



Planning, Design and Access Statement
Including the Heritage and Sustainability Statements

6 Glendale Road, Burgess Hill

Construction of a Porch extension to the front elevation. Conversion of the attached tandem-length Garage to provide a Garden Room/Gym. Construction of a dormer on the front elevation to serve the existing Bedroom. Alterations to the existing fenestration to include a first floor balcony to the rear with glazed balustrading and new doors for access, a dummy pitched roof to the Garage, and replacement external doors to the rear elevation. Minor Internal alterations at first floor level to increase size of existing Bedroom. Creation of a Juliet balcony at second floor level. Minor hard and soft landscaping works adjacent to the front Porch and rear of the Garage

at

6 Glendale Road, Burgess Hill

Planning, Design and Access Statement

on Behalf of

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1. Introduction

- 1.1 This is a Planning, Design and Access Statement prepared to accompany the submission of a Householder Planning application to Mid Sussex District Council for the construction of front Porch extension, front dormer extension, and Garage conversion at 6 Glendale Road, Burgess Hill. The proposed works will also involve a number of fenestration changes, minor internal alterations, and associated hard and soft landscaping works.
- 1.2 6 Glendale Road is a modern, unlisted detached dwelling located in a prominent position adjacent to the playing fields of Burgess Hill School for Girls. The property sits within the Silverdale Road / Birchwood Grove Road Conservation Area, just east of the centre of Burgess Hill. Designated as a Conservation Area in 1982 in recognition of its special character, it is characterised by substantial Victorian and Edwardian houses set in spacious gardens, the predominant use of traditional building materials, and the abundance of trees and hedges in the area.
- 1.3 The application property has been the subject of previous extensions and alterations, which were undertaken around 2010. The planning history of the property is discussed at section 5.
- 1.4 This application is submitted with a Tree Survey and Arboricultural Impact Assessment (AIA), prepared by GHA Trees. This is referred to within the Planning Statement and Landscaping sections of this statement, and concludes that the proposed works will not affect the existing, retained trees and hedging.
- 1.5 This Planning, Design and Access Statement includes a Heritage Statement at section 7, to describe the proposed works and how these will not impact upon the character and setting of the Conservation Area setting.
- 1.6 The proposals placed before the Planning Department are well-considered and of a high standard of design, demonstrating the following:
 - a) The principle of development is supported by the relevant planning policies within the Mid Sussex District Plan;
 - b) The proposed front Porch extension is modest in its scale and is justified in terms of its design, size and location;
 - c) The traditional vernacular of the Porch extension is considered to be the most appropriate design response, reflecting the traditional vernacular of its surroundings;
 - d) The proposed front dormer extension will greatly enhance the appearance of the existing dwelling, adding character and interest to the roof, using traditional materials to respect the existing property;
 - e) The dwelling will remain well screened from the road thanks to the existing mature hedge and tree planting, retained unchanged to ensure there will be no impact on the amenity of any neighbouring properties;
 - f) The proposed Balcony to the rear elevation will receive obscure screening to prevent overlooking towards the neighbouring property;
 - g) The proposed Juliet balcony, formed in the existing dormer, will not give rise to any additional overlooking impacts;
 - h) The proposed hard and soft landscaping works are minor in nature and will maintain the character of the property;

- i) The site is located in Flood Zone 1 and the proposals will not have a negative impact upon the flood risk of the site;
- j) The proposals will incorporate a high level of sustainability within their construction, including the use of local materials where possible.

2. Use

- 2.1 The existing property has full C3 (residential) use and will retain this following the completion of the proposed works.

3. Amount

- 3.1 The proposals comprise the following works:
 - The construction of a Porch extension to the east-facing elevation;
 - The conversion of the attached tandem-length Garage, to create a Garden Room/Gym, with replacement glazed doors for rear garden access;
 - The addition of a dummy pitched roof to the front elevation of the attached Garage;
 - The construction of a dormer to the front elevation at second floor level, to serve the existing Bedroom;
 - The provision of a balcony to the rear of the first floor, to include glazed balustrading with obscured 1.8m screening, replacement lantern of the walk-on type, and composite decking over the existing membrane;
 - New external doors from the two rear Bedrooms to facilitate access to the aforementioned balcony;
 - Modification to the second floor rear dormer to create a Juliet balcony;
 - Internal alterations at first floor level to include the enlargement of the first floor north-west corner Bedroom, and provision of enhanced sanitary accommodation;
 - Externally, hard and soft landscaping works to suit the proposed works.

4. Layout

- 4.1 The layout of the existing dwelling can be viewed on the accompanying existing plan and elevation drawings. The proposed works will enhance the dwelling's appearance and layout to provide greater convenience for its occupants.
- 4.2 The existing front Entrance Hall will be enlarged with a Porch extension to better reflect the scale of the property, while the conversion of the Garage will create an additional habitable room, accessed via doors to both the front and rear.
- 4.3 Internal alterations at first floor level will include the remodelling of the existing north-west corner Bedroom, to provide a more comfortable and practical layout. The new balcony, formed over the existing flat roof, will be accessed

from two Bedrooms via new external doors. The existing pyramidal rooflight will be replaced with a walk-on type unit to sit flush with the new balcony decking.

- 4.4 At second floor level, the proposed dormer to the front elevation will increase the amount of morning light into the room. To the rear, the dormer alteration to provide a Juliet balcony will provide lovely views across the rear garden to the trees beyond.

5. Planning Statement / Scale

Planning Policies

- 5.1 There are a number of planning policies relevant to this application, which include:

Mid Sussex District Plan

DP26 – Character and Design

DP35 – Conservation Areas

DP37 – Trees, Woodland and Hedgerows

DP39 – Sustainable Design and Construction

Planning History

- 5.2 The following applications are relevant to these proposals:

09/00093/FUL – Two storey rear extension – **WITHDRAWN**

09/03384/FUL – Proposed extensions and related internal alterations, including conversion of the roof space to create habitable accommodation – **APPROVED**

09/03384/NONMAT – Proposed extensions and related internal alterations, including conversion of the roof space to create habitable accommodation - **APPROVED**

Planning Principles

- 5.3 With reference to the relevant MSDC planning policies, the proposals submitted herein are considered to be acceptable in principle.
- 5.4 The proposed front Porch extension is modest in its scale, having been designed with a pitched roof to complement the pitched roofs elsewhere. Its use of matching, traditional materials and careful detailing ensure it will be appropriately subservient to the original house.
- 5.5 The proposed front dormer extension is of a modest size, aligning as it does with the first floor window below. There are many examples of properties in the immediate vicinity with dormer windows to their front elevations. The use of lead for the cheek walls and roof, combined with traditional mopstick roll detailing, is in keeping with the character of the Conservation Area. This aspect of the proposal is not considered contentious in principle, with the proposals demonstrating compliance with policies DP26 and DP35 of the MSDC District Plan.

- 5.6 The principle of the Garage conversion is deemed acceptable, with only minor changes being made to the external appearance. To the front, the proposed dummy pitched roof will conceal the existing membrane flat roof, which does not currently contribute to the special character of the Conservation Area. The existing garage door will be replaced with a more traditional, painted timber item. This will provide access to the converted space, while maintaining the external appearance of a garage. To the rear, the previously-approved lantern will be installed, while the existing roller shutter door will be replaced with glazed doors. The proposals are therefore considered to demonstrate compliance with policies DP26 and DP35 of the MSDC District Plan.
- 5.7 The principle of the first floor balcony is considered acceptable, with provision made for screening to the northern flank elevation to prevent overlooking of the neighbour's patio. The balcony will utilise the existing flat roof, with the balustrading being fixed to an overlay structure concealed beneath the proposed decking finish. A walk-on lantern further improves the aesthetic of this element, and it is considered that this aspect of the scheme demonstrates compliance with policies DP26 and DP39 of the MSDC District Plan.
- 5.8 The proposed Juliet balcony will require a minor modification to the existing roof structure, allowing for the installation of inward opening double doors. The existing rear aspect enjoys views across the rear garden, with several mature trees beyond. The proposed Juliet balcony will take advantage of these views, while not causing any additional overlooking.
- 5.9 The proposed alterations to the hard and soft landscaping are minor in scale, being commensurate with the proposed front Porch extension and Garage conversion. It is considered that this aspect of the scheme demonstrates compliance with policy DP26 of the MSDC District Plan.

Heritage Statement

- 5.10 This statement includes a Heritage Statement owing to its location within the Silverdale Road / Birchwood Grove Road Conservation Area. This is provided in Section 7.

Design

- 5.11 By virtue of their sensitive design and detailing, the proposals demonstrate a well-considered and **high standard of design**. The traditional typology is considered to be the most appropriate design response in this scenario, resulting in an extended and altered dwelling of traditional character. The proposed extension ensures the dwelling remains visually and physically connected to its gardens.
- 5.12 The design aspects are covered in greater detail in Section 8 – Appearance, which concludes that the proposals demonstrate compliance with MSDC local planning policies DP26 and DP35.

5.13 **Neighbour Amenity and Impact**

The proposed extensions and alterations will not give rise to any overlooking issues for the neighbouring properties, owing to the existing boundary treatments, and the provision of screening to the flank elevation of the balcony. The proposals are therefore in accordance with MSDC planning policy DP26.

5.14 **Trees**

The property enjoys a verdant setting and these trees are integral to the character of the wider Conservation Area setting. This application is accompanied by a Tree Survey and Arboricultural Impact Assessment, which concludes that the proposals will not cause harm to the existing trees.

5.15 **Sustainability**

The proposed works will enhance the energy-efficiency of the existing dwelling, with the new works being very well insulated, while allowing for solar gain to reduce the demands placed upon the space heating system. It is proposed to install thermal insulation to elements of the existing building fabric, and where they are being replaced, the windows and doors will receive modern double-glazed panes to improve their energy efficiency. The proposals therefore demonstrate compliance with MSDC planning policy DP39. This aspect is covered in greater detail in Section 9, below.

6. Landscaping

- 6.1 The existing garden boundaries are clearly defined by mature hedging and trees, supplemented with close board timber fencing, providing the well-proportioned gardens with a great deal of mutual privacy. These boundary treatments are to remain largely unchanged.
- 6.2 The proposed Porch extension will require the existing driveway paving to be modified, with the existing steps removed and new steps constructed to the same rise to suit the proposed Porch. The steps will reuse the stone from the existing steps as far as is reasonably practicable. Where the driveway pavers are to be modified, and new ones laid, these will match the existing.
- 6.3 To the rear of the Garage, the existing slope from the Garage door to the patio level will be filled in to finish flush with the adjacent Patio. This will work well with the conversion, as level threshold access will be available.

7. Heritage Statement

- 7.1 **Scheduled Ancient Monument (SAM)** – The proposals do not affect a Scheduled Ancient Monument or its setting.
- 7.2 **Archaeologically Sensitive Area (ASA)** – The proposed development is not situated within an Archaeological Notification Area.
- 7.3 **Listed Building** – 6 Glendale Road is not a listed building.
- 7.4 **Conservation Area** – 6 Glendale Road is situated within the Silverdale Road / Birchwood Grove Road Conservation Area.
- 7.5 **Registered Park or Garden of Special Historic Interest** - The site is not situated within any Registered Park or Garden of Special Historic Interest.

Visual Impact and Impact on the Conservation Area

- 7.6 The visual impacts of the proposed extensions and alterations are very minor, with the front Porch and dormer extensions having a small impact from the public realm. The existing front garage door will be replaced with traditional side-hung timber double doors. The proposed first floor Balcony and second floor Juliet balcony will not be visible from the public highway, and as such there will be no visual imp. The traditional, sympathetic design of these extensions ensures that where glimpses are revealed, the impact is of appreciation for the quality of the design.
- 7.7 As discussed in the Landscaping section, above, the hard and soft landscaping works have been designed to sympathetically relate to the vernacular of the property and its wider Conservation Area setting.
- 7.8 The proposals are therefore able to demonstrate compliance with policies DP26 and DP35 of the Mid Sussex District Plan.

8. Appearance

- 8.1 By virtue of their sensitive design and detailing, the proposals demonstrate a well-considered and **high standard of design**. The traditional typology will result in a remodelled and extended dwelling of exceptional character and architectural merit.

Proposed Porch extension

- 8.2 The proposed front Porch extension will be comprise walls in facing brick to match the existing, prepared oak timber framing with a natural finish, beneath a pitched roof in plain clay tiles to match the existing. The front entrance door will be in timber and receive a painted finish in a colour to be confirmed. The new window to the south elevation will be in a white uPVC frame with energy-efficient double-glazed panes.

Proposed Dormer extension and Juliet balcony

- 8.3 The proposed dormer extension will have cheek walls dressed in Code 5 lead, beneath a flat roof also finished in Code 5 lead. The roof will include traditional mopstick roll detailing, with the lead roofing dressed over a prepared timber fascia with a white painted finish to match the joinery elsewhere. The new window to the front dormer will be in white uPVC, also to match the existing.
- 8.4 To the rear elevation, the existing dormer and adjacent pitched roof will be modified to accommodate a Juliet balcony arrangement. The existing window will be replaced with inward-opening double doors in white uPVC, with toughened glass balustrading externally as guarding. The resulting area of flat roof beneath the door sill will be finished in Code 5 lead, with the scale of the dormer itself remaining unchanged.

Proposed Garage conversion

- 8.5 The external appearance of the attached tandem-length Garage will be enhanced with the construction of a dummy pitched roof to its front elevation, while the existing doors will be replaced with traditional side-hung timber double doors, painted in an off-white colour. To the rear, the existing roller shutter door will be removed and replaced with glazed double doors in Crittall-style frames. The existing flat roof covering will be replaced with new, while the previously-formed opening for a roof lantern will now be fitted with one of the plateau type. This opening was approved in 2009, but has been covered up since it was built over 15 years ago.

Proposed Balcony

- 8.6 The proposed balcony is to be formed over the existing flat roof, with decking to be laid over the existing membrane roof finish. The existing parapet wall will be retained, behind which will sit the toughened glazed balustrading. The fixings for the balustrading will be fixed to the framing beneath the balcony decking. The balcony will be accessible from both rear bedrooms through doors in white UPVC to match the existing.

Fenestration Enhancements

- 8.7 The existing bi-folding doors to the rear elevation will be removed, and replaced with new sliding doors in large-format glazed panes. The frames will be in slender-profile thermally-broken metal with a powder-coated finish in black. The doors will incorporate double-glazed panes to enhance the energy efficiency of the property.

9. Access

- 9.1 The property will continue to be accessed via its front entrance door to the east elevation.
- 9.2 The proposed extensions have been designed with low threshold doors to provide easy access between the property and its generous gardens. The floor levels within the Garage conversion have been designed for ease of access between the Garage and the garden.

10. Sustainability

- 10.1 The proposals have been developed to ensure the extended and refurbished dwelling achieves an enhanced level of sustainability, with lower energy use in its operation. It is envisaged the following will be incorporated:
- a) The thermal performance of the new building fabric will meet the standards required by Building Regulations Part L. This will be achieved through the adoption of careful insulation detailing, which in turn will lead to reductions in air permeability and thermal bridging;
 - b) High performance double-glazed windows, doors and roofs to the proposed Conservatory and Kitchen extensions, with gas-filled cavities and prepared timber frames;
 - c) Water usage will be reduced through the installation of flow reducing / aerating taps, and low-flush cisterns;
 - d) Low energy lighting will be installed throughout the new works to reduce electricity consumption;
 - e) The existing space and hot water heating system will be extended to suit the new works, and will operate with greater efficiency owing to the higher levels of thermal insulation and airtightness present in the existing roofs and proposed extensions. This 'fabric first' approach significantly reduces the pressures placed upon the primary heating system.

11. Conclusion

11.1 The proposals placed before the Planning Department are well-considered and of a high standard of design, demonstrating the following:

- a) The principle of development is supported by the relevant planning policies within the Mid Sussex District Plan;
- b) The proposed front Porch extension is modest in its scale and is justified in terms of its design, size and location;
- c) The traditional vernacular of the Porch extension is considered to be the most appropriate design response, reflecting the traditional vernacular of its surroundings;
- d) The proposed front dormer extension will greatly enhance the appearance of the existing dwelling, adding character and interest to the roof, using traditional materials to respect the existing property;
- e) The dwelling will remain well screened from the road thanks to the existing mature hedge and tree planting, retained unchanged to ensure there will be no impact on the amenity of any neighbouring properties;
- f) The proposed Balcony to the rear elevation will receive obscure screening to prevent overlooking towards the neighbouring property;
- g) The proposed Juliet balcony, formed in the existing dormer, will not give rise to any additional overlooking impacts;
- h) The proposed hard and soft landscaping works are minor in nature and will maintain the character of the property;
- i) The site is located in Flood Zone 1 and the proposals will not have a negative impact upon the flood risk of the site;
- j) The proposals will incorporate a high level of sustainability within their construction, including the use of local materials where possible.