

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0425	Case Officer:	Tracie Axford
Application Type:	Householder Application		
Proposal:	New pitched roof to existing bungalow with 600mm increase in ridge height and first floor dormers to front and rear elevation.		
Site:	31 Blackwell Road, East Grinstead, West Sussex, RH19 3HP, , , ,		
Validation Date	17 Feb 2026	Overall Expiry Date:	13 Mar 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	14 Apr 2026
Target Date:	14 Apr 2026	Recommending Officer Signature:	Tracie Axford

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Stephen Ashdown	Date:	15 Apr 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0425

**31 Blackwell Road, East Grinstead, West Sussex, RH19 3HP, , ,
New pitched roof to existing bungalow with 600mm increase in ridge height and first floor
dormers to front and rear elevation.
Mr And Mrs Shrubb**

SUMMARY OF REPRESENTATIONS

None received

SUMMARY OF CONSULTEES

None

TOWN/PARISH COUNCIL OBSERVATIONS

East Grinstead Town Council made no comment on this application.

INTRODUCTION

The application seeks planning permission for a new pitched roof to the existing bungalow with 600mm increase in ridge height and first floor dormers to front and rear elevation.

RELEVANT PLANNING HISTORY

DM/18/4978 - Single storey rear extension to create lower ground floor. New single storey side extension with new entrance and porch. Permitted 2019-01-31

SITE AND SURROUNDINGS

No 31 Blackwell Road is a detached bungalow to the south eastern side of Mount Noddy Cemetery in the built up area of East Grinstead. The property is on a busy approach road into the town centre. There are a mix of house types along this road. Both properties either side of the application property have higher ridgelines and vary in style.

The property is set lower than the road with a driveway to the front with vehicular access and off street parking. The bungalow occupies a raised site relative to the garden terrace and rear garden, with the land levels dropping sharply at the back of the property, which is reflected at the neighbouring dwellings.

APPLICATION DETAILS

The proposal seeks planning permission for a proposed new pitched roof to existing bungalow with 600mm increase in ridge height and first floor dormers to front and rear elevation. Internally the space will be altered to accommodate a total of 4 bedrooms, with three of these in the converted roof space.

There will be 2 proposed dormers to the front elevation and a rooflight. The dormers are modest in size and will appear subordinate to the main dwelling. To the rear there will be a total of three dormers. Again, these will be modest in size and appear subordinate to the main dwelling.

Externally finishes will match the existing. Plain roof tiles will be used for the pitched roof, face brickwork will be used on the gables, cedar weatherboard will be used on the dormers and white upvc windows will be fitted.

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.

East Grinstead Neighbourhood Plan

The East Grinstead Neighbourhood plan was made in November 2016.

Relevant Policy:

Policy EG3 - Promoting Good 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 hearings were concluded on the 19th March 2026. The District Plan remains at Examination until the Inspector has published his report, until that time 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

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

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
- 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."*

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 DG52 of the Mid Sussex Design Guide states: *'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.'*

The proposed roof extension, comprises of a new pitched roof which will be increased in height by 600mm. It will include two dormers to the front and three to the rear. The proposal will change the overall appearance of the property within the street scene. Consequently, the proposal will result in a similar appearance to its neighbour at no 29. The current ridge height of the property sits lower than the neighbours on both sides. The proposed ridge height will ensure that the current stepped form of development in the road will be maintained. As the proposal will result in a property that closely resembles the neighbouring property, it is considered that the dwelling will not appear out of keeping in this part of Blackwell Road.

The proposal will alter the spatial relationship between itself and the neighbouring properties, ensuring that the development does not result in a visually intrusive or overbearing form, and preserves the spacing of the street frontage.

External materials proposed will match those of the existing dwelling and those in the immediate vicinity.

Therefore given the design, form and scale of the proposal in relation to the surrounding properties, and that it would be constructed in materials similar to those of the existing dwelling and the surrounding properties, the proposal is considered to comply policy DP26 of the District Plan, policy EG3 of the East Grinstead Neighbourhood 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 Policy DP29);'

Policy EG3 states that proposals should "not harm" adjoining neighbours amenity whereas policy DP26 of the MSDP states that development 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. There is therefore some conflict between the District Plan and Neighbourhood Plan in this respect. Under section 38(5) of the Planning and Compulsory Purchase Act 2004 if a policy contained in a development plan for an area conflicts with another policy in the development plan, the conflict must be resolved in favour of the policy which is contained in the last document to be adopted, approved or published. As such, policy DP26 of the MSDP is considered to take precedence and therefore the test in this instance is whether the development causes significant harm to neighbouring amenities as outlined above.

The immediate neighbouring properties are No's 29 and 33 Blackwell Road. No 29 has already benefitted from a number of additions. It is considered that the proposals at no 31 will result in a dwelling that closely resembles no. 29. No 33 is one of a pair of semi detached dwellings. There is a gap between the properties which will be maintained.

No 31 has a stepped rear garden with a raised patio at the back of the bungalow. A side pathway provides access for the occupiers of the dwelling to the rear garden. The proposed additional dormer windows and increase to the roof ridge height would not result in an unacceptable impact on neighbouring residential amenity. The dormers are positioned to serve the host dwelling and will not

result in any additional direct overlooking of adjoining properties. Furthermore, the increase in roof height is limited and, given the separation distances, existing boundary treatments and surrounding built form, would not result in an overbearing impact to neighbouring occupiers.

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

Impact on Parking

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: i/ '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;.

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 three bedrooms, and the proposal will increase this to four bedrooms. West Sussex County Council Parking Standards Guidance (2020) outlines that for a 4-bedroom dwelling in this location that 2.7 parking spaces should be provided. There are up to four external parking spaces in front of the property which would remain.

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.

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 DP26 of the Mid Sussex District Plan, Policy EG3 of the East Grinstead Neighbourhood Plan, the relevant principles of the Mid Sussex Design Guide and the relevant paragraphs of the NPPF and is considered acceptable.

Decision: Permission

Case Officer: Tracie Axford