

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0315	Case Officer:	Deborah Lynn
Application Type:	Full Application		
Proposal:	Alterations to existing flat residential accommodation within the veterinary practise by conversion of roof space.		
Site:	Portland Vets, 27 Portland Road, East Grinstead, West Sussex, RH19 4EB, , ,		
Validation Date	6 Feb 2026	Overall Expiry Date:	11 Mar 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	1 Apr 2026
Target Date:	3 Apr 2026	Recommending Officer Signature:	Deborah Lynn

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
--	--	-------------------------------	---

Signed and Agreed By:	Stephen Ashdown	Date:	1 Apr 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0315

**Portland Vets, 27 Portland Road, East Grinstead, West Sussex, RH19 4EB, ,
Alterations to existing flat residential accommodation within the veterinary practise by
conversion of roof space.
Mr George Christopherson**

SUMMARY OF REPRESENTATIONS

None received.

SUMMARY OF CONSULTEES

Not applicable.

EAST GRINSTEAD TOWN COUNCIL OBSERVATIONS

No comment.

INTRODUCTION

This application seeks planning permission to alter existing residential accommodation within the veterinary practise by conversion of the roof space.

RELEVANT PLANNING HISTORY

03/00618/COU - Change of use of ground floor to veterinary practice. Two storey rear addition. Glazed entrance lobby car parking and vehicular access. (Amended plans received revising parking and access arrangements). Permission granted 30.06.2003.

06/00163/FUL - Two storey and single storey side extension. Permission granted 10.03.2006.

13/01276/FUL - Small single storey front extension to provide improved reception/waiting room area for veterinary practice. Permission granted 28.06.2013.

13/03626/FUL - Single storey rear extension to provide drug store and dispensary, together with internal room alterations. Permission granted 18.12.2013.

14/02594/FUL - Single storey rear extension to provide drug store and dispensary, together with internal room alterations and re location and additional air conditioning condensers. Amended description to previous application 13/03626/FUL. Permission granted 11.09.2014.

DM/16/1504 - First floor extension over part of building to provide single staff living accommodation together with replacement office in roof space over extension. Amended plans and sectional drawing received 18.05.2016 to show revised internal layout and amendment to roof. Permission granted 31.10.2016.

DM/19/3550 - Proposed first floor extension to provide additional commercial space in the form of a cattery (re-location of existing cattery from ground floor) with office space and store room over, within roof space. Permission granted 08.11.2019.

SITE AND SURROUNDINGS

No. 27 Portland Road is a large detached Victorian red brick building which has been used as a veterinary practice since planning permission was granted in 2003 to change the use of the ground floor of the building; a residential flat is located at first floor level. The building has had various extensions added over the years and is situated at a higher level to the road with car parking surrounding the building to the south and east.

The building is located on a residential road which is characterised by detached period houses. A development of sheltered flats, Forest Lodge, lies to the north west of the site, with an office building, Fairway House, situated to the north east. Land levels rise to the north.

In terms of planning policy, the site lies within the built up area of East Grinstead.

APPLICATION DETAILS

This application seeks permission to alter the existing residential accommodation at the premises by converting the roof space.

Plans show that the existing first floor flat accommodation is comprised of a kitchen / dining area, bedroom and shower room.

Proposed plans show that the internal walls separating the kitchen / dining area and bedroom will be removed to create an enlarged open space with an internal staircase created to provide access into the roof space. A gable roof extension is proposed to the western roof slope of the building, which together with lowered ceiling joists will allow a bedroom, ensuite shower room and wardrobe area to be created within the roof space.

Proposed elevational drawings show that the existing first floor window to the southern front gable projection will be replaced with a lower window, with the mock Tudor framing and render to the front gable replaced with ornate tile hanging and a second floor window. The gable roof extension to the western roof slope will be finished with facing brickwork and a tiled roof to match the existing building; a second floor obscure glazed window is proposed to the western wall.

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 East Grinstead 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:

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.

East Grinstead Neighbourhood Plan

The Neighbourhood Plan was made on the 2nd November 2016.

Relevant policies:

EG3 promoting good design

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 hearings were concluded on the 19th March 2026. 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:

DPS2 sustainable design and construction

DPS6 health and wellbeing

DPB1 character and design

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

As the proposal concerns alterations to an existing residential unit, the main issues deemed relevant to the consideration of this application are:

- Design and impact on the character of the area
- Impact on neighbouring amenities

Design and Impact on character of area

Policy DP26 of the District Plan relates to character and design and requires all proposals, including alterations and extensions, to be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside as well as addressing the character and scale of the surrounding buildings and landscape.

Policy EG3 of the Neighbourhood Plan refers to promoting good design and follows a similar stance, requiring development proposals to be proportionate and in keeping with the scale, height, materials and site coverage of the surrounding area, amongst other criteria.

The proposed external alterations would consist of an additional gable roof extension to the western elevation of the building and alterations to the front southern gable consisting of a replacement first floor window, new second floor window and replacement of mock timber framing and render to the front gable with ornate tile hanging.

The proposed alterations and extension are considered in keeping with the style, scale and form of the period building, with complementary materials proposed to blend in with the existing building and surrounding properties. Consequently, it is not considered that the proposal should appear obtrusive or have a harmful effect upon the street scene, thereby according with policy DP26 of the District Plan and policy EG3 of the Neighbourhood Plan.

Impact on residential amenities

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 EG3 of the Neighbourhood Plan states that proposals should '*not harm adjoining amenity*'.

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 the District Plan was adopted at a later date to the District Plan, policy DP26 of the District Plan is considered to take precedence and therefore the test in this instance is whether the development would cause significant harm to neighbouring amenities as outlined above.

A second floor window with fanlight is proposed to the western wall of the gable roof extension. Proposed floor plans show that this will serve an en-suite shower room and will be obscure glazed. To prevent overlooking onto residential gardens to the west of the site, a condition can be imposed to ensure that this is obscure glazed.

Taking into account the existing relationship between the building and residential properties to the south, it is not considered that the proposed external works to the front southern gable should cause significant harm to neighbouring amenities in terms of creating overlooking and affecting privacy.

The proposal therefore accords with policy DP26 of the District Plan.

Other matters - space standards

The Planning Statement submitted with the application advises that the proposed development will increase the floor area of the 1 bed flat from 39 to 60.2 square metres. It is not clear from the proposed plans what the floor area of the proposed bedroom will be due to reduced headroom in places, and it is noted that ceiling levels within the existing flat will be reduced from 2.8 to 2.1 metres to enable the roof space to be converted. Such ceiling heights would not accord with Technical Housing Standards which require the minimum floor ceiling height to be 2.3 metres for at least 75% of the Gross Internal Area. However, as the proposed development concerns the extension of an existing residential unit and not a new residential unit it is considered that the requirement to accord with nationally described space standards, as set out by policy DP27 of the District Plan, is not applicable in this instance.

Biodiversity Net Gain

Biodiversity net gain is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990. Under the statutory framework for biodiversity net gain this application comprises development below the de-minimis threshold meaning that this development is exempt from providing biodiversity net gain.

PLANNING BALANCE AND CONCLUSION

The proposed development is considered in keeping in terms of design, form and scale with the existing period building and surrounding properties and should not detract from the character and appearance of the street scene. Nor should the proposal cause significant harm to neighbouring amenities. The proposal therefore accords with policy DP26 of the Mid Sussex District Plan and policy EG3 of the East Grinstead Neighbourhood Plan.

Decision: Permission

Case Officer: Deborah Lynn