

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/3116	Case Officer:	Deborah Lynn
Application Type:	Householder Application		
Proposal:	Loft Conversion		
Site:	61 Sycamore Drive, Burgess Hill, West Sussex, RH15 0GG, , , ,		
Validation Date	4 Dec 2025	Overall Expiry Date:	9 Jan 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	23 Jan 2026
Target Date:	29 Jan 2026	Recommending Officer Signature:	Deborah Lynn

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Steven King	Date:	26 Jan 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/3116

**61 Sycamore Drive, Burgess Hill, West Sussex, RH15 0GG, , ,
Loft Conversion
Mr And Mrs Salmon**

SUMMARY OF REPRESENTATIONS

None received.

SUMMARY OF CONSULTEES

Not applicable.

BURGESS HILL TOWN COUNCIL OBSERVATIONS

The Committee of 5th January would Recommend Approval.

The Committee wished to raise concerns about long term parking sustainability.

INTRODUCTION

This application seeks planning permission for a loft conversion.

RELEVANT PLANNING HISTORY

04/01634/FUL - Erection of 90 dwellings incorporating detached, semi-detached and terraced homes. Permission granted 11.05.2005.

05/02568/FUL - For variations to layout and house types as approved under planning permission BH/04/01634/FUL, including details of drainage, landscaping, tree protection and ecological and landscape enhancement and management scheme. Amended plans received showing revised house designs. Permission granted 23.02.2007.

DM/25/2689 - Application for a lawful development certificate for a proposed loft conversion. Withdrawn 03.12.2025.

SITE AND SURROUNDINGS

No. 61 Sycamore Drive is a semi-detached two storey house located within a modern housing estate to the north of Folders Lane in Burgess Hill. The property is located at the end of a cul-de-sac and lies adjacent to a public footpath (BUH/12BH/1) that is lined with established trees. A block of 3 garages lies to the front (southeast) of the dwellinghouse; an enclosed parcel of land with large pond adjoins the site to the north.

In terms of planning policy, the property lies within the built up area of Burgess Hill.

APPLICATION DETAILS

Proposed plans that the loft space of the dwellinghouse will be converted to form a new 4th bedroom and wc. No enlargement is proposed to the roof. Four no. roof lights are proposed to the front roof slope and two no. roof lights are proposed to the rear roof slope.

Planning permission is required as the property/residential estate does not benefit from permitted development rights.

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.

Burgess Hill Neighbourhood Plan

The Neighbourhood Plan was made on the 28th January 2016.

There are no relevant policies.

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:

DPS2 sustainable design and construction

DPS6 health and wellbeing

DPB1 character and design

DPT4 parking and electric vehicle 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)

ASSESSMENT

Design and impact on character of area

Policy DP26 of the District Plan relates to character and design and states in part that:

'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 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);*
- o incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;'*

In addition to the above, the Council's Design Guide SPD is a material planning consideration. Section 6.3.8 refers to roof lights and states that:

'6.3.8 Rooflights that follow the roof profile can be an appropriate substitute for a dormer where it is important to retain the profile of the roof slope or avoid a dormer that break the eaves line. Care though needs to be taken to avoid them dominating the roof. Rooflights are best designed with a slender-profile that are flush with the roof slope.'

Design Principle DG52 refers to loft conversions and states in part that *'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 majority of dwellinghouses on the estate appear in their original state and form in views from the road, although roof lights have been added to the front roof slopes of several dwellings, such as no.'s 1, 23, 28, 32 and 33 Sycamore Drive. Solar panels have also been installed on the front roof slopes of no.'s 26 and 41 Sycamore Drive.

Four no. roof lights comprised of 2 larger roof lights and 2 smaller roof lights are proposed to the front roof slope; these will serve a bedroom, wc and stairwell. Plans show that these will be positioned in a row, creating a linear appearance and will be sited midway up the roof slope. Despite the relatively high number of roof lights, it is not considered that they should appear dominant within the roof slope. Nor should they appear visually obtrusive within the street scene, given the dwellinghouse's discreet location at the end of a cul-de-sac.

As such, the proposal is not considered to have a harmful impact upon the appearance and character of the area, thereby according with policy DP26 of the District Plan.

Impact on amenity

Policy DP26 of the District Plan refers to amenity and states that development proposals should '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'.

Four no. roof lights are proposed to the front roof slope and 2 no. roof lights to the rear roof slope. Sectional drawings provided indicate that the roof lights would be sited approximately 1.3 metres above the finished floor level of the room and therefore there is potential for overlooking onto adjoining properties.

An enclosed parcel of land with pond is located to the rear of the property with a two storey block of flats situated beyond, approximately 45 metres away. As such, the proposal is not considered to cause any undue overlooking to the rear. To the front, the roof lights would look onto a block of 3 garages and the rear garden of no. 59 which adjoins the garages to the south. The rear garden at no. 59 is located approximately 14 metres from the front wall of no. 61 Sycamore Drive. Taking into account the distance and intervening garage block it is not envisaged that the proposal would create such undue overlooking onto the adjoining property at no. 59 as to cause significant harm to amenities.

The proposal therefore accords with policy DP26 of the District Plan.

Parking Provision

The proposed development would create an additional 4th bedroom at the property.

Whilst the town council has recommended that the application be approved, they have raised concerns regarding long term parking sustainability.

Policy DP21 of the District Plan relates to Transport and states in part that development proposals should provide *'adequate car parking for the 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.'*

The West Sussex County Council car parking demand calculator recommends that a 4 bed dwellinghouse in this location has 3 off road parking spaces.

The planning agent for the application has confirmed that the property benefits from 2 off road spaces comprised of a single garage with 1 parking space to the front, both located to the front of the dwellinghouse.

Whilst parking provision for the property falls short of the WSCC parking standards for a 4 bed dwelling it is not considered that the proposal would have a detrimental highways impact in terms of generating additional on street parking that would result in a highway safety issue.

The proposal therefore accords with policy DP21 of the District Plan.

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 proposed development is deemed acceptable in that it should not have a harmful impact upon the appearance and character of the area and should not cause significant harm to neighbouring amenities in terms of causing overlooking. Nor should the proposal have a detrimental highways impact. The proposal therefore accords with policies DP21 and DP26 of the Mid Sussex District Plan.

Decision: Permission

Case Officer: Deborah Lynn