

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/1037	Case Officer:	Hamish Evans
Application Type:	Householder Application		
Proposal:	Proposed single storey side extension, replacement of two windows, tile hanging to the front elevation of the existing extension and erection of brick pilasters to each side of the two entrances. Re-surfaced drive and two new parking spaces.		
Site:	Avondale, 3 Glendale Road, Burgess Hill, West Sussex, RH15 0EE, , ,		
Validation Date	30 Apr 2026	Overall Expiry Date:	1 Jun 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	4 Jun 2026
Target Date:	25 Jun 2026	Recommending Officer Signature:	Hamish Evans

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
--	--	-------------------------------	---

Signed and Agreed By:	Steven King	Date:	5 Jun 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/1037

**Avondale, 3 Glendale Road, Burgess Hill, West Sussex, RH15 0EE, ,
Proposed single storey side extension, replacement of two windows, tile hanging to the front elevation of the existing extension and erection of brick pilasters to each side of the two entrances. Re-surfaced drive and two new parking spaces.
Mr R Benson**

SUMMARY OF REPRESENTATIONS

No third-party representation letter has been received in respect of this application.

SUMMARY OF CONSULTEES

MSDC Tree Officer

No objection subject to conditions.

Southern Water

No objection but provides advice.

BURGESS HILL TOWN COUNCIL OBSERVATIONS

Recommend approval, recommend a less carbon intensive way of heating the pool be proposed.

INTRODUCTION

The application seeks planning permission for a single storey side extension, two replacement windows, replacement tile hung walls, four brick entrance pilasters, a re-surfaced driveway and the creation of two off-street parking spaces at Avondale, 3 Glendale Road, Burgess Hill.

RELEVANT PLANNING HISTORY

DM/25/2549. Change of use from boarding house (C2) to single dwellinghouse with integral annexe (C3). Existing external stair cases to be removed. PERMISSION.

SITE AND SURROUNDINGS

The site is located within the Burgess Hill built up area boundary and within the Silverdale Road/Birchwood Grove Road Conservation Area. The existing building is a part-two part-three storey residential dwelling which is of a significant scale. It was used in association with Burgess Hill School for Girls as student and staff accommodation before the conversion to a dwellinghouse was permitted under reference DM/25/2549. The applicant has confirmed that DM/25/2549 has been implemented. The existing building is characterised by bare brown brickwork walls, brown clay roof tiles and white window and door frames. The existing building contains a storeroom, a staff kitchen, staff room, staff bedroom, two bathrooms, medical room, office room, common room, piano/work room and kitchen at ground floor level. At first floor level it consists of seven bedrooms, three bathrooms and a laundry room. The existing private amenity space is located to the east of the existing building and a parking area is located to the west of the site. Access to the site is from Glendale Road located to the west of the site, residential properties are located to the north and south of the site and a woodland is located to the east of the site. Some eight off-street parking spaces are located to the west of the site. The existing boundary treatment consists of a mixture of significant hedgerows and 1.8 metre high closed board fencing. The residential dwellings within the surrounding area are of similar scales and design as the application buildings.

APPLICATION DETAILS

The application seeks planning permission for a single storey side extension, two replacement windows, replacement tile hung walls, four brick entrance pilasters, a re-surfaced driveway and the creation of two off-street parking spaces.

The proposed single storey side extension measures some 4.0 metres in width, 7.3 metres in depth, an eaves height of 2.7 metres and a total height of 5.1 metres. It would be characterised by external materials similar in appearance to those used in the existing dwelling. The proposal seeks to replace two first-floor front facing windows with white uPVC framed windows. The proposal seeks to replace the existing brick first-floor elevation with a brown clay hung tile first-floor. The proposed four entrance pilasters to the site will be located at the existing vehicular accesses to the site and set some 2.0 metres from the front boundary of the site. They would measure some 1.6 metres in height and be characterised by facing brickwork and cast-stone pilaster cap. The proposed driveway surfacing would be gravel and its size would be increased to the south of the existing driveway to provide two additional off-street parking spaces.

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 Burgess Hill 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:

DP21 - Transport
DP26 - Character and Design
DP35 - Conservation Area
DP37 - Trees, Woodland and Hedgerows

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.

Burgess Hill Neighbourhood Plan

The Burgess Hill Neighbourhood Plan was made in January 2016.

Relevant policies:

Policy S4 - Parking Standards for new developments

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

DPB3: Conservation Areas

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)

West Sussex County Council Guidance on Parking at New Developments (September 2020)

ASSESSMENT

Character, Design and Conservation Area

Policy DP35 of the District Plan states:

'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.*

Development will also protect the setting of the conservation area and in particular views into and out of the area.

New buildings of outstanding or innovative design may be acceptable in conservation areas provided that their impact would not cause material harm to the area.'

The site is located within the Silverdale Road/Birchwood Grove Road Conservation Area, as designated in 1982. A Conservation Area is defined as an area of "special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance".

Policy DP26 of the District Plan relates to character and design and requires all proposals to be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside as well as addressing the character and scale of the surrounding buildings and landscape. In part the policy requires proposals to be of a high quality design and layout and includes appropriate landscaping and greenspace; and creates a sense of place while addressing the character and scale of the surrounding buildings and landscape.

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

The below assessment is made whilst being mindful of this guidance and having regard to the statutory duty of the Council, as the Local Planning Authority, to have special regard to the desirability of preserving the heritage asset (the Silverdale Road/Birchwood Grove Road Conservation Area), the site being within its boundary, and any features of special interest, as set out in Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990

It has been shown that the proposed works will be predominantly characterised by external materials that will be similar in appearance to those used in the existing dwelling, details of which can be secured by a suitably worded condition. The proposed first-floor windows would not be characterised by external materials similar in appearance to the existing dwelling, however there are several dwellings within the surrounding area which include white uPVC windows. As such the proposed external materials are considered acceptable.

The proposed single storey side extension is of a modest scale and it would not close an important gap between dwellings. It would be suitably subordinate to the main dwelling. The proposed windows would be of a relatively similar appearance to the existing windows. The proposed brick pilasters are relatively modest in their scale and would be similar in appearance to other boundary treatment within the surrounding area. The proposed re-surfacing of the driveway will be modest in its scale and would be similar in appearance to the existing surfacing and surfacing within the surrounding area. The increase in hardstanding is modest in its scale.

Taking into account the above the proposed development is considered to address the character and scale of the existing and surrounding buildings and landscape and it would conserve the character and appearance of the Conservation Area. The existing highways access will remain unchanged and the proposed parking arrangement is to be assessed in a subsequent section of this report. Therefore, it is considered to comply with the above part of policies DP26 and DP35 of the Mid Sussex District Plan and the Mid Sussex Design Guide SPD.

Highways

Policy DP21 of the Mid Sussex District Plan requires that;

'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 scheme protects the safety of road users and pedestrians'

Policy S4 of the Burgess Hill Neighbourhood Plan requires that new development provide some two off-street parking spaces and the WSCC Parking Guidance states that some 2.2 off-street parking spaces should be provided. The proposal would result in the provision of two additional off-street parking spaces and the proposal would not remove any of the existing parking spaces. The resulting off-street parking spaces would exceed the policy requirements. Taking into account the above it is considered that the

proposal would comply with policy DP21 of the Mid Sussex District Plan, policy S4 of the Burgess Hill Neighbourhood Plan and the WSCC Parking Guidance.

Neighbouring Amenities

Policy DP26 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.

The proposal does not include any new first-floor side facing windows and the proposed front facing windows would not have direct views into neighbouring properties private amenity space. The proposed side extension is of a modest single storey nature and it would be sited away from the boundaries of the site. Taking into account the above the proposal would not cause significant harm to the amenities of nearby residents, including taking into account overlooking and loss of privacy, reduction in sunlight and daylight and a loss of outlook. The proposal is therefore, considered to comply with the above part of policy DP26 of the Mid Sussex District Plan and the Mid Sussex Design Guide SPD.

Trees, Woodland and Hedgerows

Policy DP37 of the Mid Sussex District Plan in part states:

'The District Council will support the protection and enhancement of trees, woodland and hedgerows, and encourage new planting. In particular, ancient woodland and aged or veteran trees will be protected.'

The proposed works would be within 15 metres of existing trees within and adjacent to the site. The proposal does not seek to remove any trees and the Council's Tree Officer has raised no objection to the proposal. As the impact on the existing trees is considered acceptable and the proposal would comply with policy DP37 of the Mid Sussex District Plan.

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 would address the character and scale of the existing and surrounding buildings and landscapes and it would conserve the character and appearance of the Conservation Area. It would not cause significant harm to the amenities of nearby residents, its impact on trees would be acceptable and the resulting parking arrangement is considered acceptable. Therefore, the proposal complies with policies DP21, DP26, DP35 and DP37 of the Mid Sussex District Plan, the policy S4 of the Burgess Hill Neighbourhood Plan, the Mid Sussex Design Guide, the West Sussex County Council September 2020 Parking Guidance, the Planning (Listed Buildings and Conservation Areas) Act 1990 and with the relevant provisions of the NPPF.

Decision: Permission

Case Officer: Hamish Evans