

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/2037	Case Officer:	Anna Tidey
Application Type:	Householder Application		
Proposal:	Proposed first floor rear extension, internal alterations, floor plan redesign and all associated works.		
Site:	68 Meadow Lane, Burgess Hill, West Sussex, RH15 9JE, , , ,		
Validation Date	18 Aug 2026	Overall Expiry Date:	11 Sep 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	12 Oct 2026
Target Date:	13 Oct 2026	Recommending Officer Signature:	Anna Tidey

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Joanne Fisher	Date:	13 Oct 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/2037

**68 Meadow Lane, Burgess Hill, West Sussex, RH15 9JE, , ,
Proposed first floor rear extension, internal alterations, floor plan redesign and all associated works.**

Mr Braden Holding

SUMMARY OF REPRESENTATIONS

None received.

CONSULTATIONS

Drainage: No objection on surface water and drainage grounds.

Tree Officer: No comment received.

TOWN COUNCIL OBSERVATIONS

Recommend Approval.

INTRODUCTION

This application seeks planning approval for a first floor rear extension, internal alterations, floor plan redesign and all associated works at 68 Meadow Lane in Burgess Hill.

RELEVANT PLANNING HISTORY

BH/194/85. Front extension to garage, first floor extension on top of extension at ground level. Approved October 1985.

BH/131/76. Rear extension. Approved August 1976.

SITE AND SURROUNDINGS

68 Meadow Lane is a 3 bed detached house located in a staggered row of similarly designed houses on the western side of the road, backing onto properties at a lower level on Grovelands Close.

The property has undergone extensions at the front and rear. The former integral garage has been converted into living accommodation and a full width 4.6m deep flat roofed single storey extension has been added onto the rear elevation of the house to create a dining room off the living room and a separate rear kitchen.

The house benefits from a brick paved frontage which provides sufficient space for two cars to park off the road.

The house is located inside the Built up Area of the town. The house lies outside areas, to the west, on London Road and to the south, on Oakmead Road and Chanctonbury Road, that are susceptible to surface water flooding.

APPLICATION DETAILS

The proposed extension will measure 4.6m deep by 7.5m wide. It will add a new first floor above the rear single storey extension to create a new fourth (master) bedroom with an ensuite and an attached walk in wardrobe.

Associated internal alterations include the creation of a new corridor to serve the new room off the landing, which is to be constructed through part of the existing shared bathroom. The reconfigured bathroom will be lit by a new 1.2m wide window, which is to be located in the north facing side wall of the house. This is shown to be of a fixed design with frosted glass to a narrow top vent set at a height above below 1.7m above finished floor level.

As the proposed extension will also block the rear facing window, which serves existing Bed 1, a new first floor window is also proposed in the south facing side wall of the house. This window is shown to be 1.5m in width (approx.) and of a similar fixed design with frosted glass to a narrow top vent, also set at a height above below 1.7m above finished floor level.

The extension will be constructed with a full hipped roofline extending off the existing level of the eaves to the height of the main ridge. Amended plans have been received during the course of determining the application to show the retention of the existing chimney at the rear of the house, which will continue to serve an existing open fireplace, located in the living room at ground floor level. The proposed extension will be built in matching brickwork, with roof tiles to match those on the main roof. White gutters, downpipes and fascias and white UPVC windows are proposed to match those in the house.

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 Burgess Hill 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
DP38 - Biodiversity
DP41 - Flood risk and Drainage

Site Allocations Development Plan Document

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.

Neighbourhood Plan

Burgess Hill Neighbourhood Plan - made January 2016.

Policy S4 Parking Standards for New Developments

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 is currently at Examination with initial hearings held in February/March 2026. The Council has consulted on Main Modifications which are required to ensure the plan is legally compliant and sound with further Hearings taking place in November 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

DPB1 Character and Design

DPN1 Biodiversity, Geodiversity and Nature Recovery

DPT4 Parking and EV 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) (August 2026)

ASSESSMENT

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

- Design
- Impact on residential amenities
- Flood risk and Drainage
- Parking
- Biodiversity Net Gain

Design

Policy DP26 of the District Plan relates to character and design. However, this policy has 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 Council's adopted Design Guide is a material consideration in the determination of the application. Chapter 9 of the Design Guide relates to household extensions. Design Principle DG49 states that extensions should respond to the design of the original dwelling and applicant will be expected to demonstrate how local character has informed the design proposal.

Design Guide Principle DG51 refers to rear extensions. The guidance states that rear extensions that are not visible from the street and do not negatively impact on neighbouring properties can be expressed in many forms, but should consider the character of the existing building and the relationship to adjacent buildings and gardens.

The proposed rear extension represents a large addition to the host building. It is of a similar design to many other such extensions on the neighbouring houses on this part of Meadow Lane. The proposed extension will allow the reconfiguration of, and addition to, the first floor living space to provide a fourth bedroom on the house.

The staggered and spacious layout of the houses on this part of Meadow Lane enable the addition of full width extensions without significant impact upon public viewpoints from the street scene.

The proposed design of the addition, with brick walls and a tiled roof to match, is considered acceptable. It is considered that the design of the addition will complement the existing house and fit in with other similar additions on this part of the road. This will accord with District Plan Policy DP26, the aims of NPPF Policy DP3 and the overall principles of the Design Guide.

Impact on residential amenities

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 Policy P3 of the NPPF.

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'*.

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 proposed extension will not have a significant impact upon the outlook and amenities of the occupiers of the adjacent dwellings at No 66 to the north, or No 70 to the south, which have been similarly extended. The proposed new first floor side windows to serve the bathroom and bedroom 1 have been designed to include obscured glazing to a height of 1.7m above finished floor level to avoid overlooking. The bathroom window would be positioned to face a blank side wall on the rear extension at No 66. The side bedroom window will be facing over the front portion of the side wall and frontage of No 70. Provided that the new windows are obscure glazed, as annotated on the plans, which can be secured by a planning condition, the neighbours to each side will not be unduly impacted from overlooking. The staggered layout of the houses, orientation of the houses, the differing land levels and the depth of the garden at the rear will ensure that the neighbours in Grovelands Close to the rear of the site will not be adversely affected by the proposed bedroom window in the extension. The ensuite window can be required to be obscure glazed by a planning condition.

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 District Plan Policy DP26, and Policy P3 of the NPPF.

Flood risk and Drainage

The site does not fall within an area of identified surface water flooding, but the application has been accompanied by a Flood Risk Map, and has been considered by the Councils Flood Risk and Drainage Team.

Policy DP41 of the District Plan concerns Flood Risk and Drainage. It states in part:

'Particular attention will be paid to those areas of the District that have experienced flooding in the past and proposals for development should seek to reduce the risk of flooding by achieving a reduction from existing run-off rates.'

Policy F7 of the NPPF is relevant. This contains a series of criteria against which proposed development should be assessed to ensure that development is safe from flooding.

The Council's Flood Risk and Drainage Team Engineer has reviewed the submitted Flood Risk Map and has raised no objection on surface water and drainage grounds.

The proposal is, therefore, considered to comply with District Plan Policy DP41, and Policy F7 of the NPPF with regards to potential flooding.

Parking

The house benefits from off road parking for two cars. There is also unrestricted on street parking on Meadow Lane. The proposed development will increase the number of bedrooms in the property from 3 to 4.

District Plan Policy DP21 and Neighbourhood Plan Policy S4 are relevant in the determination of this application.

District Plan Policy DP21 now has limited weight and needs to be considered with reference to Policies TR3 (Locating development in sustainable locations), TR4 (Street design, access and parking) and TR6 (Assessing transport impacts) of the new NPPF.

Policy S4 of the Burgess Hill Neighbourhood Plan states that permission 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. The former garage space has already been converted in this case. Two off road parking spaces remain on the paved frontage.

West Sussex County Council Guidance on Parking, sets out the maximum parking standards for residential houses. For a 4 bed property in the Meeds and Hammonds Ward in Burgess Hill 2.5 spaces should be provided, whereas a 3 bed dwelling should provide 1.8 spaces.

It is considered that the available parking will be sufficient, together with the availability of unrestricted road parking, to serve a 4 bed house in this part of Burgess Hill. The proposal accords with the aims of District Plan Policy DP21, new NPPF Transport and Parking Policies and Burgess Hill Neighbourhood Plan Policy S4.

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 design, scale and materials of the proposed extension relate well to the existing property and would not cause unacceptable harm to the amenities of nearby residents. The application complies with District Plan Policy DP26, and Policies DP3 and P3 of the NPPF.

The proposal accords with the aims of District Plan Policy DP21, new NPPF Transport and Parking Policies and Burgess Hill Neighbourhood Plan Policy S4.

The application is also exempt from the requirement to provide biodiversity net gain.

Consequently this application is recommended for approval.

Decision: Permission

Case Officer: Anna Tidey