

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/1115	Case Officer:	Stefan Galyas
Application Type:	Householder Application		
Proposal:	Proposed single storey flat roof rear/side extension, attached garage extension and loft conversion. New windows and conversion of existing garage to a bedroom		
Site:	Greenfields, 6 Folders Lane, Burgess Hill, West Sussex, RH15 0DR, , ,		
Validation Date	5 May 2026	Overall Expiry Date:	12 Jun 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	25 Jun 2026
Target Date:	30 Jun 2026	Recommending Officer Signature:	<i>Stefan Galyas</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Joanne Fisher</i>	Date:	26 Jun 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/1115

**Greenfields, 6 Folders Lane, Burgess Hill, West Sussex, RH15 0DR, ,
Proposed single storey flat roof rear/side extension, attached garage extension and loft
conversion. New windows and conversion of existing garage to a bedroom
Mr Richard Moses**

SUMMARY OF REPRESENTATIONS

There were no letters of representation received in response to the proposed development.

SUMMARY OF CONSULTEES

Tree Officer: No objection.

TOWN COUNCIL OBSERVATIONS

The Committee of the 1st June would recommend approval while regretting the loss of a garage.

INTRODUCTION

The application seeks planning permission for the demolition of an existing chimney stack and for the development of a single storey side and rear extension, a loft conversion, replacement windows throughout and for new 2m high fencing to both side boundaries of the garden.

RELEVANT PLANNING HISTORY

There is no recent planning history relating to the application site.

SITE AND SURROUNDINGS

The proposal relates to Greenfields, a detached two storey dwelling set to the southern side of the highway. The dwelling is set back from the highway edge by front garden amenity space and a front driveway. The property is afforded further garden amenity space to the rear which follows a linear plot format. The dwelling has previously been extended through the addition of a single storey garage to the side (east) elevation which uses a flat roof design. The existing dwelling is composed of red brick and black mock wooden beams to the exterior walls, a tiled roof as well as a single ply flat roof membrane, white uPVC windows and white aluminium doors.

With regards to the sites locality, there are a number of other detached dwellings set within generous plots. These dwellings appear to have been extended and altered over time but predominantly retain a traditional appearance.

The site is located within the built-up area for Burgess Hill and there are a number of trees subject to a Tree Protection Order which are set between the property and the roadside.

APPLICATION DETAILS

The proposal would develop a single storey rear extension which would measure at approximately 7m in length, 6.3m wide and 3.1m high. Proposed external materials would comprise blockwork cladding with vertical cedar boarding to the walls, a single ply flat roof membrane, aluminium black flush profile triple glazed window units and black slim profile aluminium sliding doors.

The new proposed side elevation extension would measure at circa 5.9m in length, 3.6m wide, 2.2m high to the eaves and 4.7m high to the ridge. The proposed side extension would be composed of brickwork and mock stained black timber to the walls, a tiled roof and aluminium black flush profile triple glazed window units.

The proposal would also demolish an existing chimney stack and add new rooflights to various roof slopes throughout the property. Furthermore, new windows would be added and altered throughout the dwelling. The new windows would be comprised of aluminium black flush profile triple glazed units.

The proposal would also develop a new 2m high fence within the rear garden amenity space to either side boundary. The fencing would be of a closeboard vertical design.

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 the 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

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.

Neighbourhood Plan

Burgess Hill Neighbourhood Plan (Made January 2016).

Relevant policy:

Policy S4: Parking Standards for New Developments

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:

DPS1 - Climate Change
DPS2 - Sustainable Design and Construction
DPB1 - Character and Design
DPN4 - Trees, Woodland and Hedgerows
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)

The National Planning Policy Framework (NPPF) 2024 is a material consideration. Paragraphs 2, 8, 11, 39, 48, 115-117, 131, 135 & 139.

West Sussex County Council Revised Guidance for Parking Provision (2018)

ASSESSMENT

It is considered that the main issues that need to be considered in the determination of this application are as follows;

- Design and Character
- Impact on Neighbouring Amenities
- Highways Impact
- Biodiversity Net Gain

Design and Character

DP26 of the District Plan 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:

- 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 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'*

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 elaborates further on what constitutes 'good design' in relation to 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.

In terms of rear extensions, principle DG51 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 rear extension would utilise a flat roof design and would extend out to the rear of the existing flat roof side garage element. Although the proposed extension would not match the existing garage exactly in roof height, it is considered that the flat roof design would reflect this existing element.

In terms of proposed scale, the proposed rear extension is considered to be of a significant length and would project at 7m from the existing rear elevation. Whilst this would be a large length in relation to the existing dwelling, it is considered that other dwellings within the sites locality have extended in similar manners in the past such as at Treloyhan to the west. Furthermore, the extension would wholly be contained to a single storey height which would improve the extensions subservience towards the existing. Whilst the extension would not utilise matching materials, it would be set within a visually discrete position in terms of public vantage points. It is considered that the proposed rear extension would on balance be acceptable.

To the side (west) elevation the existing dwelling would be extended through a new single storey extension. The proposed extension would facilitate a new garage and would use a pitched roof design. The front projecting gable would use mock timber beams to assimilate and reflect the existing dwellings design details to the front elevation. It is considered that the proposed side extension would be limited in overall size and scale. Therefore, the proposed side extension would appear subservient towards the existing dwelling.

The proposed chimney to be demolished is not considered to be of significant architectural merit and a further chimney stack would remain to the rear. New rooflights would be added throughout to various roof slopes. It is considered that the rooflights would not constitute an entirely new feature as the existing dwelling is served by a singular rooflight. Other dwellings within the sites locality also use rooflights to various roof slopes and this element of the proposal is not considered to appear wholly out of character within the streetscene.

New windows would be both added and the existing uPVC windows would be replaced with aluminium black flush triple glazed units to be used throughout. It is considered that these would give rise to a more contemporary appearance along with the proposed new window layout. Nevertheless, it is considered that these alterations would help modernise the existing dwelling and would result in an acceptable visual impact.

To the rear garden amenity space and both side (east and west) boundaries, a new 2m high fence would be erected. It is considered that this could be erected using permitted development rights under Class A, Part 2 of the General Permitted Development Order and this forms a strong fall-back position. It is therefore considered that the proposed new boundary would be acceptable.

The proposal is therefore considered to comply with Policy DP26 of the District Plan and the relevant principles of the Mid Sussex Design Guide SPD.

Impact on Neighbouring Amenities

In terms of impact upon neighbouring amenities, Policy DP26 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 DP29);'

The proposed rear extension would be set approximately 1.6m away from the shared boundary with No.8 to the east. The proposal would extend no further back than the rear elevation of the main dwelling and would project circa 6.3m beyond the rear of the detached outbuilding. It is considered that the limited single storey height of the rear extension and offset from the shared boundary would not lead to a significant overbearing impact towards the neighbouring site.

A new side (east) elevation window would be proposed to the single storey rear extension. However, this would face out towards a blank wall along the side elevation of the neighbouring outbuilding at No.8. Furthermore, two new translucent doors would be added at ground floor to the eastern elevation. However, views towards the neighbouring site would likely be obscured by the existing boundary treatment and would not give rise to a significant overlooking impact.

To the other side (west) elevation, a new single storey garage would be developed and positioned circa 1.4m away from the shared boundary with No.4. The proposed extension would only project 1.4m further than the neighbouring dwellings rear elevation. Furthermore, the use of the pitched roof design and overall low height, the proposal is not considered to give rise to a significant overbearing impact.

Accordingly, the proposal is considered to comply with the provisions of DP26 of the Mid Sussex District Plan in terms of neighbouring amenities.

Highways Impact

Policy DP21 of the District Plan requires in part development proposals to provide adequate car parking.

Policy S4 of the Burgess Hill Neighbourhood Plan states among other matters that:

'In cases where planning permission is necessary for alterations and extensions to properties support will not be given for the conversion of garage space to habitable rooms/ residential use unless there is adequate space to park cars off street in line with the parking standards.'

Paragraph 116 of the NPPF states that development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or residual cumulative impacts on the road network would be severe.

The West Sussex County Council Revised Guidance for Parking Provision (2018) sets out the parking requirements for different areas and locations within the County. The application site is located within Burgess Hill Franklands which is categorised as a parking behaviour zone 4. Both 2 and 3 bedroom properties are required to demonstrate 2 allocated parking spaces whilst 3 and 4 bedroom properties and above are required to demonstrate 3 spaces.

Whilst the existing garage would be converted into a bedroom as part of the development proposal, the proposed side (west) elevation extension would develop a new garage area. The proposal would increase the quantum of bedrooms from 3 to 5 and therefore would be required to demonstrate an additional allocated parking space. The existing driveway is considered to provide sufficient allocated parking space for 3 cars and this parking demand is considered to have been met.

In light of the above, the proposal is considered to result in an acceptable parking provision. The proposal would comply with the provisions of DP21 of the District Plan and Policy S4 of the Burgess Hill Neighbourhood Plan.

Trees Impact

In relation to new developments impact on trees, policy DP37 of the District Plan states that:

'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.'

Development that will damage or lead to the loss of trees, woodland or hedgerows that contribute, either individually or as part of a group, to the visual amenity value or character of an area, and/ or that have landscape, historic or wildlife importance, will not normally be permitted.

Proposals for new trees, woodland and hedgerows should be of suitable species, usually native, and where required for visual, noise or light screening purposes, trees, woodland and hedgerows should be of a size and species that will achieve this purpose'

The proposal is supported by a Tree Survey, an Arboricultural Impact Assessment, a Tree Protection Plan and an Arboricultural Method Statement. These documents detail a number of measures to protect the trees throughout the construction phase of the development in the case that planning permission is granted. No objection was raised from the Tree Officer in response to the proposed development, however adherence to the aforementioned documents and details was recommended should permission be granted.

The proposed development is therefore considered to result in an acceptable impact with regards to trees. The proposal would comply with the provisions of DP37 of the 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 is appropriate in terms of design and will not negatively impact on the host dwelling nor its immediate setting, will not harm neighbouring amenities and result in an acceptable off-road parking to serve the dwelling.

The proposal will comply with Policies DP21, DP26 and DP37 of the District Plan, Policy S4 of the Burgess Hill Neighbourhood Plan, the MSDC Design Guide and the requirements of the NPPF.

Decision: Permission

Case Officer: Stefan Galyas