

Delegated Decision

Sign off Sheet

Ref. No:	DM/25/1313	Case Officer:	Tracie Axford
Application Type:	Householder Application		
Proposal:	Side ground floor extension. Replacement roof to existing conservatory. Glazed flat roof extensions either side of the existing conservatory.		
Site:	Ellaby, Copthorne Bank, Copthorne, Crawley, West Sussex, RH10 3QZ, ,		
Validation Date	31 Jul 2025	Overall Expiry Date:	26 Aug 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	25 Sep 2025
Target Date:	25 Sep 2025	Recommending Officer Signature:	<i>Tracie Axford</i>

Date Legal Agreement Completed: (if applicable)		No of Representations:	1
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Signed and Agreed By:	<i>Steven King</i>	Date:	25 Sep 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/25/1313

**Ellaby, Copthorne Bank, Copthorne, Crawley, West Sussex, RH10 3QZ,
Side ground floor extension. Replacement roof to existing conservatory. Glazed flat roof
extensions either side of the existing conservatory.
Ms Eaglestone**

REPRESENTATION RECEIVED

One letter has been received raising concerns over the clarity of the plans, distance from boundary and concerns over an existing flat roof being used as a roof terrace. All plans have been checked and are considered to clearly illustrate the proposed works.

SUMMARY OF CONSULTEES

Southern Water had no objections to the proposal

WORTH PARISH COUNCIL OBSERVATIONS

Worth Parish Council have deferred the decision to officer.

INTRODUCTION

The application seeks planning permission for a proposed front and side extension and rear extension.

RELEVANT PLANNING HISTORY

WP/056/74 - Extension to rear to provide new dining room and conservatory. Permission

SITE AND SURROUNDINGS

The application property is a detached bungalow located on Copthorne Bank, within the built-up area boundary of Copthorne. The property is characterised externally by brickwork and white fenestration and a tiled roof to the front. The property is set back from the highway by a driveway which could accommodate 4 cars and is separated from the highway by wrought iron fencing and gates to the driveway.

The surrounding area consists predominantly of residential dwellings which are of a mixed scale and design to the application site and they are characterised by a variety of external materials. There are a variety of extensions within the locality. To the west of the site, there is a detached bungalow, whilst to the east of the site are a pair of semi-detached properties. To the north of the property is the rear garden which shares a border with four other rear gardens in the locality.

APPLICATION DETAILS

The application seeks planning permission for a side ground floor extension, a replacement roof to the existing conservatory and glazed flat roof extensions either side of the existing conservatory. The side extension to the main dwelling will measure approximately 1.4 metres wide and 6.5 metres in depth. The roof will be pitched with a maximum height of approximately 3 metres to the ridge and 2.3 metres to the eaves. No windows or doors are proposed on this side extension.

The proposed glazed flat roof extensions will sit either side of the existing conservatory. On the western side, a patio door will be installed to connect the kitchen to the glazed extension, and a set of doors will lead out from this extension to the rear garden. The width will be approximately 2.2m and the depth will be 3.8 metres and will not extend beyond the rear elevation of the existing conservatory nor the western side elevation of the existing dwelling.

On the eastern side, a patio door will be installed to connect the bedroom to the glazed extension, and a set of doors will lead out from this extension to the rear garden. The width will be approximately 3.3m and the depth will be 6.3 metres and will not extend beyond the rear elevation of the existing conservatory nor the eastern side elevation of the existing dwelling.

It is also proposed the roof of the existing conservatory will be replaced on a like for like basis, so there will be no change to the external dimensions of the existing conservatory.

All external materials are proposed to match the existing materials.

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 Copthorne 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

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.

Copthorne Neighbourhood Plan (made September 2021)

Relevant policies:

CNP1 - General Development Requirements

Other Material Considerations

Mid Sussex District Plan 2021-2039 Consultation Draft

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 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

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
- Other Matters
- 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 CNP1 of the Neighbourhood Plan states in part:

CNP1.1

Proposals will be supported where they sustain or reinforce the positive aspects that make up the individual character and distinctiveness of each Character Area, as defined on the Policies Map, in which they sit.

CNP1.2

Proposals for new development should not cause unacceptable harm to the amenity (including general activity, access, noise, privacy, daylight, and sunlight) of existing and future occupants, both on site and nearby.

CNP1.6

Extensions to existing buildings will be supported provided they adhere to other policies in the development plan and:

- Are no higher than the existing building.*
- Do not conflict with traditional boundary treatment of an area.*
- Use materials which are compatible with materials of existing/surrounding buildings.'*

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 DG50 relates to front and side extensions and in part states 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.'

The gaps between dwellings can sometimes positively contribute to articulating (for example, through the consistent rhythm of repeated houses) and adding interest in a street frontage or by providing views / visible connections to the surrounding countryside. Side extensions will therefore need to appropriately respond to the character of the street form and will not normally be accepted where they close an important gap and view.'

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 side extension is small in scale and of an appropriate design in keeping to the dwelling. The proposed materials will match in appearance the existing dwelling.

The proposed rear extension is of an acceptable design, form and scale that is acceptable to the dwelling and character of the area constructed from materials to match the existing dwelling.

The proposal therefore considered to comply with policy DP26 of the District Plan and policy CNP1 of the Copthorne Neighbourhood Plan.

Impact on neighbouring properties

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

Policy CNP1.2 of the Copthorne Neighbourhood Plan states:

'Proposals for new development should not cause unacceptable harm to the amenity (including general activity, access, noise, privacy, daylight, and sunlight) of existing and future occupants, both on site and nearby.'

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 CNP1.2 of the Copthorne Neighbourhood Plan is considered to take precedence and therefore the test in this instance is whether the development causes unacceptable harm to neighbouring amenities as outlined above.

The proposed rear extension is an enlargement of the existing conservatory and is single storey. The shared boundaries with the neighbouring properties are marked by close board fencing. The extension is single storey and therefore will not create any additional overlooking into neighbour amenity areas.

The proposed side extension is small in scale and subservient to the main dwelling and no windows or doors will be added, therefore it is considered that there will be no increase in overlooking from this extension. The roof height will be lower than the existing roof height of the dwelling .

There are concerns from the neighbour relating to the potential that the flat roof could be used as a roof terrace. The design of the roof states that glazed panels will be used, which would not be compatible with use as a roof terrace. Therefore it is considered that the potential to use the roofs as a terrace is not a concern. Comments relating to the use of an existing roof terrace at the property are not relevant to the determination of this application.

Therefore, in terms of neighbouring amenities, the proposal is deemed to not cause unacceptable harm and therefore complies with policies DP26 of the Mid Sussex District Plan and CNP1.2 of the Copthorne Neighbourhood 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 considered to be acceptable in terms of design, size and scale to the dwellinghouse and locality, would not cause unacceptable harm to the amenities of neighbouring properties. Therefore, the proposal complies with Mid Sussex District Plan policy DP26, policy CNP1 of the Copthorne Neighbourhood Plan and with the relevant provisions of the NPPF. The application therefore accords with the Development Plan and is considered acceptable.

Decision: Permission

Case Officer: Tracie Axford