

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0859	Case Officer:	Stefan Galyas
Application Type:	Householder Application		
Proposal:	Two storey side extension, loft conversion, roof extension with 3 dormers to rear and alterations to fenestration		
Site:	Little Hollybush, West Hoathly Road, East Grinstead, West Sussex, RH19 4NE, , ,		
Validation Date	21 Apr 2026	Overall Expiry Date:	26 May 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	11 Jun 2026
Target Date:	16 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:	11 Jun 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0859

**Little Hollybush, West Hoathly Road, East Grinstead, West Sussex, RH19 4NE, ,
Two storey side extension, loft conversion, roof extension with 3 dormers to rear and alterations
to fenestration
Mr Harold Burr**

SUMMARY OF REPRESENTATIONS

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

SUMMARY OF CONSULTEES

Tree Officer: No objection.

Naturespace District Licensing: *'The applicant has not submitted any ecological information, however from site photos it seems that the proposed habitat to be impacted is mostly short grassland, as well as vegetated bed. There are also two waterbodies within very close proximity of the site. It would be unreasonable to require the applicant to submit a survey because this could be considered disproportionate to the scale and the likely impacts of the development. However, the application site lies within a red impact zone as per the modelled district license impact map, which indicates that there is highly suitable habitat for GCN within the area surrounding the application site. Therefore, I recommend the use of a Precautionary Working Methods Statement (PWMS) with ecological supervision. This must be written by a suitably qualified ecologist and submitted to the Local Planning Authority for approval prior to determination or secured in a condition'*

TOWN COUNCIL OBSERVATIONS

No comment.

INTRODUCTION

The application seeks planning permission for the development of a two storey side extension, a loft conversion, roof extension with three new rear dormers and alterations to the fenestration.

RELEVANT PLANNING HISTORY

06/01985/FUL - Double garage with hobbies from over. Refused 21.11.2006.

SITE AND SURROUNDINGS

The application relates to Little Hollybush, a detached two storey dwelling which is set to the north of a gravelled private access lane. There is an area to the east of the property which provides spaces for off-lane vehicle parking. Garden amenity space wraps around the property from east to west with an area of gated rear patio set immediately to the north of the dwelling. Further mature woodland borders the gated rear patio area to the north where the land drops sharply down towards a pond. To the front (south) of the dwelling, the land rises and a single storey outbuilding is positioned to the south-west. The existing property is composed of brick walls with tile hanging and pebble dash at first floor level, a tiled roof and wood windows.

The site is considered to be positioned in a semi-rural area with dwellings sporadically placed along the private access track. The rural location gives rise to a green and verdant overriding character to the area.

With regard to policy constraints, the site is not located within any settlement boundary as defined by the District Plan. The site is positioned within the High Weald Area of Outstanding Natural Beauty (National Landscapes). There are several grade I and II listed buildings to the south-west in the distance, including Standen House.

APPLICATION DETAILS

The proposal would develop a two storey side extension which would measure at approximately 9.1m in depth, 3.7m wide, 5.3m high to the highest point of the eaves and 8.3m high to the ridge. The proposal would be composed of brickwork and tile hanging to the walls, a tiled roof and heritage style uPVC windows. In order to accommodate room for the proposed side extension, an area of earth to the side south/ south-west of the dwelling would be re-levelled.

Three new dormers would be added to the proposed rear elevation. Each dormer would externally measure at circa 1.3m in maximum depth, 1.2m wide, 1m high to the eaves and 1.9m high to the ridge.

Furthermore, four new rooflights would be installed which would be set to the front and rear roof slopes. New alterations would be carried out to the windows throughout and a heritage style uPVC material would be utilised.

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 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:

DP12: Protection and Enhancement of the Countryside

DP16: High Weald Area of Outstanding Natural Beauty

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.

Neighbourhood Plan

East Grinstead Neighbourhood Plan (Made November 2016)

Relevant Policies:

Policy EG1: Protection of the High Weald AONB

Policy EG2: Areas of Development Constraint

Policy EG3 - Promoting Good Design

Policy EG12 - Car Parking

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 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

DPC1 - Protection and Enhancement of the Countryside

DPC4 - High Weald Area of Outstanding Natural Beauty

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 & 189.

The High Weald National Landscape AONB Management Plan 2024-2029

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;

- Impact on Character, Appearance and the Countryside
- Impact on the High Weald AONB
- Impact on Neighbouring Amenities
- Highways Impact
- Other Matters
- Biodiversity Net Gain

Impact on Character, Appearance and the Countryside

One of the objectives of achieving sustainable development is to ensure that proposals '*contribute to protecting and enhancing our natural, built and historic environment*' (para 8, NPPF). In addition, the NPPF states that policies and decisions should contribute to and enhance the natural and local environment by '*recognising the intrinsic character and beauty of the countryside*' (para 180).

As the proposed development is located within the countryside the proposal, Policy DP12 of the District Plan is relevant. The principal aim of Policy DP12 of the District Plan states the: '*countryside will be protected in recognition of its intrinsic character and beauty.*'

Policy EG2 of the East Grinstead Neighbourhood Plan further states that development proposals within the countryside among other matters should extend in a subservient manner.

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'*

Policy EG3 of the East Grinstead Neighbourhood Plan seeks to promote good design through the following measures:

- a) The form of the proposed development is proportionate and in keeping with the scale, height, materials and site coverage of the surrounding area;*
- b) The layout of the proposed development respects the topography and character of the site, protects important landscape features and does not harm adjoining amenity;*
- c) The proposal does not result in the loss of buildings or spaces that would have an unacceptable impact on the character of the area;*
- d) The proposal ensures satisfactory means of access for vehicles and pedestrians and provides adequate parking, cycle storage and refuse facilities on site;*
- e) 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;*
- f) New development must be inclusive and where appropriate make satisfactory provision for the safe and easy access for those with mobility impairment; and*
- g) 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*
- h) Proposals make provision for green infrastructure and biodiversity enhancement..*

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 loft conversions, DG52 of the Design Guide states that:

'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.'

It is considered that the proposed two storey side extension would increase the overall perceived size, scale and bulk of the dwelling when compared to its existing traditional cottage style design. The proposed extension would be slightly stepped down from the existing dwellings ridge height and would have an offset of circa 0.3m. It is considered that this detail would allow for the proposed extension to be read as a later addition to the dwelling. This detail step down in height would improve the extensions subservience towards the existing and would reduce the overall bulk and scale of the extension. Furthermore, the use of matching external materials would likely allow the extension to assimilate in with the existing.

To the rear roof slope, three new dormers would be added and each would utilise a pitched roof design. It is considered that these proposed dormers would be small in overall size and scale, thus allowing for the original roof slope to be appreciated. Furthermore, the use of the pitched roof design would likely reflect the original gable end to the rear elevation.

The addition of the rooflights to the both the front and rear roofslopes combined with the other fenestration alterations would likely give rise to a more contemporary appearance to the dwelling. Nevertheless, these are not considered to be significantly unsympathetic towards the site or its surroundings.

With regard to the proposals impact on the countryside, the proposed development would be carried out in connection with an established residential dwelling and curtilage. Accordingly, the proposal would not constitute new development within a greenfield countryside location. It is therefore considered that the development would continue to preserve and enhance the countryside.

The proposed development is considered to comply with the provisions of DP12 and DP26 of the District Plan and Policies EG2 and EG3 of the East Grinstead Neighbourhood Plan and the Mid Sussex Design Guide.

Impact on High Weald AONB

The legal framework for AONBs, (also known as National Landscapes) in England and Wales is provided by the Countryside and Rights of Way Act (CRoW) 2000 which at Section 82 reaffirms the primary purpose of AONBs: to conserve and enhance natural beauty. Section 84 of the CRoW requires Local Planning Authorities to *'take all such action as appears to them expedient for accomplishment of the purpose of conserving and enhancing the natural beauty of the AONB'*. The Levelling-up and Regeneration Act (2023) amended section 85 of the CRoW Act, to create a new duty on relevant authorities to *'seek to further the purpose of conserving and enhancing the natural beauty of the area' when discharging their functions in AONBs*. A similar ethos is found within The High Weald Area of Outstanding Natural Beauty Management Plan which is a material consideration in the determination of planning applications in the AONB.

Policy DP16 of the District Plan requires proposals in the AONB to conserve or enhance natural beauty.

Paragraph 189 of the NPPF is also relevant as it states:

'Great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty, which have the highest status of protection in relation to these issues.'

The application seeks to extend the existing dwelling through a two storey side extension, develop a loft conversion with new rooflights and would make other alterations to the properties windows. The proposal would not constitute an isolated development within the wider landscape of the AONB and it is not considered that the proposal would incur a significantly adverse impact on the landscape quality of the AONB.

As such, the proposal would comply with the requirements of Policy DP16 of the District Plan, Policy EG1 of the East Grinstead Neighbourhood Plan, the requirements of the High Weald Management Plan and Paragraph 189 of the NPPF.

Impact on Neighbouring Amenities

In terms of impact upon neighbouring amenities, Policy DP26 of the District Plan 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);'

When considering impact upon neighbouring amenity, policy DP26 of the District Plan states that development proposals 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. Policy EG3 of the Neighbourhood Plan states that the development should not harm amenity.

In cases where there is a discrepancy between District and Neighbourhood Plan policies, legislation states that greater weight should be given to the Plan (and policy) that has been adopted at a later date. In this instance the East Grinstead Neighbourhood Plan was made in November 2016 and the Mid Sussex District Plan adopted in March 2018. As such, it is considered that greater weight should be given to the District Plan policy, DP26, with the test being whether the proposal would result in significant harm to neighbouring amenities.

The application site is considered to be sited at a significant distance from any other neighbouring dwellings. It is therefore considered that the proposed development would not give rise to significant harm through the form of overlooking, overbearing or overshadowing in this instance.

Accordingly, the proposal is considered to comply with the provisions of DP26 of the Mid Sussex District Plan and Policy EG3 of the East Grinstead Neighbourhood Plan in terms of neighbouring amenities.

Highways Impact

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. Additionally, Policy DP21 of the District Plan requires development proposals to protect the safety of road users and pedestrians.

Furthermore, Policy EG12 of the East Grinstead Neighbourhood Plan states among other matters that:

'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.'

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 East Grinstead Hertontye which is categorised as a parking behaviour zone 2. Both 1 and 2 bedroom properties are required to demonstrate 2 allocated parking spaces whilst 3 and 4 bedroom properties are required to demonstrate 3 spaces.

The proposal would increase the quantum of bedrooms from 5 to 6, however this would not trigger an additional parking space requirement in accordance with the West Sussex County Council parking standards. In any circumstance, the property is considered to demonstrate 3 allocated parking spaces and would comply with the parking standards.

The proposal is therefore considered to result in an acceptable impact with regard to parking and would comply with the provisions of DP21 of the District Plan and EG12 of the East Grinstead Neighbourhood Plan.

Other Matters

The Council's District Licensing consultee has provided a response to the proposed development and noted that the site is located within a red impact zone within the district license impact map. This

indicates that the habitat within the surrounding area is highly suitable for Great Crested Newts. Accordingly, a Precautionary Methods Statement was recommended prior to the developments commencement. This condition has been agreed with the Applicant and is considered to be relevant and necessary in the instance that planning permission is granted.

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. The proposal is considered to conserve the High Weald AONB and maintain the character of the countryside. In addition it will not result in significant harm neighbouring amenities.

The proposal will comply with Policies DP12, DP16, DP21 and DP26 of the District Plan, Policies EG1, EG2, EG3 and EG12 of the East Grinstead Neighbourhood Plan, the MSDC Design Guide and the requirements of the NPPF.

Decision: Permission

Case Officer: Stefan Galyas