

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/1074	Case Officer:	Hamish Evans
Application Type:	Householder Application		
Proposal:	Conversion of bungalow loft to provide bedroom, bathroom and mechanical room accommodation, and addition of front entrance porch at ground floor level.		
Site:	Sideways, Sandhill Lane, Crawley Down, Crawley, West Sussex, RH10 4LD, ,		
Validation Date	23 Apr 2025	Overall Expiry Date:	20 May 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	17 Jun 2025
Target Date:	18 Jun 2025	Recommending Officer Signature:	Hamish Evans

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Stephen Ashdown	Date:	17 Jun 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/1074

**Sideways, Sandhill Lane, Crawley Down, Crawley, West Sussex, RH10 4LD,
Conversion of bungalow loft to provide bedroom, bathroom and mechanical room
accommodation, and addition of front entrance porch at ground floor level.
Mr Jon Bower**

SUMMARY OF REPRESENTATIONS

No third party letters of representation have been received in respect of this application.

SUMMARY OF CONSULTEES

MSDC Newt Officer

No comment.

PARISH COUNCIL OBSERVATIONS

Worth Parish Council

Defer to officer, Copthorne Neighbourhood Plan CNP3.1 Development proposals that would result in the net loss of single storey residential floorspace will not be supported.

INTRODUCTION

The application seeks planning permission for the conversion and extension of the loft and front porch extension at Sideways Sandhill Lane Crawley Down RH10 4LD.

RELEVANT PLANNING HISTORY

None relevant.

SITE AND SURROUNDINGS

The application site is located within the countryside with the built up area boundary of Crawley Down located to the north of the site. The application site consists of a single storey residential dwelling which is characterised by bare brown brick work walls, brown clay roof tiles, grey felt roofing and white uPVC window and door frames. The existing dwelling is situated within a relatively significant plot with the private amenity space located to the rear of the site and the front of the site being an access track and parking area. It is considered that some four cars can be parking to the front of the dwelling. There are also two flat roofed garage to the site of the existing dwelling once attached and one detached, these also provide off-street parking for one car each. The surrounding boundary treatment consists of a mixture of hedgerows, tree lines and closed board fencing measuring some 1.8 metres high.

There are residential properties located to the north, east, west and south of the site and Sandhill Lane is located to the east of the site. The surrounding area is semi-rural in its nature with several large detached residential properties in the locality. There is a mixture of traditional and contemporary designed dwellings within the surrounding area and a mixture of traditional and contemporary external materials used.

APPLICATION DETAILS

The application seeks planning permission for the conversion and extension of the loft and front porch extension at Sideways, Sandhill Lane, Crawley Down RH10 4LD.

The proposed conversion and extension of the loft would consist of a first-floor extension and two dormer windows, one within the front roof slope and one within the rear roof slope.

The proposed first-floor extension would measure some 7.7 metres in width, 13.3 metres in depth and a total height of 7.8 metres. It would be of a flat roof form and contemporary appearance. It would be characterised by timber clad walls and a green roof with solar panels. It would provide three bedrooms, a hallway, bathroom and en-suite.

The proposed dormers measure some 2.3 metres in width, 3.5 metres in depth, an eaves height of 1.8 metres and a total height of 2.8 metres. They would be characterised by grey cladding. They would provide one bedroom with the resulting roof space.

The proposed single storey front porch extension measures some 2.1 metres in width, 4.2 metres in depth and a total height of 2.8 metres. It would be characterised by brick work walls, felt roofing and grey uPVC window and door frames.

The proposal also seeks to replace the existing concrete roof tiles with grey slate roof tiles and replace the existing white uPVC windows with grey uPVC window and door frames.

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 Crawley Down 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:

DP12 - Protection and Enhancement of Countryside
DP21 - Transport
DP26 - Character and Design

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.

Crawley Down Neighbourhood Plan (adopted January 2016)

Relevant policies:

Policy CDNP04.1 Building Extensions

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:

DPC1: Protection and Enhancement of the Countryside

DPB1: Character and Design

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

Character and Design and Protection and Enhancement of Countryside

Policy DP12 of the Mid Sussex District Plan seeks to maintain or where possible enhance the quality of the rural landscape character of the District.

Policy DP26 of the Mid Sussex District Plan in part 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 DP27);*
- *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.'*

Principle DG49 of the Mid Sussex Design Guide states: *'Extensions should typically use simple, uncomplicated building forms to compliment 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.'*

Principle DG50 of the Mid Sussex Design Guide in part 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.'

Principle DG52 relates to loft conversions and 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 roof pitch and form are intrinsic to a building's character and roof extensions should be sensitive to this. Roof extensions and dormer windows that alter the existing ridge of the roof or significantly alter the roof profile of a building will not normally be acceptable, particularly on the front roof slope, and where there is a strong established roofline. Where a clear rhythm of fenestration is established, the position and proportion of dormer windows should respond to existing windows and / or doors. Further guidance on dormer windows and rooflights is provided in chapter 6 under sections 6.3.5 to 6.3.8.'*

Section 6.3.5 to 6.3.8 states:

'6.3.5 While dormer windows can sometimes be prominent features in the streetscene, care needs to be taken with their design, proportions and position on the roof. The choice of design should be informed by the character and appearance of the local vernacular.'

6.3.6 Dormer windows should be visually subordinate to the roof slope, enabling a large proportion of the main roof to remain visible. Excessively wide dormers are likely to look unsatisfactory as they will often be out of proportion with the existing roof.'

6.3.7 Dormer windows should normally be positioned below the ridge-line, and above the eaves line.'

6.3.8 Rooflights that follow the roof profile can be an appropriate substitute for a dormer where it is important to retain the profile of the roof slope or avoid a dormer that break the eaves line. Care though needs to be taken to avoid them dominating the roof. Rooflights are best designed with a slender-profile that are flush with the roof slope.'

A similar ethos is contained within policy CDNP04.1 of the Crawley Down Neighbourhood Plan.

The proposed dormers windows and first-floor extension will not be characterised by external materials that are similar in appearance to those used in the existing dwelling. The proposed external materials are significantly more contemporary in their appearance than the existing external materials. Within the surrounding area there is a mixture of traditional and contemporary materials as such the use of contemporary materials is considered to acceptable in this instance and would not appear out of place. The replacement roof tiles would also be of a more contemporary appearance and similar roof tiles are seen within the surrounding area. The proposed works would be set back within the site and due to the position of the existing dwelling the proposed external materials would not be overly dominant within the

street scene. The rest of the proposed works would be characterised by similar external materials as the existing dwelling. Taking into account the above the proposed external materials are considered to address the general character and appearance of the area, details of which can be secured by a suitably worded condition.

The proposed dormers would be set below the existing ridge and above the existing eaves of the dwelling and they would be subordinate in scale to the existing roof slope. A large proportion of the existing roof slope would remain visible and the proposed dormers would be of pitched roof designs. The proposed first-floor extension would replace the existing gable roof with a flat roof extension which would be of a contemporary design and appearance. The proposed first-floor extension would be relatively large in its scale but it would not increase the overall footprint of the existing dwelling and would be a relatively modest addition to the built form at the site. It would exceed the overall height of the existing dwelling however this would be by only some 0.2 metres. Similar contemporary designed developments can be seen within the surrounding area. The proposed development would be set back from the highway, and due to the existing boundary treatment the views from the public realm would be limited. The proposed front porch extension would be of a modest scale and would be of a porch-like appearance. It would be of a similar flat roof appearance to other elements in the existing dwelling.

The proposed replacement openings would be predominantly in similar positions to existing openings and the new opening would be of similar scales to the existing openings.

Taking into account the above the proposal is considered to address the character and scale of the surrounding area and it would maintain the quality of the rural landscape character of the District.

Transport

Policy DP21 of the Mid Sussex District Plan in part states:

'The scheme provides adequate car parking for the proposed development taking into account the accessibility of the development, the type, mix and use of the development and the availability and opportunities for public transport; and with the relevant Neighbourhood Plan where applicable;'

The West Sussex County Council September 2020 Parking Guidance outlines that for a development of this size in this location 2.7 parking spaces should be provided. The works would increase the number of bedrooms at the site which would increase the number of parking spaces required by the above guidance. The number of off-street parking spaces would remain as six which would comply with the above guidance. Taking into account the above the application is considered to comply with policy DP21 of the Mid Sussex District Plan and the West Sussex County Council September 2020 Parking Guidance.

Neighbouring Amenities

Policy DP26 of the Mid Sussex District Plan 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.

In terms of neighbouring amenities Policy CDNP04.1 of the Crawley Down Neighbourhood Plan states that proposals should "safeguard" adjoining neighbours amenity whereas policy DP26 of the Mid Sussex District Plan states that development 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. There is therefore some conflict between the District Plan and Neighbourhood Plan in this respect. Under section 38(5) of the Planning and Compulsory Purchase Act 2004 if a policy contained in a development plan for an area conflicts with another policy in the development plan, the conflict must be resolved in favour of the policy which is contained in the last document to be adopted, approved or published. As such, policy DP26 of the Mid

Sussex District Plan is considered to take precedence and therefore the test in this instance is whether the development causes significant harm to neighbouring amenities as outlined above.

The closest boundary to the proposed extensions is some 6.7 metres away and the proposed first-floor extension and dormer windows would not increase the footprint of the existing dwelling. The proposed porch is of a modest scale. The proposed replacement openings would predominantly replace existing openings however the new openings would not have direct views into neighbouring properties private amenity spaces due to the openings locations and the existing boundary treatment surrounding the site. Taking into account the above the proposal is considered to not cause significant harm to the amenities of nearby residents and as such complies with policy DP26 of the Mid Sussex District Plan and the Mid Sussex Design Guide SPD.

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.

Other Matters

The Parish Council have stated that *'Copthorne Neighbourhood Plan CNP3.1 Development proposals that would result in the net loss of single storey residential floorspace will not be supported'*. Whilst these comments are noted the application site is located within Neighbourhood Plan Area of Crawley Down and not Copthorne, as such policy CNP3.1 of the Copthorne Neighbourhood Plan is not considered to be relevant. It should be noted that Policy CDNP04.4 of the Crawley Down Neighbourhood Plan does relate to the retention of single storey residential properties however it only refers to properties within the village boundary. As the application site is located within the countryside outside the village boundary it is not considered that policy CDNP04.4 of the Crawley Down Neighbourhood Plan is relevant.

PLANNING BALANCE AND CONCLUSION

In conclusion, the proposal is considered to address the character and scale of the existing and surrounding buildings and landscape and it would maintain the quality of the rural landscape character of the District. The proposal would not cause significant harm to the amenities of neighbouring properties and the resulting parking arrangement is considered to be acceptable. The application is also exempt from the requirement to provide biodiversity net gain. Therefore, the proposal complies with policies DP12, DP21 and DP26 of the Mid Sussex District Plan, principles DG49, DG50, DG51 and DG52 of the MSDC Design Guide SPD, policy CDNP04.1 of the Crawley Down Neighbourhood Plan, the West Sussex County Council: Guidance on Parking at New Developments and with the relevant provisions of the NPPF.

Decision: Permission

Case Officer: Hamish Evans