

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2229	Case Officer:	Hamish Evans
Application Type:	Householder Application		
Proposal:	Proposed garage conversion incorporating 2 no front and rear facing windows to match existing.		
Site:	1 The Old Granary, High Street, Hurstpierpoint, Hassocks, West Sussex, BN6 9RE, ,		
Validation Date	15 Sep 2025	Overall Expiry Date:	12 Nov 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	4 Nov 2025
Target Date:	10 Nov 2025	Recommending Officer Signature:	Hamish Evans

Date Legal Agreement Completed: (if applicable)		No of Representations:	3
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Signed and Agreed By:	Stephen Ashdown	Date:	6 Nov 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2229

**1 The Old Granary, High Street, Hurstpierpoint, Hassocks, West Sussex, BN6 9RE,
Proposed garage conversion incorporating 2 no front and rear facing windows to match existing.
Mr Mike Jackson**

SUMMARY OF REPRESENTATIONS

Five third-party letters of representation have been received. Three of the letters originally objected to the proposal due to inaccurate information submitted with the application. Amended information was subsequently submitted which addressed these inaccuracies and updated representation letters were received which now support the application. They also request that construction only takes place between certain hours and that the access to the local area is maintained throughout the development.

SUMMARY OF CONSULTEES

MSDC Conservation Officer

The proposal is considered to meet the requirements of District Plan Policy DP35 and the relevant paragraphs of the NPPF subject to conditions.

WSCC Highways

No objection.

PARISH COUNCIL OBSERVATIONS

Hurstpierpoint and Sayers Common Parish Council

Recommend approval subject to conditions regarding construction hours and access arrangements.

INTRODUCTION

The application seeks planning permission for garage conversion and the installation of two front and rear windows at 1 The Old Granary High Street Hurstpierpoint BN6 9RE.

Relevant Planning History

06/02614/FUL. Conversion of internal garage (part) to a dining room including installing one bay window in front elevation and two windows in rear elevation. Permission.

SITE AND SURROUNDINGS

The site is located within the Hurstpierpoint built up area boundary and within the Hurstpierpoint Conservation Area. The application site consists of a end-of-terrace two-storey dwelling which is characterised by bare brown brickwork walls, brown clay roof tiles and a mixture of white uPVC and timber window and door frames. The existing dwelling has one integral garage which provides one off-street parking space. The site is accessed through a private road located to the west of the site. Residential properties are located to the north, east, south and west of the site. There are several residential properties in the surrounding area, they are of a varied scale and design and characterised by similar external materials to the application site.

APPLICATION DETAILS

The proposal seeks to convert the existing garage to an extension to the existing living room, it would also replace the existing garage door with a timber framed window and install a new ground floor rear facing window. The proposed works would be characterised by external materials similar in appearance to those used in the existing dwelling.

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, the Mid Sussex Site Allocations DPD and Hurstpierpoint and Sayers Common 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
DP35 - Conservation Areas

Site Allocations Development Plan Document

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.

Hurstpierpoint and Sayers Common Neighbourhood Plan (adopted March 2015)

Policy C4 - Conservation Areas

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) was published for public consultation on 12th January 2024 for six weeks. At this stage the Local Planning Authority does not know which Policies will be the subject of unresolved objections and therefore only minimal weight can be given to the Plan. As such, this planning application has been assessed against the policies of the adopted District Plan.

DPB1: Character and Design
DPB3: Conservation Areas
DPT4: Parking and Electric Vehicle Charging Infrastructure

As such, this planning application has been assessed against the policies of the adopted District Plan.

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 Planning (Listed Buildings and Conservation Areas) Act 1990

ASSESSMENT

Character and Design and Conservation Area

Policy DP35 of the District Plan states:

'Development in a conservation area will be required to conserve or enhance its special character, appearance and the range of activities which contribute to it. This will be achieved by ensuring that:

- o New buildings and extensions are sensitively designed to reflect the special characteristics of the area in terms of their scale, density, design and through the use of complementary materials;*
- o Open spaces, gardens, landscaping and boundary features that contribute to the special character of the area are protected. Any new landscaping or boundary features are designed to reflect that character;*
- o Traditional shop fronts that are a key feature of the conservation area are protected. Any alterations to shopfronts in a conservation area will only be permitted where they do not result in the loss of a traditional shopfront and the new design is sympathetic to the character of the existing building and street scene in which it is located;*
- o Existing buildings that contribute to the character of the conservation area are protected. Where demolition is permitted, the replacement buildings are of a design that reflects the special characteristics of the area;*
- o Activities such as markets, crafts or other activities which contribute to the special character and appearance of the conservation area are supported;*
- o New pavements, roads and other surfaces reflect the materials and scale of the existing streets and surfaces in the conservation area.*

Development will also protect the setting of the conservation area and in particular views into and out of the area.

New buildings of outstanding or innovative design may be acceptable in conservation areas provided that their impact would not cause material harm to the area.'

The site is located within the Hurstpierpoint Conservation Area, as designated in 1972. A Conservation Area is defined as an area of "special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance".

Policy DP26 of the Mid Sussex District Plan in part 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 contained within policy C4 of the Hurstpierpoint and Sayers Common Neighbourhood Plan and the Mid Sussex Design Guide SPD.

The below assessment is made whilst being mindful of this guidance and having regard to the statutory duty of the Council, as the Local Planning Authority, to have special regard to the desirability of preserving the heritage asset (the Hurstpierpoint Conservation Area), the site being within its boundary, and any features of special interest, as set out in Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

The proposed works are modest in their nature and they would be characterised by external materials similar in appearance to those used in the existing dwelling. The proposed windows will be of a similar scale and appearance to existing windows within the application dwelling and surrounding area. The Council's Conservation Officer has commented on the application and raised no objection to the proposal subject to the proposed windows being timber framed. This has been confirmed by the agent and the external materials can be secured by a suitably worded condition.

Taking into account the above the proposed works are considered to address the scale and character of the existing buildings and they would conserve the character and appearance of the Conservation Area. The resulting parking arrangement and highways access are to be considered in a subsequent section of this report. Therefore, the application is considered to comply with the above part of policies DP26 and DP35 of the Mid Sussex District Plan, C4 of the Hurstpierpoint and Sayers Common Neighbourhood Plan and the Mid Sussex Design Guide SPD.

The Council's Conservation Officer has recommended conditions to securing additional details of the proposed external materials however given the level of information that has been provided it is not considered necessary to impose conditions for further information.

Transport

Policy DP21 of the Mid Sussex District Plan 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 where applicable;

...

The scheme protects the safety of road users and pedestrians'

The proposal seeks to convert the existing integral garage to be included as part of the existing living room. As such the resulting parking arrangement would go from one off-street parking space to no off-street parking spaces. Whilst it is noted that the resulting arrangement would be below the WSCC Parking Guidance, the local highways authority have been consulted on the application and raised no objection to the proposal. The site is also located within the built up area boundary of Hurstpierpoint in close proximity to the high street and public transport routes. As such the resulting arrangement of no off-street parking spaces is considered to be acceptable in these circumstances. The representation letters that have been received request that conditions be imposed regarding working hours and that the existing road not be blocked by the proposed development. An informative can be included advising the applicant of the working hours which are permitted by the Environmental Protection Act. The local

highways authority have raised no objection to the proposal in relation to its impact on the highways network and the existing highways restrictions are considered to prevent the blocking of the road, as such a condition is not considered necessary. Taking into account the above the proposal is considered to comply with the above part of policy DP21 of the Mid Sussex District Plan.

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);"

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

The proposed openings would be at ground floor level and given their location and the existing boundary treatment they would not have direct views into neighbouring properties private amenity spaces. Taking into account the above the works would not cause significant harm to the amenities of nearby residents including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution. The works are therefore, considered to comply with the above-mentioned part of policy DP26 of the Mid Sussex District Plan and the Mid Sussex Design Guide SPD.

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.

CONCLUSION

In conclusion, due to the design, scale, position and nature of the proposed works they would address the character and scale of the existing buildings and they would not cause significant harm to the amenities of nearby residents and they would conserve the character and appearance of the Conservation Area. The proposal would also have an acceptable impact on highways safety and parking. Therefore, the application complies with policies DP21, DP26 and DP35 of the Mid Sussex District Plan, policy C4 of the Hurstpierpoint and Sayers Common Neighbourhood plan, the Mid Sussex Design Guide SPD, the Planning (Listed Buildings and Conservation Areas) Act 1990 and with the relevant provisions of the NPPF.

Decision: Permission

Case Officer: Hamish Evans