

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2832	Case Officer:	Deborah Lynn
Application Type:	Householder Application		
Proposal:	Minor works to external envelope of building. Proposed garage conversion and bay window to front.		
Site:	25 Kitsmead, Copthorne, Crawley, West Sussex, RH10 3PN, , ,		
Validation Date	24 Nov 2025	Overall Expiry Date:	16 Dec 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	8 Jan 2026
Target Date:	19 Jan 2026	Recommending Officer Signature:	Deborah Lynn

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Stephen Ashdown	Date:	9 Jan 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2832

**25 Kitsmead, Copthorne, Crawley, West Sussex, RH10 3PN, ,
Minor works to external envelope of building. Proposed garage conversion and bay window to front.**

Mrs Leona Carlo

SUMMARY OF REPRESENTATIONS

None received.

SUMMARY OF CONSULTEES

Not applicable.

WORTH PARISH COUNCIL OBSERVATIONS

Defer to officer.

INTRODUCTION

This application seeks planning permission to convert the integral garage and install a bay window to the front. Minor works are also proposed to the external envelope of the building,

RELEVANT PLANNING HISTORY

There are no previous applications deemed relevant.

SITE AND SURROUNDINGS

No. 25 Kitsmead is a 1960s two storey house located on a residential street within Copthorne. The property benefits from an integral garage with large driveway to the front.

In terms of planning policy, the property lies within the built up area of Copthorne and the Post War Copthorne character area as defined by the Neighbourhood Plan.

APPLICATION DETAILS

Proposed plans show that the integral garage would be converted to form a utility room, wc and enlarged kitchen area, with existing internal walls removed at ground level to create an open plan kitchen / dining / seating area to the rear of the house. The existing garage door would be removed and infilled with facing brickwork together with the installation of a bay / oriel window that projects approximately 0.17 metres beyond the front wall of the house; no supporting wall is proposed underneath the window.

Proposed plans show that an existing wc window and garage window located in the southern flank wall of the house will be removed and infilled with brickwork, with a new side window proposed to the relocated wc.

To the rear elevation, existing ground floor windows and doors are proposed to be replaced with a new window to serve the enlarged kitchen and a set of bifold doors that open out onto the rear garden. UPVC windows and doors are proposed, to match the colour and style of existing windows / doors at the property.

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 Copthorne 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.

Copthorne Neighbourhood Plan

The Neighbourhood Plan was made on the 29th September 2021.

Relevant policies:

CNP1 General development requirements

CNP12 Post war Copthorne

CNP15 Car parking

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 well being

DPB1 character and design

DPT4 parking and electric vehicle 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

Design and Impact on character of area

Policy DP26 of the District Plan relates to character and design and states in part that:

'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 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 incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;'*

Policy CNP1 of the Neighbourhood Plan relates to general development requirements and states in part that:

'CNP1.1 Proposals will be supported where they sustain or reinforce the positive aspects that make up the individual character and distinctiveness of each Character Area, as defined on the Policies Map, in which they sit.'

As the property lies within the Post War Copthorne character area, policy CNP12 of the Neighbourhood Plan is relevant. This states in part that:

'CNP12.1 As appropriate to their scale and nature development proposals within the defined Character Area 5 - The Post War Copthorne Character Area (as shown on the Policies Map) should deliver high quality development which takes account of their immediate locality. In particular development proposals should sustain and where practicable reinforce the positive aspects of the character area and respond positively to the identified sensitivity to change matters included in sections 4.10 and 4.11 of the Copthorne Heritage and Character Assessment (May 2019).'

The positive aspects of the character area are noted as green verges lining most streets, the open nature of residential streets and roads with pavements and connecting footways providing good pedestrian accessibility amongst others. Identified sensitivity to change matters are noted as loss of front gardens to driveways, loss of green infrastructure and repetition of development styles which create a monotonous character.

The proposed external alterations are modest in scale and as such are considered to have limited visual impact upon the appearance and character of the area. The proposed garage conversion and bay window will mirror the garage conversion and front bay window that has been installed at the adjoining property at no. 27 Kitsmead and are deemed in keeping with the style of the dwellinghouse and surrounding properties. The proposal should not detract from the character and appearance of the street scene.

Nor is the proposed development considered to adversely impact the positive aspects or identified sensitivities of the Post War Copthorne character area.

The proposed development is therefore deemed acceptable in design terms, thereby complying with policy DP26 of the District Plan and policies CNP1 and CNP12 of the Neighbourhood Plan.

Impact on amenity

Policy DP26 of the District Plan refers to amenity and states that development 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 CNP1 of the Neighbourhood Plan states in part that '*CNP1.2 Proposals for new development should not cause unacceptable harm to the amenity (including general activity, access, noise, privacy, daylight, and sunlight) of existing and future occupants, both on site and nearby.*'

In cases where there is a discrepancy between District and Neighbourhood Plan policies, legislation states that greater weight should be given to the Plan (and policy) that has been adopted at a later date. In this instance the Neighbourhood Plan was made in September 2021 and the Mid Sussex District Plan adopted in March 2018. As such, it is considered that greater weight should be given to Neighbourhood Plan policy CNP1, with the test being that the proposal should not cause unacceptable harm to the amenity of existing and future occupants, both on site and nearby.

The proposed development will include the removal of 2 no. existing ground floor windows in the southern flank wall of the dwellinghouse and the installation of a new window to serve a wc. A side door and 2 no. ground floor windows are located in the adjoining northern flank wall of no. 27 which lies in close proximity to the flank wall of no. 25. Given the existing relationship between the properties and the fact that existing side windows at no. 27 are obscure glazed, it is not considered that the revised window layout would cause unacceptable harm to residential amenities in terms of impacting privacy.

As no extensions are proposed to the property, the proposal is not considered to adversely impact neighbouring amenities in terms of impacting outlook or light levels or generating additional noise and disturbance.

The proposed development would not cause unacceptable harm to the amenity of on-site and nearby residents thereby according with policy CNP1 of the Neighbourhood Plan.

Parking Provision

Plans show that the existing integral garage will be converted to habitable accommodation thereby resulting in the loss of a parking space. The dwellinghouse has 4 bedrooms.

Policy DP21 of the District Plan relates to Transport and states in part that development proposals should provide '*adequate car parking for the 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.*'

Policy CNP15 of the Neighbourhood Plan relates to car parking and states in part that:

'CNP15.2 Insofar as planning permission is required development proposals which would result in the loss of parking spaces within an existing garage should provide replacement parking provision in accordance with Policy 15.3.

Policy 15.3 states that '*new development should include car parking spaces in accordance with the greater of:*

- (a) The latest WSCC guidance at the time the application is submitted. OR

(b) *For residential units, provision of on-plot / off-street car parking spaces in accordance with the following table:*

<i>Number of bedrooms</i>	<i>Number of parking spaces</i>
1	2
2	2
3	3
4+	4'

The WSCC car parking demand calculator recommends that a house with 4 bedrooms or more in this location has 3 off road parking spaces.

The property benefits from a large driveway to the front that can accommodate 4 cars. As such, the proposal is considered to comply with policy CNP15 in that sufficient off road parking provision will remain at the property.

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.

Other matters

The site lies within a designated Great Crested Newt Red Impact Risk Zone which indicates a high risk of Great Crested Newts and suitable habitat on site. Having regard to the proposed works, it is not considered that the proposal would have any impact upon newts or their habitat.

PLANNING BALANCE AND CONCLUSION

The proposed garage conversion and external alterations are deemed in keeping with the character of the dwellinghouse and surrounding properties and should not detract from the appearance and character of the street scene whilst sustaining the positive aspects of the Post War Copthorne character area. The proposal should not cause unacceptable harm to residential amenities. Sufficient parking provision will remain. The proposal therefore accords with policies DP21 and DP26 of the Mid Sussex District Plan and policies CNP1, CNP12 and CNP15 of the Copthorne Neighbourhood Plan.

Decision: Permission

Case Officer: Deborah Lynn