

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0837	Case Officer:	Tracie Axford
Application Type:	Householder Application		
Proposal:	Convert an existing garage into an Annex.		
Site:	Porters, 58 High Street, Lindfield, Haywards Heath, West Sussex, RH16 2HL, ,		
Validation Date	31 Mar 2026	Overall Expiry Date:	8 May 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	26 May 2026
Target Date:	26 May 2026	Recommending Officer Signature:	<i>Tracie Axford</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	1
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Signed and Agreed By:	<i>Steven King</i>	Date:	27 May 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0837

**Porters, 58 High Street, Lindfield, Haywards Heath, West Sussex, RH16 2HL,
Convert an existing garage into an Annex.
Mr And Mrs North**

SUMMARY OF REPRESENTATIONS

One letter was received in support of the application, and raised questions over the potential for issues relating to noise, vibration and odour during construction.

SUMMARY OF CONSULTEES

Southern Water - The development site is not located within Southern Water's statutory area.

MSDC Conservation Officer

Porters is a Grade II listed building located within the Lindfield Conservation Area. It is a detached house dating from the early 19th century, with later extensions including a recently constructed rear glazed addition. To the south east of the building and set back from it is a detached garage which would appear from historic map regression to date from the early 20th century, replacing or possibly incorporating earlier structures. Given this date of construction, its location, ownership and use, it would be regarded as curtilage listed.

The current proposal relates to the garage building, and is for internal and external alterations associated with its conversion for use as ancillary residential accommodation. The works proposed comprise:

- Replacement of the existing garage doors, roller shutter and overlying trellis with part-glazed sliding folding timber doors;
- Introduction of a new window to the side (north) elevation to match the existing adjacent window;
- Lowering of the raised patio area adjacent to the northern elevation to address potential damp problems;
- Rebuilding of an internal wall between the main garage space and side lean-to structure;
- Introduction of new partitioning and a partial dropped ceiling within the main space; and
- Introduction of internal insulation to the walls and roof of the building.

Also, although not included on the submitted plans, the agent indicated on site that the applicant may wish to change the surfacing to the area immediately to the front of the garage building from the existing concrete to paving slabs to match the remainder of the driveway.

The existing building, although not apparently of any very great age, has some character and makes a modest positive contribution to the setting of the listed building and to the Conservation Area.

In terms of the proposed external works, the façade of the building has been altered, and neither the existing up and over garage door or the roller shutter are attractive. Their replacement with the proposed sliding folding doors is not considered contentious, subject to detail, and should enhance the appearance of this part of the building. The proposed new window to the side elevation will result in some loss of fabric, but this is relatively minor. The proportions and detailed design of the window are shown to match the existing window to the eastern end of this elevation, and on balance this aspect of the proposal is not considered contentious. The works to the patio, which has been relatively recently installed, are likewise not considered contentious, subject to detail. The proposal to replace the concrete forecourt to the building with paving to match the rest of the driveway is also not considered problematic in principle, although the applicant would need to provide details of this to include it with the current application.

The interior of the building is not of any particular interest although the roof truss is a relatively striking feature. The replacement of the wall between the main garage and side lean-to, which does not appear to be of any great age, is not considered contentious. The new partitioning and dropped ceiling within the main space are also considered acceptable - the dropped ceiling will allow the original volume of the

space and the roof construction to continue to be appreciated. The insulation is not considered contentious in this context.

In summary the proposal is considered to preserve the setting and special interest of Porters and the character and appearance of the Lindfield Conservation Area, meeting the requirements of District Plan Policies DP34 and DP35 and the relevant paragraphs of the NPPF. I would note however that if the applicant wishes to include the forecourt works with the current application appropriate details should be provided.

I would suggest the following conditions:

- Detailed drawings, at an appropriate large scale, including sections and annotated to show materials and finishes, of the following. Your drawings should include glazing bar details:
- - the new sliding folding doors.
- - the new window to the side elevation, to include details of window reveal, cill and head.

LINDFIELD PARISH COUNCIL OBSERVATIONS

No objections

INTRODUCTION

This application seeks planning permission for the conversion of the existing garage to an annexe.

RELEVANT PLANNING HISTORY

DM/21/3100 - Householder Planning Application - Rebuild single storey kitchen extension with flat roof and demolish lean to garden shed. Permitted 2021-08-25

DM/21/3101 - Listed Building Consent - Rebuild single storey kitchen extension with flat roof and demolish lean to garden shed. Permitted 2021-08-25

SITE AND SURROUNDINGS

Porters, 58 High Street is a two storey building, with rooms in the roof space, occupying a prominent position in Lindfield High Street. The application site comprises a Grade II Listed detached house dating from the early 19th century, with later extensions including a recently constructed rear glazed addition. To the south east of the building and set back from it is a detached garage which is the subject of this application. Given this date of construction, its location, ownership and use, it would be regarded as curtilage listed.

Externally, the dwelling is characterised by external facing red and grey brickwork, a pitched tiled roof and white fenestration. Porters fronts onto the High Street and benefits from a driveway to the southern side of the property leading to the external garage and rear garden.

Porters lies within the Lindfield Conservation Area, close to other Listed buildings located to the east and west of the High Street, and directly to the south of the Grade II Listed house. The site is within the WSCC Archaeological Notification Area (red grade).

APPLICATION DETAILS

This application seeks planning permission for the conversion of the existing garage to an annexe including the following:

- Replacement of Garage doors, roller shutter and overlying trellis with new sliding/folding timber doors with glass panels in the existing opening.
- Internal modifications include a new flat ceiling above the new bedroom/ensuite area, allowing timber frame to remain visible and the rebuilding of the internal non-original wall to include thermal insulation.
- Proposed window on the garden facing (north) elevation.
- Patio on the side elevation to be lowered to reduce risk of damp at the base of the structure.

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 Lindfield 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

DP34 - Listed Buildings and Other Heritage Assets

DP35 - Conservation Area

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.

Lindfield and Lindfield Rural Neighbourhood Plan

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 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:

DPB1 - Character and Design

DPB2 - Listed Buildings and Other Heritage Assets

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, Character and Impact on Heritage Assets
- Impact on neighbouring properties
- Biodiversity Net Gain

Design and Character and Impact on Heritage Assets

With regards to design and character, 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;

The proposal relates to a curtilage listed building and comprises modest alterations. The external alterations, including replacement doors and a new window are considered sympathetic and would enhance the appearance of the building. Internal alterations retain key features such as the roof truss and do not result in the loss of significant historic fabric. The potential replacement of the concrete forecourt has been discussed but does not form part of this application and is not assessed. The annexe will contain a bedroom, shower room and a living area and is considered to remain incidental to the main dwelling and shall not be occupied as a separate unit of accommodation.

The Conservation Officer raises no objection and confirms that the proposal preserves the setting and special interest of the listed building and the character and appearance of the Conservation Area. It is therefore considered that the proposal would comply with policy DP26 of the MSDC District Plan.

The Council, as the Local Planning Authority, has a statutory duty to have special regard to the desirability of preserving heritage assets. Listed Buildings and their settings are afforded special protection under the planning regime by virtue of Sections 16(2) and 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (PLBCAA); paragraphs 200-214 of the NPPF and Policy DP34 of the District Plan.

Policy DP34 of the Mid Sussex District Plan states:

'Listed Buildings Development will be required to protect listed buildings and their settings. This will be achieved by ensuring that:

- *A thorough understanding of the significance of the listed building and its setting has been demonstrated. This will be proportionate to the importance of the building and potential impact of the proposal;*
- *Alterations or extensions to a listed building respect its historic form, scale, setting, significance and fabric. Proposals for the conversion or change of use of a listed building retain its significance and character whilst ensuring that the building remains in a viable use;*
- *Traditional building materials and construction techniques are normally used. The installation of uPVC windows and doors will not be acceptable;*
- *Satellite antennae, solar panels or other renewable energy installations are not sited in a prominent location, and where possible within the curtilage rather than on the building itself;*
- *Special regard is given to protecting the setting of a listed building;*
- *Where the historic fabric of a building may be affected by alterations or other proposals, the applicant is expected to fund the recording or exploratory opening up of historic fabric.*

Proposals affecting such heritage assets will be considered in accordance with the policies in the National Planning Policy Framework (NPPF) and current Government guidance. The NPPF states that when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation.

The Council's Conservation Officer has commented on the application and advised that the proposal would preserve the special interest of the listed building. She suggested the following conditions be added to the permission granted:

- *Detailed drawings, at an appropriate large scale, including sections and annotated to show materials and finishes, of the following. Your drawings should include glazing bar details:*
- *the new sliding folding doors.*
- *the new window to the side elevation, to include details of window reveal, cill and head.'*

Your Planning Officer agrees with the above points and the proposal is therefore found to meet the requirements of District Plan Policy DP34 and the relevant paragraphs of the NPPF.

This application needs to be considered with reference to guidance contained in the NPPF and with regard to the statutory duty of the Council, as the Local Planning Authority, to have special regard to the desirability of preserving the character or appearance of the Lindfield Conservation Area, as set out in Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

This stance is reflected under policy DP35 of the District Plan, relating to Conservation Areas, which states in part that:

'Development in a conservation area will be required to conserve or enhance its special character, appearance and the range of activities which contribute to it. This will be achieved by ensuring that:

- New buildings and extensions are sensitively designed to reflect the special characteristics of the area in terms of their scale, density, design and through the use of complementary materials;*
- Open spaces, gardens, landscaping and boundary features that contribute to the special character of the area are protected. Any new landscaping or boundary features are designed to reflect that character;*
- Traditional shop fronts that are a key feature of the conservation area are protected. Any alterations to shopfronts in a conservation area will only be permitted where they do not result in the loss of a traditional shopfront and the new design is sympathetic to the character of the existing building and street scene in which it is located;*
- Existing buildings that contribute to the character of the conservation area are protected. Where demolition is permitted, the replacement buildings are of a design that reflects the special characteristics of the area;*
- Activities such as markets, crafts or other activities which contribute to the special character and appearance of the conservation area are supported;*
- New pavements, roads and other surfaces reflect the materials and scale of the existing streets and surfaces in the conservation area.'*

Detailed comments have been provided by the Conservation Officer during the course of determining the application. Her view is accepted and it is considered that the proposal will preserve the character and appearance of the Conservation Area. The proposal is therefore found to meet the requirements of District Plan Policy DP35 and the relevant paragraphs of the NPPF.

In summary, in support of the view of the conservation officer, the proposal is considered to protect and enhance the visual impact of the listed building, preserve the character and appearance of the Conservation Area, therefore the proposal complies with policies DP26, DP34 and DP35 of the Mid Sussex District Plan.

Impact on Neighbouring Amenities

Policy DP26 in part seeks to ensure that development:

'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 DP29);'

A similar ethos is contained within the Mid Sussex Design Guide SPD.

One representation letter stated concerns over noise, vibration and odour during construction. Any impacts associated with construction (such as noise, vibration or dust) would be temporary in nature and are not uncommon for development works. Given the limited scale of development, such impacts would not justify refusal.

The footprint of the existing garage would not change. The new window proposed will face the rear residential garden. Given the orientation towards the applicants rear garden, it is not considered that material harm would arise in terms of light, privacy or outlook on the neighbouring amenities. As such the proposal would thereby comply with policy DP26 in relation to the residential amenities.

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 preserve and protect the special interest of the listed building and it will not cause significant harm to the amenities of neighbouring occupiers. Therefore, the proposal complies with policies DP26, DP34 and DP35 of the Mid Sussex District Plan, the Planning (Listed Buildings and Conservation Areas) Act 1990 and with the relevant paragraphs of the NPPF.

Decision: Permission

Case Officer: Tracie Axford