

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0278	Case Officer:	Peter Davies
Application Type:	Householder Application		
Proposal:	Conversion of garage to form new home office and gym.		
Site:	13 Town Wood Close, Lindfield, Haywards Heath, West Sussex, RH16 2GQ, , ,		
Validation Date	4 Feb 2026	Overall Expiry Date:	27 Feb 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	16 Mar 2026
Target Date:	1 Apr 2026	Recommending Officer Signature:	Peter Davies

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Joanne Fisher	Date:	17 Mar 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0278

**13 Town Wood Close, Lindfield, Haywards Heath, West Sussex, RH16 2GQ, ,
Conversion of garage to form new home office and gym.
Mr And Mrs Flynn**

REPRESENTATION RECEIVED

None received.

SUMMARY OF CONSULTEES

Souther Water: No objection

PARISH COUNCIL OBSERVATIONS

LRPC have no comment.

INTRODUCTION

The application seeks planning permission for a garage conversion to create a home office and gym.

RELEVANT PLANNING HISTORY

DM/17/2271 - Outline application for the erection of 43 (one, two, three, four and five bedroom) dwellings and three self/ custom build plots (use class C3) with associated infrastructure, landscaping and access. All matters to be reserved except for access. Amended description 21/8/2017 to include self / custom build. Permission

DM/19/2845 - Reserved Matters application relating to Outline approval DM/17/2271, for the approval of appearance, landscaping, layout and scale for 43 dwellings with associated works. Approval of custom build plot location. Amended plans received showing alterations to design of dwellings, inclusion of play area and widening of access. Permission

SITE AND SURROUNDINGS

The application property is a detached two storey dwelling located on the east side of Town Wood Close, within the built-up area boundary of Linfield.

The application property has a pitched roof and is constructed from brick and flint with slate roof tiles and white uPVC fenestration. The property is set back from the highway and has a detached double garage with black timber cladding on the north side. The locality is characterised by a new build estate of mostly detached dwellings with a mix of brick, flint and black timber cladding.

APPLICATION DETAILS

The application seeks planning permission for a double garage conversion into a home office and gym. The front section of both spaces is to be used as storage accessed by the garage doors to be retained. The rear 4 metres of the garage spaces are to be converted into 2 rooms, a home office and a home gym. 2 no. windows are to be installed on the south side and 1 no. window is to be installed on the rear elevation. The windows are to be uPVC.

Planning permission is required as permitted development rights for garage conversions were removed in application DM/19/2845.

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 Lindfield and Lindfield Rural 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

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

Lindfield and Lindfield Rural Neighbourhood Plan made in 2016.

There are no relevant policies.

Other Material Considerations

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 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
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)

Paragraphs 8, 11, 131 and 135 are considered to be relevant.

National Planning Policy Guidance

ASSESSMENT

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

- Design and Character
- Impact on Neighbouring Properties
- Impact on parking provision
- Other Matters
- Biodiversity Net Gain

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.'*

A similar ethos is found within the Mid Sussex Design Guide SPD.

The proposal would result in no visible changes from the street scene with 3 no. new windows only visible from within the application site. The windows are to be uPVC and are therefore in keeping with the dwelling and the character of the area.

The proposal is therefore considered to address the character of the existing dwelling and the surrounding area, and as such the proposal is deemed to comply with policy DP26 of the District Plan.

Impact on Neighbouring Properties

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);'

The proposed garage conversion would result in windows at ground floor level facing into the application property garden and the shared boundary to the north with no. 11 Town Wood Close is marked by close board fencing.

Therefore, the proposal is not considered to cause significant harm to neighbouring amenities and complies with the above-mentioned part of Policy DP26 of the Mid Sussex District Plan

Impact on parking provision

Policy DP21 in part states:

'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 two parking spaces associated with the dwelling. 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 property currently has four bedrooms and 2 spaces on the driveway and 2 spaces in the garage. West Sussex County Council Parking Standards Guidance (2020) outlines that for a 4-bedroom dwelling in this location that 3 parking spaces should be provided. There is space for 2 cars on the driveway in front of the garage that will be retained.

No. 3 Town Wood Close is located on the same new build development with 4 bedroom and 2 spaces on the driveway with a garage conversion approved in application DM/25/1822.

In addition, there are no restrictions on the surrounding roads that would prevent on road parking. It is therefore considered that, in this instance, 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.

Other Matters

Southern Water have provided comments on the proposal and state surface water should not be disposed of into a public foul sewer and that any new connection would require a new sewer connection application to be submitted and approved by Southern Water.

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 appropriate in terms of design and form to the dwellinghouse and locality and would not cause harm to the amenities of neighbouring properties.

In conclusion, the proposal complies with Mid Sussex District Plan policies DP21 and DP26 and the relevant provisions of the NPPF. The application is therefore recommended for approval.

Decision: Permission

Case Officer: Peter Davies