Expiry Date - 27/11/2024
Extension of Time - 17/10/2025

Development Management – Delegated Officer Report

Application Number: AWDM/1149/24 Recommendation: – APPROVE

Site: Flat 4 37 Winchester Road Worthing West Sussex

Proposal: Replacement of 3no. existing wooden windows to Front and Rear elevations with UPVC double glazing.

Date of Site Visit: 01/11/2024

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings

The site is located to the south side of Winchester Road and within the Winchester Road Conservation Area. The building is included on the Local Interest list and identified as a positive contributor to the conservation area. The property comprises a late Victorian, two-storey building occupied as four flats. The application relates to Flat 4 located on the first floor with windows to the front and rear. The building is brick-built with rough-cast render panels and decorative Mock 'Tudor' boarding. The property incorporates a wealth of architectural features including double height canted front bay, a ground-floor square bay window with part 'jettied' timber window above, brick cornice banding and a slate tiled roof with terracotta ridge and finial tiles.

Windows are a mix of original timber sliding sashes and timber casements and UPVC replacements. The first-floor bay window (front) to the adjacent flat has been replaced with unsympathetic UPVC casement windows. The ground floor bay has been replaced with high quality UPVC vertical sliding sash windows with run through horns, although it is noted that trickle vents have been applied to this window despite a condition preventing such additions. The application flat retains its timber windows (sliding sash and jettied casement to the front and sliding sash bay and casement to the rear), as does the flat below with a timber square bay window.

The building is set back from the road behind a flint and brick wall and front garden.

Proposal

Planning permission is sought for replacement of 3 timber windows with UPVC windows.

Window 2 (bedroom) is located to the front elevation in the centre of the first floor and comprises a single glazed timber, vertical sliding sash. This window would be replaced with a double glazed Rehau Heritage vertical sliding sash window in white UPVC. The window would have run through sash horns, a deep bottom rail and slim meeting rail all to match the existing window as closely as possible. The existing cill would be retained.

Window 3 (landing) is located at the rear of the building on the west side of the outrigger and consists of a single glazed timber casement. This window would be replaced with a double glazed UPVC casement window with top hung fanlights.

Window 4 (lounge) is located to the rear of the building and consists of single glazed timber vertical sliding sash bay windows. These windows would be replaced with double glazed UPVC casement windows with top and side hung openings.

The application has been through many revisions in relation to the front windows and this has resulted in Window 1 (bedroom) being omitted from the application as it was not possible to successfully replicate this jettied window in UPVC. The details for Window 2 (front bedroom) have also been significantly amended from the original submission which involved a UPVC casement window that was entirely different to the window it was replacing.

Relevant Planning History:

Flat 4 - 99/00251/FULL - Installation of replacement double glazed bay window to rear elevation
STATUS: Application Refused 10th May 1999.

Flat 1 - AWDM/0592/23 - Installation of replacement windows from painted timber to white UPVC
STATUS: Application Permitted 9th August 2023 - This entailed a sympathetic replacement scheme with vertical sliding sash and run-through sash horns with sufficient replication of the original windows, however trickle vents have been inserted despite these not being shown on the plans and a condition preventing such additions.

Flat 1 - 96/05894/FULL - Installation of replacement double glazed windows
STATUS: Application Refused 16th July 1996.

Flat 1 - 96/05898/FULL - Installation of replacement double glazed windows
STATUS: Application Refused 26th March 1996.

Flat 3, 33 Winchester Road - AWDM/0502/25 - Replacement UPVC windows to first-floor North elevation (retrospective application)
STATUS: Application Refused 23rd June 2025. Appeal Pending.

Consultations

The Worthing Society – No reply received

Neighbour Representations

None received

Relevant Planning Policies:

Worthing Local Plan policies (WBC 2023): SP1, DM5, DM23, DM24
National Planning Policy Framework (MHCLG 2024)

National Planning Practice Guidance
SPG ‘Extending or Altering Your Home’ (WBC)
Winchester 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 within the Winchester Road Conservation Area.

Visual Amenity and Heritage

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 Winchester Road CA Appraisal identifies materials and window design for their positive contribution to the architectural character of the area:

“Window frames are traditionally two-pane, vertical sliding timber sashes with horns, painted white. The Edwardian buildings sometimes have casements and tend to have narrower sashes, often dividing the upper portion into several panes.”

The Appraisal identifies enhancement opportunities as retaining the original timber sashes and casements where possible and reinstating them where they have been lost.

Window 2 is prominently located at the front of the building and is clearly visible within the conservation area. Replacement of this window would result in the loss of the original timber sash window which would diminish the buildings aesthetic quality and historic significance to some degree. The proposed replacement window (2) has been significantly amended since the original submission which was for an unsympathetic UPVC casement window that would have been totally inappropriate in this

conservation area setting, resulting in significant harm to the Local Interest building, its character and setting. The amended plan for window 2 is a significant improvement, using a Rehau Heritage window featuring a vertical-sliding sash with run-through sash horns, deep bottom rail and slim meeting rail to replicate the existing timber sash as closely as possible.

It is noted that the UPVC sliding sash replacements to the ground floor bay of this building (Flat 1) are also 'Heritage' windows and have successfully replicated the original timber sash windows without significant harm to the building. It is however noted that trickle vents have been installed on these windows despite a condition specifically excluding these additions and these have undermined the quality of the windows in this respect. To prevent this discrepancy from occurring again, the plans have been updated to specifically state that no trickle vents would be applied to the exterior. The run through sash horn detail and retention of the existing timber cill are also stated on the drawings and can be conditioned as such.

On balance it is considered the proposed UPVC replacement window to the front will sufficiently replicate the detail of the existing timber sash window so that it would not result in unacceptable harm to the appearance of the building or the historic character of the conservation area.

Very limited weight is attached to the existing unsympathetic UPVC bay window replacement at first floor to the adjacent flat, as there is no record of planning consent for this replacement. It is also noted that this window has been in place since at least 2009 (confirmed using Google Street View) and therefore is exempt from planning enforcement.

Window 1 was removed from the proposal as this could not be successfully replicated in UPVC and the resulting harm was considered unacceptable.

Window 3 - rear/west side casement window and Window 4 - rear sliding sash bay window are both located at the rear of the building and therefore are not visible from the road to the front or from any public view within the conservation area. Very limited long distance views are possible from the garage block to the rear, located outside of the conservation area. Views from this position show a proliferation of UPVC window replacements to the rear of the properties on Winchester Road, most of which have replaced the corresponding timber bay sliding sash windows with UPVC casements. It is noted that the proposed replacement windows to the rear are of much lesser quality (compared to the window to the front) and consist of UPVC casements that lack any of the historic detailing of the original windows, however given the proliferation of similar window replacements that have been installed at other properties and the extremely limited views of these rear windows from public viewpoints, the windows are in this context considered acceptable. Whilst we have stated to the applicants that we would positively encourage the use of better quality windows to the rear that preserve the character of the building it would be difficult to sustain a refusal on these grounds due to the lack of any impact on the conservation area as a result of these rear windows not being visible from the conservation area and the only potential views being long distance and viewed in context with many similar windows that have already been replaced.

The vast improvements made to the prominent front window would preserve the historic character and appearance of the conservation area and the status of the property as a local interest building and would not have any significant adverse impact on the visual amenities of the locality.

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. The uPVC window replacement for Window 2 (front bedroom) shall consist of 'Rehau Heritage' white vertical sliding sashes with deep bottom rail, chamfered beading profile and 'run-through' sash horns, with no visible trickle vent in the exterior of the sashes or the external framework.

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: 15/10/25

Authorised by: Jo Morin Date: 16.11.2025