

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/1563	Case Officer:	Peter Davies
Application Type:	Householder Application		
Proposal:	Single storey rear extension, one and a half storey side extension with catslide roof and dormer and garage conversion, together with associated internal and external alterations.		
Site:	37 Knight Close, Haywards Heath, West Sussex, RH16 1AB, , , ,		
Validation Date	27 Aug 2025	Overall Expiry Date:	14 Nov 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	19 Nov 2025
Target Date:	22 Oct 2025	Recommending Officer Signature:	Peter Davies

Date Legal Agreement Completed: (if applicable)		No of Representations:	1
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Signed and Agreed By:	Stephen Ashdown	Date:	20 Nov 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/1563

**37 Knight Close, Haywards Heath, West Sussex, RH16 1AB, , ,
Single storey rear extension, one and a half storey side extension with catslide roof and dormer
and garage conversion, together with associated internal and external alterations.
Mr And Mrs McAdam**

REPRESENTATION RECEIVED

1 letter of representation was received in objection to the proposal for the following reasons:

- Disturbance and damage to the roots of the eucalyptus tree that could result in it falling onto Steeple Cottage, a grade II listed building.
- Inconsistencies in the Arboricultural Impact Assessment.

SUMMARY OF CONSULTEES

MSDC Tree Officer: *'I have reviewed the updated AIA for this proposal and have no objection. Please condition adherence to this document and the TPP.'*

TOWN COUNCIL OBSERVATIONS

No comment.

INTRODUCTION

The application seeks planning permission for a proposed single storey rear extension, one and half storey side extension with catslide roof and garage conversion.

RELEVANT PLANNING HISTORY

11/01254/OUT - Outline planning application for residential development comprising the erection of 40 No. dwellings (including affordable housing), together with new vehicular and pedestrian access, associated car parking, landscaping and open space on land to the North of Butlers Green Road, Haywards Heath. Appeal Allowed

12/02822/REM - Application for approval of reserved matters, pursuant to outline application reference 11/01254/OUT, for 40 dwellings together with new vehicle and pedestrian access, associated car parking, landscaping and open space. Permission

SITE AND SURROUNDINGS

The application property is a semi-detached two storey dwelling located at the end of the cul-de-sac Knight Close, within the built up area boundary of Haywards Heath.

The application property has a hipped roof and is constructed from brick with plain roof tiles and white uPVC fenestration. The dwelling is set back from the highway with some soft landscaping to the front, a detached garage set back behind the dwelling and off street parking. The locality is characterised by a new build development of dwellings of a similar scale form and design. To the south is an area of trees with Butlers Green Road beyond. To the east lies Steeple Cottage, a grade II listed building.

APPLICATION DETAILS

The application seeks planning permission for a single storey rear extension, one and a half storey side extension with catslide roof and dormer, and garage conversion. The proposed extension will extend beyond the east side elevation by 3.0 metres. The extension will have a depth of 12.75 metres, extending beyond the rear elevation of the dwelling by approximately 4.10 metres. The extension will join onto the front of the existing garage which is to be converted into a utility room, study and bathroom. The extension will have a catslide roof joining the pitch of the existing hipped roof with a side facing dormer for an ensuite bathroom. The extension towards the rear will be single storey with a pitched roof with a ridge height of 4.15 metres. The extension will have an eaves height of 3.0 metres. The extension will have rooflights serving the ground floor facing east and a rooflight serving a first floor bathroom on the cat slide roof.

The proposed dormer on the east side elevation will have a width and depth of 2.30 metres and 2.60 metres. The dormer will have a hipped roof with an eaves height of 1.80 metres and an overall height of 2.65 metres.

The proposal also seeks planning permission for a single storey rear extension. The extension has a width and depth of 4.15 metres 1.30 metres. The extension will have a lean to roof with an eaves height of 2.55 metres and an overall height of 3.50 metres.

The proposal will use brick and plain tiles to match the existing dwelling, white uPVC windows and powder coated aluminium doors.

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 Haywards Heath 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
DP37 - Trees, Woodland and Hedgerows

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.

Haywards Heath Neighbourhood Plan (made December 2016)

Relevant policies:

E9 - Design
H9 - Building Extensions
T3 - Car Parking

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 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:

DPS1 - Climate Change
DPS2 - Sustainable Design and Construction
DPB1 - Character and Design
DPN4 - Trees, Woodland and Hedgerows
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)

Paragraphs 8, 11, 131 and 135 are considered to be relevant.

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 Character
- Impact on neighbouring properties
- Impact on parking provision
- Impact on Trees
- Biodiversity Net Gain

Design and Character

Policy DP26 of the Mid Sussex 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:

- *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 DP27);
 - 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 E9 of the Haywards Heath Neighbourhood Plan states:

'Developers must demonstrate how their proposal will protect and reinforce the local character within the locality of the site. This will include having regard to the following design elements:

- o height, scale, spacing, layout, orientation, design and materials of buildings,
- o the scale, design and materials of the development (highways, footways, open space and landscape), and is sympathetic to the setting of any heritage asset,
- o respects the natural contours of a site and protects and sensitively incorporates natural features such as trees, hedges and ponds within the site,
- o creates safe, accessible and well-connected environments that meet the needs of users,
- o Will not result in unacceptable levels of light, noise, air or water pollution,
- o Makes best use of the site to accommodate development,
- o Car parking is designed and located so that it fits in with the character of the proposed development.

Proposals affecting a listed building, conservation area, building of local interest or public park of historic interest or their setting should preserve or enhance their special interest and/or distinctive character.'

Policy H9 of the Haywards Heath Neighbourhood Plan states:

'Extensions to existing dwellings will be permitted where it meets the following criteria:

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

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 relates to front and side extensions and in part states that: *'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.'

Principle DG51 relates to rear extensions and 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.'*

Principle DG52 relates to dormers and in part 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 proposed extension is large in scale but is of an acceptable design and form using materials to match the existing dwelling. The extension is subservient to the main dwelling and due to the application property's location at the end of the cul-de-sac, views from the public realm are limited. The proposed dormer is subordinate and would not be out of proportion to the roof slope.

It is considered that the proposed works would not have a harmful impact on the character of the dwelling and the character of the street scene. The proposal is therefore considered to comply with policy DP26 of the District Plan and policies E9 and H9 of the Haywards Heath Neighbourhood Plan.

Impact on neighbouring properties

Policy H9 states that proposals should "safeguard" adjoining neighbours amenity whereas policy DP26 of the MSDP states that development 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. There is therefore some conflict between the District Plan and Neighbourhood Plan in this respect.

Under section 38(5) of the Planning and Compulsory Purchase Act 2004 if a policy contained in a development plan for an area conflicts with another policy in the development plan, the conflict must be resolved in favour of the policy which is contained in the last document to be adopted, approved or published. As such, policy DP26 of the MSDP is considered to take precedence and therefore the test in this instance is whether the development causes significant harm to neighbouring amenities as outlined above.

The proposed extension is located on the east side of the application property, approximately 1.90 metres from the shared boundary with Steeple Cottage. The boundary is marked by close board fencing as well as trees within the curtilage of Steeple Cottage. Steeple cottage is located approximately 17 metres from the proposed extension. The extension will include an east facing dormer window and rooflight both at first floor level which would face into the amenity areas. Using a suitably worded condition these windows will be conditioned to be obscure glazed and non-opening to avoid significant harm to the neighbour amenity areas.

The proposal includes converting the existing garage to habitable rooms and will result in an increase in height by approximately 0.70 metres. The existing garage backs onto the rear of no. 23 and no. 29 Knight Close. The proposal will create no additional overlooking to these neighbouring properties and they are located approximately 11 and 20 metres from the garage so as not to result in significant harm to their amenity areas in terms of loss of light from the increase in height.

The proposal is therefore, considered to comply with the above-mentioned part of Policy DP26 of the Mid Sussex District Plan.

Impact on parking provision

Policy DP21 in part states:

'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;'

Policy T3 of the Haywards Heath Neighbourhood Plan states:

'Planning applications which result in the loss of existing off-street parking provision will be resisted unless it can be demonstrated that the development will enhance the vitality and viability of the town centre and, where possible, such schemes should aim to improve parking provision in the town centre. Development outside the defined town centre boundary should provide on-site parking in accordance with the standards adopted by MSDC.'

West Sussex County Council September 2020 Parking Standards Guidance, outlines that for a 4+ bed dwelling in parking behaviour zone 4, 2.2 spaces should be provided. The dwelling has parking for 3 cars on the drive and 1 space in the garage.

The proposed works would result in the loss of the garage space and leave only 1 off street parking space. There are no on street parking restrictions and there are unallocated parking bays opposite. The property is located at the end of a cul-de-sac and is sustainably located within walking distance of public transport.

As such it is considered that the remaining parking provision for one car on the frontage would be acceptable in this instance. Therefore, the proposed is deemed to accord with the aims of Policy DP21 of the Mid Sussex District Plan and policy T3 of the Haywards Heath Neighbourhood Plan.

Impact on Trees

DP37 of the Mid Sussex District Plan states the following:

'The District Council will support the protection and enhancement of trees, woodland and hedgerows, and encourage new planting. In particular, ancient woodland and aged or veteran trees will be protected.'

Development that will damage or lead to the loss of trees, woodland or hedgerows that contribute, either individually or as part of a group, to the visual amenity value or character of an area, and/ or that have landscape, historic or wildlife importance, will not normally be permitted.

Proposals for new trees, woodland and hedgerows should be of suitable species, usually native, and where required for visual, noise or light screening purposes, trees, woodland and hedgerows should be of a size and species that will achieve this purpose.

Trees, woodland and hedgerows will be protected and enhanced by ensuring development:

- o incorporates existing important trees, woodland and hedgerows into the design of new development and its landscape scheme; and*
- o prevents damage to root systems and takes account of expected future growth; and*
- o where possible, incorporates retained trees, woodland and hedgerows within public open space rather than private space to safeguard their long-term management; and*
- o has appropriate protection measures throughout the development process; and*
- o takes opportunities to plant new trees, woodland and hedgerows within the new development to enhance on-site green infrastructure and increase resilience to the effects of climate change; and*
- o does not sever ecological corridors created by these assets.*

The felling of protected trees will only be permitted if there is no appropriate alternative. Where a protected tree or group of trees is felled, a replacement tree or group of trees, on a minimum of a 1:1 basis and of an appropriate size and type, will normally be required. The replanting should take place as close to the felled tree or trees as possible having regard to the proximity of adjacent properties'.

A letter of representation was received from Steeple Cottage raising objection to the proposal as they consider that the proposed extension would result in damages to the trees root and the Arboricultural Impact Assessment contained inconsistencies. Following a new Arboricultural Impact Assessment to correct these inconsistencies, no further objection was received.

The MSDC tree officer commented and has raised no objection to the proposal subject to condition to ensure works are carried out in adherence with the tree protection plan.

Therefore subject to a suitably worded condition, the proposal is deemed to comply with policy DP37 of the Mid Sussex 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 considered to be acceptable in terms of design, size and scale to the dwellinghouse and locality and would not cause significant harm to the amenities of neighbouring properties. Therefore, the proposal complies with Mid Sussex District Plan policies DP21, DP26 and DP37, policies E9, H9 and T3 of the Haywards Heath Neighbourhood Plan and with the relevant provisions of the NPPF. The application therefore accords with the Development Plan and is considered acceptable.

Decision: Permission

Case Officer: Peter Davies