

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2227	Case Officer:	Stefan Galyas
Application Type:	Householder Application		
Proposal:	Proposed part side extension with a lean to roof and velux window. Part demolition of existing rear extension and change of fenestration. Ground floor, first floor and second floor renovation. New conservation style velux windows to front and rear roof slopes. New windows to side first floor		
Site:	1 Francis Road, Lindfield, Haywards Heath, West Sussex, RH16 2JB, , ,		
Validation Date	3 Sep 2025	Overall Expiry Date:	29 Dec 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	8 Jan 2026
Target Date:	29 Oct 2025	Recommending Officer Signature:	<i>Stefan Galyas</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	4
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Signed and Agreed By:	<i>Steven King</i>	Date:	8 Jan 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2227

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Proposed part side extension with a lean to roof and velux window. Part demolition of existing rear extension and change of fenestration. Ground floor, first floor and second floor renovation. New conservation style velux windows to front and rear roof slopes. New windows to side first floor
Mrs Vickers**

SUMMARY OF REPRESENTATIONS

There were four letters of representation received in response to the original proposal. They all sought to object to the proposal due to the proposed front picket fence compromising access to the road.

The application was subsequently revised to omit the front boundary fence along with other design alterations. No further representation letters were received.

SUMMARY OF CONSULTEES

Conservation Officer: No objection.

TOWN/PARISH COUNCIL OBSERVATIONS

Parish Council: *'Lindfield Parish Council has no objections to this application, subject to the Conservation Officers satisfaction.'*

INTRODUCTION

The application seeks planning permission for the development of a single storey side and rear extension, new rooflights to the front and rear roof slopes and a new window to the side elevation at first floor level.

RELEVANT PLANNING HISTORY

There is no recent planning history relating to the site.

SITE AND SURROUNDINGS

The application relates to 1 Francis Road, a two storey dwelling forming one half of a pair of semis. The existing dwelling is set within a corner plot as Francis Road skirts the site from the north moving to the south-west. The existing dwelling almost immediately abuts the roadside with a front garden space setting the dwelling slightly back. The property is afforded garden amenity space to the rear within a box plot format. To the rear, the existing dwelling appears to have previously been extended through the addition of a single storey flat roof rear extension. In terms of materials, the existing dwelling is composed of brick exterior walls, a tiled roof and timber sash windows.

In terms of the street scene, there are a number of other residential semi-detached dwellings of a comparable appearance. Properties abut the north-western side of the road whilst a hedgerow is set to the south-eastern side.

The site is within the built-up area for Haywards Heath and Lindfield as defined in the District Plan (DP). Additionally, the site is located within the Lindfield Conservation Area which is subject to an Article 4 Direction. There is also a nearby grade II listed building at The Pavilion across the road to the north of the site.

APPLICATION DETAILS

The proposal would develop a single storey side (north) extension with a lean to roof. The extension would measure at approximately 3.3m in length, 1.2m wide, have an eaves height of 2.1m and a maximum height of 3.1m when measured from the highest natural ground floor level.

Part of the existing single storey rear extension would be demolished and a new single storey rear extension would be developed in its place. The proposed extension would measure at circa 6.1m in length, 4m wide and 3m high.

Other proposed alterations would include the addition of conservation style rooflights to both the front and rear roof slopes of the original dwelling. Furthermore, a new window would be added to the side (north) elevation at first floor level.

Proposed materials would comprise matching brickwork walls, matching roof tiles and a single ply flat roof membrane and matching timber sash windows.

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 Lindfield and Lindfield 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

DP34: Listed Buildings

DP35: Conservation Areas

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 March 2016)

None relevant.

Other Legislation

Planning (Listed Buildings and Conservation Areas) Act 1990

Section 66(1) - Special regard to be had to the preservation of a listed building or its setting.

Section 72(1) - Special attention to be paid to preserving or enhancing the character or appearance of a conservation area.

Other Material Considerations

Mid Sussex District Plan 2021-2039 Consultation Draft

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 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
- DPB2 - Listed Buildings and Other Heritage Assets
- DPB3 - Conservation Areas
- 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)

The National Planning Policy Framework (NPPF) 2024 is a material consideration. Paragraphs 2, 8, 11, 39, 48, 96, 98, 131, 134, 135, 139, 189, 207, 208, 209, 212-215, 219 & 220.

ASSESSMENT

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

- Impact on Character and Appearance, Including Heritage Assets
- Impact on Neighbouring Amenities
- Highways Impact
- Biodiversity Net Gain

Impact on Character and Appearance, Including Heritage Assets

With regard to the setting of the listed building, policy DP34 requires:

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

- *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;*
- *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;*
- *Traditional building materials and construction techniques are normally used. The installation of uPVC windows and doors will not be acceptable;*
- *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;*

- Special regard is given to protecting the setting of a listed building;
- 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.'

In terms of the impact on the Lindfield Conservation Area, policy DP35 of the District Plan states:

'Development in a conservation area will be required to conserve or enhance its special character, appearance and the range of activities which contribute to it. This will be achieved by ensuring that:

- o New buildings and extensions are sensitively designed to reflect the special characteristics of the area in terms of their scale, density, design and through the use of complementary materials;*
- o Open spaces, gardens, landscaping and boundary features that contribute to the special character of the area are protected. Any new landscaping or boundary features are designed to reflect that character;*
- o Traditional shop fronts that are a key feature of the conservation area are protected. Any alterations to shopfronts in a conservation area will only be permitted where they do not result in the loss of a traditional shopfront and the new design is sympathetic to the character of the existing building and street scene in which it is located;*
- o Existing buildings that contribute to the character of the conservation area are protected. Where demolition is permitted, the replacement buildings are of a design that reflects the special characteristics of the area;*
- o Activities such as markets, crafts or other activities which contribute to the special character and appearance of the conservation area are supported;*
- o New pavements, roads and other surfaces reflect the materials and scale of the existing streets and surfaces in the conservation area.*

Development will also protect the setting of the conservation area and in particular views into and out of the area.

New buildings of outstanding or innovative design may be acceptable in conservation areas provided that their impact would not cause material harm to the area.'

Policy DP26 of the 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 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'*

Paragraph 216 of the NPPF is relevant in this instance, stating that:

'The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.'

Significance is defined in Annex 2 of the NPPF as *'The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting'*.

Paragraph 208 of the NPPF requires the Local Planning Authority to identify and assess the particular significance of any heritage asset that may be affected and take this into account when considering the impact of a proposal.

Paragraphs 212 - 215 of the NPPF states:

'212. When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.

213. Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. Substantial harm to or loss of:

- a) grade II listed buildings, or grade II registered parks or gardens, should be exceptional;*
- b) assets of the highest significance, notably scheduled monuments, protected wreck sites, registered battlefields, grade I and II* listed buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional.*

214. Where a proposed development will lead to substantial harm to (or total loss of significance of) a designated heritage asset, local planning authorities should refuse consent, unless it can be demonstrated that the substantial harm or total loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:

- a) the nature of the heritage asset prevents all reasonable uses of the site; and*
- b) no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation; and*
- c) conservation by grant-funding or some form of not for profit, charitable or public ownership is demonstrably not possible; and*
- d) the harm or loss is outweighed by the benefit of bringing the site back into use.*

215. Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.'

Principle DG49 of the Mid Sussex Design Guide states:

'Extensions should typically use simple, uncomplicated building forms to compliment 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.'

Principle DG50 of the Mid Sussex Design Guide elaborates further on what constitutes 'good design' in relation to side extensions:

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.

In terms of rear extensions, principle DG51 states:

'Rear extensions which are not visible from the street and do not negatively impact on neighbouring properties can be expressed in many forms, including by adopting a contemporary architectural approach. With reference to DG49, they should nevertheless have consideration for the character of the existing building and the relationship of the extension with the side boundaries and adjacent buildings and gardens'

The below assessment is made whilst being mindful of this guidance and having regard to the statutory duty of the Council, as the Local Planning Authority, to have special regard to the desirability of preserving the listed building or its setting in accordance with the requirements of Section 66 and to pay special attention to the desirability of preserving or enhancing the character or appearance of that area in Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990

There is an existing side (north) single storey porch at the existing property which utilises a lean to roof pitch. The proposed side extension would match this existing side element in height and would continue the roof slope in a lean to design. It is considered that the use of matching brickwork would also help the proposed extension assimilate with the existing. It is considered that the single storey size of the proposal would also ensure that this extension would appear subservient towards the original dwelling.

To the rear, the existing single storey flat roof extension would be demolished and replaced by another single storey extension, albeit with a slightly larger footprint. It is considered that whilst the use of a flat roof is not optimal, the proposed parapet would likely conceal this from public views. Furthermore, given the existing rear extensions use of a flat roof, the proposal could not be reasonably resisted on this basis. Whilst the rear extension would be slightly larger than the existing in footprint, it is considered that this would remain subservient, owing to its single storey size and scale.

New front and rear rooflights would be added to the original dwellings roof slopes. The use of conservation roof light models are considered to be a positive design feature. This would ensure that the rooflights appear flush with the roof slope and would not likely appear overly prominent. It is noted that the adjoining semi utilises roof lights to both its front and rear pitch. As such, despite the sites Conservation Area location, roof lights are not uncommon within the locality.

An additional side (north) elevation first floor window would be added as part of the proposal. A timber sash material is proposed and no further concerns were raised from the Conservation Officer in response to this element.

As such, the proposal is considered to result in a neutral impact on the Conservation Area and would preserve the setting of the nearby listed buildings. The proposal would therefore meet the provisions of policies DP26, DP34 and DP35 of the District Plan.

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);'*

Principle DG47 of the Mid Sussex Design Guide SPD relates to neighbouring amenities in terms of light and states:

'All dwellings should benefit from daylight and sunlight levels that conform to BRE (Better Regulation Executive) standards.'

The proposed single storey rear extension would not protrude out any further than the existing rear element. The adjoining semi next door to the south has a mono pitched rear extension nearby the shared boundary and would likely screen views from the neighbouring garden. As such, the proposal is not considered to result in an unacceptable overbearing impact.

A new window would be added at first floor level which would serve a proposed study. This window would likely face out towards the nearby neighbouring property at the Pavilion across the road. The proposed window is considered to reflect the current level of outlook offered from the current first floor side elevation window. Furthermore, a distance in excess of 7m would remain between the two sites. To this end, it is not considered that a significant overlooking impact would be incurred.

The proposed rear window could be used to access the proposed rear flat roof to use this space as an elevated balcony platform. This would in turn likely give rise to an unacceptable overlooking impact towards the neighbouring properties and associated garden amenity spaces. Therefore, a condition restricting this flat roofs use as a balcony/ raised platform is considered relevant and necessary should permission be granted.

Accordingly, the proposal is considered to comply with the provisions of policy DP26 of the Mid Sussex District Plan in terms of neighbouring amenities.

Highways Impact

Paragraph 116 of the NPPF states that development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or residual cumulative impacts on the road network would be severe. Additionally, Policy DP21 of the District Plan requires development proposals to protect the safety of road users and pedestrians.

The proposed development would increase the overall quantum of bedrooms from one to two. This would therefore increase the parking demand in order to accord with the West Sussex County Council Parking Standards. There is no existing off road parking provision at the application site and the nearby road is not subject to any particular parking restrictions. Accordingly, it is considered that the additional car parking space could be reasonably accommodated along the nearby road.

It is therefore considered that the proposal would result in an acceptable impact with regard to highways and accord with Policy DP21 of the 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 appropriate in terms of design and will not negatively impact on the host dwelling nor its immediate setting, will not harm neighbouring amenities and result in an acceptable highways impact.

The proposal will comply with Policies, DP21, DP26, DP34 and DP35 of the District Plan, The Lindfield and Lindfield Rural Neighbourhood Plan, the MSDC Design Guide and the requirements of the NPPF.

Decision: Permission

Case Officer: Stefan Galyas