

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/0383	Case Officer:	Stefan Galyas
Application Type:	Householder Application		
Proposal:	Proposed single storey rear extension, first floor front extension, part garage conversion to office space and a loft conversion with dormers.		
Site:	Common View, 83 Folders Lane, Burgess Hill, West Sussex, RH15 0DY, , ,		
Validation Date	13 Feb 2025	Overall Expiry Date:	11 Mar 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	8 Apr 2025
Target Date:	10 Apr 2025	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>Steven King</i>	Date:	9 Apr 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/0383

**Common View, 83 Folders Lane, Burgess Hill, West Sussex, RH15 0DY, ,
Proposed single storey rear extension, first floor front extension, part garage conversion to
office space and a loft conversion with dormers.
Mr Josh Allum**

SUMMARY OF REPRESENTATIONS

There were no letters of representation received in response to the current proposal.

SUMMARY OF CONSULTEES

Southern Water: No objection.

TOWN/PARISH COUNCIL OBSERVATIONS

Town Council: Recommended approval.

INTRODUCTION

The application seeks planning permission for the development of a single storey rear extension, a first floor front extension, proposed front and rear dormers in order to accommodate a loft conversion and a part garage conversion.

RELEVANT PLANNING HISTORY

BH/078/86 - Entrance Porch and Cloakroom. Permission 12.05.1986.

BH/239/92 - Small Lounge Extension with Bay Window. Permission 03.12.1992.

SITE AND SURROUNDINGS

The application relates to Common View, a two-storey detached property set to the northern side of the highway with a pitched roof form. The existing dwelling appears to have previously been extended to the rear elevation through a single storey verandah and shares a single storey flat roofed garage with the neighbouring property at Fairways to the west. The property has a front elevation lean to and displays a traditional appearance with red brickwork to the walls and tile hanging at first floor level, red clay tiles to the roof, white framed double glazed uPVC windows and a brown uPVC front door and white uPVC doors to the rear. The plot is in a linear format with garden amenity space contained to the rear and the dwelling is set back from the roadside edge by a front driveway and a low timber fence with boundary planting acting as the front boundary treatment for the site.

With regard to the sites locality, there are a number of two storey detached dwellings, with some properties having been extended and altered in varying forms throughout different time periods.

The site is within the built-up area for Burgess Hill as defined in the District Plan (DP).

APPLICATION DETAILS

The proposal would extend the existing dwelling to the rear elevation through a single storey mono pitch roof. The proposed extension would measure at approximately 3m in maximum length, 6m wide and measure at 2.7m high. Proposed external materials would comprise matching red brick walls, anthracite framed double glazed uPVC windows, an anthracite grey bi-fold opening door and a uPVC door.

The proposal would also develop a first-floor front extension over the existing porch and W/C. The proposed first floor extension would measure at approximately 5.1m high to the eaves and 7.8m high to the ridge. Proposed external materials would be made up of a cedar cladding system to the walls, a spandrel panel to match the window frames, grey roof tiles, windows in an anthracite grey finish and a new front door in anthracite grey.

There would be three new dormers added at loft level to both the front and rear elevations in a pitched design, all being set at a uniform height. Each respective dormer would measure at around 2.6m in length, 2.1m wide, 1m high to the eaves and 2m high to the ridge. The dormers would be composed of cedar cladding to their exterior, grey roof tiles and anthracite framed double glazed uPVC windows.

The existing garage space set behind the properties rear elevation would be partly converted into office space internally while some garage and storage space would be retained.

The remainder of the dwelling would be renovated using a cedar cladding system at first floor level to the front and rear elevations and the existing windows would be replaced with anthracite grey uPVC windows throughout. The existing properties chimney would also be removed as part of the proposed development.

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 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

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

Burgess Hill Neighbourhood Plan (Made January 2016)

Relevant Policies:

Policy S4 - Parking Standards for New Developments.

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 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.

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.

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 Amenities
- Impact on Highways and Parking
- Other Matters
- Biodiversity Net Gain

Design and Character

Policy 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'*

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.'

Additionally, Principle DG50 as set out within the Design Guide, relates to front extensions:
Front extensions are more likely to be acceptable where the building line is staggered or where the dwelling is set well back from the road. They are less likely to be acceptable in streets with a strong consistent building form as they risk disrupting the underlying order.

In terms of rear extensions, principle DG51 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'

With regard to loft conversions and roof extensions, Principle DG52 notes 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.

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.

Section 6, Paragraph 6.3.6 states:

Dormer windows should be visually subordinate to the roof slope, enabling a large proportion of the main roof to remain visible. Excessively wide dormers are likely to look unsatisfactory as they will often be out of proportion with the existing roof.

It is noted that the immediate neighbouring property has been extended and altered in a modern fashion at Fairways immediately to the west. The property was granted planning permission through applications DM/18/4322 and then subsequently DM/20/3584 for various alterations which are considered to have materially and visibly altered the buildings overall appearance when viewed from the streetside.

The current development proposal would extend the dwelling at first floor level to the principal elevation and would utilise an extensive level of glazing going up towards the roof pitch. It is considered that the proposed glazing coupled with the cedar cladding system would modernise the appearance of the house when compared to its current more traditional tile hung and red brick exterior. Nevertheless, it is not considered that this alteration would appear overly incongruous within the site's immediate context.

With regards to the proposed rear extension, this would be solely contained to single storey level and use a mono-pitch roof form. The extension would also use matching red brick to its exterior walls which is considered to help the proposal assimilate with the existing dwelling. It is considered that the proposed single storey height would appear subservient to the host dwelling. As such, the proposed extension is considered to be of an acceptable appearance.

A number of dormers would be added to the existing roof form, with two dormers installed to the rear roof slope and a singular dormer to the principal roof pitch. The dormers would use a pitched design and match the existing dwelling through cedar clad exterior walls. It is considered that these dormers would be of a limited size and scale with the use of the pitched roof design minimising their perceived bulk and scale. It is still considered that a substantial level of the existing roof slope would be visible, and the dormers would not substantially change the overall roof profile. It is also noted that within the context of Fairways to the west that there are three existing rear box dormers facing out towards the neighbouring properties garden amenity space.

The existing property would be altered and renovated with cedar cladding both to the front and rear elevations at first floor level. Furthermore, the existing windows throughout would be replaced with anthracite double glazed uPVC windows. It is considered that these materials would give rise to a more contemporary appearance when viewed from the public domain. However, this would likely not appear out of sorts with the locality, given the existence of the neighbouring alterations made at Fairways.

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.

Impact on Neighbouring Amenities

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 DP29);'*

The proposal would create one new side elevation window to the western elevation which would face out towards the neighbouring dwelling at Fairways. The proposed window would serve a utility and be contained at ground floor level. An existing closeboard timber fence acts as the boundary treatment between the two sites which is considered to help obscure views from the proposed window towards the neighbouring site. Moreover, there are no facing side (eastern) elevation windows at the neighbouring property. As such, it is not considered that the proposed window would result in a significant overlooking impact.

The proposed rear extension would use an 'L' shaped format and be set at approximately 1m away from either side boundary. Given the limited single storey nature of the extension and the distance towards the neighbouring properties, it is not considered that this element of the proposal would result in a significant overbearing or overshadowing impact.

With regard to the proposed front first floor extension, the proposal would increase the bulk and size from the existing arrangement and would be set approximately 1m away from the shared boundary with Fairways and 2m away from the neighbouring property. It is therefore considered that this gap would be substantial enough to overcome an overbearing impact.

Accordingly, the proposal is considered to comply with the provisions of DP26 of the Mid Sussex District Plan in terms of neighbouring amenities.

Impact on Highways and Parking

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.

Policy S4 of the Burgess Hill Neighbourhood Plan in part states:

'In cases where planning permission is necessary for alterations and extensions to properties support will not be given for the conversion of garage space to habitable rooms/ residential use unless there is adequate space to park cars off street in line with the parking standards. Design and layout of off-site parking areas, on street parking areas, garage/parking blocks will be designed to allow ease of access from driveways and accessibility to parking areas without causing obstruction.'

Appendix D of the Burgess Hill Neighbourhood Plan sets out that 4 bedroom dwellings located outside the defined Town Centre area are required to provide 2 designated spaces and 1 non-designated space per 2 dwellings. West Sussex County Council September 2020 Parking Standards Guidance, outlines that for a 4-bedroom dwelling in this location 2.5 parking spaces have to be provided.

Whilst the existing garage outbuilding would be converted into office space and the development would lose out on an off-road parking space in this regard, there is a substantial area of hardstanding to the

front of the property. It is considered that this space would be sufficient to accommodate enough off-road parking spaces to meet the parking standard requirements.

Other Matters

The proposed office within the outbuilding is considered to be of an incidental use towards the main function of the dwellinghouse. Whilst the outbuilding would not be connected physically to the main dwelling, access would be required through the rear patio area of the side access on site. As such, the site does not lend itself towards subdivision. In any circumstance, a condition ensuring the office remains within the same planning unit on site is considered necessary and relevant in the case 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 and will not harm neighbouring amenities.

The proposal will comply with Policies DP21 and DP26 of the District Plan, Policy S4 of the Burgess Hill Neighbourhood Plan, the MSDC Design Guide and the requirements of the NPPF.

Decision: Permission

Case Officer: Stefan Galyas