Expiry Date - 08/08/2025
Extension of Time - 30/09/2025

Development Management – Delegated Officer Report

Application Number: AWDM/0607/25 **Recommendation: – APPROVE**

Site: 2 Cotswold Road Worthing West Sussex BN13 2LA

Proposal: Demolition of existing shop and replacement with 2no Class E (Commercial/Business/Service) units

Date of Site Visit: 26/06/2025

Neighbours Checked: Y

Additional Neighbours Notified: N

Site and Surroundings:

The site is located to the east side of Cotswold Road within a predominantly residential area and within the defined development boundary for Worthing. There are commercial uses and services in the area including a Working Men's Club further to the north and a school, library and business uses further to the south-west, off Salvington Road. To the north the site adjoins the front garden boundary of 4 Cotswold Road, a bungalow set further back in the street. To the south is 74 Salvington Road a modest two storey detached house. The rear garden of 72 Salvington Road, a chalet bungalow, runs the full length of the site's east (rear) boundary. Opposite the site on Cotswold Road and on the corner of Salvington Road are three bungalows. Further north on the east side of Cotswold Road there is a terrace of two storey houses and to the west side is Durrington Working Men's Club.

The application relates to a small plot of approximately 8.85 to 9.7m deep x 15.80 to 16.47m wide which includes a dilapidated single storey, asymmetric roof, timber building measuring approximately 4.65m wide x 5.4m deep x 3.6m high. The building is set back approximately 2m from the pavement. There is an overgrown garden/grassed space to the north side of the building and a concrete hardstanding. There is no existing vehicle access or parking for the site. The boundaries of the site are formed by fencing of varying height and state of repair.

The property was last in use as a shoe repair business which has relocated to a new premises and the building is currently vacant.

The site is not within a conservation area, is not a listed building and there are no protected trees on site.

Proposal

Planning permission is sought for demolition of the existing building and replacement with a larger building to accommodate 2 small commercial units.

The proposed single storey building would measure approximately 12.1m wide x 6.15m deep. The building would have a monopitch roof with parapet to the front of

approximately 3.6m high and 2.8m high to the rear. The building would be divided in to two equal size units of 30.11m^2 with a rendered façade, glazed shop front and fascia signage and painted masonry walls to the sides and rear. There would be two small, high level windows to the rear elevation (east) serving the WC for each unit.

Each unit would benefit from a small retail/office/business space for use within Class E (Commercial/Business/Service), a small "back of house" area and a WC.

The area surrounding the building would be finished with a permeable hard surface with turf and native hedge planting to the front and native hedge planting to the north side of the plot. Waste and recycling bins would be situated adjacent to the north side of the building.

The application has been amended reducing the number of units from 3 to 2 and reducing the size of the building to move it away from the north boundary.

The application is accompanied by a BNG Assessment Report by Sylvatica Ecology Ltd, BNG Small Sites Metric, Design & Access Statement and a Flood Risk Assessment.

Relevant Planning History:

03/00624/FULL - Installation of a new dark brown aluminium shopfront
STATUS: Conditional Consent 11th July 2003.

AWDM/1076/23 - Demolition of existing building and construction of new 2 storey development consisting of 2no. One bedroom apartments
STATUS: Application Refused 27th September 2023.

AWDM/0106/24 - Resubmission of application ref. No. AWDM/1076/23 - demolish existing building and replace with 2 no. Apartments comprising 1 no. One bedroom apartment and 1 no. Studio apartment.
STATUS: Application Refused 20th March 2024.

Consultations

Planning Applications Highways

Summary and Context
This application seeks the demolition of an existing shop and erection of two Class E (Commercial/Business/Service) units. The site is located on Cotswold Road, an unclassified road subject to a speed restriction of 30 mph.

WSCC in its role as Local Highway Authority (LHA) was previously consulted regarding highway matters for this site for application AWDM/0106/24 (Demolish existing building and replace with 2 no. Apartments comprising 1 no. One bedroom apartment and 1 no. Studio apartment), of which no highway safety or capacity concerns were raised. The Local Planning Authority (LPA) refused the application on grounds unrelated to highways.

Content
No vehicular access is associated with this site. The increase in units and floorspace will likely result in a material intensification of use – however, this is not anticipated to be a significant increase over the existing, and the LHA are satisfied the movements generated can be accommodated into the local highway network without adverse impact.

No vehicular parking is proposed. Under WSCC Parking Standards, the LHA would expect a development of this size to provide at least two car parking spaces. As such, vehicular parking would have to be accommodated on-street, as per the existing arrangement.

There are parking restrictions in place on the nearby roads that prohibit vehicles from parking in places that would be detrimental to highway safety. The LHA would not anticipate that the proposed nil car parking provision would give rise to a highway safety concern, but the LPA may wish to consider the potential impacts on on-street parking from an amenity point of view.

The site is situated in a sustainable location that is well accessible on foot or by cycle, and is well connected by local bus links.

Conclusion
In summary, 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.

WSP In The UK

Following a review of the submitted information, we note that the proposed development is adjacent to a high surface water flood risk. Therefore, we would recommend the following conditions are applied and satisfied to ensure the appropriate management of surface water that falls on the site:

Condition 1: Construction shall not begin until a detailed surface water drainage scheme for the site has been submitted to and approved in writing by the Local Planning Authority. The surface water drainage scheme must prioritise the use of source control Sustainable Drainage Systems (SuDS) in consideration of the Non-Statutory Technical Standards for SuDS and demonstrate no increase in flood risk as a result of the Proposed Development with sufficient supporting evidence provided to support its viability including supporting calculations for the 100% AEP (1 in 1 year), 3.33% AEP (1 in 30 year), 3.33% AEP (1 in 30 year) plus climate change, the 1% AEP (1 in 100 year) and the 1% AEP (1 in 100) plus climate change critical storms. The design should follow the hierarchy of preference for different types of surface water drainage disposal systems as set out in Approved Document H of the Building Regulations, and the recommendations of the SuDS Manual produced by CIRIA. Winter groundwater monitoring and winter infiltration testing to BRE DG365, or similar approved, will be required to support the design of any infiltration drainage. The

scheme shall subsequently be implemented in accordance with the approved details before the development is completed.
Reason: To ensure the flood risk is adequately addressed and not increased in accordance with NPPF and Policies of Adur & Worthing Council.

Condition 2: The development hereby approved shall not be occupied until details of the maintenance and management of the sustainable drainage scheme have been submitted to and approved in writing by the Local Planning Authority. The drainage scheme shall be implemented prior to the first occupation of the development hereby approved and thereafter managed and maintained in accordance with the approved details in perpetuity. The Local Planning Authority shall be granted access to inspect the sustainable drainage scheme for the lifetime of the development. The details of the scheme to be submitted for approval shall include:
I. a timetable for its implementation.
II. details of SuDS feature and connecting drainage structures and maintenance requirement for each aspect including a drawing showing where they are located.
III. a management and maintenance plan for the lifetime of the development which shall include details of design life and the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the operation of the sustainable drainage scheme throughout its lifetime. This will include the name and contact details of any appointed management company.
Reason: To ensure that the development achieves a high standard of sustainability and ensure the flood risk is adequately addressed for each new unit and not increased in accordance with NPPF and Policies of Adur and Worthing Council.

Due to the adjacent high surface water flood risk, we would recommend the following informative is attached:

Informative 1: We have identified the site is adjacent to a flood risk, therefore the applicant should consider creating a Flood Risk Emergency Plan in case of the event of a flood. The Flood Risk Emergency Plan should be created in line with 'Flood risk emergency plans for new development' as produced by ADEPT and EA and demonstrate safe access and egress in accordance with NPPF.

Environmental Protection, Environmental Health & Licensing
Please see suggested conditions below:

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.

The hours of use 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

Reason: To safeguard the residential amenity of the area.

No illuminated signage shall be operated on the premises except between the hours of use.
Reason: To safeguard the residential amenity of the area.

Prior to any installation of plant equipment, a request shall be submitted to the Local Planning Authority for approval.
Reason: To safeguard the residential amenity of the area.

Waste Services

No comments received

Southern Water

Insufficient Information Provided
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.

Proposed works involve demolition
In order to protect and safeguard the existing water supply apparatus, Southern Water requests formal notification of any proposed demolition works prior to such works being undertaken. For further advice, please contact Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX (Tel: 0330 303 0119) Website: southernwater.co.uk or by email at:
SouthernWaterPlanning@southernwater.co.uk

Environmental Health Private Sector Housing

No comments received

Neighbour Representations

None received

Relevant Planning Policies:

Worthing Local Plan policies (WBC 2023): SP1, SP2, DM5, DM10, DM11, DM13, DM15, DM18, DM20
National Planning Policy Framework (MHCLG 2024)
National Planning Practice Guidance

Planning Assessment:

There is no objection in principle to the upgrading or expansion of commercial premises within the built-up area. The key considerations are the impact on the visual and residential amenities of the locality.

Use

The site is located outside of any designated shopping or commercial area but is in established commercial use and has been for many years. The premises are currently vacant but were previously occupied as a shoe menders. The proposal includes demolition of the existing unit and the construction of a new larger building accommodating two units for use within Class E - Commercial, Business and Service.

Class E permits a wide range of uses encompassing commercial, business and services, including; retail, food and drink, financial and professional services, recreation and fitness, medical or health services, day nursery or centre, and offices, research and development and industrial processes, which can be carried out in a residential area without detriment to the amenity of that area. The current lapsed use would also fall within Class E. There is no change of use for the site.

The site located is outside of any designated commercial area, within a predominantly residential area and would result in a more intensive use of the site. It is therefore considered appropriate to restrict the range of uses permitted within Class E to those that are sensitive to the residential location. For these purposes the following uses within Class E would be excluded:

E(b) Sale of food and drink for consumption (mostly) on the premises
E(d) Indoor sport, recreation or fitness (not involving motorised vehicles or firearms or use as a swimming pool or skating rink,)
E(e) Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)
E(f) Crèche, day nursery or day centre (not including a residential use)

The existing building has a GIA of 20.98m2 and the proposed a GIA of 62.12m2 divided equally across the two units. Due to the small scale of the units the use is likely to be limited to smaller business/office/retail use. In addition to the restrictions above, Class E further restricts uses as defined within Class E(g): offices, research and development and industrial processes, to those that can be carried out in a residential area without detriment to its amenity, thereby protecting against unsuitable uses within this residential area.

Redevelopment of this site would make more efficient use of an existing underused and vacant premises providing small scale units for business use, supporting economic growth in the area.

Visual Amenity

The existing site does not at present contribute positively to the area due to its dilapidated appearance, overgrown garden and missing or broken fence panels. The proposal presents a good opportunity to improve the appearance of the site whilst continuing to provide valuable small scale business units.

The proposed building would largely follow the alignment of the existing building to the front, rear and south side but would extend further to the north, in line with the edge of the existing concrete slab within the garden area. The application was amended to reduce the width of the building, to avoid a cramped appearance and to retain separation and space to the bungalow to the north of the site. This resulted in the number of units being reduced from 3 to 2 which sit more comfortably on the site.

The height of the proposed building would be similar to that of the existing building with a higher parapet to the front and low monopitch roof sloping down to the rear. The scale of the proposal is subsidiary in relation to surrounding houses and would not appear dominant or intrusive in the street scene.

The design and materials, consisting of simple traditional shop fronts and rendered/painted elevations would be appropriate for the small scale of the development and sensitive to the predominantly residential location.

The site frontage would be significantly enhanced through the removal of the broken mismatched fencing and replacement with native hedging adjacent to the edge of the pavement, areas of grass and permeable footpaths leading to each unit and access to the bin storage to the north of the building.

The proposal is considered appropriate in scale, form and design to the local area and would have no adverse impact on the character of the street scene or the visual amenities of the locality.

Residential Amenity

The most affected neighbouring properties are Nos.72, 74 and 76 Salvington Road and No.3 and 4 Cotswold Road.

No.74 is located to the south of the site and has no north facing windows. Its private amenity space abuts the common boundary of the site. The proposed building would be similar in scale, height and proximity to the boundary in comparison to the existing unit on site. The building is to the north of No.74 and would not result in any overshadowing to the neighbour's property. No windows are proposed to the south side elevation and no overlooking or loss of privacy would occur.

No.72 is located to the east of the site and the side boundary of their rear garden adjoins the rear boundary of the application site. The proposed building extends along the majority of the rear garden of No.72 set in 1.075m from the boundary. The building is lower in height to the rear and a single storey building of the dimensions proposed would not be considered to appear overbearing or oppressive to the neighbour or diminish light to their home or garden. Two small high level windows are proposed to the rear elevation serving the WCs, and due to their position above eye level and looking on to the boundary fence these would not result in overlooking or loss of privacy to the adjacent neighbours.

No.4 is a bungalow located to the north of the site which has its front door in the south flank wall and two bay windows at the front. The proposal has been amended to reduce

the length of the building and increase the gap to No.4 and whilst the building sits to the front of No.4, due to its single storey height it would not be considered to diminish light to the front windows or appear overbearing or oppressive in outlook.

No.3 and No.76 are located opposite the site and separated by the road. The improvements to the appearance of the site would improve outlook for these occupiers and the relatively small scale of the proposal would not adversely affect their amenity.

There is no change to the use of the site which will continue as business premises within Class E. The addition of another unit due to its small scale is not considered to significantly affect the amenities of neighbours in terms of noise or disturbance. The relevant conditions would be applied to control hours of use and illuminated signage to ensure that the residential character of the area is preserved and to protect the amenity of neighbours.

BNG

A small sites metric and BNG assessment have been provided with the application. The current site consists mainly of sealed surfaces including the existing building and a concrete slab to the north of the building, and an overgrown garden area. Despite the very low value of the existing habitat (baseline 0.0224 habitat units) the proposal incorporates an enhancement of BNG through the provision of native hedgerows to the frontage and areas of turf giving a total post development figure of 0.0284 habitat units and 0.1571 hedgerow units. The post development habitat creation within the design of the scheme has resulted in a total increase of 0.006 habitat units which give a Biodiversity Net Gain of +26.59%. The proposal therefore satisfies both national and local the requirements to provide a minimum of 10% BNG.

Surface water drainage

The site is identified as being within an area at risk from surface water flooding. The following information is provided within the FRA for the site and details suitable mitigation:

As the proposed use is for commercial use it is considered to be a less vulnerable use than residential, and the measures need not be to the same extent as a residential use.

Flood proofing of the proposed development has been incorporated where appropriate.

Details of proposed measures include ensuring that no electrics are situated below 300m high from ground level and that no perishable linings to the interior of the building are situated below 300mm in accordance with `Improving the flood performance of new dwellings' CLG (2007).

The surrounding land which will be laid to hardstanding and will comprise 200mm of MOT type 3 sub-base overlaid with shingle to ensure any hardstanding remain permeable.

Following consultation, WSP advised conditions requiring the submission of a surface water drainage scheme and management of the system once installed. These conditions will be applied to ensure the appropriate management of surface water that falls on the site.

Access and Highways

There is no vehicle access or parking for the site at present and none proposed by the application. The increase in units and floorspace will likely result in a material intensification of use however, this is not anticipated to be a significant increase over the existing. The LHA are satisfied that the movements generated can be accommodated into the local highway network without adverse impact.

Under WSCC Parking Standards, the LHA would expect a development of this size to provide at least two car parking spaces. As such, vehicular parking would have to be accommodated on-street, as per the existing arrangement. Parking restrictions in place on nearby roads prohibit vehicles from parking in places that would be detrimental to highway safety. The LHA would not anticipate that the proposed nil car parking provision would give rise to a highway safety concern.

Due to the small scale of the proposal and increase in units from 1 to 2, parking on street for the development is not considered to give rise to any significant impact on residential amenity.

The site is sustainably located, accessible by foot or cycle and well connected by bus links with regular bus services along Salvington Road and local shops nearby.

There are no transport grounds to resist the proposal.

CIL

The proposal would not exceed 100 square metres GIA of new build development and therefore CIL is not required for this development,

Recommendation:

APPROVE subject to the condition:-

1. Drawing Numbers
2. Standard time limit
3. Materials as specified
4. Landscaping/hedge planting in accordance with plans, prior to first occupation
5. No openings to north of south side elevations of building
6. No additional openings east
7. Surface Water Drainage scheme to be submitted
8. Maintenance/management surface water drainage scheme
9. Foul water drainage disposal details to be submitted
10. Opening Hours for trade or business
11. No illuminated signage outside the opening hours of the business
12. Hours of construction

13. BNG Plan
14. HMMP
15. Use Class E restricted

Informative

1. 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.

2. The site is adjacent to a flood risk, therefore the applicant should consider creating a Flood Risk Emergency Plan in case of the event of a flood. The Flood Risk Emergency Plan should be created in line with 'Flood risk emergency plans for new development' as produced by ADEPT and EA and demonstrate safe access and egress in accordance with NPPF.

3. In order to protect and safeguard the existing water supply apparatus, Southern Water requests formal notification of any proposed demolition works prior to such works being undertaken. For further advice, please contact Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX (Tel: 0330 303 0119)
Website: southernwater.co.uk or by email at:
SouthernWaterPlanning@southernwater.co.uk

Is recommendation contrary to letter(s) of representation? N

Case Officer:	Amanda Haslett	Date:	29/09/25
Authorised by:	Jo Morin	Date	29.09.2025