

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/1479	Case Officer:	Katherine Williams
Application Type:	Householder Application		
Proposal:	Construction of a porch extension to the front elevation. Conversion of the attached tandem-length garage to provide a garden room/gym. Construction of a dormer on the front elevation to serve the existing Bedroom. A dummy pitched roof to the garage, and replacement external doors to the rear elevation. Minor Internal alterations at first floor level to increase size of existing bedroom. Creation of Juliet balconies at first and second floor level. Minor hard and soft landscaping works adjacent to the front porch and rear of the garage.		
Site:	6 Glendale Road, Burgess Hill, West Sussex, RH15 0EJ, , , ,		
Validation Date	15 Jun 2026	Overall Expiry Date:	2 Sep 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	8 Sep 2026
Target Date:	10 Aug 2026	Recommending Officer Signature:	Katherine Williams

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Stephen Ashdown	Date:	8 Sep 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/1479

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Mrs Anna Prestwich**

SUMMARY OF REPRESENTATION

A letter of representation was received on the original proposal from Burgess Hill School for Girls, who are the owners of No. 4 Glendale Road, and raise the following concerns:

- Proposed first floor balcony would create an elevated amenity area which would directly overlook No. 4, and would also cause the perception of being overlooked
- result in a loss of privacy
- proposed screening is considered to be insufficient to overcome impact
- would result in noise and disturbance, which could occur for any length of time and any time of day
- proposed raising of the patio adjacent to the rear of the existing garage to match the rest of the patio would reduce the height of the fencing above the ground level, adding to the loss of privacy to No. 4
- garage conversion to a gym would out of character with the existing domestic use, and would cause noise and disturbance due to lack of acoustic insulation, the proposed patio doors to the rear of the garage would compound this along with the unrestricted hours of use
- no acoustic or noise impact report has been submitted with the proposal
- if planning permission is granted it is requested that conditions are including to require a screen to the balcony, a scheme of acoustic insulation, restricted hours of use of the gym, restrictions to the use of the gym to be ancillary to the existing dwelling and remove permitted development.

Following these comments amended plans were received which include the replacement of the first floor balcony with a Juliette balcony and a reduction in the size of the front dormer. The application was then re-advertised and no further letters of representation were received.

SUMMARY OF CONSULTEES

Tree Officer - no objection, recommend condition

TOWN COUNCIL OBSERVATIONS

The Committee of 22nd June would Recommend Approval.

INTRODUCTION

The application seeks planning permission for the construction of a porch extension to the front elevation. Conversion of the attached tandem-length garage to provide a garden room/gym. Construction of a dormer on the front elevation to serve the existing Bedroom. A dummy pitched roof to the garage, and replacement external doors to the rear elevation. Minor Internal alterations at first floor level to increase size of existing bedroom. Creation of Juliet balconies at first and second floor level. Minor hard and soft landscaping works adjacent to the front porch and rear of the garage.

RELEVANT PLANNING HISTORY

09/03384/FUL - Proposed extensions and related internal alterations, including conversion of the roof space to create habitable accommodation. Granted

SITE AND SURROUNDINGS

The application property is located on the western side of Glendale Road, within the built up area of Burgess Hill.

The site is located within the Silverdale Road/ Birchwood Grove Road Conservation Area which is characterised by large, detached dwellings which are set back from the highway with mature front boundary planting and trees, which gives to locality a verdant character. To the south of the application property is Burgess School for Girls which gives views of the side of the application property from the highway over the playing fields.

The application property is set back from the highway with front boundary hedging and off street parking. The property has a pitched with a rear two storey pitched roof and single storey flat roofed rear projections, along with a large rear dormer window. To the northern side is an attached single flat roofed garage. To the front elevation is a lean to front extension and porch canopy. The dwelling is constructed in brick, hanging tiles, plain roof tiles and white fenestration.

APPLICATION DETAILS

The proposal has been amended following concerns raised by the case officer. This includes to removal of the first floor rear balcony, the reduced width of the front dormer window and inclusion of a first floor rear Juliette balcony.

The proposed porch would extend over the existing front door and would have a width and depth of some 1.8 metres and 2.4 metres. The roof form of the proposed extension would extend further to create a canopy, this would create a covered area with a width and depth of approximately 3.1 metres and 1.2 metres. The extension would have a pitched gable roof form with an eaves height to match the existing front projection and an overall height of some 3.9 metres.

The proposed front dormer window would replace the existing front gablet, the dormer would have a flat roof and would have a width and height of some 1.8 metres and 1.4 metres.

The existing garage is proposed to be converted to form a garden room/ gym. This conversion would maintain the existing garage door with the replacement of the rear garage door and side window with patio doors and a side door. The alterations to the building also include the installation of a roof lantern and a dummy pitch along the front elevation. The existing ramp to the rear of the garage would be removed with the ground level raised to match the rest of the patio.

The proposal also includes replacement of existing windows on the rear first floor and within the existing dormer to Juliette balconies.

The proposal would be constructed in materials to match the existing dwelling, with lead cladding to the proposed dormer window.

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, Burgess Hill Neighbourhood Plan and the Site Allocation 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
DP21 - Transport
DP35 - Conservation Area
DP37 - Trees, Woodland and Hedgerows

Burgess Hill Neighbourhood Plan (made January 2016)

S4 - Parking Standards for new development
H1 - Protecting and Enhancing Heritage Assets and Conservation Areas

Mid Sussex Site Allocations Document (DPD)

Mid Sussex District Council adopted its Site Allocations Development Plan Document on 29th June 2022. The Site Allocations DPD identifies sufficient housing sites to provide a five year housing land supply to 2031 and also makes sure that enough land is allocated to meet identified employment needs.

There are no policies deemed relevant to this application.

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.

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 is currently at Examination with initial hearings held in February/March 2026. The Council is consulting on Main Modifications which are required to ensure the plan is legally compliant and sound. The District Plan remains at Examination until the Inspector has published his report, until that time 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
DPN4 - Trees, Woodland and Hedgerows
DPB1 - Character and Design
DPB3 - Conservation Areas
DPT4 - Parking and Electric Vehicle Charging Infrastructure

National Planning Policy Framework (NPPF) (August 2026)

National Planning Policy Guidance

ASSESSMENT

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

- Design and Impact on the Conservation Area
- Impact on neighbouring properties
- Impact on Trees
- Impact on parking provision
- Biodiversity Net Gain

Design and Impact on the Conservation Area

S.72 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 states:

'In the exercise, with respect to any buildings or other land in a conservation area, of any powers under any of the provisions mentioned in subsection (2), special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.'

Policy DP35 of the District Plan relates to development within a conservation area, policy H1 of the Burgess Hill Neighbourhood Plan echoes the ethos of this policy. These policies have limited weight as they are materially inconsistent with the NPPF, and greater weight should be given to policy HE9 of the NPPF.

Policy HE9 of the NPPF sets out the key principles for proposals within or affecting the significance of conservation areas. This sets out that buildings and other features which make a positive contribution to the character or appearance of the conservation area are retained and conserved where possible. Additionally, consider the area's special architectural or historic interest in the design of the development. Where a proposal would result in the loss of a building or other element which contributes to the character or appearance of a conservation area the impact of the proposal is assessed relative to the significance of the element affected and its contribution to the significance of the conservation area as a whole. These effects are to be considered in accordance with policies HE5 and HE6 of the NPPF. Proposals which conserve those elements of the conservation area that make a positive contribution to the area, or which better reveal its significance, should be supported.

Policy DP26 of the District Plan relates to character and design. However, this is considered to have very limited weight as it is materially inconsistent with the NPPF, and greater weight should be given to policy DP3 of the NPPF.

Policy DP3 of the NPPF sets out the key principles for well-designed places. This sets out in part that proposals should respond to their context, so that they integrate with and enhance their surroundings; such as through the arrangement of development plots and buildings, the use of materials and architectural features, and the restoration, reuse and integration of heritage assets.

The Mid Sussex Design Guide sets out the principles of high quality design, principles DG11, DG49, DG50 and DG52 are relevant to the current proposal.

The proposed extensions and alterations to the property are considered to be in proportion and appropriate to the existing property. The proposed garage conversion would include alterations to the fenestration to the rear of the dwelling, along with the installation of a roof lantern and front dummy pitch roof. The proposed roof form would obscure the roof lantern and existing flat roof from view of the streetscene and is considered to impact the visual appearance of the property. The other alterations to the fenestration would also be obscured from public views due to their rear position on the property.

The proposed dormer window and front porch would be visible within the streetscene. The proposed dormer window, although horizontal in proportions, would be a minor addition to the front roof slope which would be in line with and reflect the fenestration below, and is therefore considered acceptable. The proposed porch would be seen in relation to the existing single storey front extension, and would be of a form and scale which would incorporate into the existing form and is considered to be in keeping with the existing character of the property.

Given the scale and position of the proposal it would not have a harmful impact on the appearance of the property of the Conservation Area. Therefore, the application is considered to comply with the above part of policies DP3 and HE9 of the NPPF and the development plan policies.

Impact on neighbouring properties

Policy DP26 in part seeks to ensure that new development does not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings. It is considered that this policy has very limited weight as it is materially inconsistent with the NPPF and consideration should be given to policies L2 and P3 of the NPPF.

Policy L2 of the NPPF relates to making effective use of land. Part L2(1dii) requires proposals to have '*acceptable living standards for residents and neighbours in terms of access to daylight, sunlight, privacy and external amenity space*'.

Policy P3 of the NPPF relates to living conditions and pollution. Part 2(b) of this policy requires proposals '*Not give rise to, or contribute to, an unacceptable level of access to daylight and sunlight for neighbouring residents and occupiers, or unacceptable levels of air, noise, artificial light, water, soil or other forms of pollution on or beyond the site*'.

To the northern side is No. 4 Glendale Road, which is positioned on a lower ground level than the application property with close boarded fencing and the northern side of elevation of the garage of No. 6 along the boundary. The proposed porch and front dormer window would be set away from this neighbouring property and would not cause harm. The proposed rear Juliette balconies would be visible from this neighbour, however as these openings would replace existing windows and would not create a step out balcony it is considered that this would not have an unacceptable impact to the amenities of the neighbour.

The proposed garage conversion would create a gym/garden room which would be incidental to the existing property. The conversion works would involve bringing the space into a habitable room which would be subject to Building Regulations. The comments made by the owner of No. 4 are noted, however given the habitable space proposed and that it would be used in association with the existing dwelling it is not considered that it would create a level of noise and disturbance which would cause significant harm to the amenities of this neighbouring property, and is it considered unreasonable to impose any restrictive condition or condition for further information. The changes to the land level adjacent to the rear elevation of the garage would then match the existing patio of the property which already extends up to the boundary fence with No. 4. Given this it is considered that these elements of the proposal would not have an unacceptable impact to the amenities of this neighbouring property.

The other neighbouring residential properties are set away from the application property and their amenities would not be harmed by the proposal. The proposal is therefore considered to be acceptable and in accordance with policy DP26 of the Mid Sussex District Plan.

As such the proposal is not considered to cause unacceptable harm to the amenities of nearby residents. The proposal is therefore, considered to comply with the above-mentioned part of policies L2 and P3 of the NPPF and policy DP26 of the District Plan.

Impact on Trees

Policy DP37 of the District Plan relates to trees, woodland and hedgerows. However, this is considered to have very limited weight as it are materially inconsistent with the NPPF, and greater weight should be given to policy N2 of the NPPF.

Policy N2 of the NPPF sets out the key principles for improving the natural environment. In terms of this application this policy requires proposals to conserve and enhance existing natural features of visual, historic or nature conservation value, including established trees and hedgerows.

The Tree Officer has been consulted on the application and raises no objection to the proposal and requests a condition the tree protection measures during the proposed works.

It is therefore considered that the proposal would be acceptable in terms of the impact on existing trees subject to a condition. The proposal is therefore, considered to comply with the above-mentioned part of policy N2 of the NPPF and the relevant development plan policies.

Impact on the parking provision for the property

Policy DP21 of the District Plan relates to trees, woodland and hedgerows. However, this is considered to have very limited weight as it are materially inconsistent with the NPPF, and greater weight should be given to policy TR4 of the NPPF. Policy S4 of the Burgess Hill Neighbourhood Plan sets out the number of parking space per dwelling depending on this location and size and is given full weight.

Policy TR4 of the NPPF sets out the key principles for street design, access and parking. Part (e) of this policy states that development should provide a suitable number of parking spaces for a range of transport modes where appropriate, reflecting the local and nature of the development and any locally-set standards in the development plan.

Policy S4 of the Burgess Hill Neighbourhood Plan in part states:

'In cases where planning permission is necessary for alterations and extensions to properties support will not be given for the conversion of garage space to habitable rooms/ residential use unless there is adequate space to park cars off street in line with the parking standards.'

'Design and layout of off-site parking areas, on street parking areas, garage/parking blocks will be designed to allow ease of access from driveways and accessibility to parking areas without causing obstruction.'

Appendix D of the Burgess Hill Neighbourhood Plan sets out that 5 bedroom dwellings located outside the defined Town Centre area are required to provide 2 designated spaces and 1 non-designated space per 2 dwellings. West Sussex County Council September 2020 Parking Standards Guidance, outlines that for a 5 bedroom dwelling in this location 2.2 parking spaces have to be provided.

The proposal would result in the loss of the existing garage of the property, with the 3 No. parking spaces retained on the driveway. There is no on street parking restrictions in the locality. The parking provision of the property would meet the WSCC guidance and requirements of the Neighbourhood Plan policy. The proposal is therefore, considered to comply with the above-mentioned part of policy TR4 of the NPPF and the relevant development plan policies.

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.

CONCLUSION

In conclusion, the proposal is considered to be appropriate in terms of design, size and scale to the dwellinghouse and locality, would conserve the special character of the Conservation Area, would not result in unacceptable harm to the amenities of neighbouring properties and acceptable in terms of trees and parking. Therefore, the application complies with policies DP3, HE9, L2, N2, P3 and TR4 of the NPPF and the relevant development plan policies.

Decision: Permission

Case Officer: Katherine Williams

