Expiry Date - 25/08/2025
Extension of Time – 19/12/2025

Development Management – Delegated Officer Report

Application Number: AWDM/0853/25 Recommendation: – APPROVE

Site: Flat 1 3 Cowper Road Worthing West Sussex

Proposal: Replacement of single glazed timber framed window 'A' with double glazed timber inserts and window 'B' with UPVC casement window.

Date of Site Visit: 19/08/2025

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings

The site is located to the south side of Cowper Road and within the Shakespeare Road Conservation Area, and Cowper Road Article 4 Direction and is identified as a Local Interest Building and a positive contributor to the conservation area. The property comprises a two storey, semi-detached building occupied as two flats, one at ground floor and one at first floor. This application relates to the ground floor flat. The building has white painted brick elevations a two storey tile hung gabled bay to the front and timber gabled details to the front and arched canopy to the front entrance. Windows are single glazed white timber frames. The property is set back from the road behind an open driveway.

Proposal

Planning permission is sought for replacement of the single glazed projecting casement window and square bay window to the front.

Window A – Front bay: The existing window comprises a timber frame square bay window with a protruding frame and windows with 6 pane fanlights above 5 single pane casement windows. The proposal would replace the existing single glazed windows with double glazed timber frame windows, inserted into the existing frames which would be retained. The glazing pattern and opening pattern of the existing windows would match those of the existing windows.

Window B – Front projecting window: The existing window comprises a timber frame triangular projecting window, consisting of 2 angled casement windows culminating in a central post. The proposal would replace this window in double glazed UPVC replicating the existing window.

The application has been significantly amended to replace only the windows of the square bay A using timber double glazed inserts and retaining the frame as existing, omitting UPVC replacement of this window as originally proposed. The UPVC replacement window B has been amended to include a deeper bottom rail.

Relevant Planning History:

AWDM/0511/15 - Installation of rooflight into existing lean-to and replace part with single storey extension to south (rear) elevation.
STATUS: Application Permitted 22nd June 2015.

Consultations

None required

Neighbour Representations

None received

Relevant Planning Policies:

Worthing Local Plan policies (WBC 2023): SP1, DM5, DM23 and DM24
National Planning Policy Framework (MHCLG 2024)
National Planning Practice Guidance
SPG 'Extending or Altering Your Home' (WBC)
Shakespeare Road Conservation Area Appraisal

Planning Assessment:

There is no objection in principle to extensions and alterations to residential dwellings within the built-up area. The key considerations are the effects on the visual and residential amenities of the locality and on the historic character and appearance of this Local Interest Building and the Shakespeare Road Conservation Area.

Visual Amenity and Conservation Area

There is a statutory duty to have regard to the desirability of enhancing or preserving the character or appearance of the conservation area.

The NPPF (paragraph 212) states:-

"When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance."

Local Plan Policy DM5 requires all new development to respect, preserve and where appropriate enhance heritage assets and settings.

Policy DM24 requires development in conservation areas to be of a high standard of design and materials so as to respect, preserve and enhance the character and appearance of that area and preserve important features using CA Appraisals to assess applications. It identifies the importance of Local Interest Buildings to the character of an area as a material consideration.

The Shakespeare Road CA Appraisal refers to fenestration as follows:

'Window openings are predominantly rectangular, regularly placed and of roughly the same height. Width varies significantly; Edwardian framing is usually narrower than the Victorian, which adds to the vertical emphasis of the later buildings. White-painted, timber, vertical-sliding sashes with horns predominate. Earlier examples have 2 panes, later windows often have their upper section divided into several rectangular panes. Tall, narrow, plain casements are a common feature of the Edwardian buildings. A few twentieth century detached houses have squatter window openings, with more variation in size, shape and arrangement. These often contain leaded-light casements. Replacement with modern framing. particularly PVCu, has begun to have a negative impact on the streetscene'.

The appraisal identifies enhancement opportunities as: *'Replace/discourage further use of modern window framing, particularly PVCu (e.g. Frazer lodge, Wykeham Road). Maintain the white/cream painted timber sashes of original design wherever possible.'*

Cowper Road is predominantly characterised by generously proportioned pairs of Victorian and Edwardian houses, many subdivided into flats. Timber windows, a mix of vertical-sliding sashes and narrow, plain casements, make an important contribution to the historic character and appearance of the properties which make up this Conservation Area. The Conservation Area Appraisal notes that modern UPVC framing has begun to have a negative impact on the street scene. In some instances, the introduction of UPVC replacements has taken place as 'permitted development', but where the Local Planning Authority has control, it has a statutory duty to have regard to the desirability of enhancing or preserving the Conservation Area.

The bay windows are of particular interest and are of matching design to this pair of semi-detached houses, both with timber casement windows at ground floor and timber sashes at first floor. The ground floor windows have a distinctive projecting cross design that divides the panes vertically and separates the upper and lower panes horizontally. The original scheme proposing replacement of this window in UPVC was considered unacceptable as it was not possible to replicate the intricate detailing, proportions and projecting frame in UPVC. The plans were subsequently amended to omit the use of UPVC entirely for Window A.

The proposed replacement of the window inserts only, using timber double glazing would ensure that the distinctive appearance of the bay window and in particular the protruding cross frame could be retained thereby preserving the character of the building and the wider conservation area setting. Use of timber inserts only would also retain the symmetry with the adjoining property, replicating the existing proportions and detailing.

Window B is of a simple design consisting of two angled frames projecting out to meet a central frame. This window has previously been replaced and does not match the corresponding window above. This part of the building is set back behind the main frontage and is less prominent in the street scene. It may also be a later addition to the building. The proposed replacement for window B consists of UPVC casement windows of very similar dimensions and details. The amendment to provide a deeper bottom rail for this window enhances the design and would look very similar in appearance to the existing window.

The amended proposals are considered to respect the historic character of this Local Interest Building and would not detract from the wider conservation area or have any significant adverse impact on visual amenity.

Residential Amenity

There are no additional or enlarged openings resulting from this application. Other than for some minor inconvenience during the fitting of replacement windows, the proposal would not have any detrimental impact on the residential amenities of neighbours.

The proposed windows would enhance energy efficiency and greatly improve the thermal capacity of the property, enhancing the living conditions for the occupants and resulting in a sustainable development.

Recommendation:

APPROVE subject to condition(s):-

1. Drawing Numbers
2. Standard time limit
3. Window A - Timber inserts only, frame retained

Informative

The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern within the application (as originally submitted) and negotiating, with the Applicant, acceptable amendments to the proposal to address those concerns. As a result, the Local Planning Authority has been able to grant planning permission for an acceptable proposal, in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Is recommendation contrary to letter(s) of representation? N

Case Officer:	Amanda Haslett	Date: 18/12/25
Authorised by:	Jo Morin	Date: 19.12.2025