

Development Management – Delegated Officer Report

Application Number: AWDM/0698/26

Recommendation: – APPROVE

Site: Flat 4 67 Richmond Road Worthing West Sussex

Proposal: Replacement of the 4no existing white painted timber sliding sash windows on the first-floor rear (South) and West side elevations with 1no white sliding sash window and 3 white UPVC double glazed casements.

Date of Site Visit: 30/06/2026.

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings

The application site, Flat 4, 67 Richmond Road, is located within an established residential area of Worthing and lies within the Winchester Road Conservation Area. The application relates to a first-floor flat within a two-storey semi-detached building, originally constructed as a single dwelling before being converted into flats. The building is included on the Local Interest Study (2003) list of appendices under the identified and approved list. The Study recognises a number of unlisted buildings within the Borough that make a positive contribution to local character through their architectural quality, historic interest, group or townscape value, or their siting and relationship to the surrounding area.

The application site is not a listed building, there are no listed buildings in the immediate vicinity, and there are no Tree Preservation Orders affecting the site.

Proposal

Planning permission is sought for the replacement of four existing, white-painted timber sliding sash windows serving Flat 4, which is located at the rear of the building.

Two existing sliding sash windows on the first-floor rear (south) elevation, serving the living room and bedroom, are proposed to be replaced with white uPVC double-glazed casement windows.

On the side (west) elevation, the existing kitchen sliding sash window would be replaced with a white uPVC double-glazed sliding sash window. The existing toilet window would be replaced with a white uPVC double-glazed casement window.

Accordingly, the proposed living room, bedroom and toilet windows would differ from the existing windows in both their design and method of opening, whereas the replacement kitchen window would broadly replicate the existing sliding sash design.

Relevant Planning History:

No relevant planning history.

Consultations

The Worthing Society were consulted but no response was 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 alterations to residential properties within the built-up area. The key considerations are the impact of the proposal on the character and appearance of the host building, the Winchester Road Conservation Area, having regard to the Council's statutory duty under Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to pay special attention to the desirability of preserving or enhancing the character or appearance of Conservation Areas, together with the effects on neighbouring residential amenity.

Visual Amenity and Heritage

The application site is located within the Winchester Road Conservation Area, which was originally designated in 1985 as part of the Shakespeare Road Conservation Area and became a separate Conservation Area on 29 April 1997. The Conservation Area Appraisal identifies Richmond Road as being predominantly Edwardian in character, with traditional architectural detailing and white-painted timber sliding sash windows forming an important feature. The retention of original timber windows is identified as an opportunity to enhance the character and appearance of the Conservation Area.

Whilst the retention and repair of original timber sliding sash windows is generally encouraged, the principle of replacement is considered acceptable in this instance. The ground floor rear (south) and side (west) elevations already contain replacement, non-original windows, with uPVC units present elsewhere within the building. Consequently, the building has already experienced a degree of erosion to its original architectural detailing.

The application has been assessed having regard to the quality of the information submitted. Whilst the drawings provided do not include detailed horizontal or vertical sections and therefore do not demonstrate whether the proposed uPVC sliding sash kitchen window would replicate the proportions, frame depths and profiles of the

existing timber window, the amended proposal retains the existing sliding sash opening method. Although it cannot be concluded that the replacement will fully replicate a traditional timber sliding sash window, retaining the original opening style is considered to represent a more sympathetic solution than the originally proposed casement window.

The amendments requested during the course of the application sought to achieve a more sympathetic appearance on the side (west) elevation, which occupies a higher position in terms of visual importance than the rear elevation. The kitchen window has therefore been amended to retain a sliding sash design, whilst the toilet window has been revised to a simple single-pane casement. Although this differs from the existing sash window, the simplified design reduces the amount of visible framing and avoids the heavier appearance that would have resulted from the originally proposed multi-pane casement window.

Whilst side elevations often make an important contribution to the character of Conservation Areas, each proposal must be assessed on its own merits. In this instance, the rear part of the side elevation where the windows are located is screened from public view by the existing 2-storey side extension and the building's set-back position within Richmond Road. As a result, they have very limited visibility from the public realm. This differs from other properties within the Conservation Area, including those where side elevations are more exposed and replacement windows may have a greater impact on the street scene.

Similarly, the proposed replacement windows serving the living room and bedroom are located on the rear elevation and are not visible from the public realm. Although these windows would differ from the existing timber sliding sash windows in both design and method of opening, their visual impact on the character and appearance of the Conservation Area would be negligible.

It is acknowledged that a comprehensive replacement of all windows with traditional timber sliding sash units would represent the most sympathetic solution and would better preserve the building's historic character. However, having regard to the existing alterations to the building, the limited public visibility of the proposed replacement windows, the amendments secured during the application process, and the particular circumstances of this site, it is considered, on balance, that the proposal would preserve the character and appearance of the Winchester Road Conservation Area and would accord with Policies DM23 and DM24 of the Worthing Local Plan.

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.

Recommendation:

APPROVE subject to condition(s):-

1. Drawing Numbers
2. Standard time limit

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: Tom Westerman Date: 23/07/2026

Authorised by: Jo Morin Date: 23.07.2026