies with the above part of policy DP37 of the Mid Sussex District Plan.

## **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 site is located within the built-up area boundary where the principle of development is considered acceptable and the resulting extension would result in an ancillary use to the main dwelling. The proposal is considered to address the character and scale of the existing and surrounding buildings and landscape and it would also not cause significant harm to the amenities of nearby residents. The resulting parking arrangement and impact on existing trees is considered acceptable. The application is also exempt from the requirement to provide biodiversity net gain. Therefore, the proposal complies with policies DP6, DP21, DP26 and DP37 of the Mid Sussex District Plan, the principles of the MSDC Design Guide SPD, policy S4 of the Burgess Hill Neighbourhood Plan, the West Sussex County Council: Guidance on Parking at New Developments and with the relevant provisions of the NPPF.

Decision:       Permission

Case Officer: Hamish Evans