

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/2306	Case Officer:	Tracie Axford
Application Type:	Householder Application		
Proposal:	Single storey rear extension, part garage conversion, internal remodelling and rear plot boundary treatment acoustic fence.		
Site:	25 Portsmouth Wood Close, Lindfield, Haywards Heath, West Sussex, RH16 2DQ, , ,		
Validation Date	23 Oct 2025	Overall Expiry Date:	27 Nov 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	16 Dec 2025
Target Date:	18 Dec 2025	Recommending Officer Signature:	<i>Tracie Axford</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Steven King</i>	Date:	17 Dec 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/2306

**25 Portsmouth Wood Close, Lindfield, Haywards Heath, West Sussex, RH16 2DQ, ,
Single storey rear extension, part garage conversion, internal remodelling and rear plot boundary
treatment acoustic fence.**

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SUMMARY OF REPRESENTATIONS

None received

SUMMARY OF CONSULTEES

Tree Officer - *'I have reviewed the Arboricultural Impact Assessment (AIA), for this proposal and believe that the trees could be adequately protected provided that the Arboricultural Method Statement (AMS) part of the AIA is followed, precisely.*

I note that there are several TPO trees that will be affected and that the loss of one of the TPO trees is required. A full application for this tree would need to be made prior to felling it, so that replacement planting can be secured.

I have no objection but please do condition adherence to the AIA and AMS.

LINDFIELD PARISH COUNCIL OBSERVATIONS

Lindfield Parish Council have no objection to this application.

INTRODUCTION

The application seeks planning permission for a single storey rear extension, part garage conversion, internal remodelling and rear plot boundary treatment acoustic fence.

RELEVANT PLANNING HISTORY

None

SITE AND SURROUNDINGS

25 Portsmouth Wood Close is an east facing, detached, two storey dwelling. It is constructed of brick, with a tiled roof and upvc windows. The dwelling is characterised by a canopy porch, which extends over the front door. To the side of the house is an integral, double garage and driveway. The rear garden is landscaped and consists of a level area from the back of the house and then falls sharply away where there is a tree-lined section facing High Beeches Lane.

The property is located within the built up area of Lindfield. Neighbouring properties are to the north and south, whilst High Beech Lane is to the west and Portsmouth Wood Close is to the east. The dwelling is set back from the highway by drive and front garden. It is also at a lower level than the highway.

APPLICATION DETAILS

This application seeks permission for a single storey rear extension, part garage conversion, internal remodelling and rear plot boundary treatment acoustic fence.

The proposed single-storey rear extension will be 8.9m wide, project 2.9m from the existing rear elevation, and reach a maximum height of 2.8m. It will replace the current conservatory, which extends the same depth but only spans half the width. The extension will feature bifold doors opening to the rear garden and skylights within the flat roof. The external materials are proposed to match the existing dwelling.

Internally, the existing garage space will be remodelled and partitions will be added to create a utility room and a storage space. One of the two garage spaces will remain. To the front elevation of the

garage, one of garage doors will be replaced by a window and brick infill using materials which match the existing dwelling.

An acoustic fence is proposed along the rear boundary of the property which backs on to High Beech Lane which connects Lindfield to Ardingly. The fence will measure some 17 metres in length along the west rear boundary with a height of some 2.5 metres. Much of the proposed new fencing will replace existing timber fencing which has fallen down. The proposed new fence is constructed from timber acoustic fencing comprising horizontal timber interlocking tongue and groove boards. This will match the rear boundary fence to 21 Portsmouth Wood Close, permitted under reference DM/22/0480.

To the front elevation, two velux windows are proposed in the roof to provide light to the ensuite bathroom created above the garage, with the other one positioned above the staircase.

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 Lindfield 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 - Parking

DP26 - Character and Design

DP37 - Trees, Woodlands and Hedgerows

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.

Lindfield Neighbourhood Plan

The Lindfield Neighbourhood Plan was made in March 2016.

Relevant Policies:

Policy 1: A Spatial Plan for the Parishes

Policy 7: Areas of Townscape Character

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:

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.

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
- Impact on Trees
- 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.'*

A similar ethos is found in the Mid Sussex Design Guide SPD and Policy 1 of the Lindfield Neighbourhood Plan in terms of character and design. Policy 7 of the Lindfield Neighbourhood Plan identifies Portsmouth Wood and Portsmouth Wood Close as an Area of Townscape Character and states:

'Development proposals in an Area of Townscape Character will be supported, provided applicants can demonstrate they have had regard to their impact on the character and appearance of the area and have sought to retain features important to the character of the area, as defined in the Lindfield Village Design Statement.

In particular, proposals should:

- i. retain trees, frontage hedgerows and walls which contribute to the character and appearance of the area;*

ii. retain areas of open space, (including private gardens) which are open to public view and contribute to the character and appearance of the area; and
iii. avoid the demolition of existing buildings which contribute to the character and appearance of the area.'

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.'*

Principle DG51 relates to rear extensions and 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.'*

The proposed fencing replaces existing fencing which has fallen down. The proposed fencing is of an appropriate size and scale and is constructed using materials which are appropriate for a residential setting. The rear boundary fence is to be set back from the highway and will be somewhat screened by existing vegetation on the verge.

Therefore the proposal is considered to be well designed and would protect the character of the area and therefore would comply with policy DP26 of the Mid Sussex District Plan, Policy 1 and 7 of the Lindfield Neighbourhood Plan and the Mid Sussex Design Guide SPD.

The proposed rear extension is designed to complement the existing dwelling in both style and appearance using materials which will match the existing dwelling. It is appropriate in scale and will remain subservient to the main dwelling. It will not be visible from the public domain and will therefore have no significant impact on the character of the area.

It is therefore concluded that the proposal is considered to comply policy DP26 of the District Plan, policy 1 and policy 7 of the Lindfield Neighbourhood Plan and the relevant principles of the Mid Sussex Design Guide SPD.

Impact on 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);'*

The proposed extension will not extend further than the existing rear conservatory and views of the extension will be limited from the neighbouring properties due to their staggered nature. There will be no impact on the neighbouring properties in terms of impact on light or overlooking.

It is therefore considered that the proposals will not result in any significant impact to the neighbouring amenities, so the proposal is deemed to comply with policy DP26 of the Mid Sussex District 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: *'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 six bedrooms. West Sussex County Council Parking Standards Guidance (2020) outlines that for a 5-bedroom dwelling in this location that 2.2 parking spaces should be provided. As a result of the proposal, 2-3 external parking spaces would remain on the driveway and one parking space in the garage would remain.

It is therefore considered that, 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.

Impact on Trees

Policy DP37 of the Mid Sussex District Plan deals with Trees, Woodlands and Hedgerows and states (in part), *'Trees, woodland and hedgerows will be protected and enhanced by ensuring development:*

- o incorporates existing important trees, woodland and hedgerows into the design of new development and its landscape scheme; and*

- o prevents damage to root systems and takes account of expected future growth; and*
- o where possible, incorporates retained trees, woodland and hedgerows within public open space rather than private space to safeguard their long-term management; and*

- o has appropriate protection measures throughout the development process; and*
- o takes opportunities to plant new trees, woodland and hedgerows within the new development to enhance on-site green infrastructure and increase resilience to the effects of climate change; and*
- o does not sever ecological corridors created by these assets.*

Proposals for works to trees will be considered taking into account:

- o the condition and health of the trees; and*

- o the contribution of the trees to the character and visual amenity of the local area; and*

- o the amenity and nature conservation value of the trees; and*

- o the extent and impact of the works; and*

- o any replanting proposals.*

The felling of protected trees will only be permitted if there is no appropriate alternative. Where a protected tree or group of trees is felled, a replacement tree or group of trees, on a minimum of a 1:1 basis and of an appropriate size and type, will normally be required. The replanting should take place as close to the felled tree or trees as possible having regard to the proximity of adjacent properties.

The MSDC tree officer was consulted with regards to this application and reviewed the tree report and believe that the trees could be adequately protected provided that the Arboricultural Method Statement (AMS) part of the AIA is followed precisely.

She also notes that there are several TPO trees that will be affected and that the loss of one of the TPO trees is required for which a full application would be required prior to felling it, so that replacement planting can be secured. A planning permission overrides a Tree Preservation Order and therefore a separate application to fell the preserved tree will not be required. A planning condition can be used to secure a replacement tree.

She stated that she had no objection but requested that a condition is added stating adherence to the AIA and AMS. Therefore, in terms of impact to trees, the proposal is deemed to comply with DP37 of the Mid Sussex 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

In conclusion, the proposal is appropriate in terms of design and will not negatively impact on the host dwelling nor its immediate setting, it will have an acceptable impact upon parking provision and will not result in harm towards neighbouring amenities.

The proposal will comply with Policies DP21, DP26 and DP37 of the District Plan, Policies 1 and 7 Lindfield Neighbourhood Plan, the MSDC Design Guide and the requirements of the NPPF.

Decision: Permission

Case Officer: Tracie Axford