

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/1257	Case Officer:	Catherine Cardin
Application Type:	Householder Application		
Proposal:	Single storey rear extension, garage conversion.		
Site:	10 Clayton Drive, Burgess Hill, West Sussex, RH15 9HH, , , ,		
Validation Date	19 May 2026	Overall Expiry Date:	7 Jul 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	10 Jul 2026
Target Date:	14 Jul 2026	Recommending Officer Signature:	<i>Catherine Cardin</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Steven King</i>	Date:	10 Jul 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/1257

**10 Clayton Drive, Burgess Hill, West Sussex, RH15 9HH, , ,
Single storey rear extension, garage conversion.
Anita McDonald**

SUMMARY OF REPRESENTATIONS

None received.

SUMMARY OF CONSULTEES

MSDC Tree Officer

No objection.

Southern Water

No objection.

MSDC Flood Risk and Drainage

No objection.

TOWN COUNCIL OBSERVATIONS

The Committee of 1st June would Recommend Approval while regretting the loss of a garage.

INTRODUCTION

The application seeks planning permission for the erection of a single storey rear extension and a garage conversion.

RELEVANT PLANNING HISTORY

No relevant history.

SITE AND SURROUNDINGS

The application property is a detached chalet bungalow. The dwelling is characterised by red brick, white uPVC fenestration and a pantile roof. The property benefits from an area of off-street parking to the front of the property which would accommodate approximately three cars.

The property lies within the built-up area boundary of Burgess Hill. Neighbouring properties are located to the east and west. Open countryside lies to the south. The public highway lies to the north.

APPLICATION DETAILS

The proposal seeks permission for the erection of a single storey rear extension and to convert the existing garage.

The proposed rear extension would measure approximately 6.5 metres in width and 3.4 metres in depth and would connect to the existing detached garage. This would incorporate a flat roof with a maximum

height of approximately 2.8 metres. Patio doors with accompanying side windows are proposed on the rear (southern) elevation.

The proposed garage conversion seeks to install a door on the front (northern) elevation. It is proposed to use this as an office/utility.

It is also proposed to install two high level windows on the side (western) elevation which would be obscure glazed.

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 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

DP38- Trees, Woodland and Hedgerows

DP41- Flood Risk and Drainage

Site Allocations DPD

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

Relevant policies:

There are no relevant policies.

Neighbourhood Plan

Burgess Hill Neighbourhood Plan was made in 2016.

There are no relevant policies.

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:

DPS2 - Sustainable Design and Construction
DPB1 - Character and Design
DPN4 - Trees, Woodland and Hedgerows
DPS4 - Flood Risk and Drainage

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;

- Character and Design
- Neighbouring Amenities
- Impact to Trees
- Flood Risk and Drainage
- Parking arrangements
- Biodiversity Net Gain

Design and impact on the character of the area

Policy DP26 of the District Plan relates to character and design and requires all proposals to be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside, as well as addressing the character and scale of the surrounding buildings and landscape. In part, the policy requires proposals to be of a high-quality design and layout and includes appropriate landscaping and greenspace; and creates a sense of place while addressing the character and scale of the surrounding buildings and landscape.

The Mid Sussex Design Guide also contains principles to protect the character of the area and neighbouring amenity. It 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 DG51 of the Mid Sussex Design Guide relates to rear extensions and 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 proposal seeks to construct a single storey rear extension and to convert the existing garage.

The proposed extension would be of an appropriate scale, form and design, remaining subordinate to the host dwelling. The incorporation of a flat roof is considered appropriate in this rear context and would reinforce its subservient appearance. The proposal would have a contemporary appearance and would be largely contained to the rear of the property, resulting in limited visibility from public viewpoints. Whilst the development would introduce a variety of roof forms, its rearward position means this would not result in harm to the character of the street scene.

The proposed door on the front elevation is considered a sympathetic addition to the existing property. As the proposed external materials would match those of the host dwelling, the development would provide a cohesive appearance. Accordingly, the proposal is not considered to cause harm to the character and appearance of either the host dwelling or the wider area.

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.

Neighbouring amenities

In terms of impact on neighbouring amenities, Policy DP26 of the District Plan states 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'*.

To the west of the application site lies 11 Clayton Drive. Given the single storey nature of the proposal and that the development would largely be screened by the application property itself, it is not considered that the proposal would cause significant harm to the light and outlook of this neighbouring property. Two high level windows are proposed on the side (western) elevation facing this neighbouring property. Given the single storey nature of the proposal and the existing boundary treatments, it is not considered that the development would result in significant harm to the privacy of this neighbouring property.

To the east of the application site lies 9 Clayton Drive. Given the single storey nature of the proposal and that the development would largely be screened by the application property itself, it is not considered that the proposal would cause significant harm to the light and outlook of this neighbouring property. A door is proposed on the side (eastern) elevation which would face this neighbouring property. Given the single storey nature of the proposal and the existing boundary treatments, it is not considered that the proposal would result in significant harm to the privacy of this neighbouring property.

Due to the domestic nature of the proposed development, it is considered that there would not be a harmful impact in terms of noise, air and light pollution.

It is therefore considered that the proposal would not cause significant harm to the amenities of neighbouring properties and accords with the above-mentioned part of policy DP26 of the District Plan.

Impact to Trees

Policy DP37 of the District Plan states in part 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.'*

There are seven trees within proximity of the development. The MSDC Tree Officer was consulted on the application and has provided a response. No objection has been raised provided that the Construction Exclusion Zone is amended to include the T7. Plans have now been amended to include this tree. Furthermore, a condition is included to secure the submitted Arboricultural Implications Assessment, Tree Survey and Tree Protection Plan. The proposal is therefore considered to comply with the relevant criteria of policy DP37 of the District Plan.

Flood Risk and Drainage

Policy DP41 relates to flood risk and drainage and requires development to demonstrate it is safe across its lifetime and not increase the risk of flooding elsewhere. It states in part that:

'Proposals for development will need to follow a sequential risk-based approach, ensure development is safe across its lifetime and not increase the risk of flooding elsewhere. The District Council's Strategic Flood Risk Assessment (SFRA) should be used to identify areas at present and future flood risk from a range of sources including fluvial (rivers and streams), surface water (pluvial), groundwater, infrastructure and reservoirs.'

Particular attention will be paid to those areas of the District that have experienced flooding in the past and proposals for development should seek to reduce the risk of flooding by achieving a reduction from existing run-off rates.'

The application site is at low risk of flooding from all sources.

MSDC Flood risk and drainage were consulted on the application and have provided a response. They consider that the proposal would not increase flood risk to the site or the surrounding area. No objection has been raised to the proposal. The proposal is therefore considered to comply with the relevant criteria policy DP41 of the District Plan.

Parking arrangements

Policy DP21 of the District Plan states that to meet the objectives of the West Sussex Transport Plan 2011- 2026, decisions on development proposals will take account of whether: *'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;.*

It is noted that the proposal would result in the loss of the garage. West Sussex County Council Parking Standards Guidance (2020) outlines the County Council's approach to parking at new developments to ensure that sufficient parking is provided to meet the needs of the development while maintaining highway network operations, protecting surrounding communities and pursuing opportunities to encourage use of sustainable modes of transport. The dwelling is a two-bedroom property, and the West Sussex County Council Parking Standards Guidance (2020) requires that 2 parking spaces should be provided. The site retains space for three vehicles and surrounding area has no parking restrictions. It is therefore considered that the proposal would not result in severe highway impacts.

Therefore, the proposal is deemed to comply with policies DP21 of the Mid Sussex District Plan and the WSCC Parking Standards Guidance.

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

The proposal is considered to be acceptable in terms of design, size and scale to the dwellinghouse and locality, and would not cause harm to the amenities of neighbouring properties.

In conclusion, the proposal would accord with the requirements of policy DP21, DP26, DP37 and DP41 of the Mid Sussex District Plan. It is therefore considered acceptable.

Decision: Permission

Case Officer: Catherine Cardin