

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2208	Case Officer:	Tracie Axford
Application Type:	Householder Application		
Proposal:	Conversion of one half of a detached double garage block to form office / studio accommodation.		
Site:	18 Monks Meadow, Ardingly, Haywards Heath, West Sussex, RH17 6DZ, , ,		
Validation Date	7 Oct 2025	Overall Expiry Date:	29 Oct 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	2 Dec 2025
Target Date:	2 Dec 2025	Recommending Officer Signature:	Tracie Axford

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	2 Dec 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2208

**18 Monks Meadow, Ardingly, Haywards Heath, West Sussex, RH17 6DZ, ,
Conversion of one half of a detached double garage block to form office / studio accommodation.
Mr And Mrs A Cloke**

SUMMARY OF REPRESENTATIONS

None received

SUMMARY OF CONSULTEES

Ecology - No Objection

Naturespace - No Comments

TOWN/PARISH COUNCIL OBSERVATIONS

Ardingly Parish Council noted the following - Noted that MSDC denied the proposal due to requirement of car parking spaces needed to be retained for designated use. Refusal proposed based on same basis

INTRODUCTION

The proposal is seeking planning permission for a partial garage conversion to form an office/study area at 18 Monks Meadow, Ardingly, Haywards Heath

RELEVANT PLANNING HISTORY

DM/15/1511 - Residential development comprising of 36 no. residential dwellings, including access roads, associated infrastructure, landscaping and associated parking and garaging. Permission.

SITE AND SURROUNDINGS

18 Monks Meadow is an east facing, two storey, detached dwelling. Externally, the property is clad with white/grey weatherboarding, with a plain tile roof and upvc windows. The dwelling is benefits from a detached double garage and three further off-street parking spaces.

The site is located within the built up area of Ardingly and the High Weald Area of Outstanding Natural Beauty.

APPLICATION DETAILS

The proposed garage conversion would create an office/study room. The garage is situated at the rear on the property accessed by a driveway. No changes will be made to the front elevation of the garage, however a window will be added to the side elevation where the office is proposed. This elevation faces the garden and the main dwelling.

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 Ardingly 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:

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.

Ardingly Neighbourhood Plan

The Ardingly Neighbourhood plan was made in 2016.

Relevant policies:

Policy ARD5: Housing Design

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:

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.

WSCC Guidance on Parking at New Developments - September 2020

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;

- Impact on AONB
- Design and Character
- Impact on neighbouring properties
- Impact on Parking
- Biodiversity Net Gain

Impact on AONB

The site is within the built up area but is also with the 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 seeks to conserve or enhance natural beauty.

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. The conservation and enhancement of wildlife and cultural heritage are also important considerations in these areas, and should be given great weight in National Parks and the Broads 66. The scale and extent of development within all these designated areas should be limited, while development within their setting should be sensitively located and designed to avoid or minimise adverse impacts on the designated areas.'

Footnote 66: English National Parks and the Broads: UK Government Vision and Circular 2010 provides further guidance and information about their statutory purposes, management and other matters.

Given the modest nature of the proposed works and the fact that the site is within the built up area and bounded by other houses, there would be no wider impact on the character of the AONB, which would be conserved.

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.'*

Policy ARD5 in the Neighbourhood Plan has similar aims.

The external change which forms part of this proposal is limited to the addition of a window on the side elevation, facing the garden which will not be visible in the public domain. The window will match those of the main dwelling.

The proposal is therefore considered acceptable in terms of design, form and scale and comply with policy DP26 of the Mid Sussex District Plan.

Impact on neighbouring properties

In terms of impact upon neighbouring amenities Policy DP26 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 Policy DP29);'

It is not considered that the proposed development would give rise to any significant impacts to the neighbours. External changes are limited to the addition of a window on the side elevation which will not result in any impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution.

Therefore, in terms of neighbouring amenities, the proposal is deemed to comply with policy DP26 of the Mid Sussex District Plan and policy ARD5 of the Neighbourhood Plan.

Parking provision

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;.*

Condition 6 of the original planning permission for the development (ref: DM/15/1511) states the following:

'No dwelling hereby approved shall be occupied until the car parking spaces associated to that dwelling has been constructed and made available in accordance with the approved site plan. These spaces shall thereafter be retained at all times for their designated purpose.

Reason: To ensure that there is adequate off road parking and to comply with Policy T4 of the Mid Sussex Local Plan and Policy DP40 of the Pre - Submission District Plan 2014 - 2031'.

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.

It has been confirmed that the property currently has five bedrooms. West Sussex County Council Parking Standards Guidance (2020) outlines that for a 5-bedroom dwelling in this location that 2.7 parking spaces should be provided. As a result of the proposal, three external parking spaces and one parking space in the garage would remain.

It is noted that the Parish Council have recommended this application is refused, on the basis that another application for a similar proposal was refused in the same street. However, the refused application (ref DM/25/2168) was for a Lawful Development Certificate which could not be granted due to the condition mentioned above.

It is therefore considered that, the proposal would be acceptable in terms of highways impact. Therefore, the proposal is deemed to comply with policy 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 appropriate in terms of design and will not negatively impact on the host dwelling nor its immediate setting and will not harm neighbouring amenities. Therefore, the proposal complies with policies DP21 and DP26 of the Mid Sussex District Plan, policy ARD5 of the Neighbourhood Plan and the relevant paragraphs of the NPPF and is considered acceptable.

Decision: Permission

Case Officer: Tracie Axford