

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2326	Case Officer:	Caroline Grist
Application Type:	Householder Application		
Proposal:	Demolition of existing conservatory and lean-to, to main house. Construction of, two, single-storey extensions to main house including internal remodelling and alterations to fenestration.		
Site:	Pantiles, Cherry Lane, Bolney, Haywards Heath, West Sussex, RH17 5PR, ,		
Validation Date	15 Sep 2025	Overall Expiry Date:	17 Oct 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	10 Nov 2025
Target Date:	10 Nov 2025	Recommending Officer Signature:	<i>Caroline Grist</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Stephen Ashdown</i>	Date:	10 Nov 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2326

**Pantiles, Cherry Lane, Bolney, Haywards Heath, West Sussex, RH17 5PR,
Demolition of existing conservatory and lean-to, to main house. Construction of, two, single-storey extensions to main house including internal remodelling and alterations to fenestration.
Mr Stuart Shee**

SUMMARY OF REPRESENTATIONS

No representations have been received in response to this application.

SUMMARY OF CONSULTEES

Southern Water

Proposed works involve demolition

In order to protect and safeguard the existing water supply apparatus, Southern Water requests formal notification of any proposed demolition works prior to such works being undertaken.

Tree planting

We have restrictions on the proposed tree planting adjacent to Southern Water sewers, rising mains or water mains. Reference should be made to Southern Water's publication "A Guide to Tree Planting near water Mains and Sewers" and the Sewerage Sector Guidance with regards to any landscaping proposals and our restrictions and maintenance of tree planting adjacent to sewers, rising mains and water mains.

Condition: In order to protect public apparatus, Southern Water requests that if consent is granted, the following pre commencement condition is attached to the planning permission; The developer must advise the local authority (in consultation with Southern Water) of the landscaping proposals in proximity of public apparatus in order to protect it in accordance with Southern Water's guidance, prior to the commencement of the development.

If the applicant is proposing to utilise the existing connection, Southern Water will have no objections to the proposed works.

Ecological Consultant

We have reviewed the Preliminary Roost Assessment and Bat Survey Report (Ecology Works, September 2025), relating to the likely impacts of development on designated sites, protected & Priority species and habitats, and identification of appropriate mitigation measures.

We have also reviewed the information submitted to demonstrate that Biodiversity Net Gain can be delivered within the timescale promised and to meet any mandatory BNG requirements required. This includes the Application Form.

We note from the Preliminary Roost Assessment and Bat Survey Report (Ecology Works, September 2025) that a single dusk emergence survey for bats was undertaken in July 2025 and concluded that roosting bats are likely absent from the house as no bats were observed emerging. Therefore, we agree that no further surveys for bats are required.

We are satisfied that there is sufficient ecological information available to support determination of this application. However, please note we have no comments on Great Crested Newt as we have been instructed to leave comments on this European Protected Species to the NatureSpace Partnership.

This provides certainty for the LPA of the likely impacts on designated sites, protected and Priority species & habitats and, with appropriate mitigation measures secured, the development can be made acceptable.

The mitigation measures identified in the Preliminary Roost Assessment and Bat Survey Report (Ecology Works, September 2025) should be secured by a condition of any consent and implemented in full. This is necessary to conserve and enhance protected and Priority species particularly those recorded in the locality, which includes bats.

With regard to mandatory biodiversity net gains, it is highlighted that applications are required to deliver a mandatory 10% measurable biodiversity net gain, unless exempt under paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990 and the Biodiversity Gain Requirements (Exemptions) Regulations 2024. As a result, we are satisfied that this application is exempt from mandatory biodiversity net gains, as the development meets the householder exemption.

We also support the proposed reasonable biodiversity enhancements for protected, Priority and threatened species, which have been recommended to secure net gains for biodiversity, as outlined under Paragraph 187d and 193d of the National Planning Policy Framework (December 2024). The reasonable biodiversity enhancement measures should be outlined within a separate Biodiversity Enhancement Layout and should be secured by a condition of any consent.

This will enable LPA to demonstrate its compliance with its statutory duties including its biodiversity duty under s40 NERC Act 2006 (as amended).

Impacts will be minimised such that the proposal is acceptable, subject to the conditions below based on BS42020:2013. We recommend that submission for approval and implementation of the details below should be a condition of any planning consent.

Conservation Officer

Pantiles is an unlisted detached dormer bungalow situation in a backland position to the northwest of Cherry Lane, within the Bolney Conservation Area. There is a group of three Grade II listed buildings (Quince Tree Cottage, Hillview and Rose Cottage, and Primrose Cottage) situated just to the south west, at the junction of Cherry Lane and The Street, although for reasons of intervening development and screening by vegetation the current proposal is not considered to affect their settings.

The existing house, which is of one and half storeys, dates from the second half of the twentieth century. It is not of any particular architectural or historical interest and has suffered some unfortunate alterations such as uPVC windows. It makes at best a neutral contribution to the character and appearance of the Conservation Area, and would only be considered not to detract from it due to its secluded position. The gardens in which it is located do however contribute positively to the verdant nature of this northern part of the Area. The property also includes a detached garage which is set to the front of the house addressing Cherry Lane. This is a visually prominent building with a large roller shutter door which, together with the expanse of hard surfacing between the building and the road, in my opinion detracts from the street scene of Cherry Lane and from the Conservation Area.

The current proposal is for works to both the house and the garage, comprising:

- Demolition of existing additions to the side and the rear of the building and construction of a replacement single storey flat roofed addition on an enlarged footprint, wrapping around the rear northwest corner of the house;
- Relocation of the main entrance to the southern side elevation, with a new porch over, and the existing front door replaced with a window;
- Extensions at roof level to the garage comprising two gabled dormer windows to the front roof slope and a large box dormer addition to the rear.

To consider these works in turn.

The existing additions to the house are not of any merit, and their removal is not considered contentious. The proposed replacement extension is over a larger footprint and might in other circumstances be considered somewhat overbearing, particularly in the manner in which it wraps around the rear corner of

the house. However, given the secluded nature of the property, which is surrounded by high hedges and by other buildings, on balance it is not considered that an objection on grounds of scale could be sustained. Furthermore, although the form and design of the addition are not particularly sympathetic, in particular the expanse of flat roofing and the heavy fascia, it is not considered that an objection on design grounds could be sustained given the nature of the existing house and the lack of public views of this part of the site. The proposed materials are generally to match existing including the use of uPVC windows. uPVC rainwater goods and fascia are also proposed. The use of uPVC in a Conservation Area context would not normally be considered acceptable, but again this may be hard to resist if it is confirmed that this is all to match the existing use of the material to the house.

The proposed relocation of the entrance door and the new porch are not considered contentious. In other circumstances, moving the entrance from the front to the side of the property may not be favourably viewed, but in this instance as the façade of the house is barely visible from Cherry Lane it is again not considered that an objection on design grounds would be reasonable.

In contrast to the house, the garage is visually prominent from the public realm and is more readily visible from adjoining properties (noting that private views are also relevant to considerations of impact on the character and appearance of the Conservation Area). The proposed works to this building are considered contentious- the proposed dormer windows to the front roof slope are over scaled and are unduly prominent in the elevation, and the box dormer to the rear is unsympathetic both in scale and form. Both are contrary to the requirements of the Council's adopted Design Guide, in particular Design Principle DG52 Loft Conversions and Roof Extensions, and to parts 6.3.5 - 6.3.8 which refer to dormer windows. The additional bulk to the roof of the building will also exacerbate the visual prominence of this unsympathetic building in public and private views, which will further detract from the character and appearance of the Conservation Area. I would suggest that this aspect of the proposal is amended to remove the dormers to the front roof slope in favour of conservation style rooflights, and to amend the scale and form of the proposed dormer to the rear to a single gabled dormer which is appropriately subservient within the roof slope.

In summary, although the works to the house are considered, subject to detail, to be on balance acceptable, the proposed alterations at roof level to the garage building are considered unacceptable in terms of their impact on the character and appearance of the Conservation Area, and to be non-compliant with the requirements of the Council's Design Guide. The proposal is for this reason contrary to the requirements of District Plan Policy DP35. In terms of the NPPF, the proposal will result in less than substantial harm to the character and appearance of the Conservation Area, such that the balancing exercise set out in paragraph 215 will apply.

PARISH COUNCIL OBSERVATIONS

No objection.

INTRODUCTION

Planning permission is sought to demolish the existing conservatory and lean-to, to the main house and construct two, single-storey extensions, including internal remodelling and alterations to fenestration.

RECENT PLANNING HISTORY

BK/034/94 - Single storey rear extension. Permission.

03/01694/FUL - Pitched roof over existing flat roof, conservatory and double garage. Refused.

04/00860/FUL - Front and rear dormer windows, double garage and conservatory. Refused.

05/01136/FUL - First floor extension with dormer windows, conservatory to west elevation and double garage to front of property. Permission.

SITE AND SURROUNDINGS

Pantiles is an east facing, detached, chalet bungalow. It is constructed of red bricks, with a plain tile roof and upvc windows. The dwelling has been previously extended, including an extension to the side as

well as a conservatory to the rear. It also benefits from a detached garage, at the front of the site, that is situated behind a paved driveway.

The application site is located within of the built up area of Bolney and also lies within the Bolney (North) Conservation Area. Neighbouring dwellings are situated to the north, south and west of the site, whilst the highway is to the east.

APPLICATION DETAILS

Planning permission is sought to replace the existing conservatory and side extension with a connecting side and rear, single storey, extension. Within the side section this would contain an en-suite and utility room, whilst the rear would house the dining room. The side extension is to be set back from the front elevation by some 5.3 metres. It is to be some 2.0 metres wide and span to the rear of the house. The rear extension would project approximately 4.0 metres deep and 6.2 metres wide. A flat roof is proposed that would have an overall height of approximately 3.2 metres. It is to be finished in materials to match the host dwelling.

Permission is also sought to re-locate the front door from the eastern (front) elevation to the western (side) elevation. On the front elevation the entrance is to be bricked up and a window installed. A canopy is proposed over the new door that would measure some 2.4 metres to the eaves and 3.4 metres to the ridge.

The proposal also, originally, included works to the detached garage. It has been confirmed in writing that this aspect is now to be removed from the application and is no longer included in the plans or the description of development.

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 Bolney 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

DP35 - Conservation Areas

DP38 - Biodiversity

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.

Bolney Neighbourhood Plan

The Bolney Neighbourhood Plan was formally made on 21st September 2016.

Relevant policies:

BOLD1 - Design of New Development and Conservation

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) was published for public consultation on 12th January 2024 for six weeks and as a result of this consultation there are unresolved objections to the majority of Policies in the draft District Plan. 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

DPN1 - Biodiversity, Geodiversity and Nature Recovery

DPB1 - Character and Design

DPB3 - Conservation Areas

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 2023)

Legislation

Planning (Listed Buildings and Conservation Areas) Act 1990

ASSESSMENT

Design and impact upon heritage assets

Section 72 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 states '*In the exercise, with respect to any buildings or other land in a conservation area, of any powers under any of the provisions mentioned in subsection (2), special attention shall be paid to the desirability of conservation preserving or enhancing the character or appearance of that area*'.

Policy DP35 relates to development within conservation areas:

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:

- o 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;*
- o 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;*
- o 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;*

- o 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;
- o Activities such as markets, crafts or other activities which contribute to the special character and appearance of the conservation area are supported;
- o 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'.

Policy DP26 of the Mid Sussex District Plan relates to design:

'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:

- o *is of high quality design and layout and includes appropriate landscaping and greenspace;*
- o *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;*
- o *creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;*
- o *protects open spaces, trees and gardens that contribute to the character of the area;*
- o *protects valued townscapes and the separate identity and character of towns and villages;*
- o *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);*
- o *creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;*
- o *incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;*
- o *positively addresses sustainability considerations in the layout and the building design;*
- o *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;*
- o *optimises the potential of the site to accommodate development.'*

This ethos is reflected in policy BOLD1 of the Bolney Neighbourhood Plan.

The Mid Sussex Design Guide SPD also provides advice for extensions to dwellings. Principle DG49 states that:

'Extensions should respond to the design of the original dwelling and applicants 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 allowing the original building to remain the dominant element of the property whether it has one or several additions'.

Principle DG50 relates to side extensions and states that these types of additions 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. They 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.

With regards to rear extensions, principle DG51 of the Design Guide sets out:

'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 application relates to an unlisted building, dating from the twentieth century, within the Bolney Conservation Area. Comments have been received from the Conservation Officer with regards to the proposed development. The Conservation Officer has also noted that whilst there are three Grade II listed buildings, to the south west of the site, due to intervening development and screening by vegetation the current proposal is not considered to affect their settings.

In terms of the application site, the Conservation Officer has advised that the main house is not considered to be of any particular historic or architectural merit and makes a neutral contribution to the Conservation Area. Its garage, to the front of the house and facing the highway, is noted as being visually prominent. This building and the associated hard surfacing are advised as detracting from the streetscene and Conservation Area. The gardens around the property, however, are considered to make a positive contribution to the verdant character of this part of the Conservation Area.

With regards to the works to the house, the view of the Conservation Officer is shared that the existing additions are not of any particular merit and therefore their removal is uncontentious. Whilst the scale, form and design of the side and rear extension would normally be of some concern, the Conservation Officer has identified that the property is secluded, surrounded by high hedges and other buildings, and is not readily visible from public vantage points. Furthermore, given the nature of the existing house, it has been advised that an objection could not be sustained in these regards. In terms of the materials, as they are to match the existing materials, it is again advised that no objection could be raised.

The application also seeks to relocate the entrance door. Whilst in other circumstances these works may not be supported, due to the property not be very visible from Cherry Lane, the Conservation Officer has advised that an objection would not be reasonable.

The comments made by the Conservation Officer are shared from a design perspective. Due to the site specific circumstances of this property, the wrap around nature of the addition would not be prominent and, in any views approaching the house, would appear only as a side extension. Additionally the side section is to be set well back from the front elevation and its height is such that it would have a level of subservience. The use of materials to match would provide a consistence appearance.

An objection was raised, however, with regards to the dormer windows that were originally proposed to the garage building. This was in terms of design and impact to the character and appearance of the Conservation Area. The works to the garage have been removed from the proposal, therefore no objection remains from a conservation or design perspective with regards to this development.

Impact to amenity

Policy DP26 of the Mid Sussex District Plan seeks to ensure that new 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 DP27)'.

In terms of the impact to amenity, the proposed extension would be situated closest to residential properties to the north of the site. These neighbours have long rear gardens. As such, given the separation distances and the single storey nature of the development, it is considered that there would not be a harmful impact in terms of loss of light, outlook or privacy.

Due to the domestic nature of the proposed works, there would not be an unreasonable impact with regards to noise, air and light pollution.

Impact to ecology

Policy DP38 of the Mid Sussex District Plan relates to biodiversity and, in part, states:

'Biodiversity will be protected and enhanced by ensuring development:

- o Contributes and takes opportunities to improve, enhance, manage and restore biodiversity and green infrastructure, so that there is a net gain in biodiversity, including through creating new designated sites and locally relevant habitats, and incorporating biodiversity features within developments; and*
- o Protects existing biodiversity, so that there is no net loss of biodiversity. Appropriate measures should be taken to avoid and reduce disturbance to sensitive habitats and species. Unavoidable damage to biodiversity must be offset through ecological enhancements and mitigation measures (or compensation measures in exceptional circumstances); and*
- o Minimises habitat and species fragmentation and maximises opportunities to enhance and restore ecological corridors to connect natural habitats and increase coherence and resilience; and*
- o Promotes the restoration, management and expansion of priority habitats in the District; and*
- o Avoids damage to, protects and enhances the special characteristics of internationally designated Special Protection Areas, Special Areas of Conservation; nationally designated Sites of Special Scientific Interest, Areas of Outstanding Natural Beauty; and locally designated Sites of Nature Conservation Importance, Local Nature Reserves and Ancient Woodland or to other areas identified as being of nature conservation or geological interest, including wildlife corridors, aged or veteran trees, Biodiversity Opportunity Areas, and Nature Improvement Areas.'*

A Preliminary Roost Assessment and Bat Survey Report has been submitted as part of this application. It has been considered by the Ecological Consultant, who is satisfied that there is sufficient information to support the determination of this application. Conditions have therefore been recommended to ensure that the development is carried out in accordance with the mitigation measures as well as to secure listed enhancement measures to the house.

Other Matters

Southern Water has submitted comments on the application and have requested a condition for the developer to advise if any landscaping is proposed. No landscaping has been shown on the submitted plans and there are certain landscaping works that could be undertaken without the need for planning permission. As such it is not considered reasonable to impose such a condition. An informative can be attached to any consent to ensure that the applicant is aware of their responsibilities in this regard.

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 accord with the requirements of policies DP12, DP26, DP35 and DP38 of the Mid Sussex District Plan and policy BOLD1 of the Bolney Neighbourhood Plan. The development is therefore considered to be acceptable.

Decision: Permission

Case Officer: Caroline Grist