

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2491	Case Officer:	Andrew Horrell
Application Type:	Householder Application		
Proposal:	Conversion of detached garage to home office.		
Site:	70 Western Road, Haywards Heath, West Sussex, RH16 3LP, , , ,		
Validation Date	2 Oct 2025	Overall Expiry Date:	31 Oct 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	21 Nov 2025
Target Date:	27 Nov 2025	Recommending Officer Signature:	Andrew Horrell

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	21 Nov 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2491

**70 Western Road, Haywards Heath, West Sussex, RH16 3LP, , ,
Conversion of detached garage to home office.
Mr And Mrs Taylor**

SUMMARY OF REPRESENTATIONS

None received

SUMMARY OF CONSULTEES

None received

TOWN COUNCIL OBSERVATIONS

No comment

INTRODUCTION

Planning permission is sought for the conversion of the existing detached garage for a home office.

PLANNING HISTORY

CU/001/79 - Single detached garage. (approved)

SITE AND SURROUNDINGS

70 Western Road is a two storey plain tiled hipped roofed end of terraced dwelling. The walls are face brickwork with upvc doors and windows. The dwelling is characterised by an existing flat roofed detached garage. No.70-80 and 82-92 Western Road are matching terraces.

To the north-east of the site is the adjoining No.72, to the south-west of the site is the public footway with set lower No.68 beyond, to the south-east of the site is the sloped rear garden with set higher neighbours in Eastern Road and to the north-west is the driveway and front garden to highway beyond.

The site is within the built-up area of Haywards Heath

APPLICATION DETAILS

The existing flat roofed garage approximately measures 6m in depth, 3m in width with a height of 2.35m.

The proposed office has the same footprint with an approximate height of 2.6m. The walls will be face brickwork to match the existing garage and dark felt roof.

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 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:

Policy DP21 - Transport

Policy 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.

Haywards Heath Neighbourhood Plan

The Haywards Heath Neighbourhood Plan was made on 15th December 2016

Relevant policies:

Policy E9 - Design

Policy H9 - Building Extensions

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:

DPB1 - Character and Design

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.

WSCC Guidance on Parking at New Developments - September 2020

National Planning Policy Framework (NPPF) (December 2024)

The National Planning Policy Framework (NPPF) 2024 is a material consideration. Paragraphs 8, 11, 131 and 135 are considered to be relevant to this application.

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 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'.

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.'

The proposed home office is in the same location and footprint as the existing garage. It of a similar, albeit modernised appearance to the existing garage. Therefore, the proposed office will not be out of character with the streetscene.

The proposal is therefore deemed to comply with policy DP26 of the Mid Sussex District Plan and policy E9 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.

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 only external alteration in terms of fenestration is the infilling of the garage door and the installation of front windows. Therefore, the level of overlooking is no more than would be expected within the built-up area. No impact in terms of light and outlook is deemed to be caused from the proposal.

Therefore, the impact on neighbouring amenities is not deemed significant and therefore complies with policy DP26 of the Mid Sussex District Plan and policy H9 of the Haywards Heath Neighbourhood Plan.

Parking Provision

As the garage is to be lost for parking, parking standards should be assessed.

It has been confirmed that the dwelling has 3 bedrooms, West Sussex County Council September 2020 Parking Standards Guidance outlines that for a 3-bedroom dwelling in this location that 1.7 parking spaces should be provided.

The block plan shows the driveway has parking for two cars. Therefore, the proposal complies with policy DP21 of the Mid Sussex District Plan and WSCC Parking Standards Guidance.

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 appropriate 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 policies E9 and H9 of the Haywards Heath Neighbourhood Plan, WSCC Parking Guidance for new developments as well as the relevant provisions of the NPPF. The application therefore accords with the Development Plan and is considered acceptable.

Consequently, this application is recommended for approval.

Decision: Permission

Case Officer: Andrew Horrell