

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/3174	Case Officer:	Peter Davies
Application Type:	Householder Application		
Proposal:	Part of the garage converted to habitable space. Alterations to the front entrance porch and hipped roof replaced with a flat roof. Replace the ground floor windows with sliding doors and construct raised decking with steps to the south elevation. Insert ground floor window to the east elevation. External materials changed on the north elevation and windows replaced throughout.		
Site:	Rivendell, Portland Road, East Grinstead, West Sussex, RH19 4DZ, , ,		
Validation Date	11 Dec 2025	Overall Expiry Date:	6 Feb 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	11 Feb 2026
Target Date:	5 Feb 2026	Recommending Officer Signature:	Peter Davies

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Stephen Ashdown	Date:	12 Feb 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/3174

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hipped roof replaced with a flat roof. Replace the ground floor windows with sliding doors and
construct raised decking with steps to the south elevation. Insert ground floor window to the east
elevation. External materials changed on the north elevation and windows replaced throughout.
Mr And Mrs Foster**

REPRESENTATION RECEIVED

None received.

TOWN COUNCIL OBSERVATIONS

Recommended for approval.

INTRODUCTION

The application seeks planning permission for a partial garage conversion, alterations to the front porch with a flat roof, raised decking, replacement windows and associated alterations.

RELEVANT PLANNING HISTORY

GR/125/75 - Details of 2 x 4 bedroom detached houses. Permission

SITE AND SURROUNDINGS

The application property is a detached two storey dwelling located on the south side of Portland Road, within the built-up area boundary of East Grinstead.

The property has a pitched roof and is constructed from brick with hanging tile, concrete roof tiles and white uPVC fenestration. The dwelling is set well back from the highway, with off street parking to the front. The locality is characterised by detached and semi-detached dwellings of varying scale, form and design. The ground level is sloped with the north end of the site at a higher level and the south end at a lower level.

APPLICATION DETAILS

The application seeks planning permission for a partial garage conversion, alterations to the front porch with a flat roof, raised decking, replacement windows and associated alterations.

The integrated garage is to be partially converted to create a study with the remaining section of the garage to become storage. The garage door is to be replaced with double doors.

The porch is to be altered to move the front door from the west facing side to the north facing front elevation and the lean-to roof above the porch and garage is to be replaced with a dark grey flat roof membrane with a height of 2.75 metres.

The window above the garage serving bedroom 3 is to be enlarged to create a full height window.

The front (north) elevation is to be reclad in vertical timber cladding and grey render.

The existing ground floor windows on the rear (south) elevation are to be replaced with sliding doors with a decking to be constructed with a width and depth of 9.90 metres and 2.40 metres. The decking will have stairs leading into the garden on each side and will have a maximum height of 1.55 metres. Each side will feature privacy screening with a height of 1.80 metres. The decking will be constructed from timber effect composite boards with a glass balustrade and metal handrail around the edges.

A new window is to be installed on the ground floor east side elevation to serve a study. All windows are to be replaced with grey aluminium framed windows.

Amended plans were received to include the privacy screens on the decking and to enlarge the front window on the first floor.

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 East Grinstead 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

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.

East Grinstead Neighbourhood Plan (made November 2016)

Relevant policies:

EG3 - Promoting Good Design

EG12 - Car Parking

Other Material Considerations

Mid Sussex District Plan 2021-2039 Consultation Draft

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:

DPS1 - Climate Change
DPS2 - Sustainable Design and Construction
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)

Paragraphs 8, 11, 131 and 135 are considered to be relevant.

National Planning Policy Guidance

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 properties
- Impact on parking provision
- Biodiversity Net Gain

Design and Character

Policy DP26 of the Mid Sussex 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:

- *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.'

East Grinstead Neighbourhood Plan policy EG3 states:

'Planning permission will normally be granted where development proposals meet the following criteria:

- o The form of the proposed development is proportionate and in keeping with the scale, height, materials and site coverage of the surrounding area;*
- o The layout of the proposed development respects the topography and character of the site, protects important landscape features and does not harm adjoining amenity;*
- o The proposal does not result in the loss of buildings or spaces that would have an unacceptable impact on the character of the area;*
- o The proposal ensures satisfactory means of access for vehicles and pedestrians and provides adequate parking, cycle storage and refuse facilities on site;*
- o The design of new buildings and the layout of spaces, including footways, car and cycle parking areas, should be permeable and provide connectivity with neighbouring areas;*
- o New development must be inclusive and where appropriate make satisfactory provision for the safe and easy access for those with mobility impairment; and*
- o The design of new developments must result in the creation of a safe and secure environment and incorporate adequate security measures and features to deter crime, fear of crime, disorder and anti-social behaviour; and*
- o Proposals make provision for green infrastructure and biodiversity enhancement'.*

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

The proposed alterations to the front elevation, which include the garage conversion, alterations to the porch, enlarged window and recladding the front of the house, would be of an accessible design and form. The dwelling is set well back from the highway and there is varying design and form within the area with a mixture of brick and render. Whilst white window frames is predominantly found along Portland Road, there is use of dark frames and therefore the change of all windows to grey would be acceptable to the character of the area.

The decking to the rear, whilst large in size, is the width of the dwelling and due to sloping ground levels is of a sizable height. The decking would not be visible from the street scene and would be constructed from timber effect composite boards. The proposed decking would therefore not have a detrimental impact to the character of the area.

The proposal is therefore considered to comply with policy DP26 of the District Plan and policy EG3 of the East Grinstead Neighbourhood Plan.

Impact on neighbouring properties

Policy DP26 of the Mid Sussex District Plan 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);'*

Policy EG3 of the East Grinstead Neighbourhood Plan states that proposals should "not harm" 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 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 proposed alterations to the porch and garage conversion are at ground floor level and face onto the driveway of the application property and will therefore not cause significant harm on neighbouring amenities. The window to go on the side serving the study will be at ground floor level with the shared boundary, with Highlands to the east, marked by close board fencing.

The windows on the rear elevation to be replaced with sliding doors will face into the application property rear garden with the decking outside. The decking will be of a large height for a raised platform with the ground sloping down steeply. No's. 7, 8 and 9 The Rise to the south are located at a significantly lower level, however the shared boundary is marked by a large brick wall which will prevent any significant harm in terms of overlooking into neighbour amenity areas.

The side boundaries are marked by close board fencing on the east and west sides with Highlands and Woodhurst. Due to the sloping ground and the height of the raised decking, amended plans were received to add privacy screening to prevent overlooking into neighbouring amenity areas and can be secured by a suitably worded condition.

Therefore, the proposal is not considered to cause significant harm to neighbouring amenities and complies with the above-mentioned part of Policy DP26 of the Mid Sussex District Plan and policy EG3 of the East Grinstead Neighbourhood Plan.

Impact on parking provision

Policy DP21 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;'

Policy EG12 of the East Grinstead Neighbourhood Plan is also considered to be relevant and states:

'Planning permission will only be granted where vehicle-parking provision, including cycle parking, is in accordance with West Sussex County Council adopted parking standards and it does not dominate the street scene.'

'In exceptional circumstances, a departure from the adopted standards will be supported if the applicant can demonstrate specific local circumstances require a different level of parking provision, including as a result of the development site's accessibility to public transport, shops and services, highway safety concerns and local on-street parking problems. For this to be accepted a Transport Assessment will be required together with a set of proposals to justify this alternative provision'.

West Sussex County Council September 2020 Parking Standards Guidance, outlines that for a 4 bed dwelling in parking behaviour zone 2, 2.7 spaces should be provided. The dwelling has parking for 3 cars on the drive and a space in the garage.

The 3 spaces on the drive would be retained and therefore would meet the parking standards. The property is therefore considered to provide sufficient parking space that meets the parking requirements set out within the WSCC Guidance. The proposal is therefore, considered to comply with Policy DP21 of the Mid Sussex District Plan and EG12 of the East Grinstead Neighbourhood 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 considered to be appropriate in terms of design, scale and form to the dwellinghouse and locality, would not cause significant harm to the amenities of neighbouring properties, and has sufficient parking provision. Therefore, the proposal complies with Mid Sussex District Plan policies DP21 and DP26, policies EG3 and EG12 of the East Grinstead Neighbourhood Plan and with the relevant provisions of the NPPF. The application therefore accords with the Development Plan and is considered acceptable.

Decision: Permission

Case Officer: Peter Davies