



DESIGN AND ACCESS STATEMENT

*Single Storey Rear Extension, Garage Conversion, Porch Conversion and Associated
Hard and Soft Landscaping Works*

Villa Margarita

18 Paddockhall Road, Haywards Heath, RH16 1HH

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1.0 Introduction

This Design and Access Statement has been prepared by Jack Duncley Design on behalf of Michael Strelley and Anna Pollins in support of a planning application for a single storey rear extension incorporating the conversion of the existing garage, the conversion and enclosure of the front entrance porch, and associated hard and soft landscaping works at Villa Margarita, 18 Paddockhall Road, Haywards Heath, RH16 1HH.

The statement should be read alongside the accompanying application drawings (DWL 01 to DWL 13, as listed in the Drawing Schedule at Appendix A) and describes the amount, layout, scale, landscaping and appearance of the proposals, together with how the development addresses the principle of inclusive access, in accordance with the requirements of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

The proposals have been designed to be sympathetic to the character of the existing dwelling and its setting on Paddockhall Road, and to make more efficient use of existing floor space without any increase in the height or overall massing of the property.

2.0 The Site and Surroundings

Villa Margarita is a detached, two storey dwelling of traditional form set within a generous plot on the western side of Paddockhall Road, Haywards Heath. The property is bordered by 16 Paddockhall Road to the north and 20 Paddockhall Road to the south, with mature tree planting and dense boundary foliage screening the site from the road along much of its frontage, as shown on the Site Plan (DWL 11).

The dwelling presents a hipped, clay tiled roof over painted brick and weatherboard-effect elevations, with a chimney stack visible from the road. The property is set back from Paddockhall Road behind a leylandii hedge and metal gated vehicular entrance.

The existing dwelling comprises, at ground floor, a kitchen, study, WC, hallway, living area, dining room and an integral garage; and at first floor, three bedrooms, a bathroom, a separate WC, a store and a balcony, as shown on the Existing Floor Plans (DWL 01).

The surrounding area is characterised by substantial detached dwellings set within well-vegetated plots, typical of this part of Haywards Heath. There are no listed buildings on or adjoining the site, however the property does fall in the lucastes conservation area.

3.0 Planning Policy Context

The application site falls within the administrative area of Mid Sussex District Council. The statutory development plan comprises the Mid Sussex District Plan 2014-2031 (adopted March 2018), together with the Site Allocations DPD (2022) and the Mid Sussex Design Guide Supplementary Planning Document.

Policy DP26 of the District Plan (Character and Design) requires development to be well designed, to respect the character and appearance of the site and surrounding area, and to avoid unacceptable harm to the amenity of neighbouring occupiers. The Mid Sussex Design Guide SPD further advises

that householder extensions should be subordinate to the host dwelling, use complementary materials, and be designed to protect the amenity of neighbours.

Chapter 12 of the National Planning Policy Framework (achieving well-designed places) is also a material consideration, and the proposals have been developed with these policy objectives in mind, as set out in Section 5 below.

4.0 Use, Amount and Layout

4.1 Use

The proposals retain the existing residential (Use Class C3) use of the dwelling. No change of use is proposed. The works simply improve and reconfigure the internal accommodation and its relationship with the garden.

4.2 Amount

The proposal is modest in scale. The principal addition is a single storey extension to the rear/side of the dwelling, replacing the existing integral garage accommodation with a day room, and reconfiguring the ground floor to provide an office/gym, WC/shower room, utility/dog room and cloakroom WC, as shown on the Proposed Floor Plans (DWL 02).

4.3 Layout

The existing garage, currently accessed from the side of the property, is converted internally to form a separate office/gym and shower room, all served from a reconfigured hallway. The existing dining room is reconfigured as a snug, and a new utility/dog room and cloakroom WC are introduced adjacent to the kitchen. A new enclosed entrance porch is introduced to the principal elevation, replacing the existing open entrance, improving weather protection and thermal performance at the main entrance. The new kitchen and day room extends out to the west side of the property. The first floor layout is retained without alteration.

5.0 Scale, Landscaping and Appearance

5.1 Scale

The rear/side extension is single storey only, with a flat roof finished in GRP fibreglass incorporating a rooflight, contained behind a tiled up-stand designed to match the pitch and profile of the existing roof, as shown on the Proposed West Elevation (DWL 07) and Proposed Floor Plans (DWL 02). The extension does not exceed the height of the existing ground floor eaves and is subordinate in scale to the host dwelling. The porch conversion is similarly modest, sitting within the existing footprint of the entrance area and not extending above ground floor level. No alterations are proposed to the ridge height, roof pitch or first floor massing of the main house, as demonstrated by comparison of the Existing and Proposed Elevations (DWL 03-06 and DWL 07-10).

5.2 Landscaping

Associated soft and hard landscaping works are shown on the Hard Landscaping Plan (DWL 12). The existing overgrown Leylandii hedge along the Paddockhall Road frontage is to be removed and replaced with new evergreen hedging (Portuguese Laurel, approximately 1.8m/6ft in height) to maintain privacy and screening to the road while improving the visual quality of the frontage. The

existing metal pedestrian and vehicular gates are to be replaced with a new electrically operated timber gate, improving both the appearance and security of the site.

Within the garden, works comprise a resin-bound (or similar) resurfaced driveway, new circular paving detail to the turning area, brick clay paviour paths, a rebuilt section of existing garden walling, new brick retaining walls to the eastern boundary bank, and a patio area adjoining the new day room extension. A single storey timber-framed summerhouse (3.5m x 4.5m, maximum height 4m to ridge) is proposed within the rear garden, sited a minimum of 2m from the boundary. The mature trees along the northern boundary are retained in their entirety and are shown with indicative root protection areas on the Site Plan (DWL 11); none of the proposed works encroach upon these root protection areas.

5.3 Appearance

The external walls of the extension are to be finished in brick to match the existing brickwork of the host dwelling, and the roof up-stand is tiled to match the existing clay tile roof, ensuring the addition reads as a natural and complementary extension of the existing building rather than a visually competing addition. The materials proposed are summarised in the Materials Schedule at Section 7 below.

The porch conversion uses matching materials and detailing to the existing dwelling so that it appears as an integrated part of the original design rather than a later addition. Elsewhere, the external appearance of the dwelling is substantially unchanged, as demonstrated by the Proposed Elevations (DWL 07-10), which are near-identical to the Existing Elevations (DWL 03-06) other than at the location of the new extension.

6.0 Access

No changes are proposed to the existing vehicular or pedestrian access arrangements from Paddockhall Road. The existing driveway access point is retained, with the driveway itself resurfaced in resin-bound (or similar) paving to improve its appearance and drainage performance. The new electric gate will improve ease of access for the occupants while maintaining a secure boundary to the road.

At the dwelling itself, the new enclosed porch improves the quality and weather protection of the principal entrance. Internally, the reconfigured ground floor layout, including the conversion of the garage to habitable accommodation, is designed on a single level consistent with the existing ground floor, and does not introduce any new changes in level that would prejudice access. The proposals are considered to accord with the principles of inclusive design set out in Policy DP28 (Accessibility) of the Mid Sussex District Plan.

7.0 Materials Schedule

The table below summarises the existing and proposed external materials and finishes for the principal elements of the development.

Element	Existing	Proposed
Walls	Brick faced external walling	Brick to match existing
Roof	Tiled roof	Tiled up-stand with GRP fibreglass flat roof incorporating a rooflight, tied into and matching the existing roof pitch
Boundary treatments	Overgrown Leylandii hedging to the road frontage boundary and existing metal gates	Removal of the Leylandii hedge, replaced with new evergreen hedging (Portuguese Laurel, approx. 1.8m/6ft height) and a new electrically operated timber gate

Table 1: Summary of existing and proposed external materials and finishes.

8.0 Trees and Ecology

The Site Plan (DWL 11) identifies the mature trees and dense boundary foliage retained around the site, including substantial specimens along the northern and eastern boundaries. The proposed extension, porch conversion and associated landscaping works are contained wholly within the existing garden curtilage, close to the existing dwelling, and do not require the removal of any protected or retained trees. The replacement of the Leylandii hedge with evergreen Portuguese Laurel hedging will maintain equivalent, and over time enhanced, boundary screening and habitat value along the road frontage. There are two oak trees in the front garden that have TPO, and no works will affect the trees.

9.0 Conclusion

The proposed single storey extension, garage conversion, porch conversion and associated landscaping works represent a modest, well-considered enhancement to Villa Margarita. The development is subordinate in scale to the host dwelling, uses matching materials, retains the existing roof form and ridge height, and results in no material change to the character or appearance of the property when viewed from Paddockhall Road. The associated landscaping works improve the quality of the frontage and garden while retaining the site's mature tree cover. On this basis, the proposal is considered to accord with the relevant provisions of the Mid Sussex District Plan, the Mid Sussex Design Guide SPD, and the National Planning Policy Framework, and it is respectfully requested that planning permission be granted.

Appendix A: Drawing Schedule

The following drawings accompany this Design and Access Statement and form part of the planning application submission.

Drawing No.	Title
DWL 01	Existing Floor Plans (Ground and First Floor)
DWL 02	Proposed Floor Plans (Ground and First Floor)
DWL 03	Existing West Elevation
DWL 04	Existing East Elevation
DWL 05	Existing South Elevation
DWL 06	Existing North Elevation
DWL 07	Proposed West Elevation
DWL 08	Proposed East Elevation
DWL 09	Proposed South Elevation
DWL 10	Proposed North Elevation
DWL 11	Site Plan (1:200)
DWL 12	Hard and Soft Landscaping Plan (1:200)
DWL 13	Street Scene