

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/1959	Case Officer:	Catherine Cardin
Application Type:	Householder Application		
Proposal:	Proposed two storey front extension with changes to the fenestration.		
Site:	4 Marlborough Drive, Burgess Hill, West Sussex, RH15 0EU, , , ,		
Validation Date	29 Sep 2025	Overall Expiry Date:	21 Oct 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	17 Nov 2025
Target Date:	24 Nov 2025	Recommending Officer Signature:	<i>Catherine Cardin</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	1
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Signed and Agreed By:	<i>Steven King</i>	Date:	17 Nov 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/1959

**4 Marlborough Drive, Burgess Hill, West Sussex, RH15 0EU, , ,
Proposed two storey front extension with changes to the fenestration.
Mr And Mrs Hills**

SUMMARY OF REPRESENTATIONS

One letter of representation was received. This raised concerns regarding the use of the private road to the east of the site being used for construction traffic.

SUMMARY OF CONSULTEES

Southern Water

No objection.

MSDC Flood Risk and Drainage

No objection.

TOWN COUNCIL OBSERVATIONS

RESOLVED: Committee of 6th October would Recommend Approval, while regretting the loss of the garage space. The committee noted that it is too small to house a standard family car.

INTRODUCTION

Planning permission is sought for the construction of a two-storey front extension and changes to the fenestration.

RELEVANT PLANNING HISTORY

BH/182/74- First floor extension to provide bedroom. Permission.

SITE AND SURROUNDINGS

4 Marlborough Drive is a two-storey detached dwelling. The property is constructed of red brick, with white upvc windows and a pantile roof. The property occupies a corner plot and is characterised by timber weatherboarding to the first-floor front elevation. The property benefits from off road parking and an attached garage to the front of the property.

The application site lies within the built-up area boundary of Burgess Hill. A neighbouring property is located to the south. Highway is located to the north, east and west.

APPLICATION DETAILS

The two-storey front extension would have a maximum width of some 8.6 metres and a maximum depth of some 1.8 metres on the ground floor. This would have a maximum height of some 7.4 metres and a height to the eaves of some 5.2 metres. This would be finished in external materials to match the existing. It is proposed to use this as a WC, utility, garage storage and a bedroom at ground floor level.

At first floor level the extension would have a maximum width of some 3.7 metres and a maximum depth of some 2.8 metres. It is proposed to use this as a bedroom.

It is also proposed to install a front porch. This would measure some 2.3 metres in width and some 1.1 metres in depth.

The proposal also includes installing white render to the front elevation at ground and first floor level and to install hanging red tiles to the front gable projection at first floor.

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:

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.

No relevant policies

Neighbourhood Plan

The Burgess Hill Neighbourhood Plan was made in 2016.

No relevant policies.

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

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.'

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.'

Principle DG50 of the Mid Sussex Design Guide relates to front extensions and states that:

'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.'

The proposed front extension would be an appropriate scale and would be subordinate in size to the existing dwelling. As the front extension would be set back from the front elevation at first floor level, it is considered that this would help to define the original dwelling. It is considered that the pitched roof design at ground floor level coordinates well with the existing property. Although the proposal would result in an increase in the built form towards the highway to the north of the property, given the cluttered arrangement of the existing layout and that the dwelling is set well back from the road, the proposal is considered to be an improvement on the existing design as it would help create a more cohesive appearance. The street scene contains a varied palette of materials and designs. Whilst the proposal would result in the loss of timber weatherboarding, the proposed materials are considered to be appropriate as the proposed materials can be found within the existing street scene and within the existing property and are considered to be high quality.

The proposal is therefore considered to address the character of the existing dwelling and the surrounding buildings, and as such the proposal is deemed to comply with the above part of policy DP26 of the District Plan, principles DG49, DG50 of the Mid Sussex Design Guide SPD.

Impact on 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'*.

To the south is 2 Marlborough Drive. Given that the proposal would be screened by the application property itself, it is not considered that the proposal would be harmful to the amenities of this neighbour. 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. The proposal is therefore considered to comply with Policy DP26 of the District Plan, and the relevant principles of the Mid Sussex Design Guide SPD.

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 garage parking 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. The property currently has three bedrooms. West Sussex County Council Parking Standards Guidance (2020) outlines that for a 5-bedroom dwelling in this location that 3 parking spaces should be provided. The property has an external parking space at the front of the house that would accommodate one car, which would remain. 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.

Other matters

In regard to the concerns raised by the neighbour in relation to access of the private road to the east of the application site, this is considered a private matter, not a concern of the planning regime, and therefore a condition is not considered necessary. A informative will be added to advise the applicants about this matter.

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 proposal is considered to be acceptable 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 would accord with the requirements of policy DP21 and DP26 of the Mid Sussex District Plan. It is therefore considered acceptable.

Decision: Permission

Case Officer: Catherine Cardin