

Delegated Decision

Sign off Sheet

Ref. No:	DM/24/3056	Case Officer:	Anna Tidey
Application Type:	Householder Application		
Proposal:	Proposed garage conversion for use as a home office and additional storage, replacing existing garage door with new french doors		
Site:	5 Bulbeck Close, Burgess Hill, West Sussex, RH15 9RG, , , ,		
Validation Date	18 Dec 2024	Overall Expiry Date:	10 Jan 2025
Pre-Commencement Conditions Required:		Pre-Com Conditions Date Agreed:	
Recommendation:	Permission	Recommendation Date:	11 Feb 2025
Target Date:	12 Feb 2025	Recommending Officer Signature:	Anna Tidey

Date Legal Agreement Completed: (if applicable)		No of Representations:	0
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Signed and Agreed By:	Stephen Ashdown	Date:	12 Feb 2025
Comments:			

MID SUSSEX DISTRICT COUNCIL

DM/24/3056

**5 Bulbeck Close, Burgess Hill, West Sussex, RH15 9RG, , ,
Proposed garage conversion for use as a home office and additional storage, replacing existing
garage door with new french doors
Mr Kenneth Williams**

SUMMARY OF REPRESENTATIONS

None received.

CONSULTATIONS

None

TOWN/PARISH COUNCIL OBSERVATIONS

Burgess Hill Town Council: Recommend Approval. The Committee regretted the loss of a garage.

INTRODUCTION

This application seeks planning permission for the conversion of the attached single garage to a home office and storage space at No 5 Bulbeck Close in Burgess Hill.

RELEVANT PLANNING HISTORY

BH/115/91. Residential development for 625 residential dwellings, public play areas, retail food superstore and associated parking and petrol service station. Approved December 1991.

CN/014/97. Proposed alterations to existing attached garage to form habitable room. Approved July 1997. (No 6 Bulbeck Close)

02/00668/FUL. Conversion of garage into living accommodation. Approved May 2002. (No 4 Bulbeck Close)

SITE AND SURROUNDINGS

No 5 Bulbeck Close is one of a pair of semi detached houses located in Bulbeck Close, which is within an established residential estate at Hammonds Ridge, to the south of Burgess Hill. The house accommodates 3 bedrooms and benefits from a private driveway for off road parking. The drive measure approx. 9.6m in length, and is sufficient to park two cars off the highway. The house is located within the built up area boundary of Burgess Hill.

APPLICATION DETAILS

The application seeks planning permission for the conversion of the attached single garage to accommodate additional ground floor living space. The submitted plans show the insertion of an internal dividing wall to split the garage into two equal sized square rooms, accessed at ground floor off a new internal doorway, formed through the side wall of the house from the rear living room.

The proposed elevations show the garage door to be replaced with a pair of outward opening glazed French doors with full height glazed side panels to light the home office space. The application form confirms that the new windows and doors will be white upvc to match the existing in the property.

The rear glazed door at the rear of the garage is proposed to be retained to serve the new store room, and to allow large items and bicycles to be moved from the front to rear garden.

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 Development Plan Document

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.

Neighbourhood Plan

Burgess Hill Neighbourhood Plan, made on 28 January 2016.

Relevant policies:

Policy S4 Parking Standards for New Developments

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 the majority of 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:

DPS2 Sustainable Design and Construction

DPS6 Health and Wellbeing

DPB1 Character and Design

DPT4 Parking and EV 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.

West Sussex County Council Guidance on Parking at New Developments (September 2020)
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
- Impact on residential amenities
- Parking

Design

Policy DP26 in the District Plan is relevant in the determination of this application as it seeks to ensure that new extensions to buildings are well designed and reflect the distinctive character of their locality. It 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:

- o is of high quality design and layout and includes appropriate landscaping and greenspace;*
- o 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;*
- o creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;*
- o protects open spaces, trees and gardens that contribute to the character of the area;*
- o protects valued townscapes and the separate identity and character of towns and villages;*
- o 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);*
- o creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;*
- o incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;*
- o positively addresses sustainability considerations in the layout and the building design;*
- o 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;*
- o optimises the potential of the site to accommodate development.'*

Also relevant in the determination of the application is the design guidance contained in the Mid Sussex Design Guide.

The Design Guide contains principles relevant in the consideration of extensions to residential dwellings. Principle DG49 states:

'Extensions should respond to the design of the original dwelling and applicant will be expected to demonstrate how local character has informed the design proposal. Extensions should also normally be

designed to be well integrated with the existing scale, form and massing allow the original building to remain the dominant element of the property whether it has one or several additions.

Extensions should typically use simple, uncomplicated building forms to complement 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.

Extensions should not result in a significant loss to the private amenity area of the dwelling.

There are two general approaches to extending a property:

*-designing in the style of the existing building by closely matching its facing materials, architectural features, window sizes and proportions; and
-designing in a contemporary style that takes its cues from key aspects of the existing building that might include its underlying form and proportions, facing materials, window design and other specific architectural features. The success of this approach is particularly reliant on high quality facing materials and finishes, and this will normally need to be demonstrated through detailed elevations and section drawings.*

Both approaches can create successful, well designed extensions that can be mutually beneficial to both the house and the wider area. All extensions and alterations should consider their impact on neighbouring properties (refer to Chapter 8 on residential amenity).'

The immediate neighbouring properties sited to either side of No 5 are Nos 4 and 6 Bulbeck Close. Both of these immediate dwellings have had planning permission granted to allow the conversion of their attached single garages into additional living space, see details above.

The proposed garage conversion at No 5 does not physically enlarge the size of the building but increases the habitable space on the ground floor for the occupants of the house, but removes the available garage parking space for the property. The front wall of the garage is set back from the front of the house. Consequently, it is considered that the proposed replacement of the solid white garage door with new white upvc windows and doors would not detract from the overall appearance of the house in public views from the street.

Consequently the appearance of the proposed works are considered to accord with Policy DP26 and with the relevant Design Guide principles.

Impact upon neighbouring amenities

In assessing the potential impact of the proposed extension works upon the neighbouring amenities consideration needs to be given to District Plan Policy DP26. Policy DP26 requires 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.'

In addition Principle DG45 in the Design Guide refers to the need to consider privacy of existing and future residents and it is noted that privacy may be affected by the relationship of buildings to each other.

The front elevation of the garage is sited adjacent to the side access path and single storey blank side gable wall of the converted garage at No 4 Bulbeck Close

Given the nature of the proposal and the relationship with the neighbouring properties, it is deemed that significant harm would not be caused to privacy, outlook, daylight and sunlight, and noise, air and light pollution as a result of the completed conversion works.

The proposal is therefore found to accord with District Plan Policy DP26 and the overall principles of the Design Guide.

Parking

Policy DP21 of the District Plan states:

'Development will be required to support the objectives of the West Sussex Transport Plan 2011-2026, which are:

- o A high quality transport network that promotes a competitive and prosperous economy;*
- o A resilient transport network that complements the built and natural environment whilst reducing carbon emissions over time;*
- o Access to services, employment and housing; and*
- o A transport network that feels, and is, safer and healthier to use.*

To meet these objectives, decisions on development proposals will take account of whether:

- o The scheme is sustainably located to minimise the need for travel noting there might be circumstances where development needs to be located in the countryside, such as rural economic uses (see policy DP14: Sustainable Rural Development and the Rural Economy);*
- o Appropriate opportunities to facilitate and promote the increased use of alternative means of transport to the private car, such as the provision of, and access to, safe and convenient routes for walking, cycling and public transport, including suitable facilities for secure and safe cycle parking, have been fully explored and taken up;*
- o The scheme is designed to adoptable standards, or other standards as agreed by the Local Planning Authority, including road widths and size of garages*
- o 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;*
- o Development which generates significant amounts of movement is supported by a Transport Assessment/ Statement and a Travel Plan that is effective and demonstrably deliverable including setting out how schemes will be funded;*
- o The scheme provides appropriate mitigation to support new development on the local and strategic road network, including the transport network outside of the district, secured where necessary through appropriate legal agreements;*
- o The scheme avoids severe additional traffic congestion, individually or cumulatively, taking account of any proposed mitigation;*
- o The scheme protects the safety of road users and pedestrians; and*
- o The scheme does not harm the special qualities of the South Downs National Park or the High Weald Area of Outstanding Natural Beauty through its transport impacts.*

Where practical and viable, developments should be located and designed to incorporate facilities for charging plug-in and other ultra-low emission vehicles. Neighbourhood Plans can set local standards for car parking provision provided that it is based upon evidence that provides clear and compelling justification for doing so'.

Policy S4 of the Burgess Hill Neighbourhood Plan states:

'New housing developments that include the provision of garage space must be of the minimum size for cars - 7.0m x 3.0m (internal dimension) for this to be counted as a parking space. All new housing developments must comply with the new parking standards for Burgess Hill contained in Appendix D. If a garage is proposed then the drive way must be of sufficient length to allow a second car to park clear of the pavement whilst providing space for the garage door to open. . In cases where planning permission is necessary for alterations and extensions to properties support will not be given for the conversion of garage space to habitable rooms/ residential use unless there is adequate space to park cars off street in line with the parking standards. Design and layout of off site parking areas, on street parking areas, garage/parking blocks will be designed to allow ease of access from driveways and accessibility to parking areas without causing obstruction.'

The existing property accommodates three bedrooms. The proposal does not change the bed numbers in the house.

West Sussex County Council Guidance on Parking at New Developments requires a 3 bed dwellinghouse in this part of Mid Sussex to have provision for 1.8, rounded up to 2, off road parking spaces. There is sufficient room to park 2 cars off the road on the frontage area at the property. In addition there are no parking restrictions within the street and there are designated parking bays within Bulbeck Close to accommodate visitors vehicles.

Whilst it is appreciated that the Town Council regrets the proposed garage loss, the available parking provision for the house accords with the WSCC Car Parking Standards for a 3 bed house and therefore also accords with the aims of District Plan Policy DP21 and Policy S4 of the Burgess Hill Neighbourhood Plan.

CONCLUSION

The external works that are proposed for the proposed garage conversion are appropriate in design terms, and will not adversely affect the appearance of the property in the street scene.

Both immediate neighbouring properties have converted garages. The proposed works to replace the garage door with new French doors and glazed side panels will not adversely affect the outlook or the amenities of the neighbouring occupiers. The proposal is found to accord with District Plan Policy DP26 and the principles of the adopted Design Guide.

The available parking provision for the house accords with the WSCC Car Parking Standards for a 3 bed house and therefore also accords with the aims of District Plan Policy DP21 and Policy S4 of the Burgess Hill Neighbourhood Plan.

This application is therefore recommended for approval.

Decision: Permission

Case Officer: Anna Tidey