

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/1822	Case Officer:	Catherine Cardin
Application Type:	Householder Application		
Proposal:	Conversion of garage to form new home office. Single storey side extension		
Site:	3 Town Wood Close, Lindfield, Haywards Heath, West Sussex, RH16 2GQ, , ,		
Validation Date	16 Jul 2025	Overall Expiry Date:	11 Aug 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	5 Sep 2025
Target Date:	10 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>Steven King</i>	Date:	5 Sep 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/1822

**3 Town Wood Close, Lindfield, Haywards Heath, West Sussex, RH16 2GQ, ,
Conversion of garage to form new home office. Single storey side extension
Redbridge Events Ltd**

SUMMARY OF REPRESENTATIONS

None received.

SUMMARY OF CONSULTEES

None received.

PARISH COUNCIL OBSERVATIONS

LRPC have no comment on this consultation.

INTRODUCTION

Planning permission is sought for a side extension and garage conversion.

RELEVANT PLANNING HISTORY

DM/17/2271- Outline application for the erection of 43 (one, two, three, four and five bedroom) dwellings and three self/ custom build plots (use class C3) with associated infrastructure, landscaping and access. All matters to be reserved except for access. Amended description 21/8/2017 to include self / custom build. Permission.

SITE AND SURROUNDINGS

3 Town Wood Close is a two-storey detached property constructed in red brick, with white windows and doors and a plain tile roof. No 3 is set at the brow of the hill and benefits from a detached garage to the eastern side of the site and off-street parking for two cars at the side of the property.

The property is located within the built-up area boundary of Lindfield. The property is in a recent development set on a circular road with properties set around. There is a mixture of design and materials in the street scene including brick, black timber weatherboarding, tile hanging, render and flint. There is also a mixture of gable, hipped and barn hipped roofs of slate and clay plain tiles. Neighbouring properties are located to the east and west. Highway is located to the south.

APPLICATION DETAILS

Planning permission is sought for a side extension and garage conversion.

The side extension would measure some 3.1 metres in width and some 10.3 metres in depth. This would have pitched roof which would continue the roof pitch of the existing rear projection. This would have a maximum height of some 3.5 metres and a height to the eaves of some 2.4 metres. It is also proposed to

install 4 no. rooflights on the side (western) roof pitch) and French doors on the rear (north) elevation. This would be finished in external materials to match the existing.

In terms of the proposed garage conversion, it is proposed to install two windows on the rear (northern) elevation and two windows on the side (western) elevation. This would be finished in external materials to match the existing.

It is also proposed to install a timber frame roof between the office and the kitchen dining area. This would have a flat roof and would have a maximum height of some 2.3 metres.

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 Lindfield and Linfield 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:

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.

Neighbourhood Plan

Lindfield and Lindfield Rural Neighbourhood Plan made in 2016.

There are no relevant policies for consideration in relation to this proposal.

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

DPS2 - Sustainable Design and Construction

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
- Parking
- Biodiversity Net Gain

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:

- 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 DP29);*
- 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.'*

Principle DG49 of the MSDC Design Guide establishes design principles for extensions to dwellings and 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. Extensions should typically use simple, uncomplicated building forms to complement 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. Extensions should not result in a significant loss to the private amenity area of the dwelling.'

Principle DG50 of the Mid Sussex Design Guide SPD relate to side extensions and states that: *'Side extensions should normally be subservient to the original dwelling and typically be set-back from the front of the house to help define the original building. The gaps between dwellings can sometimes positively contribute to articulating (for example, through the consistent rhythm of repeated houses) and adding interest in a street frontage or by providing views / visible connections to the surrounding countryside. Side extensions will therefore need to appropriately respond to the character of the street form and will not normally be accepted where they close an important gap and view.'*

The side extension would form a subordinate and subservient feature to the main dwelling. Whilst there would be glimpsed views of the extension from the street scene, it is considered that the pitched roof design of the extension would coordinate well with the existing property and that the extension would be of a similar character and design to the existing dwelling. The proposed extension would be set-back from the front of the house, which would define the original dwelling. The proposal would not close an important gap or view and is therefore considered to not be harmful to the character of the area. As the proposal includes materials to match the existing, it is considered that the development would provide a consistent finish.

The garage conversion has been sensitively designed, and the proposed windows would coordinate well with the existing dwelling.

Taking into account the above, the proposal is considered to address the scale and character of the existing and surrounding buildings and townscape. As such the proposal is deemed to comply with the above part of policy DP26 of the District Plan, and principles DG49 and DG50 of the Mid Sussex Design Guide SPD

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);'*

On the eastern side is 5 Town Wood Close. Given that the side extension would be screened by the application property itself, it is not considered that the proposal would cause any significant loss of light or outlook to this neighbour. As no windows are proposed on the side elevation it is not considered that the proposal would give rise to any significant overlooking concerns.

On the western side is 1 Town Wood Close. Given the single storey nature of the proposal and the separation distance of some 13 metres from the development, it is not considered that the proposal would cause any significant loss of light or outlook to this neighbour. As no windows are proposed on the side elevation it is not considered that the proposal would give rise to any significant overlooking concerns.

Due to the domestic nature of the proposed development, it is considered that there would not be a harmful impact in terms of noise, air and light pollution.

It is therefore considered that the proposal would not cause harm to the amenities of neighbouring properties. The proposal is therefore deemed to accord with the above-mentioned part of policy DP26 of the 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;'*.

It is noted that the proposal would result in the loss of one parking space associated with the dwelling. West Sussex County Council Parking Standards Guidance (2020) outlines the County Council's approach to parking at new developments to ensure that sufficient parking is provided to meet the needs of the development while maintaining highway network operations, protecting surrounding communities and pursuing opportunities to encourage use of sustainable modes of transport. It has been confirmed that the property currently has four bedrooms. West Sussex County Council Parking Standards Guidance (2020) outlines that for a 4-bedroom dwelling in this location that 3 parking spaces should be provided. There is an external parking space in front of the garage to accommodate two cars, which would remain. In addition, there are no restrictions on the surrounding roads that would prevent on road parking and the proposal would not result in the creation of any new bedrooms, which would increase parking demand. 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 and the WSCC Parking Standards Guidance.

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

The proposed side extension and garage conversion is considered to be sensitive in terms of design, size and scale to the dwellinghouse and locality, and would not cause harm to the amenities of neighbouring properties.

In conclusion, the proposal complies with Mid Sussex District Plan policies DP21 and DP26, and the relevant provisions of the NPPF. The application is therefore recommended for approval.

Decision: Permission

Case Officer: Catherine Cardin