

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0620	Case Officer:	Catherine Cardin
Application Type:	Householder Application		
Proposal:	Proposed double storey rear extension, rear single storey extension, double storey side extension, alterations to main roof, pitched roof above existing garage and flat porch canopy above front door. Composite cladding to front and rear.		
Site:	Willowfield, 25 Alexandra Road, Burgess Hill, West Sussex, RH15 0EP, , ,		
Validation Date	12 Mar 2026	Overall Expiry Date:	15 Apr 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	29 Apr 2026
Target Date:	7 May 2026	Recommending Officer Signature:	<i>Catherine Cardin</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	<i>Steven King</i>	Date:	30 Apr 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0620

**Willowfield, 25 Alexandra Road, Burgess Hill, West Sussex, RH15 0EP, ,
Proposed double storey rear extension, rear single storey extension, double storey side extension, alterations to main roof, pitched roof above existing garage and flat porch canopy above front door. Composite cladding to front and rear.
Alastair And Lindsay Burks**

SUMMARY OF REPRESENTATIONS

None received.

SUMMARY OF CONSULTEES

MSDC Flood risk and drainage

No objection.

TOWN COUNCIL OBSERVATIONS

The Committee of 30th March would Recommend Approval.

INTRODUCTION

The application seeks planning permission to construct a two storey rear extension, a single storey rear extension, a two-storey side extension, alterations to main roof, pitched roof above existing garage and a flat porch canopy above front door. It also seeks to install composite cladding to front and rear.

RELEVANT PLANNING HISTORY

No relevant history.

SITE AND SURROUNDINGS

Willowfield is a detached two storey dwelling. The property is characterised by red brick, white upvc fenestration, a plain tile roof and white timber weatherboarding to the front first floor elevation on the gable projection. The property benefits from off street parking to the front of the property which can accommodate approximately two cars.

The application site lies within the built-up area boundary of Burgess Hill. Neighbouring properties are located to the north and south. Highway is located to the west.

APPLICATION DETAILS

Planning permission is sought to construct a two storey rear extension, a single storey rear extension, a two-storey side extension, alterations to main roof, pitched roof above existing garage and a flat porch canopy above front door. It also seeks to install composite cladding to front and rear.

The two-storey side extension would measure some 3.6 metres in width and some 8 metres in depth. This would have a crown roof, with a maximum height of some 7.3 metres and a height to the eaves of some 4.8 metres. This would have window at ground and first floor level on the front (western) elevation and a window at first floor level on the rear (eastern) elevation. This would be finished in brickwork to match the existing and would have grey slimline aluminium windows and grey composite cladding to the

front and rear first floor elevations. It is proposed to use this as a snug and office on the ground floor and as a bedroom and 2 no. ensuites on the first floor.

The two-storey rear extension would measure some 6 metres in width and some 2.3 metres in depth. This would have a crown roof, with a maximum height of some 7.3 metres and a height to the eaves of some 4.8 metres. This would have two no. windows on the rear (eastern) elevation. This would be finished in brickwork to match the existing, grey slimline aluminium windows and grey composite cladding to the front and rear first floor elevations. It is proposed to use this as a master bedroom and ensuite on the first floor.

The single storey rear extension would span the width of the house and would measure some 14 metres in width and some 2.3 metres in depth. This would have a crown roof, with a maximum height of some 3.2 metres and a height to the eaves of some 2.7 metres. It is proposed to install 3 no. windows and bi fold doors on the rear (eastern) elevation. This would have 3 no. roof lights. This would be finished with grey slimline aluminium fenestration and brickwork to match the existing. It is proposed to use this as a kitchen/ diner and office.

The proposal also seeks to install a pitched roof above the existing attached garage. This would have a maximum height of some 4.2 metres and a height to the eaves of some 2.8 metres. This would have roof tiles to match the existing.

It is also proposed to install a flat porch canopy above the front door. This would have a maximum height of some 2.4 metres.

Finally, it the proposal seeks to install grey composite cladding to the first-floor front and rear elevations.

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 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:

DP26 - Character and Design

DP41 - Flood Risk and Drainage

Site Allocations DPD

The SADPD was adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs to 2031.

No relevant policies

Neighbourhood Plan

Burgess Hill Neighbourhood Plan was made in 2016.

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 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:

DPS2 - Sustainable Design and Construction

DPB1 - Character and Design

DPS4 - Flood Risk and Drainage

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
- Neighbouring Amenities
- Flood risk and drainage
- Biodiversity Net Gain

Design and Character

Policy DP26 of the District Plan relates to character and design and requires all proposals to be of high-quality design which reflects local character and responds positively to its context. In part the policy requires that proposals safeguard valued townscapes, open spaces and landscape features, and create safe, well-designed, sustainable and accessible environments. Development should be appropriate in scale, form and layout, integrate parking sensitively, and optimise the use of the site.

Principle DG49 states in part that *'extensions should typically use simple, uncomplicated building forms to complement and coordinate with the scale, form and massing of the original dwelling.'*

Principle DG50 relates to front extensions and states in part that *'where front extensions are considered acceptable, they should normally be limited to a modest single storey or porch-type extension that reflect the character of the existing property.'*

Principle DG50 relates to side extensions and states in part that *'side extensions should normally be subservient to the original dwelling and typically be set-back from the front of the house to help define the original building.'*

Principle DG51 relates to rear extensions and states that: *'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 development would be of a design, form and scale that would appear in proportion to the existing dwelling. The side extension is considered appropriate as it set back from the front of the property, ensuring that the original dwelling remain legible and visually dominant. The proposed crown roof of the side extension would align well with the existing roof form and integrate successfully with the host building.

The rear extension is considered acceptable, as its siting and scale would allow the original dwelling to remain the dominant element and would maintain a clear visual relationship with the host property. The proposed crown roof of the rear extension would reflect the existing roof form and contribute positively to the overall coherence of the design. The proposed materials are considered appropriate and compatible with those of the existing dwelling.

Owing to its location to the rear, the extension would not result in harm to the streetscene. The replacement of the existing flat-roofed garage with a pitched roof is considered to be an improvement, coordinating more effectively with the character of the dwelling. The flat roof porch canopy represents a modest, like for like replacement and would not have a harmful impact on the street scene. Given the presence of timber cladding on the first-floor front elevation and within the street scene, the proposed composite timber cladding is considered appropriate and reflects the established character of the property and the surrounding area.

In light of the above, the proposed extensions are considered in keeping with the existing dwellinghouse in terms of design, form and scale and should not be harmful to the appearance and character of the area.

On this basis, the proposal is therefore considered to address the character of the existing dwelling and the surrounding buildings, and as such the proposal is deemed to comply with the above part of policy DP26 of the District Plan, and principles DG49, DG50, DG51 and DG52 of the Mid Sussex Design Guide SPD.

Impact on Neighbouring Amenities

In terms of impact on neighbouring amenities, Policy DP26 of the District Plan states 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'*..

To the south is 25 Alexandra Road. The proposal would see an increase in the built form toward this neighbouring property. However, a separation distance of 3.4 metres would be retained between the extension and the neighbour's flank wall. Given this separation distance it is not considered that the development would result in an unacceptable loss of light or outlook or appear unduly overbearing. Whilst there would be a limited increase in the sense of enclosure, this is considered to fall within acceptable planning tolerances. As no windows are proposed on the side elevation, it is not considered that the proposal would give rise to significant overlooking concerns.

To the north is 23 Alexandra Road. The proposal includes a two-storey rear extension. Whilst this would result in a limited loss of light and outlook to this neighbouring property, given the inclusion of a flat crown roof it is not considered that the development would result in an unacceptable impact or appear unduly overbearing. As no windows are proposed on the side elevation, it is not considered that the proposal would give rise to significant overlooking concerns.

Due to the domestic nature of the proposed development, it is considered that there would not be a harmful impact in terms of noise, air and light pollution.

It is therefore considered that the proposal would not cause significant harm to the amenities of neighbouring properties. The proposal is therefore deemed to accord with the above-mentioned part of policy DP26 of the District Plan.

Flood Risk and Drainage

Policy DP41 relates to flood risk and drainage and requires development to demonstrate it is safe across its lifetime and not increase the risk of flooding elsewhere. It states in part that:

'Proposals for development will need to follow a sequential risk-based approach, ensure development is safe across its lifetime and not increase the risk of flooding elsewhere. The District Council's Strategic Flood Risk Assessment (SFRA) should be used to identify areas at present and future flood risk from a range of sources including fluvial (rivers and streams), surface water (pluvial), groundwater, infrastructure and reservoirs.

Particular attention will be paid to those areas of the District that have experienced flooding in the past and proposals for development should seek to reduce the risk of flooding by achieving a reduction from existing run-off rates.

The application site is at risk from fluvial and surface water flooding.

MSDC Flood risk and drainage were consulted on the application and have provided a response. They consider that the proposal constitutes minor development and falls within the scope of the Environment Agency's Standing Advice. No objection has been raised to the proposal. The proposal is therefore considered to comply with the relevant criteria policy DP41 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 proposal is considered to be acceptable in terms of design, size and scale to the dwellinghouse and locality, and would not cause harm to the amenities of neighbouring properties.

In conclusion, the proposal would accord with the requirements of policies DP26 and DP41 of the Mid Sussex District Plan. It is therefore considered acceptable.

Decision: Permission

Case Officer: Catherine Cardin