

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/3197	Case Officer:	Catherine Cardin
Application Type:	Householder Application		
Proposal:	Proposed single storey side return extension to replace dilapidated outbuilding. Loft conversion with dormer window and rooflights. Replacement of low front facing window with bay window.		
Site:	59 Fairfield Road, Burgess Hill, West Sussex, RH15 8QB, , ,		
Validation Date	16 Dec 2025	Overall Expiry Date:	17 Feb 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	2 Mar 2026
Target Date:	10 Feb 2026	Recommending Officer Signature:	Catherine Cardin

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	2 Mar 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/3197

**59 Fairfield Road, Burgess Hill, West Sussex, RH15 8QB, , ,
Proposed single storey side return extension to replace dilapidated outbuilding. Loft conversion with dormer window and rooflights. Replacement of low front facing window with bay window.
Mr And Mrs R Barrow**

SUMMARY OF REPRESENTATIONS

None received.

SUMMARY OF CONSULTEES

MSDC Heritage Officer

59 Fairfield Road is an unlisted building located within the Fairfield Conservation Area of Burgess Hill. The property is one half of an originally handed pair of late 19th/early 20th century houses located in a relatively prominent position adjacent to the southern edge of the Fairfield Recreation Ground, such that both the side and rear of the building are visible in public views from the park, and from the public right of way which runs along its southern side. The house pair have suffered from unsympathetic alterations but retain some period features, and make a slight positive contribution to the character and appearance of the Area.

The current proposal is for alterations and extensions to the property comprising replacement of the original canted bay window to the front elevation which has been previously removed, a side return extension adjacent to the existing original, but extended, rear wing, and a loft conversion including a dormer window to the rear roof slope and rooflights to the front and rear roof slopes and the side slope of the rear wing.

The proposed reinstatement of the canted bay window to the front elevation is welcomed, as this reinstates an original feature of the elevation and reinforces the intended symmetry of the façade of the villa pair. I would however suggest that the windows to the bay window should be sash (or sash type) rather than the proposed Georgian style casements, which are not original and detract from the character of the building, notwithstanding that they are present to the first floor. To the rear of the house, the side return extension to the original rear wing is not considered contentious, subject to detail. This is appropriately subordinate to the building, and will not detract from its appearance in public views from the adjacent PROW and park, in which it will be largely screened by the adjacent close boarded fence.

Although the principle of a loft conversion is not considered contentious, and I have no objection to the proposed rooflights provided that these are flush fitting, conservation style rooflights (not velux types as currently described to the rear roof slopes), the proposed dormer window is over scaled and is set too high in the roof slope. I would recommend that this is reduced in size and set down in the roof slope, away from the roof ridge. The heavy cheeks flanking the window should be reduced, and the form of the window amended to a flat-arched sash rather than the 'Gothic' casement shown. Again, I am aware of the existing non-original casements to this elevation, but the addition of further unsympathetic window in a high and visually prominent position would only further detract from the original character of the building.

In summary, although the principle of the works is not considered contentious, aspects of the proposal require amendment to ensure that the proposal preserves the character and appearance of the building and of the Conservation Area, meeting the requirements of adopted District Plan Policy DP35 and the relevant paragraphs of the NPPF.

Further comments on the above application following the receipt of revised plans.

The proposal has been revised in terms of the detail of the replacement bay window at ground floor front, and of the design of the proposed new dormer window to the rear. In the context, these amendments are considered to meet the concerns previously raised and the proposal is now considered to preserve the character and appearance of the Conservation Area. This meets the requirements of District Plan Policy DP35 and the relevant paragraphs of the NPPF.

I would recommend the following conditions:

- Details of roofing and facing materials
- New brickwork to match existing adjacent original work in colour, texture and bonding pattern, and in colour, texture and style of pointing
- Detailed drawings, at an appropriate large scale, including sections, and annotated to show materials and finishes, of new windows. Your drawings should include glazing bar detail
- New rooflights to be flush fitting, metal framed, conservation style rooflights.

MSDC Tree Officer

No Objection

TOWN COUNCIL OBSERVATIONS

The Committee of the 27th January would Recommend Approval with the condition that the Conservation Officer's observations and recommendations be incorporated into the plan, specifically in relation to the dormer window.

Further comment:

The Committee had the same view as discussed and agreed at Committee on 5th January.

INTRODUCTION

The proposal seeks permission for a single storey side extension to replace an existing lean-to extension, loft conversion with dormer window and rooflights and the replacement of a front facing window with bay window.

RELEVANT PLANNING HISTORY

BH/126/78- Alterations and improvements including two storey extension at rear. Permission.

SITE AND SURROUNDINGS

59 Fairfield Road is a semi-detached two storey property. It is characterised by red brick, white upvc windows and a pantile roof. The property benefits from an existing lean to rear extension and a two-storey rear extension. The property is one half of a pair of late 19th/early 20th century houses which have been previously extended.

The property is located in a relatively prominent position adjacent to the southern edge of the Fairfield Recreation Ground, within the Burgess Hill Conservation Area and within the built-up area boundary of Burgess Hill. Neighbouring properties are located to the south and west. To the north is a Public Right of Way. Highway is located to the east.

APPLICATION DETAILS

Planning permission is sought for a single storey side extension to replace an existing lean-to extension, loft conversion with dormer window and rooflights and the replacement of a front facing window with a bay window.

The single storey side extension would measure some 6.6 metres in width and some 1.8 metres in width. This would have a pitched roof with a maximum height of some 3.2 metres and a height to the eaves of some 2.6 metres. It is proposed to install 3 no. Velux rooflights on the ground floor (northern) roof pitch, and a window and French doors on the rear (western) elevation. This would extend an existing kitchen/

dining area and would also include a utility and WC. This would be finished in external materials to match the existing.

The proposal also seeks permission to convert the loft and construct a dormer window on the rear (western) roof pitch. The dormer window would measure some 1.6 metres in width and some 2.8 metres in depth. This would have a pitched roof, with a height to the ridge of some 1.8 metres and a height to the eaves of some 1.3 metres. This would be finished in external materials to match the existing. It is proposed to use this as a bedroom, office and bathroom.

It is also proposed to replace a window on the front elevation with a bay window. This would have sash style windows, a light painted render finish and brown roof tiles.

Finally, it is proposed to install 3 no conservation style rooflights on the proposed side (northern) roof pitch at second floor level and 1 no conservation style rooflight on the front (eastern) roof pitch.

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 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

DP35 - Conservation Areas

Site Allocations DPD

The SADPD was adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs to 2031.

No relevant policies

Neighbourhood Plan

The Burgess Hill Neighbourhood Plan was made on 28th January 2016.

There are no relevant policies.

Other Legislation

Planning (Listed Buildings and Conservation Areas) Act 1990

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

DPB3 - Conservation Areas

DPS2 - Sustainable Design and Construction

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)

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 character of area
- Impact on Neighbouring Amenities
- Impact to Trees
- Parking arrangements
- Biodiversity Net Gain

Design and Impact on character of area

The site is located within the setting of Burgess Hill Conservation Area, as designated in 1982. A Conservation Area is defined as an area of "special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance".

Policy DP35 of the District Plan in part states that:

'Development will also protect the setting of the conservation area and in particular views into and out of the area. New buildings of outstanding or innovative design may be acceptable in conservation areas provided that their impact would not cause material harm to the area.'

Policy DP26 of the District Plan relates to character and design and requires all proposals 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. In part the policy requires proposals to be of a high-quality design and layout and includes appropriate landscaping and greenspace; and creates a sense of place while addressing the character and scale of the surrounding buildings and landscape.

Principle DG49 states in part that *'extensions should typically use simple, uncomplicated building forms to complement and coordinate with the scale, form and massing of the original dwelling.'*

DG50 relates to side extensions and states in part 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.'*

Principle DG52 relates to roof extensions and states that:

'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 Council's Conservation Officer has provided detailed comments on the development, which are set out at the beginning of this report.

It is considered that the proposed side extension is an appropriate design, form and scale to the existing dwellinghouse. The Council's Conservation Officer has objected to the dormer window originally proposed to the loft conversion, however, plans have subsequently been amended to show that the dormer has been reduced in size and set down in the roof slope. This element is now considered acceptable with the proposed dormer shown to sit subordinately within the roof slope. Concerns were also raised by the Conservation Officer regarding the dormer cheeks and window form. The design of the dormer window has been amended and is now considered acceptable. The details can be secured by a suitably worded condition. Concerns were also raised by the Conservation Officer regarding the front bay window and Georgian style casements. Plans have subsequently been amended to show that this would be a sash style window. This element is now considered acceptable. The details can be secured by a suitably worded condition.

The Conservation Officer now considers that the application preserves the character and appearance of the Conservation Area. These views are shared and agreed upon from a planning perspective.

Taking into account the above, the proposal is considered to address the scale and character of the existing and surrounding buildings and townscape. As such the proposal is deemed to comply with the above part of policy DP26 and DP35 of the District Plan, and principles DG49, DG50 and of the Mid Sussex Design Guide SPD.

Impact on Neighbouring Amenities

In terms of impact on neighbouring amenities, Policy DP26 of the District Plan states 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'*.

To the southern side is 57 Fairfield Road. As the side extension would be screened by the application property itself it is not considered that this would be harmful to the light and outlook of this neighbour. The proposed dormer window would provide oblique views into the private amenity space of this neighbour so it is not considered this would give rise to significant overlooking concerns.

To the western side is 1 Commercial Road. As the proposal would be offset from the shared boundary by some 25 metres, it is not considered that the proposal would be harmful to the amenities of this neighbour.

Due to the domestic nature of the proposed development, it is considered that there would not be a harmful impact in terms of noise, air and light pollution.

It is therefore considered that the proposal would not cause significant harm to the amenities of neighbouring properties. The proposal is therefore deemed to accord with the above-mentioned part of policy DP26 of the District Plan.

Impact to Trees

Policy DP37 of the District Plan states in part that 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.'*

There are 10 trees within proximity of the development. The MSDC Tree Officer was consulted on the application and has provided a response. No objection has been raised provided that a condition is included to secure the submitted Arboricultural Impact Assessment. This can be secured by a suitably

worded condition. The proposal is therefore considered to comply with the relevant criteria policy DP37 of the District Plan.

Parking arrangements

Policy DP21 of the District Plan seeks to ensure that schemes are sustainably located to minimise the need for travel, and protect the safety of road users and pedestrians, and seeks to provide adequate parking in relation to development proposals.

West Sussex County Council Parking Standards Guidance (2020) outlines the County Council's approach to parking at new developments to ensure that sufficient parking is provided to meet the needs of the development while maintaining highway network operations, protecting surrounding communities and pursuing opportunities to encourage use of sustainable modes of transport. The property currently has three bedrooms. West Sussex County Council Parking Standards Guidance (2020) outlines that for a 5-bedroom dwelling in this location that 3 parking spaces should be provided. There is an external parking space in front of the garage to accommodate two cars, which would remain. In addition, there are no restrictions on the surrounding roads that would prevent on road parking. It is therefore considered that, in this instance, the proposal would be acceptable in terms of highways impact. Therefore, the proposal is deemed to comply with policy DP21 of the Mid Sussex District Plan and the 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

The proposal is considered to be acceptable in terms of design, size and scale to the dwellinghouse and locality, and would not cause harm to the amenities of neighbouring properties and would preserve the character and appearance of the Conservation Area.

In conclusion, the proposal would accord with the requirements of policies DP21, DP26 and DP35 of the Mid Sussex District Plan. It is therefore considered acceptable.

Decision: Permission

Case Officer: Catherine Cardin