

Delegated Decision

Sign off Sheet

Ref. No:	DM/26/1318	Case Officer:	Tracie Axford
Application Type:	Householder Application		
Proposal:	Alterations to existing conservatory to form habitable room		
Site:	Southdown House, Westhill Drive, Burgess Hill, West Sussex, RH15 9PP, , ,		
Validation Date	27 May 2026	Overall Expiry Date:	24 Jun 2026
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	21 Jul 2026
Target Date:	22 Jul 2026	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:	21 Jul 2026
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/26/1318

**Southdown House, Westhill Drive, Burgess Hill, West Sussex, RH15 9PP, ,
Alterations to existing conservatory to form habitable room
Mr And Mrs Newton**

SUMMARY OF REPRESENTATIONS

One representation letter was received stating concerns over the possibility of increased noise due to proposed orientation of doors.

SUMMARY OF CONSULTEES

None

TOWN/PARISH COUNCIL OBSERVATIONS

Burgess Hill Town Council recommends approval

INTRODUCTION

The application seeks planning permission for alterations to the existing conservatory to form a habitable room.

RELEVANT PLANNING HISTORY

BH/248/96- CONSERVATORY. Permission March 1997

SITE AND SURROUNDINGS

Southdown House is located on the southern side of Westhill Drive within a predominantly residential area of Burgess Hill. The site comprises a detached dwelling set within a relatively large plot and is situated west of the junction of Westhill Drive and Westhill Close. The property lies immediately south of Old Timbers, a Grade II listed residential building, with residential properties surrounding the site to the east, south and west. Access to the site is taken directly from Westhill Drive.

The application site comprises a substantial detached two-and-a-half storey dwelling constructed of red brick with contrasting white-painted decorative bargeboards to the front-facing gables and a pitched tiled roof. The principal elevation is characterised by two prominent front gables and a centrally positioned entrance porch. Fenestration consists of white-framed windows of varying sizes arranged across the front elevation.

To the front of the dwelling is a large hard-surfaced driveway providing off-street parking and vehicle access. A detached double garage is located forward of and to the side of the main dwelling, matching the materials and appearance of the host property.

The application site is designated within the Mid Sussex Local Plan as being designated within the built up area boundaries of Burgess Hill.

APPLICATION DETAILS

The application seeks planning permission for alterations to the existing conservatory to form a habitable room. The existing conservatory is on the north elevation of the property and has glazed panels on all three sides with a glazed pitched roof. It measures approximately 4 metres in width and 4.7 metres in length and the doors leading to the garden are on the northern elevation.

The proposed alterations will see the glazed panels replaced with external facing brickwork on the northern and southern elevations. A set of bi-fold doors will be added to the western elevation creating a better access point to the garden. On the northern and southern elevation, there will be one window added adjacent to the bi-fold doors. The windows will be powder coated aluminium, and the pitched roof will have slate tiles.

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:

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

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
- Biodiversity Net Gain
- Other Issues

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.'*

The proposal involves alterations to the existing conservatory with no increase in the footprint of the dwelling. The external changes comprise brick walls and a slate-tiled pitched roof to match the existing house. As the conservatory is located on the side elevation and is not visible from the public realm, the works would have no adverse impact on the street scene or the character of the area. The use of matching materials would ensure the altered conservatory remains in keeping with the host dwelling.

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 conservatory will not lead to any changes to the footprint of the dwelling, therefore it can be considered that there will be limited impact on the neighbouring properties in terms of outlook, privacy or light as it remains at a single-storey height.

The representation letter received from one of the neighbours raised concerns over the potential for increased noise due to the doors being moved from the north elevation to the west elevation. However, the proposal relates to alterations to an existing conservatory associated with a single dwellinghouse and would not be expected to result in a material increase in noise. The repositioning of the doors would not alter the nature or intensity of the use, and as such no adverse noise impacts are anticipated. Therefore, this concern is not considered to warrant refusal of the application.

Therefore, in terms of neighbouring amenities, the proposal is considered to comply with DP26 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, and would not cause significant harm to the amenities of neighbouring properties. Therefore, the proposal complies with Mid Sussex District Plan policy DP26, 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