

TOWN & COUNTRY PLANNING ACT 1990

**UNITS 1-2, 3 MEADOW ROAD INDUSTRIAL ESTATE, DALE ROAD,
WORTHING, WEST SUSSEX, BN11 2RU**

**USE OF FIRST FLOOR AS RESIDENTIAL ACCOMMODATION FOR ON-
SITE STAFF, NEW EXTERNAL FIRE ESCAPE AND ROLLER SHUTTER
DOOR TO WORKSHOP**



PLANNING DESIGN & ACCESS STATEMENT v1

16 March 2026

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1. INTRODUCTION

- 1.1 This planning statement is written in support of a planning application for the use of the first floor above the workshop at Unit 2, 3 Meadow Road Industrial Estate in Worthing as staff accommodation. Units 1 and 2 are occupied by Sussex Part Worn Tyres, an established tyre disposal and recycling business.
- 1.2 The first floor above the main workshop had been fitted out with kitchen, bathrooms and bedrooms to provide residential accommodation for employees working at Sussex Part Worn Tyres. An external fire escape and new roller shutter door for the ground floor workshop is proposed.
- 1.3 In 2025, Mr Pountney, the owner of Pountney Tyres, was approached by Officers at Worthing Borough Council and advised to cease using the first floor as residential accommodation for his workers until such time that the use was regularised. Mr Pountney complied fully with this request. The accommodation is therefore currently not being used by staff for over-night sleeping. The space is used for purposes ancillary to the employment use of the site as a tyre recycling business. It is used by employees for eating and preparing meals, washing, and breaks. It is also used for storage in connection with the tyre business.
- 1.4 In the discussions with Worthing Borough Council Officers, it was suggested to Mr Pountney that he submit a planning application for the use of the first floor as residential accommodation for his staff working on the premises, to regularise the use.
- 1.5 The planning application comprises the following documents and plans

Application Form

Planning, Design & Access Statement v.1 by DJM Town Planning Ltd

Plans by Krona Design:

KD.1814_A.001 Location Plan

KD.1814_A.100 Existing Site Plan

KD.1814_A.101 Existing Floor Plans

KD.1814_A.200 Existing Elevations

KD.1814_A.102 A Proposed Floor Plans

KD.1814_A.201 B Proposed Elevations

2. THE APPLICATION SITE

- 2.1 The site is located on the Meadow Road Industrial Estate, on the west side of Dale Road in East Worthing. The premises comprises a number of workshop buildings (labelled Units A, B, C and D on the block plan) and hard surfaced yard areas used for collecting and storing tyres. An area for parking of staff vehicles is situated in front of Unit B.
- 2.2 To the west, beyond a thick screening belt of trees, are residential dwellings on Mansfield Road. To the north are allotments. To the south are further industrial and warehouse units.
- 2.3 Unit B is a two-storey, brick built industrial building with a workshop on the ground floor. On the northern side of the building are two Portakabins stacked on top of each other, the ground floor of which is in use as the office and reception for the tyre business. The first floor is accessed via an external, metal staircase on the west (rear) of the building, that leads to the upper of the two Portakabins, and which then in turn provides a door through to the first floor accommodation.
- 2.4 The application relates to the first floor Unit B, including the first floor Portakabin. The owner of Sussex Part Worn Tyres has fitted out the first floor with kitchen and two bathrooms, for use by his workers employed at the premises. The other rooms are currently used for eating meals and relaxation.
- 2.5 The first floor with upper Portakabin extends to 141.7sqm GIA.
- 2.6 There is no recorded planning history for the site.

3. PROPOSED DEVELOPMENT

- 3.1 The application proposes the retrospective change of use of the first floor of the workshop from commercial / industrial use to residential staff accommodation with four bedrooms. Prior to the first floor being converted to residential accommodation for workers, it was used for occasional storage.
- 3.2 Entry to the first floor is via an external metal stair on the west (rear) of the building. The door leads to a residential flat with utility / boot room, dining area, kitchen, lounge, and two bathrooms. The proposed schedule of accommodation is as follows:
- 23sqm 'staff area' with utility, dining and storage space (above the office). Steps up to
 - Kitchen, 10.3sqm
 - Shower Room with WC , 5.3sqm
 - Hallway leading to bathroom, five bedrooms and lounge:
 - Bathroom with WC: 7.8sqm
 - Bedroom 1: 17.7sqm, 3.4 metres wide (twin)
 - Corridor to new fire escape door
 - Bedroom 2: 12.1sqm, 3.4 metres wide (twin)
 - Bedroom 3: 15.9sqm, 2.5 metres wide, (single)
 - Lounge 17.1sqm
 - Bedroom 4: 8.2sqm, 2.6 metres wide, (single)
 - Bathroom : 7.8sqm
- 3.3 A fire escape will be installed on the rear (west) facing elevation of the building, with a second point of access from one of the bedrooms out onto a walkway, to link up with the existing external metal staircase on the rear of the building. The escape route has been approved by a Fire Safety Assessor.
- 3.4 At ground floor level, a new roller shutter door to the workshop will be installed in the east facing elevation, below the new fire escape walkway.



Figure 1: North elevation, with external metal stairs leading to first floor accommodation



Figure 2: North and west elevations



Figure 3: East elevation, facing Dale Road



Figure 4: The utility / dining room, looking towards the entrance door off the metal stairs



Figure 5: Kitchen



Figure 6: Kitchen, from the hallway



Figure 7: Shower room



Figure 8: Bathroom



Figure 9: Proposed Bedroom 3



Figure 10: Current staff lounge

4. PLANNING POLICY CONTEXT

- 4.1 The development plan for the area comprises the Worthing Local Plan 2020 – 2036 (adopted March 2023).
- 4.2 The site is within the Built Up Area Boundary (BUAB) for Worthing, and on the Meadow Road Industrial Estate, a Key Industrial Estate as defined in the Local Plan.
- 4.3 Relevant policies in the Local Plan:
- SS1 Spatial strategy
 - SP1 Presumption in favour of sustainable development
 - DM2 Density
 - DM5 Quality of the built environment
 - DM11 Protecting and enhancing employment sites
 - DM15 Sustainable travel
 - DM22 Pollution
- 4.4 December 2004 National Planning Policy Framework (NPPF) policies:
- Paragraph 11(d): the presumption in favour of sustainable development
- Chapter 5: Delivering a sufficient supply of homes, esp. paragraphs 73 (small and medium sized sites), 75 (windfall sites).

5. CONSIDERATION OF PLANNING POLICIES

5.1 Principle of the Development

- 5.1.1 The site lies inside the BUAB where the principle of development is acceptable, subject to compliance with other Plan policies. Spatial strategy SS1 seeks to meet the needs of the local community, providing for growth through protecting employment sites and increasing housing delivery.
- 5.1.2 Policy DM11 protects Key Employment Areas, including The Meadow Road Industrial Estate, from changes of use out of Classes B1 (now Class E(g)), B2 and B8. The purpose of the policy is to ensure that the land and buildings remain in these uses, to maintain a strong and diverse supply of employment sites and premises to meet the needs of the local economy.
- 5.1.3 The first floor of the workshop did not contribute to the operational requirements of the tyre business prior to its conversion and was used only for occasional storage. The office and reception functions of the business have long been accommodated within the ground-floor Portakabin, which is well located for operational and customer service needs. This suits the needs of the company as staff can see customers entering the site from Dale Road from the Portakabin, and similarly it is the first point of call for customers coming to the premises.
- 5.1.4 With the office and reception on the ground floor, the upper floor over the workshop was surplus space. The first floor is unsuitable for storage due to restricted access and the nature and weight of materials associated with the tyre business. Its use as on-site staff accommodation therefore does not undermine the functioning of the employment site.
- 5.1.5 Converting the first floor to habitable accommodation supports the employment function of the site. A number of Mr Pountney's employees are from overseas, and the staff accommodation provides a safe, affordable and convenient living arrangement closely linked to their employment. This assists the business in recruiting and retaining staff and reduces pressure on the private rented sector.
- 5.1.6 Occupancy of the 4-bed flat can be limited by condition solely to those working at Unit 1, Meadow Road Industrial Estate only, ensuring it remains ancillary to the B2 use, and

allowing the accommodation to support the primary function of the premises, B2 general industrial employment.

- 5.1.7 By tying the accommodation to the principle use of the site as a B2 general industrial premises, the on-site staff accommodation improves the employer's ability to find and retain employees, so supporting the business. This aligns with the objective of policy DM11, which is to maintain a strong and diverse supply of employment sites and premises to meet the needs of the local economy.
- 5.1.8 Moreover, the NPPF states that LPAs should take account of local business needs (NPPF, 85) and to be "flexible enough to accommodate needs not anticipated in the plan, and allow for new and flexible working practices and spaces to enable a rapid response to changes in economic circumstances" (NPPF, 86) .
- 5.1.9 It is considered that the proposal for on-site staff accommodation aligns with paragraph 86 and Local Plan policy DM11.

5.2 Amenity of Future Users

- 5.2.1 The staff accommodation extends 141.7 sqm GIA, will have four bedrooms, lounge, kitchen, two bathrooms and two WCs. The Nationally Described Space Standards advise a minimum of 99sqm GIA for a 4-bedroom, 6-person, 1-storey dwelling. The proposed accommodation comfortably exceeds the minimum threshold for six occupants.
- 5.2.2 All bedrooms meet the standard of 7.2sqm and 2.15m wide for a single and 11.5sqm and 2.75m wide for a twin. All habitable rooms have natural light and outlook. The accommodation is considered to be of an acceptable standard for six occupants.
- 5.2.3 Additional storage space is available in the utility / boot room on entering the accommodation (labelled 'staff area' on the proposed floor plan KD.1814_A.102 A).
- 5.2.4 Policy DM2 requires all new residential development to meet as a minimum, the nationally described space standards (or any subsequent Government update) for internal floor areas and storage space. The proposed accommodation meets the requirements of policy DM2.

5.3 Design

- 5.3.1 DM5 requires new development including changes of use to be of high architectural and design quality and respect and enhance the character of the site and the prevailing character of the area.
- 5.3.2 The only external alterations required are the external fire escape walkway and stairs on the rear elevation, and new roller shutter door to the workshop. Considering the industrial character of the surrounding area, the inclusion of a external fire escape walkway and roller shutter to the workshop is not detrimental to its character, nor out of keeping with the locality. External alterations are considered compliant with DM5.

5.4 Sustainable Travel

- 5.4.1 Buses route along Brougham Road, 300m south of the site. East Worthing railway station is 1.2km away. The site is within cycling distance of local amenities and public transport, in accordance with DM15.

6. CONCLUSIONS

- 6.1 This application seeks planning permission for the use of the first floor of Unit 1, Meadow Road Industrial Estate as residential accommodation for on-site staff, together with minor external works to provide a compliant means of escape.
- 6.2 The accommodation is ancillary to and directly supports the continued operation of a long-established industrial business within a Key Employment Area. The first floor is surplus to operational requirements and unsuitable for industrial storage, and its use for staff accommodation does not undermine the employment function of the site.
- 6.3 The proposal provides good-quality accommodation that exceeds nationally described space standards, causes no harm to the character of the area, and benefits from a sustainable location.
- 6.4 When assessed against the development plan and national policy, the proposal is considered acceptable in principle and in all other material respects. It is therefore respectfully submitted that planning permission should be granted.