

Delegated Decision
Sign off Sheet

Ref. No:	DM/25/1595	Case Officer:	Stefan Galyas
Application Type:	Householder Application		
Proposal:	Proposed infill single storey front extension, including conversion of the garage with a new pitched roof. Replacement windows to the house, new porch over front door and new steps to rear garden		
Site:	17 Merlin Way, East Grinstead, West Sussex, RH19 3XG, , , ,		
Validation Date	23 Jun 2025	Overall Expiry Date:	16 Jul 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	13 Aug 2025
Target Date:	18 Aug 2025	Recommending Officer Signature:	Stefan Galyas

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Stephen Ashdown	Date:	13 Aug 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/1595

17 Merlin Way, East Grinstead, West Sussex, RH19 3XG, , ,

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S J And N Dandy And Moynihan

SUMMARY OF REPRESENTATIONS

There were no letters of representation received in response to the proposed development.

SUMMARY OF CONSULTEES

Drainage: No objection.

Southern Water: No objection.

TOWN/PARISH COUNCIL OBSERVATIONS

Town Council: No comment.

INTRODUCTION

The application seeks planning permission for the development of a single storey front extension, window alterations to the existing dwelling, landscaping and terracing to the rear garden and a garage conversion.

RELEVANT PLANNING HISTORY

There is no recent history of planning applications relating to the site.

SITE AND SURROUNDINGS

The application relates to number 17 Merlin Way, a detached two storey dwelling featuring a pitched roof. The existing dwelling is set to the north-western side of the highway and is served access through a front paved driveway. The existing dwelling has not previously been extended to the rear with a terraced area being set to rear elevation. The land steps up moving north-western direction with garden amenity space being contained within a box plot form to the rear of the site. Further garden amenity space is afforded on site to the front of the property. The existing dwelling is composed of brick exterior walls, a tiled roof and a felt roof to the single storey garage, white uPVC windows and composite doors.

The sites locality displays a number of estate style dwellings of a traditional appearance with exposed brick exterior walls featuring regularly throughout the residential street.

With regard to policy constraints, the site is located within the built-up area for East Grinstead. The site borders an area of townscape character to its rear (north-western) boundary.

APPLICATION DETAILS

The proposal would develop a single storey front extension as well as a front porch above the proposed front door. The proposed front extension would measure at approximately 3m in length, 4.8m wide, 2.3m high to the eaves and 3.8m high to the ridge.

The additional front porch canopy above the proposed front door would measure at circa 1m in length, 1.7m wide and 2.5m high.

An additional window would be added to the side (northern) elevation. Moreover, to the rear (west) elevation there would be new sliding doors added in place of the existing double doors.

The existing integral garage would be converted as part of the development proposal into a study/playroom. Furthermore, new landscaping and planting would be carried out in the rear garden amenity space with new steps added.

In terms of proposed external materials, the scheme would utilise matching brickwork walls, timber cladding, a matching tiled roof, white uPVC windows and re-used doors.

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 East Grinstead 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

East Grinstead Neighbourhood Plan (Made November 2016)

Relevant Policies:

Policy EG3 - Promoting Good Design

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 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 2023)

The National Planning Policy Framework (NPPF) 2023 is a material consideration. Paragraphs 2, 8, 11, 38, 47, 114-116, 131, 135 & 139.

National Design Guide (Published January 2021)

West Sussex County Council Guidance on Parking at New Developments (September 2020)

ASSESSMENT

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

- Character and Appearance
- Impact on Neighbouring Properties
- Highways Impact
- Biodiversity Net Gain

Design and Character

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"*

Policy EG3 of the East Grinstead Neighbourhood Plan seeks to promote good design through the following measures:

- a) The form of the proposed development is proportionate and in keeping with the scale, height, materials and site coverage of the surrounding area;*

- b) The layout of the proposed development respects the topography and character of the site, protects important landscape features and does not harm adjoining amenity;*
- c) The proposal does not result in the loss of buildings or spaces that would have an unacceptable impact on the character of the area;*
- d) The proposal ensures satisfactory means of access for vehicles and pedestrians and provides adequate parking, cycle storage and refuse facilities on site;*
- e) The design of new buildings and the layout of spaces, including footways, car and cycle parking areas, should be permeable and provide connectivity with neighbouring areas;*
- f) New development must be inclusive and where appropriate make satisfactory provision for the safe and easy access for those with mobility impairment; and*
- g) The design of new developments must result in the creation of a safe and secure environment and incorporate adequate security measures and features to deter crime, fear of crime, disorder and anti-social behaviour; and*
- h) Proposals make provision for green infrastructure and biodiversity enhancement..*

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.

It is noted that whilst the dwellings positioned to the north-western side of the road appear to use a similar pitched roof design with front gables. Properties have previously extended to their principal elevations through single storey extensions. Former garages also appear to have been converted through the addition of windows to projecting elements to the front of properties.

The proposed front extension would utilise a pitched roof design and would present a front gable towards the street side. It is considered that this design would be highly reflective of the existing dwellings design and would mirror the existing gable design to the principal elevation. The use of matching materials are considered to help the extension embed with the existing further.

A proposed single storey porch canopy structure would be developed over the proposed front door. This is considered to be of a limited footprint and would likely appear subservient towards the host dwelling. Furthermore, the front extension to the dwelling would likely be read as subservient and would not significantly break an established building line.

The garage conversion would remove the existing front garage shutter door which is considered to be of limited visual merit. The addition of a window in its place is considered to be of a more domestic design, however, it is not considered that this alteration would appear overly incongruous within the site's immediate context.

To the rear of the dwelling, the proposed landscaping works are not considered to be visually prominent from public vantage points. In any circumstance, the works are considered to be limited and would appear acceptable within the context of the existing garden amenity space.

In relation to the proposed window to the side (north) elevation and the sliding doors to the rear (east) elevation, these are not considered to be visually prominent features with regard to the public domain.

The proposal is therefore considered to comply with Policy DP26 of the District Plan and Policy EG3 of the East Grinstead Neighbourhood Plan.

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);'*

A new side (north) elevation window would be added which would face out towards the neighbouring dwelling at No.19. The proposed window would serve as a secondary window to a kitchen/dining room and would be set towards the rear of the property. At ground floor level at No.19 there is an obscure glazed window and doorway with a closeboard boundary fence running between the two sites. Whilst this fence would obscure views between the two dwellings, a condition ensuring that the new side window remains in an obscure glazed finish is considered relevant and necessary should planning permission be granted.

The adjacent neighbouring site at No.19 has a projecting garage which would be set closest to the proposed front extension. Additionally, this neighbouring property is set at a slightly higher finished floor level than the application site. As such the proposed development is not considered to result in a significant 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.

Highways Impact

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 DP21 of the District Plan requires schemes to provide adequate car parking whilst taking into account the accessibility, type, mix and use of the development.

The proposal would convert the existing integral garage into a study/ play area. According to the West Sussex County Councils Guidance for Parking Provision, three off road parking spaces must be demonstrated for four-bedroom properties. There would likely be space for two vehicles on the existing driveway.

It is considered that the existing integral garage falls short of the dimensions as set out within the West Sussex County Council Guidance for Parking Provision and measures below 6x3m. As such, it is considered that this shortfall is not considered to be so significant to warrant a refusal on this basis. Furthermore, the roadside offers unrestricted on street parking which would likely make up for the shortfall on the application site.

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 Policy DP26 of the District Plan, Policy EG3 of the East Grinstead Neighbourhood Plan and the requirements of the NPPF.

Decision: Permission

Case Officer: Stefan Galyas