

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/1802	Case Officer:	Anna Tidey
Application Type:	Householder Application		
Proposal:	Proposed loft conversion with one new rooflight to the front roof slope and two new rooflights to the rear roof slope.		
Site:	54 Western Road, Hurstpierpoint, Hassocks, West Sussex, BN6 9TA, , ,		
Validation Date	15 Jul 2025	Overall Expiry Date:	15 Aug 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	18 Aug 2025
Target Date:	9 Sep 2025	Recommending Officer Signature:	Anna Tidey

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Joanne Fisher	Date:	1 Sep 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/1802

**54 Western Road, Hurstpierpoint, Hassocks, West Sussex, BN6 9TA, ,
Proposed loft conversion with one new rooflight to the front roof slope and two new rooflights to the rear roof slope.
Sam Pyant And Tash Morris**

SUMMARY OF REPRESENTATIONS

None received.

SUMMARY OF CONSULTEES

Conservation Officer: None received.

PARISH COUNCIL OBSERVATIONS

Hurstpierpoint & Sayers Common Parish Council: The committee recommends that MSDC grant permission.

INTRODUCTION

This application seeks planning permission for a proposed loft conversion with the addition of one new rooflight to the front roof slope and two new rooflights to the rear roof slope at 54 Western Road in Hurstpierpoint.

RELEVANT PLANNING HISTORY

None.

SITE AND SURROUNDINGS

The dwelling is a 2 bed mid terraced cottage located on the western side of the road and within the Hurstpierpoint Conservation Area. The Conservation Area was established July 1972, then extended in January 1989, again in February 1999 and further amended in July 2018.

The two storey cottage is of a traditional brick built design with a plain tiled roof. It occupies a mid terraced position on a row of six similar properties, of which only the adjacent end of terrace cottage at No 52 appears to have had loft conversion works undertaken, which include the addition of two front facing rooflights and two small rear facing dormer additions.

The property at No 54 has a small front garden enclosed with a low picket fence. A layby for parking vehicles is located to the front of the terrace. The terrace is located close to the road and the front elevation of the cottages is prominent in views from Western Road. The rear elevations and rooflines of the cottages are also visible in public vantage points from the access road into Kemps, at the south end of the terrace.

The property is located in the Built up Area boundary of Hurstpierpoint.

APPLICATION DETAILS

This application seeks planning permission for works to enlarge the living space in the cottage by converting the loft space to create a third bedroom with storage space.

Internally this will require the provision of a new corridor and staircase, using a section of the front bedroom space on the first floor, and in the loft works to partition off the new room from the chimney flues to create a useable space and storage spaces within the lower roof areas.

Externally the proposed plans show the insertion of a new 1.1m high by 1.1m wide front facing rooflight (positioned high on the roof slope to line up with the ground and first floor windows) and two 0.7m wide by 1.1m high rear facing rooflights, also positioned to line up with the ground and first floor windows at the rear. The rooflights will serve to light and ventilate the new bedroom in the loft space.

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, the Hurstpierpoint & Sayers Common Neighbourhood Plan and Site Allocations DPD.

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 Areas
DP38 Biodiversity

Site Allocations Development Plan Document

The SADPD was adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs to 2031.

There are no policies deemed relevant to this application.

Neighbourhood Plan

Hurstpierpoint & Sayers Common Neighbourhood Plan, made March 2015.

No relevant policies.

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 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:

DPS2 Sustainable Design and Construction
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 2024)

ASSESSMENT

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

Design
Impact upon the Conservation Area
Impact on residential amenities
Parking Provision
Biodiversity Net Gain

Design

Policy DP26 of the District Plan seeks to promote well located and designed development, to protect valued characteristics of the built environment for their historical and visual qualities and support sustainable communities and create accessible environments. Policy DP26 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 DP29);*

- * 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.'*

The Design Guide contains Principle DG52 which specifically relates to Loft Conversions and Roof extensions. This states:

' 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.'

The proposed loft conversion will not alter the roof form on the cottage. The addition of a front facing rooflight will be visible in public vantage points from Western Road. There are various roof lights on the front roof slopes of nearby properties, including two at the immediate cottage at No 52. The proposed front facing rooflight has been positioned to sit level with those on the adjacent property at No 52 Western Road, and will not look out of place within the street scene. Overall the proposed rooflight additions are considered acceptable as new additions to the existing cottage.

Consequently the appearance of the proposed roof alterations are considered to accord with District Plan Policy DP26, and the Design Guide principles and the proposal can be supported in design terms.

Impact upon the Conservation Area

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 of the District Plan requires development to conserve or enhance the special character and appearance of Conservation Areas. The Policy 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:

- 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.'*

Paragraphs 212 - 215 of the NPPF are relevant in the determination of this application. They seek to conserve and preserve Conservation Areas as heritage assets and their settings from harm as a result of new development. They state:

'212. When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.

213. Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. Substantial harm to or loss of:

- a) grade II listed buildings, or grade II registered parks or gardens, should be exceptional;*
- b) assets of the highest significance, notably scheduled monuments, protected wreck sites, registered battlefields, grade I and II* listed buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional⁷⁵.*

214. Where a proposed development will lead to substantial harm to (or total loss of significance of) a designated heritage asset, local planning authorities should refuse consent, unless it can be demonstrated that the substantial harm or total loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:

- a) the nature of the heritage asset prevents all reasonable uses of the site; and*
- b) no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation; and*
- c) conservation by grant-funding or some form of not for profit, charitable or public ownership is demonstrably not possible; and*
- d) the harm or loss is outweighed by the benefit of bringing the site back into use.*

215. Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.'

It is considered that the external changes to the cottage to allow for the loft conversion are minimal and will result in no harm to the character of the Conservation Area. The introduction of new roof lights reflect other such additions in the Conservation Area and can be supported in this case as the character and appearance of the area will be preserved.

The proposed external alterations will therefore meet the requirements of District Plan Policy DP35, and the aims of the NPPF with regards to preserving heritage assets.

Impact on residential amenities

In assessing the potential impact of the proposed works upon the neighbouring amenities consideration needs to be given to District Plan Policy DP26. Policy DP26 requires that *'All applicants will be required to demonstrate that development does not cause significant harm to the amenities of existing nearby residents and future occupants of the new dwellings.'*

In addition Principle DG45 in the Design Guide refers to the need to consider privacy of existing and future residents and it is noted that privacy may be affected by the relationship of buildings to each other.

The immediate neighbouring properties are the cottages in the terrace immediately adjoining the site, Nos 52 and 56 Western Road. No 52 has already been extended into the loft space. No 56 shows no external evidence of a loft conversion.

It is considered that the proposed loft conversion works at No 54 would not harm the amenities of the neighbouring residents. The proposals are therefore considered to accord with the requirements of District Plan Policy DP26 and the Design Guide Principles.

Parking Provision

With regards to parking provision for the extended house the relevant District Plan Policy is DP21, which states:

'Development will be required to support the objectives of the West Sussex Transport Plan 2011- 2026, which are:

- o A high quality transport network that promotes a competitive and prosperous economy;*
- o A resilient transport network that complements the built and natural environment whilst reducing carbon emissions over time;*
- o Access to services, employment and housing; and*
- o A transport network that feels, and is, safer and healthier to use.*

To meet these objectives, decisions on development proposals will take account of whether:

- o The scheme is sustainably located to minimise the need for travel noting there might be circumstances where development needs to be located in the countryside, such as rural economic uses (see policy DP14: Sustainable Rural Development and the Rural Economy);*
 - o Appropriate opportunities to facilitate and promote the increased use of alternative means of transport to the private car, such as the provision of, and access to, safe and convenient routes for walking, cycling and public transport, including suitable facilities for secure and safe cycle parking, have been fully explored and taken up;*
 - o The scheme is designed to adoptable standards, or other standards as agreed by the Local Planning Authority, including road widths and size of garages;*
 - o 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;*
 - o Development which generates significant amounts of movement is supported by a Transport Assessment/ Statement and a Travel Plan that is effective and demonstrably deliverable including setting out how schemes will be funded;*
 - o The scheme provides appropriate mitigation to support new development on the local and strategic road network, including the transport network outside of the district, secured where necessary through appropriate legal agreements;*
 - o The scheme avoids severe additional traffic congestion, individually or cumulatively, taking account of any proposed mitigation;*
 - o The scheme protects the safety of road users and pedestrians; and*
 - o The scheme does not harm the special qualities of the South Downs National Park or the High Weald Area of Outstanding Natural Beauty through its transport impacts.*
- Where practical and viable, developments should be located and designed to incorporate facilities for charging plug-in and other ultra-low emission vehicles.*
- Neighbourhood Plans can set local standards for car parking provision provided that it is based upon evidence that provides clear and compelling justification for doing so'.*

For a two bed property located in Hurstpierpoint the West Sussex County Council Guidance on Parking recommend 1.7 spaces should be provided. For a three bed dwelling this increases to 2.1 spaces.

There is no allocated provision for on site parking at No 54. The proposal will increase the number of bedrooms in the cottage by one to three. The only potential provision for off street parking is to create an area of hardstanding over the front garden space, and to drop the kerb for vehicular access, as has been completed at the neighbouring dwellings at Nos 56 and 58 Western Road, but this would have a negative visual impact, affecting the character and appearance of the Conservation Area.

As there is already a shortfall in the available parking for the dwelling, and given that there is unlimited on street parking space available on the road and within the frontage road layby, it is considered that the lack of further parking provision for the extended dwelling is acceptable in this case.

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

It is considered that the loft conversion will not have a significant impact upon the outlook and amenities of the immediate neighbours living on the terrace and to either side at Nos 52 and 56 Western Road. It is considered that the character of the Conservation Area will be preserved. The proposal therefore complies with Policies DP26 and DP35 of the District Plan and the Design Guide Principles in terms of neighbouring amenities.

Consequently this application is recommended for approval.

Decision: Permission

Case Officer: Anna Tidey