

PLANNING STATEMENT

FOR:

**HOUSEHOLDER PLANNING APPLICATION FOR THE
RETROSPECTIVE CONVERSION OF A GARAGE TO
ANCILLARY ACCOMMODATION INCLUDING A ROOF
EXTENSION, INSERTION OF DORMER WINDOWS,
ELEVATIONAL CHANGES AND FENESTRATION
ALTERATIONS**

AT:

**49 MARLPIT ROAD
SHARPTHORNE
EAST GRINSTEAD
WEST SUSSEX
RH19 4PD**

APPLICATION SUBMITTED ON BEHALF OF:

Mr Liam Gillett

July 2025

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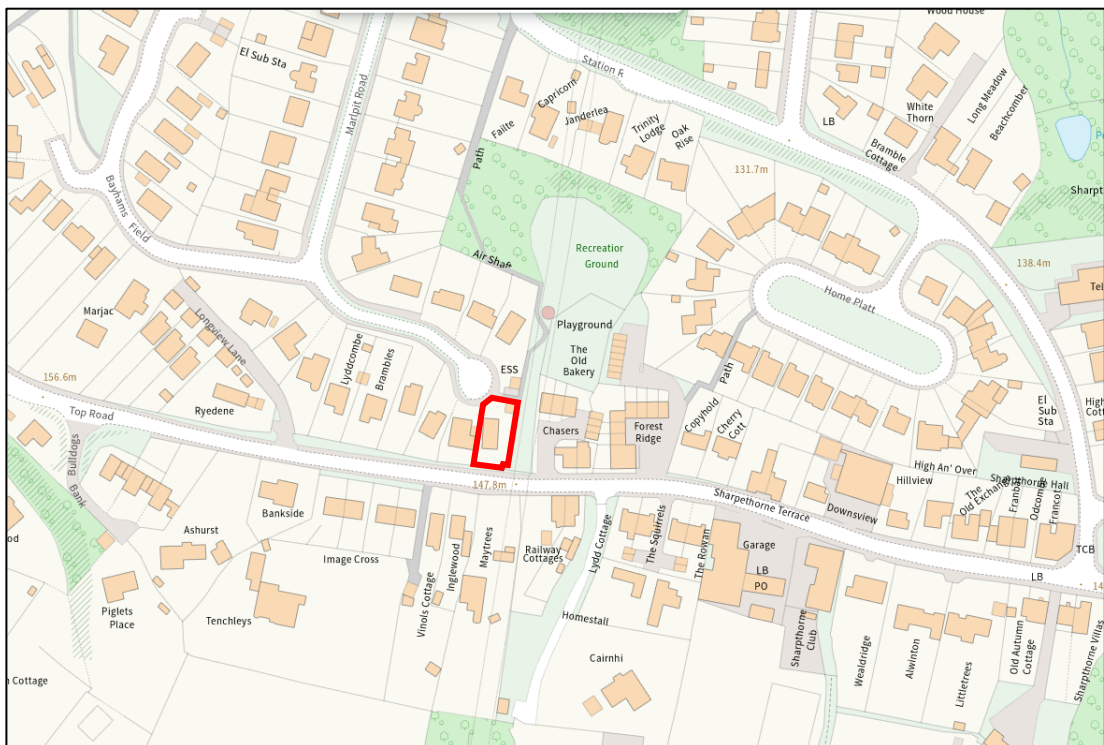


1.0 INTRODUCTION

- 1.1 This statement is submitted on behalf of our client, Mr Liam Gillett, in support of a householder planning application for the retrospective conversion of a garage to ancillary accommodation including a roof extension, insertion of dormer windows, elevational changes and fenestration alterations at the property addressed 49 Marlpit Road, Sharpthorne, East Grinstead, West Sussex, RH19 4PD.
- 1.2 The application site is located within the semi-rural village of Sharpthorne, to the south-west of East Grinstead. The site comprises of a two-storey residential dwelling and surrounding domestic curtilage with a converted garage that is utilised for ancillary accommodation and storage. The converted garage features a pitched roof with dormer windows.
- 1.3 The conversion of the garage was originally approved within the application DM/20/0229, with further design changes to the dormers being approved within DM/21/3019. However, following an error in the wording of a condition of the original conversion application and design changes undertaken by the applicant, the Council have requested this application be prepared to regularise the development.
- 1.4 Within this statement it will be explained why the proposed development would comply with local and national planning policy as outlined in the Mid Sussex Local Plan, West Hoathly Neighbourhood Plan and the National Planning Policy Framework (NPPF).
- 1.5 The remainder of this statement is set out as follows:
- 2) The Application Site and History
 - 3) The Application Proposal
 - 4) Relevant Planning Policy
 - 5) Planning Assessment
 - 6) Summary
- 1.6 The application is accompanied by the following documents:
- Application Form and Ownership Certificates
 - Site Location Plan
 - Existing and Proposed Plans

2.0 THE APPLICATION SITE AND HISTORY

- 2.1 The site is located within the built-up area of Sharpthorne, which is a village to the south-west of East Grinstead. The plot is sited at the end of the cul-de-sac Marlpit Road adjacent to Top Road to the south. The surrounding area is predominantly residential in character with further surrounding countryside beyond the built-up area boundary. The site is located within the High Weald National Landscape.
- 2.2 The area features medium-density residential development, with Marlpit Road characterised by mostly two-storey detached dwellings, many featuring dormer windows and benefiting from garages. The surrounding dwellings are generally set back from the road with private parking areas to the front and gardens backing onto each other. The topography of the area results in No.49 sitting in a raised position to the other properties along the cul-de-sac.
- 2.3 The site itself consists of a two-storey detached dwellinghouse with dormers, and a detached garage that has been converted to provide ancillary accommodation and storage. The further site comprises of hard and soft landscaping with garden, laid to lawn with vegetation and boundary fencing surrounding.
- 2.4 The location plan below outlines the site and surrounding area.



Location Plan (Source: LandInsight)

2.5 Parking is provided on the driveway to the front of the house and the site is accessed from a private vehicular entrance off Marlpit Road.

2.6 The property is subject to the following planning designations and constraints:

- Sharpthorne Built-Up Area
- High Weald National Landscape
- West Hoathly Neighbourhood Plan Area

2.7 The site is not within a Conservation Area and there are no designated or non-designated heritage assets within the site or directly surrounding it.

Planning History

2.8 The relevant planning applications are tabulated below:

Planning Reference	Proposal	Decision
DM/24/1664	Non-Material Amendment to planning application DM/21/3019 – addition of one dormer window to south elevation	Refused 22/11/2024
DM/24/2498	Variation or removal of condition 2 of planning application DM/20/0229 to allow a family member to use building	Pending Consideration
DM/22/1088	Retrospective application for the boundary fence to be replaced by a 2.5m boundary fence	Approved 21/03/2023
DM/21/3019	Additional dormers to garage conversion	Approved 08/12/2021
DM/20/0229	Conversion of existing garage	Approved 07/05/2020
DM/19/3856	Dormer extensions to east and west sides	Approved 06/11/2019

- 2.9 As shown above, a previous application for the conversion of the garage was approved under application DM/20/0229. The application sought to convert the garage to provide an annexe/ancillary accommodation, alongside a roof extension with further elevation and fenestration alterations.
- 2.10 Within the Officer Report for this previously approved application, the LPA acknowledge that the development seeks the conversion of the garage to provide an annexe and at no points objects or raises concerns to this use and as such, the application was approved. However, condition 2 of the application was attached with the wording in regard to the ancillary/incidental occupation of the garage conversion. Condition 2 of DM/20/0229 is set out below for reference.

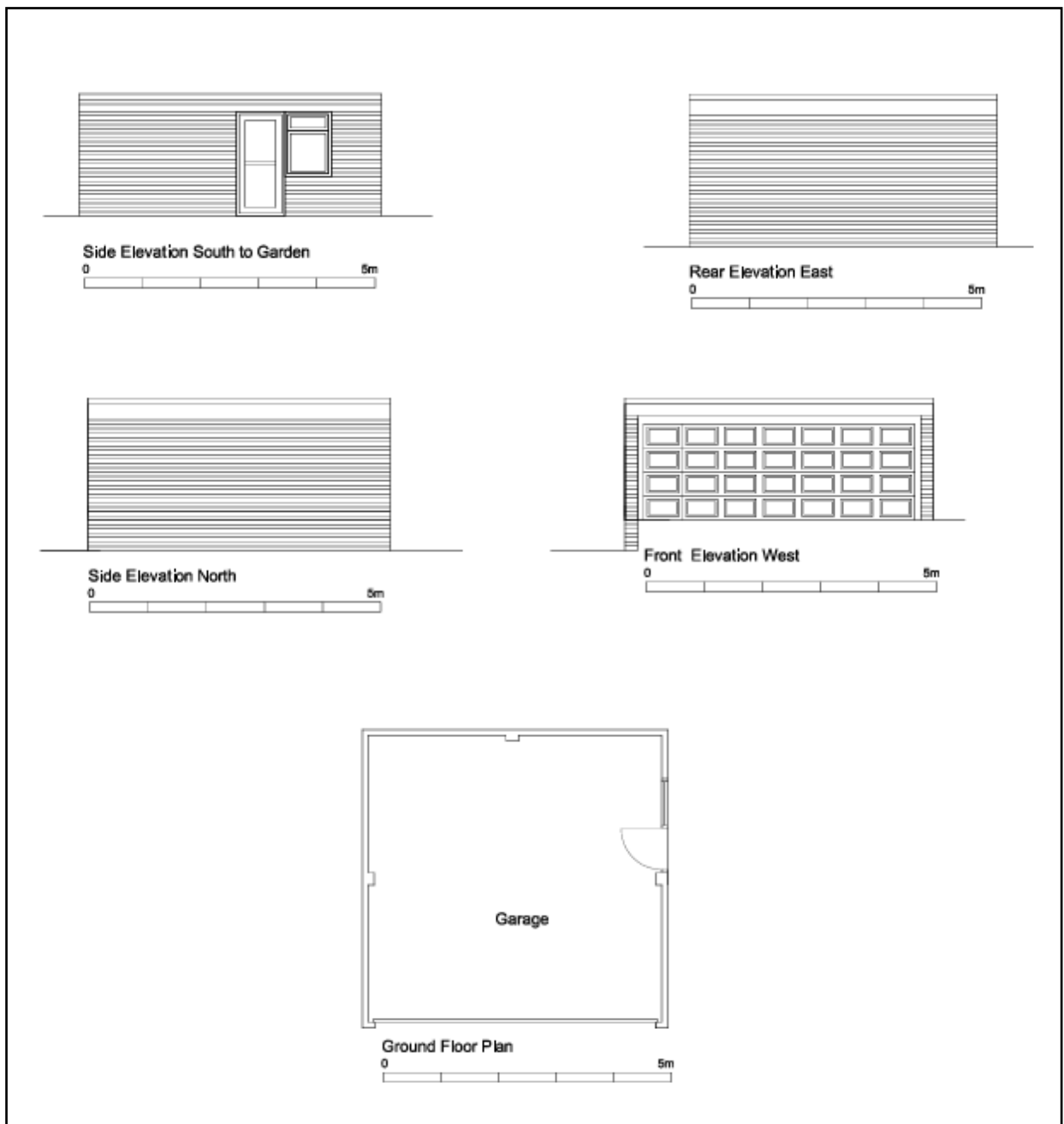
*“2. The accommodation hereby permitted shall be occupied solely for purposes **incidental** to the occupation and enjoyment of 49 Marlpit Road as a single dwelling and shall not be used as a separate unit of accommodation, for which full planning permission will be required.*

***Reason:** For the avoidance of doubt, to control the development in accordance with the application and to comply with Policy DP26 of the Mid Sussex District Plan.”*

- 2.11 The conversion of the garage has taken place, and in line with the submitted plans and application, the garage has been utilised as an annexe – an ancillary use to the main dwellinghouse. DM/21/3019 further approved design amendments to the garage conversion, however, further design changes relating to the installation of dormers have been implemented by the owner/applicant beyond this.
- 2.12 As such, following discussions with the Local Planning Authority, they do not consider DM/20/0229 to have been implemented given the use of the building is ancillary, not incidental as set out in the condition, and design changes beyond what was originally approved have taken place. Therefore, this application seeks to regularise the development including the ancillary use and design changes that have taken place.

3.0 THE APPLICATION PROPOSAL

- 3.1 The original garage was a single storey flat roof single garage, that featured a red brick-built construction and felt roof, with white timber fascias and a standard garage door. It is sited to the front of the dwelling with direct access off Marlpit Road.
- 3.2 The plans and photographs below show the previously existing garage that has now been converted.



Plans of Previously Existing Garage



Photograph of Previously Existing Garage – March 2009 (Source: Google Streetview)

- 3.3 The garage has now been converted into an annexe as ancillary accommodation and has further been subject to a roof extension with dormers, and fenestration and elevational alterations. The materials utilised consist of white render, dark tiles and black/grey UPVC windows, with the previously existing garage door having been blocked up.
- 3.4 The conversion has not increased the footprint of the outbuilding but has included a roof extension that features a dual pitched gable end roof with pitched roof dormers on each roof slope, as opposed to two dormers on one roof slope and one on the other as approved previously. The design and materials have been utilised to match the style of the principal dwelling which has also been subject to recent renovation.
- 3.5 The conversion of the outbuilding provides ancillary accommodation to the principal dwelling, and as such provides the associated facilities in line with this ancillary use. To confirm, the outbuilding has not and is not intended to be occupied independently to the principal dwelling and is simply utilised as ancillary accommodation in line with what was originally proposed under DM20/0229.



Photograph of Existing Outbuilding – May 2025

4.0 RELEVANT PLANNING POLICY

- 4.1 Section 70(2) of the Town and Country Planning Act 1990 and Section 38(6) of the Planning and Compulsory Purchased Act 2004 require all planning applications to be determined in accordance with the development plan unless material considerations indicate otherwise.

National Planning Policy Framework 2024

- 4.2 The National Planning Policy Framework (NPPF) serves as the overarching planning policy document for England and is a material planning consideration.
- 4.3 The key objective of the NPPF is to achieve sustainable development and at the heart of the framework is a presumption in favour of sustainable development. The following chapters are considered relevant in the assessment of this planning application.
- Chapter 2: Achieving sustainable development
 - Chapter 9: Promoting sustainable transport
 - Chapter 12: Achieving well-designed places
 - Chapter 15: Conserving and enhancing the natural environment

Mid Sussex Local Plan

- 4.4 The Local Plan for Mid Sussex comprises of the Mid Sussex District Council District Plan 2014 – 2031 which was adopted in March 2018.
- 4.5 The relevant policies are considered in detail against the proposal in the planning assessment below. The following policies are considered relevant in the assessment of this planning application.
- DP16: High Weald Area of Outstanding Natural Beauty
 - DP21: Transport
 - DP26: Character and Design

West Hoathly Parish Neighbourhood Plan

- 4.6 The site is within the West Hoathly Parish Neighbourhood Plan area and as such, the following neighbourhood plan policies are considered relevant in the assessment of this planning application.

- WHP1: Landscape
- WHP5: Protection of Parking

The High Weald National Landscape Management Plan 2019 - 2024

- 4.7 As outlined within the Officer Report for DM/20/0229 “*The legal framework for AONBs 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’.* As such, the Management Plan is a material consideration within the determination of this application.

5.0 PLANNING ASSESSMENT

5.1 The principal considerations in the assessment of this application are as follows:

- The impact on the scale and character of the site and surrounding area
- The impact on neighbouring amenity
- The impact on parking

The Impact on the Character of the site and National Landscape

5.2 Paragraph 139 of the NPPF states that *“development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents which use visual tools such as design guides and codes”*. As such, the development should be assessed against the design policies and guidance as set out in the local plan.

5.3 Policy DP26 of the Local 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”*.

5.4 It is noted the site is within the High Weald National Landscape. Paragraph 189 of the NPPF states *“great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks, the Broads and National Landscapes which have the highest status of protection in relation to these issues”*.

5.5 Policy DP16 of the Local Plan states *“development within the High Weald Area of Outstanding Natural Beauty (AONB), as shown on the Policies Maps, will only be permitted where it conserves or enhances natural beauty and has regard to the High Weald AONB Management Plan”*.

5.6 In terms of physical development, the garage conversion has principally comprised of a roof extension to create a dual pitched gable end roof above the previously existing flat roof, with the further installation of four pitched roof dormers. The roof extension sits at a lower overall ridge height to the principal dwelling, and as such, appears subordinate within the wider site. The dormer windows are of a small scale and set down from the overall ridge height so as to not dominate the overall roof form.

- 5.7 The footprint of the outbuilding has not been extended or enlarged during the conversion and this application does not propose any further enlargements to the outbuilding. As such, the building sits comfortably within the plot and retains its subordinate feel when compared to the principal dwelling. The materials used match and compliment those utilised on the main dwelling, which itself has been subject to redevelopment in recent years. As such, the annexe compliments the materiality of the site and has an in-keeping design within the wider area.
- 5.8 Principle DG52 of the Mid Sussex Design Guide SPD outlines that *“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”*.
- 5.9 Whilst the site does sit within the High Weald National Landscape, it is noted that it is also within the Sharpthorne built up area. As such, the development and site is viewed in the context of the wider built-up residential area, and the overall design is not out-of-character or overly dominant within the wider landscape setting. As such, the design and proposal appears appropriate and in keeping with this modern domestic context and preserves the character of the National Landscape.
- 5.10 The garage has been converted into ancillary accommodation to provide a detached annexe within the site. Whilst the building provides basic living facilities, it is, and will not, be occupied independently to the principal dwelling. As such, the use and design retains the subordinate character of the outbuilding in relation to the main dwelling.
- 5.11 Further, as highlighted earlier within this statement, two previous applications (DM/20/0229 and DM/21/3019) were approved for the conversion of the garage with a roof extension and the further addition of three dormers to the roof. The only physical difference between these applications and the conversion has been the addition of one extra dormer window, and some minor elevational design changes as set out in the submitted plans. Therefore, the conversion is not substantially different to what has already been approved by the LPA, and it is considered the design changes have not been harmful to the character of the area and surrounding landscape, over what was previously approved.

- 5.12 Therefore, the conversion has retained a subordinate use and design for the outbuilding that does not result in any harm to the character and scale of the site itself, and the wider National Landscape. As such, the development complies with Policies DP16 and DP26 of the Local Plan, WHP1 of the Neighbourhood Plan and the provisions of the NPPF.

The Impact on Neighbouring Amenity

- 5.13 Policy DP26 of the Local Plan requires 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*”.
- 5.14 The application site has two neighbouring properties along Marlpit Road, being No. 30 and No.47, and is adjacent to No.3 The Old Bakery to the east. Given the orientation of the outbuilding and the separation distances between the neighbouring properties, the conversion and roof extension does result in any loss of light or overbearing design to these neighbouring properties.
- 5.15 Further, as confirmed within the Officer Report for the approved DM/21/3019 for the installation of dormers, “*the proposed dormer windows do not have any direct views into neighbouring properties. No harm to light or outlook will be caused to neighbouring properties. Whilst a level of overlooking may be caused from the northern dormers from oblique views toward the rear gardens of No.3-5 Old Bakery and Recreation Ground, but this is to be expected within the built-up area of Sharpthorne*”.
- 5.16 The alterations to the garage have been designed to not have any harmful impact on the light provision or privacy of the neighbouring dwellings. In this, the design is considered appropriate for the land available and retains appropriate separation distances between the existing dwelling and surrounding dwellings. Therefore, the garage conversion does not result in any harmful impacts to the amenity of the surrounding properties and would comply with Policy DP26 of the Local Plan.

The Impact on Parking

- 5.17 Policy DP21 requires that development “*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;*”.

- 5.18 Policy WHP5 of the West Hoathly Neighbourhood Plan states that *“developments within the defined settlement boundaries which propose to remove recognised off-road parking spaces on a site will only be permitted where alternative provision is made which increases or maintains the number of accessible parking spaces available on or within the immediate vicinity of the site”*.
- 5.19 The West Sussex County Council Parking Standards Guidelines highlights that for dwellings with 4+ bedrooms, 3 parking spaces should be provided. The garage conversion has resulted in the loss of a parking space. However, the following was stated within the Officer Report for the previously approved conversion of the garage.
- “There is parking available for 2 small cars in the driveway. Coupled with this there are no parking restrictions on the streetscene and the site is within walking distance of the village centre and alternative transportation (buses). Therefore, the proposed is deemed to comply with policy DP21 of the Mid Sussex District Plan and the WSCC Guidance on Parking at New Developments.”*
- 5.20 This application seeks the same conversion of the same garage, which would result in the loss of the same number of parking spaces and as such, it is considered, on the basis of the LPA’s previous assessment, the development would remain a neutral situation and still comply with Policy DP21 of the Local Plan, WHP5 of the West Hoathly Neighbourhood Plan and the WSCC Parking Guidelines.

6.0 SUMMARY

6.1 This statement has set out the details of the proposal and demonstrated that the scheme is acceptable for the following reasons:

- The proposed development is appropriate in its scale and design to appear in keeping with the surrounding area and would be reflective of other surrounding properties.
- The development does not result in any harmful impacts to the National Landscape.
- The development has no harmful impact on the amenity of any neighbouring properties.
- The development would not have harmful impacts on the existing parking provision.

6.2 Accordingly, we trust the Council will agree with the appropriateness of the application scheme and we look forward to confirmation that the scheme is approved by the Council.