

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/0816	Case Officer:	Tracie Axford
Application Type:	Householder Application		
Proposal:	Retrospective application for converting garage to habitable accommodation		
Site:	80 Meadow Lane, Burgess Hill, West Sussex, RH15 9JE, , , ,		
Validation Date	26 May 2026	Overall Expiry Date:	19 Jun 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	20 Jul 2026
Target Date:	21 Jul 2026	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>Joanne Fisher</i>	Date:	21 Jul 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/0816

**80 Meadow Lane, Burgess Hill, West Sussex, RH15 9JE, , ,
Retrospective application for converting garage to habitable accommodation
Mr Colin Metcalfe**

SUMMARY OF REPRESENTATIONS

None

SUMMARY OF CONSULTEES

None

TOWN COUNCIL OBSERVATIONS

Burgess Hill Town Council recommends approval while regretting the loss of a garage

INTRODUCTION

The application seeks planning permission for a retrospective conversion of the garage to habitable accommodation

RELEVANT PLANNING HISTORY

BH/154/94 - Proposed single garage addition. Permission September 1994

SITE AND SURROUNDINGS

The application site is a detached two storey house located on the western side of Meadow Lane, which is located in the south of Burgess Hill.

The locality is characterised by detached dwellings of similar forms and design, but with varying materials, which are set back from the highway with front off-street parking and open front gardens which contribute to the character of the locality. Due to the orientation of the dwellings in relation to the highway the properties have a staggered appearance along this portion of Meadow Lane. Many of the properties within the locality have benefited from various extensions and alterations

The application property has a pitched roof form with single storey front projection with a pitched roof. The dwelling is constructed in brick, interlocking roof tiles and white fenestration.

The site is designated as being within the built up area of Burgess Hill.

APPLICATION DETAILS

The application seeks planning permission for a retrospective conversion of the garage to habitable accommodation. The garage door has been replaced with infill brickwork and a white UPVC window to match the existing. On the side elevation, the previous window was replaced with a door and smaller window. On the interior, a shower room has been added.

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 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:

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.

Burgess Hill Neighbourhood Plan

The Burgess Hill Neighbourhood plan was made in 2016.

There are 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:

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)

WSSC Guidance on Parking at New Developments (September 2020)

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."

Changes to the exterior of the dwelling have been minimal. The retrospective garage conversion replaced the garage door with facing brickwork and a UPVC window to match the existing. Externally, the materials will match those of the existing dwelling. The alterations are sensitive to the character of the dwelling and do not cause harm to the street scene.

The application is therefore considered acceptable in terms of design, form and scale and complies with policy DP26 of the Mid Sussex District Plan.

Impact on neighbouring properties

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);'

The alterations to the garage have not led to any changes to the footprint of the dwelling, therefore it can be considered that there has been limited impact on the neighbouring property in terms of outlook, privacy or light as it remains at a single-storey height. The replacement of the garage door with a window will have no impact on its neighbours.

Therefore, in terms of neighbouring amenities, the proposal is considered to comply with DP26 of the Mid Sussex District Plan.

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.

There is an external driveway at the existing dwelling which can accommodate a minimum of three cars.

It is confirmed that the application property has three bedrooms. West Sussex County Council Parking Standards Guidance (2020) outlines that for a 3-bedroom dwelling in this location that 1.7 parking spaces should be provided. As a result of the proposal, space for up to 3 cars on the driveway would remain. Off street parking is available, therefore any displaced parking will not result in a highway safety problem.

The proposal is therefore considered to accord with policy DP21 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 considered to be acceptable in terms of design, scale and form, would not cause significant harm to the amenities of neighbouring properties and would not have an impact in terms of parking. Therefore, the proposal complies with Mid Sussex District Plan policies DP21 and DP26, and policy H1 of the Burgess Hill Neighbourhood Plan, 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