

## Delegated Decision

### Sign off Sheet

|                                              |                                                                                         |                                        |             |
|----------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------|-------------|
| <b>Ref. No:</b>                              | DM/25/2115                                                                              | <b>Case Officer:</b>                   | Anna Tidey  |
| <b>Application Type:</b>                     | Householder Application                                                                 |                                        |             |
| <b>Proposal:</b>                             | Proposed two storey side and rear extension.                                            |                                        |             |
| <b>Site:</b>                                 | 1 Newcroft Cottages, Selsfield Road, Ardingly, Haywards Heath, West Sussex, RH17 6TJ, , |                                        |             |
| <b>Validation Date</b>                       | 1 Sep 2025                                                                              | <b>Overall Expiry Date:</b>            | 9 Oct 2025  |
| <b>Pre-Commencement Conditions Required:</b> |                                                                                         | <b>Pre-Com Conditions Date Agreed:</b> |             |
| <b>Recommendation:</b>                       | Permission                                                                              | <b>Recommendation Date:</b>            | 23 Oct 2025 |
| <b>Target Date:</b>                          | 27 Oct 2025                                                                             | <b>Recommending Officer Signature:</b> | Anna Tidey  |

|                                                        |  |                               |   |
|--------------------------------------------------------|--|-------------------------------|---|
| <b>Date Legal Agreement Completed: (if applicable)</b> |  | <b>No of Representations:</b> | 1 |
|--------------------------------------------------------|--|-------------------------------|---|

|                              |             |              |             |
|------------------------------|-------------|--------------|-------------|
| <b>Signed and Agreed By:</b> | Steven King | <b>Date:</b> | 24 Oct 2025 |
| <b>Comments:</b>             |             |              |             |

## **MID SUSSEX DISTRICT COUNCIL**

**DM/25/2115**

**1 Newcroft Cottages, Selsfield Road, Ardingly, Haywards Heath, West Sussex, RH17 6TJ,  
Proposed two storey side and rear extension.  
Mr And Mrs J Clarke**

### **SUMMARY OF REPRESENTATIONS**

None received.

### **SUMMARY OF CONSULTEES**

Southern Water: No objections.

### **PARISH COUNCIL OBSERVATIONS**

Ardingly Parish Council: No comments received.

### **INTRODUCTION**

This application seeks planning permission to add a two storey side and rear extension on an end of terrace cottage at No 1 Newcroft Cottages, off Selsfield Road to the north of Ardingly.

### **RELEVANT PLANNING HISTORY**

None found.

### **SITE AND SURROUNDINGS**

No 1 Newcroft Cottages is a 2 bed end of terraced house located on the eastern side of Selsfield Road to the north of Ardingly. The property is constructed in brickwork, with a clay tiled roof and white UPVC sash style windows. A flat roofed single storey rear extension has been constructed in matching brick at the rear of the cottage. This adjoins a single and two storey extension which has been constructed at the immediate neighbouring cottage at No 2 Newcroft Cottages.

A pedestrian right of way exists along the rear line of the terrace, to serve the other properties in the row. Side pedestrian gates through the rear garden boundaries access a rear path which extends around the footprint of the rear additions at Nos 1 and 2.

To the south of No 1 there is a vehicular access drive serving a set back single garage which serves the neighbouring house at Horseshoe Cottage.

There is off road parking for the terraced cottages on the front road verge and opposite in a layby off Selsfield Road.

The property is located in an Amber Zone for Great Crested Newts, outside the Built up Area boundary of Ardingly and within the High Weald National Landscape (former Area of Outstanding Natural Beauty-AONB).

## **APPLICATION DETAILS**

This application seeks planning permission for the extension of the cottage by the addition of a two storey side and rear extension, with a first floor addition over the existing rear extension and a ground floor underpass on the south eastern corner. The proposed wrap around addition will extend to the southern side of the cottage by 2.5m and to a depth of 9.5m (approx.) to include the extended first floor.

The proposed extension is set back 0.6m from the front wall of the cottage and includes a 2.5m wide by 6.8m deep (approx.) side addition, which will provide an enlarged kitchen/living room space on the ground floor, with a new side access door. The proposed plans show to the rear of the addition a covered corner section will be created, with the first floor supported by a brick pier at ground floor level, located on the south eastern corner. Access will be maintained to the access door in the existing utility room at the rear of the house and for pedestrian access to the remainder of the terrace via the rear pathway.

The proposed floor plans show the ground floor of the cottage to be reconfigured, with part of the enclosed side wall and the wall between the current kitchen and shower room and utility room to be removed to create an open plan space. Two east facing windows in the current rear extension are shown to be removed and replaced by a 2m wide pair of glazed French doors to provide access into the rear garden.

The proposed plans show the extension will increase the number of bedrooms from two to three. The rear first floor addition over the ground floor extension will enlarge one of the existing bedrooms at the back of the cottage. The applicants have confirmed that the rear extension and gutters will not overhang the mutual boundary with the next-door property at No 2 Newcroft Cottages.

A new 2m wide by 8.9m deep third bedroom will be created in the proposed side extension on the first floor. This will be accessed off a doorway created at the top of the landing, from the reconfigured central staircase.

The proposed plans indicate that the new extension will be constructed with a hipped roofline, set down 0.5m approx. from the height of the main ridgeline on the terrace, with a small flat roof section inset at the rear junction of the extension and the main roof.

The submitted application form and plans show the roofs on the extension are to be finished in plain tiles to match the existing. Two rooflights are proposed in the southern facing side roofline on the addition. The plans have been amended to show their inclusion on the Proposed South Elevation, as well as on the Roof Plans. The walls of the extension are to be matching solid brickwork with first floor tile hanging on the rear sections. The windows in the extensions are to be white UPVC to match the existing, and the new door is to be of painted timber.

To the south of No 1 there is a vehicular access drive serving a set back single garage which serves the neighbouring house at Horseshoe Cottage. This also provides access to the side and rear garden of No 1 and the rear access path serving the terrace. The proposed wall of the side extension will be a positioned a minimum of 0.4m and a maximum of 0.6m from the boundary line of the two properties, which runs alongside this driveway.

## **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, the Ardingly Neighbourhood Plan and Site Allocations DPD.

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:

DP12 Protection and Enhancement of Countryside  
DP16 High Weald AONB  
DP26 Character and design  
DP38 Biodiversity

## **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 policies deemed relevant to this application.

## **Neighbourhood Plan**

Neighbourhood Plan - Ardingly Neighbourhood Plan - made on 19 March 2015.

Relevant policy:

Policy ARD5 Housing 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 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:

DPS2 Sustainable Design and Construction  
DPS6 Health and Wellbeing  
DPB1 Character and Design  
DPN1 Biodiversity, Geodiversity and Nature Recovery  
DPC4 High Weald AONB

### *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.

*The High Weald Housing Design Guide 2020*

*High Weald National Landscape - Technical Advice Note: Dark Skies Planning Advice Note - July 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 upon Countryside  
Impact upon the High Weald National Landscape (AONB)  
Impact on residential amenities  
Biodiversity Net Gain

### Design and Impact upon Countryside

The site is located outside the built up boundary of Ardingly, within the open countryside.

Policy DP12 seeks to maintain and enhance the quality and character of the rural area and states:

*'The countryside will be protected in recognition of its intrinsic character and beauty. Development will be permitted in the countryside, defined as the area outside of built-up area boundaries on the Policies Map, provided it maintains or where possible enhances the quality of the rural and landscape character of the District, and:*

- o it is necessary for the purposes of agriculture; or*
- o it is supported by a specific policy reference either elsewhere in the Plan, a Development Plan Document or relevant Neighbourhood Plan.'*

The proposed extensions to the dwelling will not be out of keeping on the original terrace and will not encroach on public views of the site or its rural setting.

Policy DP26 of the District Plan seeks to promote well located and designed development, to protect valued characteristics of the built environment for their historical and visual qualities and support sustainable communities and create accessible environments. Policy DP26 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;*
- \* 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);*
- \* creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;*
- \* incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;*
- \* positively addresses sustainability considerations in the layout and the building design;*

*\* take the opportunity to encourage community interaction by creating layouts with a strong neighbourhood focus/centre; larger (300+ unit) schemes will also normally be expected to incorporate a mixed use element;*  
*\* optimises the potential of the site to accommodate development.'*

Also relevant in the determination of the application is Policy ARD5 of the Ardingly Neighbourhood Plan, which states:

*'The Neighbourhood Plan requires all developments, including alterations to existing buildings, to be sympathetic of the character and scale of surrounding buildings and landscape'.*

Also relevant in the determination of the application is the design guidance contained in the Mid Sussex Design Guide, which seeks good design in house alterations and extensions.

Principle DG49 states:

*'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. Extensions should also normally be designed to be well integrated with the existing scale, form and massing allow the original building to remain the dominant element of the property whether it has one or several additions.*

*Extensions should typically use simple, uncomplicated building forms to complement and coordinate with the scale, form and massing of the original dwelling. The design approach may benefit from coordinating with the existing pattern of window and door openings as well as employing facing materials to match those of the existing dwelling. Otherwise it should demonstrate the appropriateness of the alternative approach.*

*Extensions should not result in a significant loss to the private amenity area of the dwelling.*

*There are two general approaches to extending a property:*

*-designing in the style of the existing building by closely matching its facing materials, architectural features, window sizes and proportions; and*  
*-designing in a contemporary style that takes its cues from key aspects of the existing building that might include its underlying form and proportions, facing materials, window design and other specific architectural features. The success of this approach is particularly reliant on high quality facing materials and finishes, and this will normally need to be demonstrated through detailed elevations and section drawings.*

*Both approaches can create successful, well designed extensions that can be mutually beneficial to both the house and the wider area. All extensions and alterations should consider their impact on neighbouring properties (refer to Chapter 8 on residential amenity).'*

Design Guide Principle DG50 refers to Front and Side extensions and states:

*'Front and side extensions are typically visible from the public realm and will be resisted where they have an adverse impact on the street scene or the appearance of a dwelling.*

#### *Front extensions*

*Front extensions are more likely to be acceptable where the building line is staggered or where the dwelling is set well back from the road. They are less likely to be acceptable in streets with a strong consistent building form as they risk disrupting the underlying order. Where front extensions are considered acceptable, they should normally be limited to a modest single storey or porch-type extension that reflect the character of the existing property.*

#### *Side extensions*

*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.*

*The gaps between dwellings can sometimes positively contribute to articulating (for example, through the consistent rhythm of repeated houses) and adding interest in a street frontage or by providing views / visible connections to the surrounding countryside. Side extensions will therefore need to appropriately respond to the character of the street form and will not normally be accepted where they close an important gap and view'.*

The Design Guide also contains Principle DG51 which specifically relates to rear extensions, and states:

*'rear extensions which are not visible from the street and do not negatively impact on neighbouring properties can be expressed in many forms, including by adopting a contemporary architectural approach. With reference to DG49, they should nevertheless have consideration for the character of the existing building and the relationship of the extension with the side boundaries and adjacent buildings and gardens.'*

The proposed extensions have been designed to be constructed with a set back from the front elevation of the cottage, with the roofline set down from the main ridge on the terrace, to provide a subordinate relationship to the host building. Whilst the extension will extend along the side and around the rear elevation of No 1, in a wrap around form, it is considered that the overall scale of the addition and the proposed construction materials will reflect the appearance of the existing house and blend in with the other alterations and additions on the terrace. The front facing elevation on the set back side extension has fenestration that will match that on the host building and reflects the appearance of the rest of cottages in the terrace.

A gap in the built form will be maintained between the end of the terrace and the neighbouring pair of semi-detached houses at Horseshoe Cottage and Coral Cottage, which are located to the south of the site, due to the inset position of the extension from the boundary line of the neighbour's access driveway. The position and form of the proposed addition, and the maintenance of a gap in the built form, as viewed from Selsfield Road, mean that the proposed addition will not harm the overall appearance of the street scene or the appearance of the terrace as a whole.

Overall the design and scale of the proposed additions are considered appropriate to, and subordinate in form to, the existing end of terrace property and its rural setting.

Consequently the design and appearance of the proposed extensions are considered to accord with Policies DP12, DP17 and DP26, Ardingly Neighbourhood Plan Policy ARD5 and with the relevant Design Guide principles.

### **Impact upon the High Weald National Landscape (AONB)**

The proposed development is located within the High Weald National Landscape (AONB). The legal framework for AONBs, (also known as National Landscapes) in England and Wales is provided by the Countryside and Rights of Way Act (CRoW) 2000 which at Section 82 reaffirms the primary purpose of AONBs: to conserve and enhance natural beauty. Section 84 of the CRoW requires Local Planning Authorities to *'take all such action as appears to them expedient for accomplishment of the purpose of conserving and enhancing the natural beauty of the AONB'*. The Levelling-up and Regeneration Act (2023) amended section 85 of the CRoW Act, to create a new duty on relevant authorities to *'seek to further the purpose of conserving and enhancing the natural beauty of the area' when discharging their functions in AONBs'*. A similar ethos is found within The High Weald Area of Outstanding Natural Beauty Management Plan which is a material consideration in the determination of planning applications in the AONB.

Policy DP16 states:

*'Development within the High Weald Area of Outstanding Natural Beauty, as shown on the Policies Maps, will only be permitted where it conserves or enhances natural beauty and has regard to the High Weald AONB Management Plan, in particular;*

- the identified landscape features or components of natural beauty and to their setting;*
  - the traditional interaction of people with nature, and appropriate land management;*
  - character and local distinctiveness, settlement pattern, sense of place and setting of the AONB;*
- and*
- the conservation of wildlife and cultural heritage.*

*Small scale proposals which support the economy and social well-being of the AONB that are compatible with the conservation and enhancement of natural beauty will be supported.*

*Development on land that contributes to the setting of the AONB will only be permitted where it does not detract from the visual qualities and essential characteristics of the AONB, and in particular should not adversely affect the views into and out of the AONB by virtue of its location or design'.*

Also relevant in the determination of the application is Paragraphs 189 of the NPPF, which states:

*'189. Great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks, the Broads and National Landscapes which have the highest status of protection in relation to these issues. The conservation and enhancement of wildlife and cultural heritage are also important considerations in these areas, and should be given great weight in National Parks and the Broads. The scale and extent of development within all these designated areas should be limited, while development within their setting should be sensitively located and designed to avoid or minimise adverse impacts on the designated areas.'*

A similar ethos is found within The High Weald Area of Outstanding Natural Beauty Management Plan.

The proposed side and rear extensions would extend to the side and rear of the end of terrace cottage, but due to the scale and siting would not impinge on local views. The alterations will not impinge upon the wider character of the area. Consequently this application accords with Policy DP16 of the Mid Sussex District Plan and the relevant NPPF and AONB guidance.

### **Impact on residential amenities**

District Plan Policy DP26 requires 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.'*

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 immediate neighbouring dwellings at Horseshoe Cottage (to the south) and No 2 (to the north) are the most affected by the proposed extension works.

Horseshoe Cottage has a recessed side access door, two ground floor and two first windows located in the north facing side elevation which face the side of No 1 Newcroft Cottage. The house at Horseshoe Cottage has been extended previously by the addition of first floor and single storey rear extensions. The submitted plans for the latest application under DM/21/1267 for that house illustrate the internal room layout in that property. One of the two ground floor windows that face north towards No 1 Newcroft Cottage serves a ground floor room which links the kitchen and the front living room. The second north facing window facing the site is a secondary window to the open plan kitchen/day room at the rear of that house. The first floor windows located in the north facing side elevation of Horseshoe Cottage serve a bedroom and a bathroom. The position and outlook from these windows has been carefully considered in the determination of the proposal.

The construction of the proposed side extension at No 1 will close in the existing spacing that exists between the house at Horseshoe Cottage and No 1 Newcroft Cottage. The current gap is approx. 4.8m wide, consisting of the access driveway between the two houses and the side lawn belonging to No 1. This gap will be approx. halved.

The 2.5m width of the proposed extension will impact upon the space between the houses, and due to the layout, will bring the existing side access door and kitchen window which are located in the side elevation of the addition closer to the side wall of Horseshoe Cottage. No first floor windows are proposed in the extension to overlook the adjacent bedroom or bathroom windows in that house.

Due to the position of No 1 Newcroft Cottage to the north of Horseshoe Cottage it is considered that the siting, scale and the position of the proposed extensions will not cause significant harm to the privacy, outlook, daylight and sunlight of the immediate residents.

With regards to the attached cottage at No 2 the proposed first floor extension is located immediately to the south of, but not attached to, an existing rear two storey extension at that property. The single storey rear extension at No 2 has a south facing side window that faces the boundary fence and access path gate on the side boundary with No 1.

Clarification has been sought from the applicants with regards to the position of the staggered boundary line between the terraced houses at Nos 1 and 2. The applicant has confirmed that the eaves and gutters for the proposed rear first floor addition are all contained within the boundary of No 1.

It is considered that whilst the proposed rear extension will contain three new first floor bedroom windows the size and position of these windows at the end of the terrace will not cause significant harm to the privacy or outlook of the immediate residents. The position of the proposed extensions are unlikely to have an adverse effect upon daylight received at the rear of No 2, due to the orientation, scale and relationship of the existing buildings.

The proposal therefore accords with the requirements of the more up to date Policy DP26 of the District Plan and the relevant principles of the Design Guide.

### **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 proposed side and rear extension at No 1 Newcroft Cottage is accepted as a subordinate addition to this end of terrace house, in a rural setting. The design is appropriate and will not appear out of keeping with the character and appearance of the property, within the street scene or in this part of the High Weald National Landscape. The proposed works are considered to accord with District Plan Policies DP12, DP16 and DP26, Ardingly Neighbourhood Plan Policy ARD5 and the Design Guide principles.

It is considered that the proposed extension works will not cause significant harm to the neighbouring amenities. The proposal accords with the aims of District Plan Policy DP26 and the relevant principles of the Design Guide.

Consequently this application is recommended for approval.

Decision:       Permission

Case Officer: Anna Tidey