

Development Management – Delegated Officer Report

Application Number: AWDM/0259/26

Recommendation: – APPROVE

Site: 30 Windsor Road Worthing West Sussex BN11 2LX

Proposal: Single storey outbuilding in rear garden for leisure use with family guest room

Date of Site Visit: 23/04/2026

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings

The application site relates to a large detached two property on the eastern side of Windsor Road. The property has parking to the front and a garage to the side with additional space to the front for a garden. The plot is large with a deep rear garden, the rear boundary has fencing and then hedging above. On either side boundary there is fencing and some trees spread along the boundaries. The rear of the property has been extended with a wraparound extension to create the garage space to the side of the site. To the rear of the garden the application site currently has a raised decking area.

With No.30 being located to the north of the road the properties along church walk back on to the application site. Behind 34 to 40 Church Walk there are two detached garages which abut the boundary on this side. No 28 Windsor Road, to the south, has an outbuilding situated to the rear of their garden. To the rear of the site is a plot of land which is overgrown.

The site is not within a conservation area, nor is the building listed. There are also no TPO's on the site.

Proposal

The application relates to the introduction of a large outbuilding to be used as a study and occasional accommodation for when family come to stay. The outbuilding has a proposed width of 14m to run the full width of the garden and a maximum depth of 4.5m. Within the north and south elevations there are proposed to be 2 small windows and the front (western) elevation would host a large level of glazing with two sets of bifolding doors and picture windows to the north and eastern ends. Within the roof there are proposed to be two roof lights one above the bedroom and one above the lounge. The outbuilding will be large with a total square meterage of 58.8.

The description has been changed with the applicant's agreement as the proposed documentation did not show a self-contained annexe as originally described.

Relevant Planning History:

AWDM/0222/21 - Removal of chimneys. Construction of pitched roofs over Dining Room and Annex Kitchen (to become Garden Room).

Removal, of ground floor rear bay and first floor rear balcony. Construction of infill extension between Dining Room rear projection and Annex Kitchen (to become Garden Room) rear projection. Alterations to windows at first floor south elevation.

STATUS: Application Permitted 15th April 2021.

Consultations

Environmental Protection, Environmental Health & Licensing

Works of construction or demolition, including the use of plant and machinery, necessary for implementation of this consent shall be limited to the following times.

Monday - Friday 08:00 - 18:00 Hours

Saturday 09:00 - 13:00 Hours

Sundays and Bank Holidays no work permitted

Any temporary exception to these working hours shall be agreed in writing by the Local Planning Authority at least five days in advance of works commencing. The contractor shall notify the local residents in writing at least three days before any such works.

Reason: To safeguard the residential amenity of the area.

Planning Applications Highways

I refer to your consultation in respect of the above planning application and would provide the following comments.

The proposal is for the creation of an annexe in rear garden of 30 Windsor Road to serve occasional use for guests and relatives. Windsor Road is a D classified road subject to 30mph speed restrictions. The property appears to have off street parking provisions suitable for 2 vehicles and a garage is present within the property although it is not known whether this is in use as a parking provision. Any overspill would currently be made up by existing on street parking provisions. The proposal does not seek to change the existing parking arrangements.

The proposal would not be anticipated to generate a severe material increase in movements over that currently generated by the property. The annexe would be a 1-bedroom unit with a living area, office and store. It is not known how many rooms are present at the host dwelling however a single additional bedroom would not be considered to cause a detriment in terms of capacity on the local network. The WSCC Parking Demand Calculator outlines that one additional space may be required to serve a single bed annexe.

The Local Highway Authority is unaware of any existing parking pressures within the vicinity of the site. The LPA may wish to observe this from an amenity perspective when considering the application. However, it is not considered that a single additional vehicle would cause a material change over the current parking arrangements.

The site is located within a sustainable location, within reasonable distance of local shops and amenities and within commuting distance of regular bus services which may seek to mitigate a reliance on the use of a car for residents of the host dwelling.

On street parking restrictions are present and seek to deter non-residents making use of this as a long stay option.

The annexe shall be occupied solely for purposes ancillary to the occupation and enjoyment of the property as a whole, as a single dwelling house and would not be used as a separate property.

The Local Highway Authority does not consider that the proposal would have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network, therefore is not contrary to the National Planning Policy Framework (paragraph 116), and that there are no transport grounds to resist the proposal.

Southern Water

Condition

Construction of the development shall not commence until details of the proposed means of foul/surface water drainage disposal have been submitted to, and approved in writing by the Local Planning Authority in consultation with Southern Water.

S106 Connection application

Any new connections to the public sewerage system will require a Section 106 connection application to be submitted and approved by Southern Water Services.

To make an application visit Southern Water's Get Connected service:

<https://developerservices.southernwater.co.uk> and please read our New Connections Charging Arrangements documents which are available on our website via the following link:

<https://www.southernwater.co.uk/developing-building/connection-charging-arrangements>

Please note that, where there are separate systems available, Southern Water will not allow surface water to connect into the public foul sewer. If this is not possible, please provide evidence that all other options have been explored.

We request that should this planning application receive planning approval, the following informative is attached to the consent:

Construction of the development shall not commence until details of the proposed means of foul sewerage and surface water disposal have been submitted to and approved in writing by the Local Planning Authority in consultation with Southern Water.

Neighbour Representations

None

Relevant Planning Policies:

Worthing Local Plan policies (WBC 2023): SP1, DM5

National Planning Policy Framework (MHCLG 2024)

National Planning Practice Guidance

SPG 'Extending or Altering Your Home' (WBC)

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.

Visual Amenity

The outbuilding is located to the rear of the site with no views available from within the public realm. This is due to the scale and location of the proposal as well as the boundary screening on the site.

The scale of the footprint is large however due to the size of the plot it is not considered that it would result in the dominance of the amenity space. With the outbuilding being subservient in scale it allows for a majority of the amenity space to be retained and well over 50% of the plot size around the property to remain undeveloped.

The location of the outbuilding means that there will be limited views available from within the public realm. Therefore, the new materials will not result in an impact that is detrimental to the area. The timber cladding is considered harmonious to the residential area.

Residential Amenity

The properties which are most likely to be affected are those directly adjoining the site. The properties to the north and south will be impacted the most. This is due to the outbuilding hosting a small window on each of the south and northern elevations facing their boundaries. The property to the north has a pitched roof garage which has a separate access that detaches the proposal from the rear boundaries of the properties, this is considered to block any potential overlooking or overbearing from the proposed development. Similarly, the property to the south of the site has an outbuilding which will reduce the potential for any overlooking to the amenity space.

With the other openings providing access and views back towards the host property it is not considered that the overlooking achieved from the outbuilding would be demonstrable to the application.

The properties to the rear of the site would not be impacted by the proposal, due to the depth of the rear gardens within the locality and the uninhabited land to the rear it is not considered that the outbuilding would have a significantly detrimental impact on the residential amenity of the properties to the east.

The applicant has advised that there will be space for occasional guest use for family or friends but the space will largely provide study and leisure space for the occupants. It is considered the scale and nature of the guest room element would be compatible with the residential use of the main house and the wider residential nature of the surroundings. A condition will be attached to ensure the outbuilding remains ancillary to the overall use of the house.

The EHO has recommended a condition for working hours during construction which will be included to minimise impacts on neighbours during construction.

Flooding

The site is in an area at future risk of flooding from the sea when accounting for climate change. A small area of puddling of surface water shows up in the 1 in1000 map but does not cover the area of the outbuilding.

To ensure the site is safe from tidal flooding the applicant has proposed that there will be a number of features included within the development such as a floating floor level so that water can pass entirely underneath the proposal as well as the finished floor levels being raised to mitigate any risk. The electrical points would be raised above any flooding level. As such it is considered that the proposal would not cause a risk to any future inhabitants of the site or the neighbouring properties to either side.

Southern Water was consulted regarding the proposal and conditions have been recommended to ensure that the site does not cause unnecessary flood risk to the neighbouring properties by reason of foul and surface water disposal. As set out within the FRA attached to the planning submission the provision of soak aways will be introduced to the site to ensure that the water can safely drain from the site and not cause risk to those within or adjacent to the proposed development. More information is required and therefore the conditions will be included.

Recommendation:

APPROVE subject to condition(s):-

1. Drawing Numbers
2. Standard time limit
3. Ancillary use only
4. Hours of works
5. Foul and surface water disposal

Informative

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission 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: Finlay Gardner Date: 30/04/2026

Authorised by: Louise Prew Date: 01/05/2026