

Development Management – Delegated Officer Report

Application Number: AWDM/0407/26

Recommendation: – APPROVE

Site: 49 Poulters Lane Worthing West Sussex BN14 7ST

Proposal: Conversion of undercroft to habitable space with front porch and rear extension. Retention of gates to highway entrance (Part-retrospective).

Date of Site Visit: 20.05.26

Neighbours Checked: Y

Additional Neighbours Notified:N

Site and Surroundings

The property is a two storey detached character dwelling on the south side of Poulters Lane. It has a two storey gable with low eaves and a half hip. There are feature bay windows to the front. There is an integral undercroft/car port set back to the eastern side with a flat roof dormer in the roof above. There is a small single storey extension to the rear with a shallow pitched roof. There is a large shed on the eastern boundary.

The property has an access to Poulters lane on the eastern side with a gravel drive.

There is a mixture of boundary treatment to the frontage with fencing, walling and shrubs and trees.

The site is situated on Poulters Lane which has a mixture of house styles and designs and frontages.

Proposal

The application which is part retrospective proposes:

The conversion of the undercroft which is currently used for parking to habitable accommodation to form a lobby, utility and office. The area would be extended to the rear but not as deep as the current rear wall. At the front an oak framed porch is proposed with a pitched roof. At the rear the proposed extension would have a predominantly flat roof with a door and small window in the rear elevation.

The retention of the 2m high gates which are set in from the front boundary. The gates are treated softwood boarded. The fence to the east boundary has also been partly extended in height to match the height of the gates.

Relevant Planning History:

10/0423/CLP - Application for a Lawful Development Certificate for a proposed single storey rear extension (conservatory) and side dormer.

STATUS: 14th July 2010.

AWDM/0916/15 - Application for consent under Worthing Tree Preservation Order No.21 of 1988 to reduce radial spread by up to 2 metres, and prune to clear telephone cables by up to 1 metre one Purple Beech tree T3, and one Common Beech tree T4.

STATUS: Application Permitted 5th August 2015.

AWDM/1530/19 - Application for consent under Worthing Tree Preservation Order No.21 of 1998 to crown lift to 5m, radial spread reduced by 3m and height reduced by 3m to 2no. Beech Trees (T3 and T4)

STATUS: Application Permitted 18th November 2019.

AWDM/0713/25 - Application for consent under Worthing Tree Preservation Order No.21 of 1998 to reduce crown height and radial spread by up to 1 to 1.5 metres, crown lift up to 5 metres, and crown thin 20% Purple Beech T3 and to reduce crown height and radial spread by up to 1 to 2 metres, crown lift up to 5 metres, and crown thin 20% Beech tree T4.

STATUS: Application Permitted 14th August 2025.

Consultations

WSCC Highways

This application is for the conversion of undercroft to habitable space with front porch and rear extension. Retention of gates to highway entrance (Part-retrospective). The site is located on Poulters Lane, an A-classified road subject to a speed restriction of 30 mph. Following an inspection of the application documents, WSCC in its role as Local Highway Authority (LHA) raises no highway safety concerns for this application.

There are no apparent visibility concerns at the existing access point. The proposed development is not anticipated to give rise to a material intensification of use of the existing access point.

From inspection of the plans, the gates are set back 1m from the footway. Typically for access gates the LHA would request that gates be set back at least 5m from the carriageway edge, to allow for cars to pull in and wait whilst the gates are in operation. The footway width in this location would allow for a car to be partially removed from the carriageway. Nevertheless, any obstruction of the public highway whilst the gates are being operated would be considered to be temporary in nature and given the context of the road in this location, would not be anticipated to result in a highway safety concern.

A single-bay undercroft garage will be lost as part of the proposals. However, it should be noted that the existing garage does not meet the minimum internal specifications for single-bay garages of 3m x 6m as outlined in Manual for Streets

(MfS). Therefore, the LHA would not consider the existing garage for parking provision, as it is likely too small to accommodate modern sized cars. It is not unreasonable for the LHA to assume the existing garage may be being used for other purposes, such as storage.

As such, no concerns are raised regarding loss of existing parking provision. An existing drive to the front of the property is to be retained with provision for 1-2 cars.

The LHA does not consider that this 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.

Neighbour Representations

None received

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

Poulters Lane in this location comprises primarily detached and semi-detached houses within close proximity of the application site. The properties are a mixture of brick and render with dwellings being of varying design and age.

Due to the set back of the property the conversion of the undercroft itself would not be unduly prominent. The front elevation would be feather edged cladding which would fit with the style of the property. The rear will match existing. The application proposes a small open porch on the frontage with a pitched roof. The porch would be slightly off centre with the window above but in view of the set back and style of the property this would not be unduly prominent or impact on the character of the property.

In terms of the gates the property is situated in a street of mixed dwelling types, ages and design, with a mixture of boundary frontages.

Although the majority of walling is relatively low approx. 1.2m-1.5m in height there are examples of higher walls, fences and hedges to the frontages of the properties, over 1.5m in height.

The retrospective gates are set back and the existing walling to the frontage would be retained. Although it will enclose the property in view of the existing boundary treatment and the street scene in general it is not considered that the new gates which would still allow glimpses of the property to remain would have a detrimental impact on the street scene and the character of the property.

Residential Amenity

The most affected property is No 47 Poulter's Lane to the east. This property is set just off the boundary with a large extension to the rear and no windows on the boundary facing No 49. There are no proposed windows in the east elevation facing towards No 47. The proposed conversion and extension would not cause detrimental overlooking, visual impact or loss of light to this property. The gates on the frontage or increased height to the fencing would not cause a detrimental impact to No 47 being at the frontage both properties have good space to the frontage.

Parking and highways

The proposal is a domestic extension, it retains several parking spaces to the front. This is considered acceptable for the property of this size.

The proposed gates are set back and the LHA has not raised any objections.

Recommendation:

APPROVE subject to condition(s):-

1. Drawing Numbers
2. Standard time limit
3. Matching as shown on the plans
4. No additional openings

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:	Jackie Fox	Date:10.06.26
Authorised by:	Louise Prew	Date: 12/06/2026