

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2881	Case Officer:	Anna Tidey
Application Type:	Householder Application		
Proposal:	Proposed removal of roof and construction of new pitched roof and loft conversion with no.6 dormer windows and internal alterations.		
Site:	17 Woodhall Close, Cuckfield, Haywards Heath, West Sussex, RH17 5HJ, , ,		
Validation Date	20 Nov 2025	Overall Expiry Date:	22 Dec 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	15 Jan 2026
Target Date:	15 Jan 2026	Recommending Officer Signature:	Anna Tidey

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	15 Jan 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2881

**17 Woodhall Close, Cuckfield, Haywards Heath, West Sussex, RH17 5HJ, ,
Proposed removal of roof and construction of new pitched roof and loft conversion with no.6
dormer windows and internal alterations.
James Wheeler-Mallinson**

SUMMARY OF REPRESENTATIONS

One letter of objection received which contains the following comments:

- The southern elevation of the property is immediately adjacent to the boundary of the garden at 15 Bylanes Crescent.
- Previously objected to this proposal when it was submitted in 2017.
- Loss of Light and Overshadowing - increase in roof height will significantly reduce daylight and sunlight to the rear rooms and garden. This conflicts with District Plan Policy DP26.
- Loss of Privacy and Overlooking -Six dormer windows will create direct overlooking into habitable rooms and private garden areas of nearby properties, contrary to District Plan Policy DP26.
- Overbearing and Dominating Impact - increased roof height and bulk will have an oppressive and overbearing effect on 15 Bylanes Crescent, reducing enjoyment of home and garden, which is inconsistent with DP26, which requires development to be of a scale and massing appropriate to its context.
- Out of Character with the Area - the raised roofline and multiple dormers are visually intrusive and inconsistent with the established character of the street, contrary to District Plan Policy DP26 and the Dormer Window and Rooflight Design Guidance.
- Potential Overdevelopment -The scale of the proposal appears excessive for the plot size and represents overdevelopment, contrary to the principles of DPB1: Character and Design in the emerging District Plan and the adopted Design Guide SPD, which require development to respond positively to local context.
- The proposal fails to comply with local and national planning policies designed to protect residential amenity and maintain the character of the area.

SUMMARY OF CONSULTEES

Conservation Officer: The application site is an unlisted detached house located within a late 20th century estate to the northeast of Cuckfield village. The site is not within the Cuckfield Conservation Area, but is within the setting of the early 19th century Grade II listed buildings at the adjacent Old Hospital site, including the main hospital building and the lodge house and vagrants' accommodation which flanked the hospital entrance. A brief map regression exercise shows that when built the Old Hospital, which was originally a Union Workhouse, was in a rural setting outside the village. It became engulfed by the suburban spread of Cuckfield during the 20th century, but the surviving countryside to the northwest and southeast may be considered to make a modest positive contribution to the special interest of the listed buildings. The modern suburban development in their immediate context, including the application site, will be considered to make a negative or at best neutral contribution in this respect.

The current proposal is for a loft extension and conversion, including raising the height of the roof and introducing six dormer windows to front and rear roof slopes. New bay windows at ground floor to the front elevation and other amendments to the fenestration are also proposed.

Firstly, the application is not accompanied by a Heritage Statement, which would be a validation requirement.

The proposal will result in some increase in height and in high level bulk of the house, which will render it more prominent in views from the direction of the Old Hospital, and will also have some potentially adverse impact on the contribution which the site makes to views towards the hospital site from Woodhall Close. The proposal also raises general concerns in design terms, in rendering the house 'top heavy' with respect to the unbalanced relationship of the extended roof and dormers with the elevations below, and in the overscaled dormers. The proposed works would detract from the established street scene of Woodhall Close, in terms of the consistency of the planned development along it. This will to some extent detract from the setting of the Old Hospital as it is viewed from the Close.

The proposal will therefore in my opinion have some adverse impact on the setting of the listed buildings at the Old Hospital, including views of the hospital site from Woodhall Close, although given the wider context of the modern development surrounding the listed buildings I would place this impact at the lower end of the scale of less than substantial harm, such that paragraph 215 of the NPPF will apply. The proposal is also contrary to the requirements of the Council's adopted Design Guide, including Design Principle DG52.

Naturespace Newt Officer: Development unlikely to have an impact on great crested newts or their habitats. As it is for roofing and loft work it is not relevant to great crested newts.

PARISH COUNCIL OBSERVATIONS

Cuckfield Parish Council: Objection - Committee agreed that this planning application would set an unfortunate precedent for future applications proposing similar developments, which could have a detrimental impact on the character of the Woodhall/Bylanes neighbourhood. Committee also noted the property's close proximity to a listed building, the Old Chapel at Chapelfields. Reference was made to policy CNP10 (a) of the Cuckfield Neighbourhood plan which states that "a building extension will be permitted where it meets the following criteria: a) the scale, height and form fit unobtrusively with the existing building and the character of the street scene."

INTRODUCTION

This application seeks planning permission for the 'Proposed removal of roof and construction of new pitched roof and loft conversion with no.6 dormer windows and internal alterations' at a detached residential house at No 17 Woodhall Close, off Ardingly Road in Cuckfield.

RELEVANT PLANNING HISTORY

DM/17/4423. Removal of roof and construction of new pitched roof and loft conversion with 6no. dormer windows and internal alterations. Bay window to front elevation, window to side elevation and door and window to side elevation of the ground floor. New chimney. Approved December 2017.

DM/17/4001. Loft conversion with 6no. dormer windows and internal alterations. Bay window to front elevation, window to side elevation and door and window to side elevation of the ground floor. New chimney. Withdrawn October 2017.

07/01671/FUL. Change garage roof from a flat roof to a pitched roof. Approved July 2007.

06/01908/FUL. Single storey rear extension. Approved November 2006.

CU/220/83. Single storey rear extension and convert garage. Approved August 1983.

SITE AND SURROUNDINGS

No 17 Woodhall Close is an extended 4 bed house located at the end of a cul de sac of similarly designed estate houses. The house is located adjacent to the Old Hospital Chapelfields site and sides onto a pedestrian pathway linking the neighbouring properties to Ardingly Road.

To the north east of the site are Grade II Listed buildings located on the former Cuckfield Hospital site, now converted to flats at Chapelfields. The former Chapel, which is not listed, also converted into a residential house, at 'The Old Chapel', is sited 25m from No 17, with an intervening public foot path

running east west along the northern boundary of the garden of No 17, an accessed from the northern end of the residential cul de sac.

APPLICATION DETAILS

This application seeks planning permission for proposed alterations and extensions that affect all of the elevations of the property.

The submitted plans show the ridge level of the house raised by 1.2m, increasing the pitch from a 30 degree to a 40 degree pitch from the existing eaves level. Associated with this alteration is the addition of three 1.4m wide front facing and three rear facing dormer windows with gabled roofs. The extended roof space would accommodate a fifth bedroom and a bathroom and store room.

The application plans reflect those which were formerly approved under application DM/17/4423, and works have been commenced in part to complete some elements of that consent, ie, the installation of a bay window on the front (east facing) elevation of the house, a window to the northern side elevation and a door and window to the southern side elevation of the ground floor. A chimney flue has also been added on the north facing side elevation to serve a fireplace in the ground floor lounge.

The applicant has confirmed that some of the approved works have been completed, but the roof alterations and extension remain uncompleted.

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, the Cuckfield Neighbourhood Plan and Site Allocations DPD.

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
DP34 Listed Buildings and Other Heritage Assets
DP38 Biodiversity

Site Allocations Development Plan Document

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

There are no policies deemed relevant to this application.

Neighbourhood Plan

Cuckfield Neighbourhood Plan, made 2014.

Policy CNP 1 - Design of New Development and Conservation

Policy CNP 10 - Building Extensions Within and Outside the Built Up Area Boundary

Other Legislation

Planning (Listed Buildings and Conservation Areas) Act 1990

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
DPS6 Health and Wellbeing
DPB1 Character and Design
DPB2 Listed Buildings and Other Heritage Assets

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
Impact upon the Listed Buildings
Impact on residential amenities
Biodiversity Net Gain

Design

Policy DP26 of the District Plan seeks to promote well located and designed development, to protect valued characteristics of the built environment for their historical and visual qualities and support sustainable communities and create accessible environments. Policy DP26 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 DP29);*
- * 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 CNP 10 of the Cuckfield Neighbourhood Plan refers to building extension works. This states:

Policy CNP 10 - Building Extensions Within and Outside the Built Up Area Boundary

Building extension will be permitted where it meets the following criteria:

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

The Design Guide contains principles relevant in the consideration of extensions to residential dwellings. Whilst an extension is not proposed it is considered that the following principle is relevant to the determination of this application. Principle DG49 states:

'Extensions should respond to the design of the original dwelling and applicant 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 allow 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.

There are two general approaches to extending a property:

*-designing in the style of the existing building by closely matching its facing materials, architectural features, window sizes and proportions; and
-designing in a contemporary style that takes its cues from key aspects of the existing building that might include its underlying form and proportions, facing materials, window design and other specific architectural features. The success of this approach is particularly reliant on high quality facing materials and finishes, and this will normally need to be demonstrated through detailed elevations and section drawings.*

Both approaches can create successful, well designed extensions that can be mutually beneficial to both the house and the wider area. All extensions and alterations should consider their impact on neighbouring properties (refer to Chapter 8 on residential amenity).'

Design Guide Principle DG52 refers to Loft conversions and roof extensions and states:

*'A loft conversion is a space efficient means of extending the amount of living accommodation in a dwelling. Roof accommodation is normally reliant on dormer windows and rooflights to provide light and ventilation. However, if they are out of scale or out of character with the roofscape and proportions of a dwelling they can have an adverse impact on the character of both the dwelling and the streetscape. The roof pitch and form are intrinsic to a building's character and roof extensions should be sensitive to this. Roof extensions and dormer windows that alter the existing ridge of the roof or significantly alter the roof profile of a building will not normally be acceptable, particularly on the front roof slope, and where there is a strong established roofline.
Where a clear rhythm of fenestration is established, the position and proportion of dormer windows should respond to existing windows and / or doors.
Further guidance on dormer windows and rooflights is provided in chapter 6 under sections 6.3.5 to 6.3.8.'*

The proposed roof enlargement and dormer additions will alter the appearance of this property, which occupies a secluded position at the end of the cul de sac. It is accepted that the extension works will give the property a different appearance, with added height and roof features. Dormers are not a common feature on other properties located in the road, due to the low roof angles on the houses.

However, the separate position of the house at No 17 means that the house is not within a row of houses of a uniform height and design. It is therefore considered that the raised ridge height and dormer additions can be accommodated without harm to the overall character and appearance of the area, given the separate and secluded siting of the house at the end of the residential cul de sac.

The proposed scale, form and position of the roof dormers accord with Design Guide guidance. They are positioned symmetrically across the roofline and set well above the eaves and ridge line so as not to dominate the roofscape.

The proposed building materials for the additions and alterations will reflect those of the original house and would not impact negatively upon the visual appearance of the street scene. The proposal would accord with the design aims of District Plan Policy DP26 and Policies CNP1 and CNP10 of the Cuckfield Neighbourhood Plan and the Design Guide principles and therefore the proposal can be supported in design terms.

Impact upon the Listed Buildings

The Council, as the Local Planning Authority, has a statutory duty to have special regard to the desirability of preserving heritage assets. Listed Buildings and their settings are afforded special protection under the planning regime by virtue of Section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (PLBCAA); paragraphs 200-214 of the NPPF and Policy DP34 of the District Plan.

District Plan Policy DP34 states:

'DP34: Listed Buildings and Other Heritage Assets

Listed Buildings

Development will be required to protect listed buildings and their settings. This will be achieved by ensuring that:

- o A thorough understanding of the significance of the listed building and its setting has been demonstrated. This will be proportionate to the importance of the building and potential impact of the proposal;*
- o Alterations or extensions to a listed building respect its historic form, scale, setting, significance and fabric. Proposals for the conversion or change of use of a listed building retain its significance and character whilst ensuring that the building remains in a viable use;*
- o Traditional building materials and construction techniques are normally used. The installation of uPVC windows and doors will not be acceptable;*
- o Satellite antennae, solar panels or other renewable energy installations are not sited in a prominent location, and where possible within the curtilage rather than on the building itself;*
- o Special regard is given to protecting the setting of a listed building;*
- o Where the historic fabric of a building may be affected by alterations or other proposals, the applicant is expected to fund the recording or exploratory opening up of historic fabric.*

Other Heritage Assets

Development that retains buildings which are not listed but are of architectural or historic merit, or which make a significant and positive contribution to the street scene will be permitted in preference to their demolition and redevelopment.

The Council will seek to conserve heritage assets in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the character and quality of life of the District. Significance can be defined as the special interest of a heritage asset, which may be archaeological, architectural, artistic or historic.

Proposals affecting such heritage assets will be considered in accordance with the policies in the National Planning Policy Framework (NPPF) and current Government guidance.'

The aims of this policy are reflected in Policy CNP 1 of the Cuckfield Neighbourhood Plan. This states:

'Policy CNP 1 - Design of New Development and Conservation

New development in accordance with the Neighbourhood Plan will be permitted where it:

- a) Is designed to a high quality which responds to the heritage and distinctive character and reflects the identity of the local context of Cuckfield as defined on Map 3 - Conservation Areas and Character Areas, by way of;*
 - i. height, scale, spacing, layout, orientation, design and materials of buildings,*
 - ii. the scale, design and materials of the public realm (highways, footways, open space and landscape), and*
- b) Is sympathetic to the setting of any heritage asset and*
- c) Follows guidance in the Conservation Area Appraisals and Management Plans, the High Weald AONB Management Plan, and*
- d) Respects the natural contours of a site and protects and sensitively incorporates natural features such as trees, hedges and ponds within the site, and*
- e) Creates safe, accessible and well-connected environments that meet the needs of users, and*
- f) Will not result in unacceptable levels of light, noise, air or water pollution, and*
- g) Makes best use of the site to accommodate development.'*

The proposal has been assessed by the Conservation Officer, due to the location of the site close to the converted Grade II former hospital buildings at Chapelfields. Her views are reported above.

It is considered that the proposed roof extension and dormer additions at No 17 Woodhall Close have no adverse impact on the setting of the listed buildings, which are visually divorced from the residential estate and are located on a separate site with access off Ardingly Road.

There are limited public views of the former hospital site from the northern end of the cul de sac and turning head of Woodhall Close, and the nearest former chapel building is unlisted and now in use as a residential unit.

Consideration should be given to the context of the site. The Listed buildings at the former hospital site are now in residential use and the houses on the residential estate where No 17 is located have also undergone various adaptations and extensions to suit the occupiers space requirements.

Whilst the views of the Conservation Officer are noted, your Planning Officer considers that the setting of the listed building would be preserved and therefore there is no harm to the setting of the listed building.

It is considered that the setting of the listed buildings will be preserved. As such the aims of District Plan Policy DP34 are complied with and paragraph 215 of the NPPF is not engaged.

The proposal will therefore meet the requirements of District Plan Policy DP34, Policy CNP 1 of the Cuckfield Neighbourhood Plan and the aims of the NPPF with regards to preserving the setting of the nearby Listed Buildings.

Impact on residential amenities

In assessing the potential impact of the proposed works upon the neighbouring amenities consideration needs to be given to District Plan Policy DP26. Policy DP26 requires that 'All applicants will be required to demonstrate that development does not cause significant harm to the amenities of existing nearby residents and future occupants of the new dwellings.'

In addition Principle DG45 in the Design Guide refers to the need to consider privacy of existing and future residents and it is noted that privacy may be affected by the relationship of buildings to each other.

The immediate neighbouring properties are the houses to the south, located in Bylanes Crescent, which back onto the southern side boundary of the garden at No 17. The houses at Nos 13 and 15 Bylanes Crescent have both been substantially extended at the rear at ground and first floor level, adding additional rear facing bedroom windows. To the north and northwest of the garden boundary are houses located in Goreside Lane. Those houses lie north of the line of the public footpath and there is a good degree of intervening natural vegetation and trees to screen these houses from No 17. The rear garden of No 17 is screened with well established vegetation around all of the boundaries.

A neighbouring resident who lives at No 15 Bylanes Crescent has objected to the application and a summary of his comments are reported above. The house at No 17 Woodhall Close is located some 15m to the north west of this neighbouring house. Due to the orientation of the houses, the rear garden of No 15 has a view of the southern side elevation of No 17. The closest dormer addition is shown on the proposed plans to be inset 0.7m from the edge of the raised gabled roof. It is considered that any potential outlook from the windows in the dormer additions would not impact the rear garden of No 15. With the recommended planning condition to require the dormer windows serving the bathroom and store room to be glazed with obscured glass, which are closest to No 15, the neighbouring privacy will be protected. Due to the position of No 17 to the north the proposed ridge height increase and dormer additions are unlikely to affect daylight and sunlight received by the neighbouring dwellings.

Given the siting of the property, and its relationship to the neighbouring dwellings, it is considered that the proposed roof height extension and dormer additions would not adversely affect the neighbours which front onto the house and back up to the southern garden boundary. The relationship and distance of the extensions to the other neighbouring houses would not create an unacceptable effect upon neighbouring residential amenities and as such the proposal is considered acceptable.

The use of obscured glazing in the dormer windows serving the second floor bathroom and store, sited closest to the southern site boundary, will protect the neighbouring residents from unnecessary overlooking. Therefore, it is considered that the proposal would not cause harm to the amenities of the neighbouring residents. The proposal is therefore considered to accord with the requirements of District Plan Policy DP26 and the Design Guide Principles in respect of neighbouring amenities.

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 works which remain unimplemented from the previous approval under DM/17/4423 will not harm the overall character and appearance of the area, given the separate and secluded siting of the house at the end of the cul de sac.

The proposed scale, form and position of the roof dormers accord with Design Guide guidance. They are positioned symmetrically across the roofline and set well above the eaves and ridge line so as not to dominate the roofscape. The proposal would accord with the design aims of District Plan Policy DP26 and Policies CNP1 and CNP10 of the Cuckfield Neighbourhood Plan and the Design Guide.

The proposal is found to meet the requirements of District Plan Policy DP34, Policy CNP 1 of the Cuckfield Neighbourhood Plan and the aims of the NPPF with regards to preserving the setting of the nearby Listed Buildings.

The impact of the proposed works upon the amenities of the neighbouring residents has been considered. It is considered that the proposal would not cause harm to the amenities of the neighbouring residents, and appropriate planning conditions are recommended to secure obscured glazing in some of the dormer windows. The proposal is therefore considered to accord with the requirements of District Plan Policy DP26 and the Design Guide Principles in respect of neighbouring amenities.

It is also relevant that in this case there is an extant approval under DM/17/4423, which means that the granted approval could be implemented in accordance with the conditions placed upon that approval.

Consequently, this application is recommended for approval.

Decision: Permission

Case Officer: Anna Tidey