

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/3158	Case Officer:	Caroline Grist
Application Type:	Householder Application		
Proposal:	Demolition of existing front conservatory. Proposed front two storey extension, single storey front extension with new mono pitched roof with roof light. Replacement of all existing windows. Additional front window at 1st floor. New clay hanging tiles to first floor of existing and new upper walls. Demolition of existing main roof, and replacement of roof with new tiled roof with steeper pitch.		
Site:	Courtlands, Sandy Lane, East Grinstead, West Sussex, RH19 3LP, , ,		
Validation Date	10 Dec 2025	Overall Expiry Date:	2 Jan 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	3 Feb 2026
Target Date:	4 Feb 2026	Recommending Officer Signature:	<i>Caroline Grist</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	1
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Signed and Agreed By:	<i>Joanne Fisher</i>	Date:	3 Feb 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/3158

**Courtlands, Sandy Lane, East Grinstead, West Sussex, RH19 3LP, ,
Demolition of existing front conservatory. Proposed front two storey extension, single storey front extension with new mono pitched roof with roof light. Replacement of all existing windows. Additional front window at 1st floor. New clay hanging tiles to first floor of existing and new upper walls. Demolition of existing main roof, and replacement of roof with new tiled roof with steeper pitch.
James Broad**

SUMMARY OF REPRESENTATIONS

One representation has been received, stating that they have no objection to this planning application.

SUMMARY OF CONSULTEES

Tree Officer

I have reviewed the Arboricultural Impact Assessment and Method Statement for this proposal, and I have no objection.

Provided that the measures set out in the AMS section of the report are adhered to, then the trees can be retained and unharmed by the development.

Please condition adherence to the AIA and AMS therein.

TOWN COUNCIL OBSERVATIONS

No comment.

INTRODUCTION

Planning permission is sought to demolish an existing front conservatory and replace it with a two storey front extension and a single storey front extension with a new mono pitched roof and roof light. It is proposed to replace all existing windows, to install a new front window at the first floor, and install new clay hanging tiles to the first floor existing and new upper walls. Lastly it is proposed to replace the existing roof with a new tiled roof, with a steeper pitch.

RECENT PLANNING HISTORY

There is no recent planning history.

SITE AND SURROUNDINGS

Courtlands is a south facing, two storey, semi-detached dwelling. It is constructed of brick, with a section of hanging tile at the first floor level, a pan tile roof and upvc windows. The dwelling benefits from a flat roof, integral garage to the side. This flat roof continues along the frontage of the dwelling and is further enlarged by a conservatory to the front.

The site is located within the built up area of East Grinstead. Neighbouring dwellings are situated to the north, east and west, whilst the highway is to the south. The dwelling is set back from the highway by a driveway and front garden.

APPLICATION DETAILS

Planning permission is sought for a range of extensions and alterations to this dwelling.

It is firstly proposed to replace the existing roof, which currently has a shallow pitch. The existing eaves measure approximately 4.9 metres high and the ridge 6.4 metres. The new roof would retain the existing eaves line but have an increased ridge of some 7.8 metres. This height, combined with the proposed extensions, would also alter the roof slope. It is to be finished in clay tiles.

Extensions are proposed to the front of the house. The first would replace the existing conservatory with a two storey addition. On the ground floor this would create a new playroom and on the first floor a master bedroom. This extension would project some 4.3 metres from the original front wall and would then contain a bay window. It is to project some 0.7 metres eastwards, to create a flush side wall, and an additional 1.4 metres westwards than the existing conservatory. The total width would be approximately 5.7 metres. A pitched roof is proposed that would continue the existing eaves and ridge lines.

It is also proposed to undertake a single storey front extension along the remaining front elevation, some 0.6 metres deep. This would create a new hallway arrangement, an office and enlarge the garage. A dummy pitched roof is proposed that would have an eaves height of approximately 2.4 metres and a ridge of 3.4 metres.

The walls of the extensions are to be finished in facing brick and clay hanging tiles, rather than concrete hanging tiles. It is also proposed to replace the existing upvc windows with new upvc units, but in a casement style. This will include a new first floor window, in the front elevation, that would relate to the hallway.

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 East Grinstead 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

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.

East Grinstead Neighbourhood Plan

The East Grinstead Neighbourhood Plan was formally made on 2nd November 2016.

Relevant policy:

EG3 - Promoting Good Design

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:

DPS2 - Sustainable Design and Construction

DPN4 - Trees, Woodland and Hedgerows

DPB1 - Character and Design

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)

ASSESSMENT

Design and impact on neighbouring amenity

Policy DP26 of the Mid Sussex 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 protects valued townscapes and the separate identity and character of towns and villages;*
- 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 (see Policy DP27);*
- o creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;*
- o incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;*
- o positively addresses sustainability considerations in the layout and the building design;*
- o 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;*

o optimises the potential of the site to accommodate development.'

East Grinstead Neighbourhood Plan policy EG3 states:

'Planning permission will normally be granted where development proposals meet the following criteria:

- o The form of the proposed development is proportionate and in keeping with the scale, height, materials and site coverage of the surrounding area;*
- o The layout of the proposed development respects the topography and character of the site, protects important landscape features and does not harm adjoining amenity;*
- o The proposal does not result in the loss of buildings or spaces that would have an unacceptable impact on the character of the area;*
- o The proposal ensures satisfactory means of access for vehicles and pedestrians and provides adequate parking, cycle storage and refuse facilities on site;*
- o The design of new buildings and the layout of spaces, including footways, car and cycle parking areas, should be permeable and provide connectivity with neighbouring areas;*
- o New development must be inclusive and where appropriate make satisfactory provision for the safe and easy access for those with mobility impairment; and*
- o The design of new developments must result in the creation of a safe and secure environment and incorporate adequate security measures and features to deter crime, fear of crime, disorder and anti-social behaviour; and*
- o Proposals make provision for green infrastructure and biodiversity enhancement'.*

The Mid Sussex Design Guide SPD also provides advice for extensions to dwellings. Principle DG49 states that:

'Extensions should respond to the design of the original dwelling and applicants will be expected to demonstrate how local character has informed the design proposal. Extensions should also normally be designed to be well-integrated with the existing scale, form and massing allowing the original building to remain the dominant element of the property whether it has one or several additions'.

In terms of front extensions, principle DG50 sets out they

'Front extensions are more likely to be acceptable where the building line is staggered or where the dwelling is set well back from the road. They are less likely to be acceptable in streets with a strong consistent building form as they risk disrupting the underlying order.

Where front extensions are considered acceptable, they should normally be limited to a modest single storey or porch-type extension that reflect the character of the existing property'.

Principle DG52 of the Design Guide relates to roof extensions and states:

'The roof pitch and form are intrinsic to a building's character and roof extensions should be sensitive to this'.

The application relates to an established residential area of East Grinstead, where there is some variety in houses, however they all remain set back from the highway and are of a traditional design and form.

Planning permission is sought for extensions to the front of the house and the roof, as well as other alterations. With regards to the front extensions, the dwelling is set well back from the front of the road therefore the principle of such additions is considered acceptable. The single storey enlargement is considered to represent a modest increase in the building's footprint, as set out in the Design Guide. The proposed two storey addition would be more substantial and would result in the character of the dwelling being altered. The combination of the works together, however, would result in the re-modelling of the house. It is considered that the existing dwelling is not of any particular, significant architectural merit and the overall scheme presented would create a successful design reflecting the Sussex vernacular. As noted the streetscene is varied and, given the acceptability of the design, the proposal would not create an incongruous addition to the area.

With regards to amenity, to the east of the site is Scarletts. This two storey dwelling, whilst having windows in the side elevation, is set away from the shared boundary by some 8.8 metres. Furthermore the boundary comprises mature planting and trees. As such, whilst the two storey extension would be positioned closest to this neighbour, it is considered that it would not cause a loss of light or outlook. A window is proposed in the eastern elevation, however it is to relate to the landing and would face onto the planted boundary. In addition to the separation distance between these houses, it is considered that this window would not result in significant harm to this neighbour's privacy.

Ex Libris is located to the west of the site and is set away from the boundary by its garage. Given the scale of the single storey extension and this arrangement, it would not result in a loss of light or outlook to this neighbour. First floor windows are proposed that would face westwards, relating to the landing and master bedroom. The proposed windows are to be set back from the boundary, by some 9.3 metres, and the opening associated with the bedroom is to be obscure glazed. Given how the frontage of a dwelling is generally used more as a transitional space, it is considered that a significant loss of privacy would not occur. During the Case Officer's site visit it was also noted that Ex Libris has a first floor box window, which includes an opening that faces onto the application site. This window is set away from the shared boundary by some 8.5 metres. Considering the distances and the proposed use of obscure glazing for the window associated with the bedroom, it is considered that there would not be a significant loss of privacy to this neighbour's window. A condition can be imposed to any consent to ensure that the proposed bedroom window will be obscure glazed.

Given the domestic nature of the proposal, there would not be an adverse impact in terms of noise, air or light pollution.

Impact to trees

Policy DP37 of the Mid Sussex District Plan relates to trees. This policy supports the protection and enhancement of trees and does not support development that will lead to the damage or loss of trees that contribute to the visual amenity value or character of an area. It goes on to set out how trees will be protected and enhanced during development.

An Arboricultural Impact Assessment and Method Statement has been submitted as part of this application. It identifies three trees within proximity to the development as well as two groups of trees along the western boundary. A hedge is situated along the southern boundary with the highway.

The submitted information has been reviewed by the Tree Officer. The Tree Officer has commented that they have no objection to the proposal, subject to a condition that ensures the tree protection measures are undertaken. It is considered reasonable and necessary for this condition to be imposed to ensure that the trees are protected in accordance with the requirements of policy DP37 of the 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 proposal would accord with the requirements of policies DP26 and DP37 of the Mid Sussex District Plan and policy EG3 of the East Grinstead Neighbourhood Plan. It is therefore considered acceptable.

Decision: Permission

Case Officer: Caroline Grist

