

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/1608	Case Officer:	Tracie Axford
Application Type:	Householder Application		
Proposal:	Retrospective application for a Conversion of existing double garage into a garden room.		
Site:	13 Campbell Mead, Haywards Heath, West Sussex, RH17 5LT, , , ,		
Validation Date	9 Jul 2025	Overall Expiry Date:	1 Aug 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	5 Sep 2025
Target Date:	3 Sep 2025	Recommending Officer Signature:	Tracie Axford

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	5 Sep 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/1608

**13 Campbell Mead, Haywards Heath, West Sussex, RH17 5LT, , ,
Retrospective application for a Conversion of existing double garage into a garden room.
Mr Duncan McMeekin**

SUMMARY OF REPRESENTATIONS

None received

SUMMARY OF CONSULTEES

None

TOWN/PARISH COUNCIL OBSERVATIONS

Haywards Heath Town Council made no comment on this application

INTRODUCTION

The application seeks retrospective planning permission to convert the existing detached single storey garage to a garden room for incidental use by occupants of the main dwelling.

RELEVANT PLANNING HISTORY

DM/16/1803 - Full application for the development of 210 dwellings (C3), means of access from Hanlye Lane and a new roundabout junction on Balcombe Road, the provision of new internal access roads and footpaths, details of site levels, landscaping and open spaces, drainage measures and associated infrastructure. The development includes demolition of existing structures. AMENDMENT: 'Amended Plans recieved relating to design and layout, with associated updated supporting documents.'
Permission 2017-06-09

SITE AND SURROUNDINGS

The application property is a detached two-storey dwelling with a separate single storey garage, located on Campbell Mead, which is within a modern development situated to the north of Haywards Heath.

The application property has a pitched roof and is constructed from brick with white render partially at first floor level. The dwelling is set back from the highway with soft landscaping, whilst to the side of the property there is off street parking and a separate detached double garage which is set back beyond the rear elevation of the main dwelling. The immediate locality is characterised by detached properties of varying scale and form.

APPLICATION DETAILS

This is a retrospective application for the conversion of the detached garage situated within the curtilage of the dwellinghouse to a garden room for incidental use for the main dwelling. No changes have been made to the front elevation of the garage. To the rear of the garage on the North elevation, a UPVC window has been installed and to the eastern elevation, facing the rear garden, bi-fold doors have been installed. Internally, a stud wall has been erected behind the garage door which remains in place and a kitchen has been installed. No further changes to the garage are proposed.

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 Haywards Heath 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:

DP21 - Transport

DP26 - Character and Design

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.

Haywards Heath Neighbourhood Plan

Relevant Policies:

Policy E9 (Character and 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:

DPS1 - Climate Change

DPS2 - Sustainable Design and Construction

DPB1 - Character and Design

DPT4 - Parking and Electric Vehicle Charging Infrastructure

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

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

- Design and Character
- Impact on neighbouring properties
- Biodiversity Net Gain
- Parking Provision

Design and Character

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:

- 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.'*

Policy E9 of the Haywards Heath Neighbourhood Plan relates to design and states: *'Developers must demonstrate how their proposal will protect and reinforce the local character within the locality of the site. This will include having regard to the following design elements:*

- height, scale, spacing, layout, orientation, design and materials of buildings,*
 - the scale, design and materials of the development (highways, footways, open space and landscape), and is sympathetic to the setting of any heritage asset,*
 - respects the natural contours of a site and protects and sensitively incorporates natural features such as trees, hedges and ponds within the site,*
 - creates safe, accessible and well-connected environments that meet the needs of users,*
 - Will not result in unacceptable levels of light, noise, air or water pollution,*
 - Makes best use of the site to accommodate development,*
 - Car parking is designed and located so that it fits in with the character of the proposed development.*
- Proposals affecting a listed building, conservation area, building of local interest or public park of historic interest or their setting should preserve or enhance their special interest and/or distinctive character.'*

The application is seeking permission retrospectively for the conversion of the existing garage to a habitable space comprising of a garden room. Externally, to the front elevation, the existing garage door still remains, whilst internally a stud wall has been erected behind the garage door. The windows and doors added to the rear and side elevations, are white uPVC matching the main dwelling. The conversion of the garage will not include any alterations to the scale or size of the building.

Therefore, in terms of character and design, the proposal complies with policy DP26 of the Mid Sussex District Plan, Policy E9 of the Haywards Heath Neighbourhood Plan and the relevant paragraphs of the NPPF.

Impact on neighbouring properties

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 Policy DP29);'*

The window installed to the rear elevation of the garage does not have any direct views into the private amenity spaces of neighbouring properties. The neighbouring property, which shares a boundary with

the rear garden of the application property, is set at a higher level and therefore there are no issues relating to impacts to residents in terms of overlooking, loss of privacy, and loss of daylight and sunlight. The bi-fold doors leading into the rear garden do not have any impact on neighbouring amenities, due to the separation distance between the doors and any neighbouring property. Therefore it is considered that the proposal would not cause significant harm to the amenities of nearby residents in terms of overlooking, loss of privacy, loss of daylight and sunlight, noise, air and light pollution or a loss of outlook.

Therefore, in terms of neighbouring amenities, the proposal is deemed to comply with policy DP26 of the Mid Sussex District Plan.

Parking provision

Policy DP21 of the District Plan states that to meet the objectives of the West Sussex Transport Plan 2011- 2026, decisions on development proposals will take account of whether: *'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;.*

There is external parking space on the driveway to accommodate up to four cars. It is therefore considered that, in this instance, the proposal would be acceptable in terms of highways impact. Therefore, the proposal is deemed to comply with policy DP21 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 proposal is considered to be appropriate in terms of design, size and scale, parking provision and would not cause significant harm to the amenities of neighbouring properties. Therefore, the proposal complies with policies DP21 and DP26 of the Mid Sussex District Plan, policy E9 of the Haywards Heath Neighbourhood Plan and the relevant paragraphs of the NPPF.

Decision: Permission

Case Officer: Tracie Axford