

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/1996	Case Officer:	Catherine Cardin
Application Type:	Householder Application		
Proposal:	Proposed front ground floor extension to extend the existing garage. Side first floor extension over the existing garage and utility room. Hip-to-gable loft conversion with dormers, with juliette balconies to the front elevation.		
Site:	5 The Holt, Haywards Heath, West Sussex, RH16 4XR, , , ,		
Validation Date	21 Aug 2025	Overall Expiry Date:	3 Nov 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Refusal	Recommendation Date:	14 Nov 2025
Target Date:	16 Oct 2025	Recommending Officer Signature:	Catherine Cardin

Date Legal Agreement Completed: (if applicable)		No of Representations:	2
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Signed and Agreed By:	Steven King	Date:	14 Nov 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/1996

**5 The Holt, Haywards Heath, West Sussex, RH16 4XR, , ,
Proposed front ground floor extension to extend the existing garage. Side first floor extension over the existing garage and utility room. Hip-to-gable loft conversion with dormers, with juliette balconies to the front elevation.
Mark McMillen**

SUMMARY OF REPRESENTATIONS

Two letters of objection were received to the first set of plans. These raised concerns regarding:

- Overlooking to 12 Buckeridge Way
- Overlooking to 14 Buckeridge Way
- Harm to the character and appearance of the area
- Unsympathetic addition to the property
- Loss of outlook
- Impact on parking

Revised plans were submitted. A further two letters of representation were received which raised concerns that the revised plans do not address the previous concerns raised.

SUMMARY OF CONSULTEES

MSDC Flood Risk and Drainage

No objection.

PARISH COUNCIL OBSERVATIONS

ASPC would like to object to this planning application based on the fact that it would reduce the parking space to 1, which we believe is below the parking standards for a house this size.

INTRODUCTION

Planning permission is sought to construct a front ground floor extension to extend the existing garage, a side first floor extension over the existing garage and utility room, a hip-to-gable loft conversion with dormers containing Juliette balconies.

RELEVANT PLANNING HISTORY

13/00656/OUT- Outline application for residential development comprising of 101 dwellings with associated garaging, car parking, open space, landscaping and access roads. (Phase 2 following permission 12/00535/OUT for phase 1). Permission.

14/00422/REM- Application for the approval of reserved matters relating to the proposed layout of the development for outline application 12/00535/OUT, construction of Stage 5 of Haywards Heath Relief Road; formation of roundabout; residential development comprising 96 dwellings with associated garaging, car parking, open space and landscaping. Withdrawn.

14/01759/NONMAT- Non Material Amendment to planning application 14/01759/REM - To enlarge the ground floor plan across the rear of the 5 bed houses. This is related to house type 5BH1 (Plots 3, 18 and 21). Withdrawn.

DM/16/1312- Outline Application for residential development comprising 134 dwellings with associated garaging, car parking, open space, landscaping and access roads (phase 2 to permission ref:12/00535/OUT for phase 1). Permission.

DM/16/2180- Reserved Matters application for the approval of the appearance, landscaping, layout and scale of the proposed development of 134 dwellings and associated works on the land at Rocky Lane following outline application DM/16/1312. Permission.

DM/18/1894- Non-material amendment to planning reference DM/16/2180 for alterations to windows and doors and some other minor external alterations. Refusal.

DM/18/3472- Reserved Matters Application for the approval of the appearance and landscaping, relating to Outline Planning Application DM/16/1312. Permission.

SITE AND SURROUNDINGS

Number 5 The Holt is a two-storey semi-detached dwelling. The property is characterised by walls of face brickwork and hanging tiles, white upvc doors and windows and a plain tile roof. The dwelling benefits from an attached garage and off-street parking to the side of the property.

The site is within the built-up area of Haywards Heath within a cul-de-sac off Buckeridge Way. The east of the site is the adjacent flats building serving 7-13 The Holt. To the north of the site is the raised garden with close boarded fencing to set higher 14 Buckeridge Way.

APPLICATION DETAILS

The application seeks planning permission to construct a front ground floor extension to extend the existing garage, a side first floor extension over the existing garage and utility room, a hip-to-gable loft conversion with dormers containing Juliette balconies.

The proposed ground floor extension would have a depth of some 1.2 metres and a width of some 3.1 metres. This would be finished in materials to match the existing. It is proposed to retain this use as a garage and utility.

The proposed side extension would measure some 7.9 metres in depth and some 3.1 metres in width. This would have a hipped roof, with a maximum height of some 6.9 metres and a height to the eaves of some 5.2 metres. It is proposed to install a garage door on the front (southern) elevation, and to install a Juliette balcony above at first floor level. It is also proposed to install a rooflight on the rear (north elevation). This would be finished in materials to match the existing.

The hip-to-gable loft extension would measure some 3.7 metres in width. This would have a gabled roof, with a maximum height of some 9 metres and a height to the eaves of some 5.4 metres. This would be finished in materials to match the existing.

The proposed front dormer would measure some 4 metres in width and some 3.3 metres in depth. This would have a flat roof, with a maximum height of some 2.4 metres. It is proposed to install a Juliette balcony. This would be finished in materials to match the existing.

The proposed rear dormer would measure some 3.8 metres in width and some 2.7 metres in depth. This would have a flat roof, with a maximum height of some 2 metres. This would be finished in materials to match the existing.

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 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 - Design and Character

Site Allocations DPD

The SADPD was adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs to 2031.

Relevant policies.

No relevant policies

Neighbourhood Plan

The Haywards Heath Neighbourhood Plan has been formally 'made' as of 15th December 2016.

Relevant policies:

E9 - Design

H9 - Extensions

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

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
- Neighbouring amenities
- Parking arrangements
- Biodiversity Net Gain

Design and Character

Policy DP26 of the Mid Sussex District Plan relates to design and character and 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.'*

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:

- o height, scale, spacing, layout, orientation, design and materials of buildings,*
- o the scale, design and materials of the development (highways, footways, open space and landscape), and is sympathetic to the setting of any heritage asset,*
- o respects the natural contours of a site and protects and sensitively incorporates natural features such as trees, hedges and ponds within the site,*
- o creates safe, accessible and well-connected environments that meet the needs of users,*
- o Will not result in unacceptable levels of light, noise, air or water pollution,*
- o Makes best use of the site to accommodate development,*
- o 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.

Policy H9 of the Haywards Heath neighbourhood Plan related to extensions and states:

'Extensions to existing dwellings will be permitted where it meets the following criteria:

- o The scale, height and form fit unobtrusively with the existing building and the character of the street scene.*
- o Spacing between buildings would respect the character of the street scene.*
- o Gaps which provide views out to surrounding countryside are maintained.*
- o Materials are compatible with the materials of the existing building.*
- o The traditional boundary treatment of an area is retained and, where feasible reinforced.*
- o The privacy, daylight, sunlight and outlook of adjoining residents are safeguarded.'*

Principle DG49 of the Mid Sussex Design Guide relates to general principles for extensions 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.'

Furthermore, principle DG50 of the MSDC Design Guide relates 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.

During the course of the application concerns were raised regarding the scale of the front and rear dormers. Revised plans were submitted during the course of the application which reduced the width of the rear dormer. The revised plans are not considered to address these concerns as they retain the front dormer, which is considered to be out of proportion with the existing roof and does not allow the main roof to remain visible. The front dormer as proposed is therefore considered to be harmful to the character of the existing dwelling and the character of the area.

A first-floor extension above garage was approved within the estate at 10 The Holt (DM/23/1638), 11 Rocky Drive (DM/21/3468) and 4 Buckeridge Way (DM/22/2869). The proposed first floor extension above garage would be of a design and form that is subservient and in proportion and appropriate to the character and appearance of the property. The first-floor extension would be visible within the streetscene, would be set back from the front elevation, which along with the subservient width and height of the proposal would be in keeping with the character of the streetscene.

The proposed hip to gable roof extension would increase the mass of the existing property. Given that there is a variety of roof forms within the estate, including gabled and hipped roofs, this aspect of the proposal would not be considered harmful to the streetscene or the existing property.

Policy DP26 of the District Plan and Policies E9 and H9 of the Haywards Heath Neighbourhood Plan require that proposals address the character of the surrounding area and street scene, and due to the proposal's scale and design, it is not considered to do this.

Neighbouring Amenities

In terms of impact on neighbouring amenities, Policy DP26 of the District Plan states proposals should *'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'*. Policy H9 in the Neighbourhood Plan refers to *'The privacy, daylight, sunlight and outlook of adjoining residents are safeguarded.'* As such there is some conflict between the two policies.

Under section 38(5) of the Planning and Compulsory Purchase Act 2004 if a policy contained in a development plan for an area conflict with another policy in the development plan, the conflict must be resolved in favour of the policy which is contained in the last document to be adopted, approved or published. As such, policy DP26 of the District Plan is considered to take precedence and therefore the test in this instance is whether the development causes significant harm to the amenities of existing nearby residents.

As outlined above, concerns have been raised from neighbours to the rear as to overlooking, loss of privacy and loss of outlook. In terms of overlooking and loss of privacy, the neighbours to the rear are set higher than the proposal. A degree of overlooking is to be expected within the built-up area, and the harm will be no more than that caused from the existing first floor rear windows. It is noted that the distance between the extension and 12 Buckeridge Way is approximately 22m which is in line with the generally accepted 22m distance expected between back-to-back windows. Therefore, significant harm will not be caused in terms of privacy and overlooking.

In terms of loss of outlook, whilst the proposal will impact upon this, given its subservient relationship with the existing dwelling, the level of harm is not deemed significant. Therefore, in terms of neighbouring amenities the proposal is deemed acceptable and complies with this element only of policy DP26 of the Mid Sussex District Plan and policy H9 of the Haywards Heath Neighbourhood Plan.

Flood risk and drainage

Policy DP40 of the MSDC District Plan states in part that:

'Proposals for development will need to follow a sequential risk-based approach, ensure development is safe across its lifetime and not increase the risk of flooding elsewhere. The District Council's Strategic Flood Risk Assessment (SFRA) should be used to identify areas at present and future flood risk from a range of sources including fluvial (rivers and streams), surface water (pluvial), groundwater, infrastructure and reservoirs. Particular attention will be paid to those areas of the District that have experienced flooding in the past and proposals for development should seek to reduce the risk of flooding by achieving a reduction from existing run-off rates.'

The property is within flood zone 1 and is at risk of fluvial flooding and at very low to medium surface water flood risk. MSDC Drainage have been consulted on the application and considers that the proposed development would be classified as a 'minor extension', being less than 250 square metres. Subject to the proposed development incorporating all flood mitigation and resilience measures set out within the Flood Risk and Surface Water report (by NFA Architect Consultant), including finished floor levels, they have no objection to the proposal.

Parking arrangements

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;'*.

The concerns regarding parking from the ASPC are noted.

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. 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 2.2 parking spaces should be provided. The proposal would retain an external parking space at the front of the house to accommodate one car and would retain the existing garage. In addition, there are no restrictions on the surrounding roads that would prevent on road parking. 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

It is considered that the proposed front dormer would be out of keeping with the design and character of the existing property and street scene. The development would not integrate nor respond well to the original dwelling and would not contribute positively to the street scene. Therefore, the proposal fails to accord with policy DP26 of the Mid Sussex District Plan, policies E9 and H9 of the Haywards Heath Neighbourhood Plan, the relevant principles of the MSDG and national policy contained within the NPPF. It is recommended that permission be refused.

Decision: Refusal

Case Officer: Catherine Cardin

