Development Management – Delegated Officer Report

Application Number: AWDM/1394/25 Recommendation: – Approve

Site: 19 Farncombe Road Worthing West Sussex

Proposal: Application to vary Condition 1 (Approved plans) and condition 4 (Biodiversity net gain plan) and alteration to compliance for conditions 3, 5, 6, 8, 9 and 11 of approved application AWDM/1567/24. Amendments include alterations to landscaping and revised BNG plan in order to provide 10% biodiversity net gain on site. Amended details now include sustainable surface water drainage.

ORIGINAL DESCRIPTION: Proposed single storey annexe to the rear of the garden

Last visited: 06.02.2026

Neighbours Checked: Y

Additional Neighbours Notified: N Site notice posted 20.11.2025

Site and Surroundings

The site relates to a detached two storey Victorian villa located on the west side of Farncombe Road, north of its junction with Church Walk which is on the opposite side of the street. The building has been vacant for some time but has previously been in use as offices. The site is within a Protected Key Employment area as a protected office location. There is an in and out driveway which can accommodate 4 cars off street. The site is within a controlled parking zone which restricts parking between 10-11am and 2-3pm to residents only.

There is a protected tree at the frontage, in the south east corner of the site, where TPO No.5 of 2006 applies. The site is within the Farncombe Road Conservation Area and is a local interest building.

To the north of the site is the five storey mansard roofed 1960's office building. To the south is a semi-detached villa, extended into the roof and converted into 3 flats.

Proposal

Permission was granted in May 2025 for a single storey annex building to provide office accommodation (AWDM/1567/24 refers).

The current application proposes minor material amendments to the approved scheme under AWDM/1537/24. Amendments relate to the removal and planting of new trees (instead of relocating three existing trees previously approved), and updated BNG calculations and supporting information to incorporate the compensatory planting.

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In addition to condition 1 and 4 variations above, the application seeks approval of details pursuant to conditions:

3 - Construction Management Plan
5 - Landscape & Ecology Management Plan
6 - Surface Water Drainage Details
8- Landscaping
9 – Materials schedule
11 - Cycle Parking

Further information has been provided during the course of the application in pursuance of condition 6 - Surface Water Drainage Details.

Relevant Planning History:

AWDM/1393/25 - Application to vary condition 1 (Approved Drawings) to include railings, amended entrance gates, entrance ramp, amended patio steps, external land level adjustments, external guard rail to terrace and change of eastern casement window to sash. Amended details now include sustainable surface water drainage.
Also variation of the following conditions to require compliance with newly submitted details:
4 - Construction Management Plan
5 - Biodiversity Gain Plan
6 - Landscape & Ecology Management Plan
7 - Surface Water Drainage Details
10 - Details of Windows and Doors
11 - Railings, Gates & Posts
12 - Cycle Parking
ORIGINAL DESCRIPTION: AWDM/1522/24: Two-storey rear extension with first floor terrace to existing office (Use Class E); basement extension with front and rear lightwells; alterations to front boundary treatment and new rooflight to office building.
STATUS: Pending Consideration .

AWDM/1522/24 - Two-storey rear extension with first floor terrace to existing office (Use Class E); basement extension with front and rear lightwells; alterations to front boundary treatment and new rooflight to office building
STATUS: Application Permitted 20th May 2025.

AWDM/1567/24 - Proposed single storey annexe to the rear of the garden
STATUS: Application Permitted 20th May 2025.

AWDM/0296/24 - A two storey rear extension with first floor terrace to existing Office (Use Class E) and provision of front boundary treatment
STATUS: APP 4th June 2024.

AWDM/1295/19 - Approval of Details Reserved by Conditions: 4 - Details of doors and windows; 7 - Details of secure cycle facilities; 8 - Details of surface water drainage, of Application no. AWDM/0365/17.
STATUS: APP 22nd October 2019.

AWDM/0005/18 - Application for a non-material amendment to previously approved AWDM/0365/17. Amendments: Removal of first floor window on north elevation, new window at first floor level on west elevation and alteration of ground floor west elevation window and new conservation rooflight to rear elevation.
STATUS: APP 25th January 2018.

AWDM/0365/17 - Part two storey part single storey rear extension and conversion of office building to form 4 no. two bedroom flats with rear first floor balcony
STATUS: APP 16th June 2017.

NOTICE/0013/16 - Prior Approval for change of use from Use Class B1 (office) to Use Class C3 (dwelling) 3 x 2 bed and 1 x 1 bed flats.
STATUS: Prior Approval Not Required 15th September 2016.

AWDM/0209/13 - Re-surfacing and re-modelling layout of existing forecourt car parking area, including the formation of a second vehicular access and crossover onto Farncombe Road (to allow ingress and egress by vehicles) and ancillary works; and installation of replacement painted timber front door and re-modelling of front entrance steps
STATUS: APP 30th April 2013.

90/0826 – Application for Conservation Area Consent for the demolition of existing north (side) and west (rear) extension. Approved 6.11.90

90/0820 – Alterations and extension to existing building. Granted 6.11.90

86/0809 – Formation of additional vehicular access onto a classified road and erection of new gate pier. Granted 4.11.86

85/1166 – Change of use from house to offices. Granted 4.2.86

Consultations

Southern Water raises no objection to condition 1 and no further comments in relation to condition 3, 4, 5, 8, 9 and 11.

Highways

I refer to your consultation in respect of the above planning application and would provide the following comments.

West Sussex County Council was consulted previously on Highway Matters for this location under planning applications no. AWDM/1567/24 to which no objections were raised. This proposal seeks compliance for several conditions secured alongside this permission, two of which have been assessed below, Construction Management and Cycle Parking

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Construction Management Plan (CMP)

The submitted CEMP outlines details of the locations of access, parking and deliveries, as well as a site plan outlining the set-up during construction.
Access to the rear of the site/garden will be made via the existing access on the northern property boundary, this frontage area will be permitted for the unloading and storage of materials within a temporary compound. This will allow all construction activity for the new annexe and rear extension to proceed without requiring any demolition. The CMP outlines that materials and equipment will be transported via this access point using specialist handling methods as necessary.
Contractors working on the site will be encouraged to use nearby carparks- for example those on Lyndhurst Road and Brighton Road or will make use of paid on street parking facilities. These spaces operate on a first come first served basis however and therefore cannot be guaranteed.
All deliveries will seek to avoid peak network times, and drivers will liaise with the site manager/banksmen prior to arrival to ensure that there is no build up of delivery vehicles at the site- which will retain the free flow of vehicular movements along Farncombe Road.
All deliveries are to be assisted by a banksman/site manager.
In terms of vehicle movements generated by the proposal, it has been outlined that there will be approximately 4-8 cars/ vans associated with the site, which is anticipated to equate to one journey in and out each for the day. Delivery of materials via van, hi-abs and lorries will equate to around 0-2 visits per day. Skip/waste management will have 1-3 collections per week.
Wheel washing opportunities are also proposed, should they be required.
Furthermore, the document outlines provisions to protect the trees at the north/eastern site boundary, which are covered by Tree Preservation Orders and must not be damaged by the works.
The plans as submitted are considered sufficient to serve the development, the LHA is satisfied that the CEMP meets the requirements for this development.

Cycle Storage
Secure and covered cycle storage has been provided to serve the proposal; four cycle parking spaces have been demonstrated along the north/western property boundary. The provision as shown, aligns with the number of spaces outlined by the LHA alongside the original planning application. The provision is considered sufficient to serve the proposed annexe building.
The LHA is satisfied that the condition may be discharged.

The Council's **Environmental Health Officer** has confirmed no objections to the Construction Management Plan.

The **Worthing Society** has commented as follows:

Thank you for requesting our comments in respect of the above Planning Application which relates to a Victorian villa in the Farncombe Road Conservation Area. The architectural and historic quality of the CA is defined by these large villas and their setting. As you will recall the Society strongly objected to the original application.

I have now had the opportunity to review the proposed variations to the plans with our Heritage Team. Although the proposals to deal with the conditions don't seem to raise

any further building issues, we are concerned about the proposal to take out four trees from the site. The 'Conservation Area Appraisal Document' states:

STREETSCAPE
'Mature trees throughout the area, both in gardens and verges, create a pleasant setting for the buildings.'

The suggested proposal is to take out 4 trees but replace them elsewhere to maintain the biodiversity of the site. However, in our view, the removal of the trees is unnecessary and will harm the setting of both the Victorian villa, (recorded on the Councils Local Interest List) and, more widely, will begin to erode the character of the conservation area.

In summary the Society objects to the application. We consider the removal of the trees would not be consistent with the Planning (Listed Buildings and Conservation Areas) Act 1990 and Local Plan Policies DM 23 and DM 24.

The **Council's Drainage Consultant** was initially consulted on the original submission and in response to the variation of condition 1 and 4 and concerning conditions 3, 5, 8, 9, and 11 the drainage consultant had noted no changes to drainage or flood risk. However subsequent details have been received in pursuance of condition 6 concerning surface water drainage details. The Drainage Consultant has been re-consulted and has provided the following comments:

The applicant is applying to vary condition 1 (Approved plans) and condition 4 (Biodiversity net gain plan) and alteration to compliance for conditions 3, 5, 6, 7, 8, 9 and 11 of approved application AWDM/1567/24. Amendments include alterations to landscaping and revised BNG plan in order to provide 10% biodiversity net gain on site. Amended details now include sustainable surface water drainage. ORIGINAL DESCRIPTION: Proposed single storey annexe to the rear of the garden. The application is to Worthing Borough Council.

Following a review of the submitted information, we note that insufficient information has been received regarding the proposed surface water drainage.
•We request confirmation that a winter CV value of 1 has been used in the drainage calculations as the initial rainfall details state a value of 0.840 but each individual storm states a value of 1.
•In addition, we require clarification on why the half drain time has not been calculated.
•Finally, the calculations allow base infiltration within the proposed soakaway; however, the calculations should only allow for side infiltration due to the likelihood of the base of the soakaway silting up over time.
We note that maintenance information has been received; however, this cannot be approved until the proposed method of drainage is approved in case of any changes to the drainage components. Therefore, we still require the following conditions to be attached to the approval of the application.
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 will be required to support the already provided infiltration testing and 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 dwelling and not increased in accordance with NPPF and Policies of Adur and Worthing Council.

Updated drainage calculations have been provided, and the Council's Drainage Consultant has commented as follows:

Following a review of the updated information, we note that updated calculations have been received demonstrating that a CV value of 1 has been utilised. However, we still have concerns regarding the following:
•Half drain time has been shown to be well above 24 hours. If a half drain time of 24 hours cannot be achieved, then we would expect to see consecutive storm calculations showing that the system can cope with a subsequent 1 in 10-year event without flooding occurring at the site.
•We recognise the use of catch pits and pretreatment measures; however, as a standard across all planning applications, we still require calculations to only use side infiltration.
We note that maintenance information has been received; however, this cannot be approved until the proposed method of drainage is approved in case of any changes

to the drainage components. Therefore, we still require the following conditions to be attached to the approval of the application. (Condition 1 and 2 as before)

A further technical note has been provided by Motion in response to these comments to which the Council's Drainage Consultant has commented as follows:

Following a review of the updated information, we acknowledge the receipt of Technical Note 3 (prepared by Motion Consultants | dated 18th February 2026) demonstrating that the proposed drainage system is able to drain a 1 in 100-year plus climate change event and a consecutive 1 in 10-year event. However, we note that the safety factor has been reduced to 1.5. As per Table 25.2 of the SuDS Manual and in line with previous calculations, a safety factor of 2 should be applied.

We recognise the use of catch pits and pretreatment measures; however, as per Chapter 25.4 of the SuDS Manual, "even with upstream sediment protection it is likely that some silt will always collect in an infiltration device". Therefore, base infiltration must be removed to ensure the system is designed to function post-siltation. As per Chapter 25.4 of the SuDS Manual, "if the design is based on the guidance in BRE (1991) then infiltration from the base is ignored".

We note that maintenance information has been received; however, this cannot be approved until the proposed method of drainage is approved in case of any changes to the drainage components. Therefore, we still require the following conditions to be attached to the approval of the application. (Conditions 1 and 2 as before)

The applicant has provided further supporting information with a third party review and modelling by Urban Water. Further confirmation was requested to show that FEH rainfall data has been used for the calculations, as only the parameters for the 2-year storm which uses FSR data are apparent. Further drainage calculations have been provided using FEH rainfall data and 100 year return period.

The Council's Drainage Consultant is now satisfied that sufficient information has been provided and has commented as follows:

Following a review of the updated information, we note that calculations have been provided using FEH rainfall data and the requested parameters (Causeway Calculations | dated 2 April 2026). Therefore, sufficient information has been provided to meet the wording of the proposed drainage condition. We also note that maintenance and management details have previously been provided in Appendix G of Technical Note 2: Discharge of Conditions (prepared by Motion | dated 24 December 2025).

Therefore, we would recommend the approval of the application and discharge of our previously recommended surface water drainage conditions.

Representations

Two representations have been received from the occupiers of neighbouring flats to the south objecting to the proposal on the grounds as summarised below:

- Original objections on AWDM/1567/24 still stand, not maintaining current landscaping and trees exacerbates concerns
- Overdevelopment in a conservation area
- Impact on nature/gardens/biodiversity
- Contrary to conservation area appraisal – design, materials
- Annexe building is excessive and should not have been granted

Relevant Planning Policies:

Worthing Local Plan 2020-2036 (WBC 2023): Policies:
SP1 (Presumption in Favour of Sustainable Development)
SS1 (Spatial Strategy)
DM5 (Quality of the Built Environment)
DM11 (Protecting and Enhancing Employment Sites)
DM15 (Sustainable Transport and Active Travel)
DM16 (Sustainable Design)
DM20 (Flood Risk and Sustainable Drainage)
DM22 (Pollution)
DM24 (The Historic Environment)

National Planning Policy Framework (MHCLG 2024)
National Planning Practice Guidance

Planning Assessment:

The application is seeking to make minor material amendments to the previously approved plans and includes submission of details for consideration in relation to those conditions as listed above. This application is therefore considered in the context of the previous approval which considered the impact of the development in detail, and there have been no significant changes in the context that the application is considered. Whilst the comments made in representations are noted, this assessment is limited to consideration of the proposed variation to condition 1 and 4 and additional details provided in pursuance of conditions for the current submission.

Visual Amenity and impact on the Conservation Area

The Planning (Listed Buildings and Conservation Areas) Act 1990 states that the local planning authority should have special regard to the desirability of preserving listed buildings or their setting or any features of special architectural or historic interest which they possess, and special attention shall be paid to the desirability of preserving or enhancing the character or appearance of conservation areas. The NPPF, further emphasises that when considering the impact of proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation.

Policy DM24 states that development in Conservation Areas will be required 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.

Policy DM5 seeks to ensure all new development is of a high architectural and design quality and respect and enhance the character of the site and the prevailing character of the area.

There would be no changes to the design or positioning of the proposed annex building. As previously approved it would be sited within the rear garden area with a sunken design, set behind the existing frontage building at No.19 Farncombe Road, ancillary in its use and utilising the existing access, with views of the building restricted, In terms of the impact on the significance of the conservation area there would be no discernible changes.

A schedule of materials has been provided which includes a light grey through-colour render and timber horizontal cladding in teak colour. Aluminium windows, doors and rooflights would be finished in charcoal and matt grey colour finishes respectively. A sedum/wildflower green roof tray system has been specified. The details of materials and finishes submitted would provide a simple palette in keeping with the contrasting annex building design as previously approved and would provide an acceptable appearance.

In terms of trees and landscaping, the comments in the representations and from the Worthing Society are noted. However, three out of eight existing trees were previously identified as being removed and relocated in the approved scheme and four new trees proposed, but following review the applicant proposes removal of three trees and with replacement tree planting in preference of relocation. An updated plan has been provided which includes a planting schedule and hard landscaping details.

As with the previous application the protected tree to the site frontage would not be directly affected by the proposals. The removal of existing trees was approved previously and the Council's Tree Officer is supportive of the alternative approach of planting new trees instead of relocation and is satisfied with the proposal subject to the new trees being Extra Heavy Stds of not less than 14cm in 80ltr containers or equivalent. The applicant has agreed that this can be included in a compliance condition and this will secure appropriate landscaping for the site. Tree protection measures would still be required during the course of the proposed works. A Landscaping and Ecological Management Plan has also been submitted and is considered further in the relation to Biodiversity Net Gain below.

Residential Amenity

The changes to the landscaping and Biodiversity Gain Plan and details provided in relation to conditions would not pose any significant threat to residential amenity.

A Construction Management Plan has been submitted to address issues of amenity and highway safety to manage and mitigate against the impact arising during construction works and its implementation can be secured by condition.

Access and Highways

There are no changes in relation to the parking or access to the site from the previously approved scheme. The Highway Authority has commented on the CMP with no

objection, and on cycle parking provision for 4 bicycles as originally submitted has considered this sufficient. Details of cycle parking have since been amended from an open store to an internal cycle storage room within the main building and this will provide storage for 7 bicycles (shared with users of the existing building) with racks provided which can be secured by condition.

Sustainable Development

In terms of flooding and drainage, the applicant has responded to requests for further information including the latest calculations which use the requested parameters. On this basis the Drainage Consultant is satisfied with the proposed drainage scheme and that maintenance and management details are acceptable and can be agreed. Condition 6 and 10 can therefore be imposed as compliance conditions to ensure implementation of the agreed details.

BNG

As explained above, an amendment to the landscaping is proposed which previously included proposals to transplant three of the existing trees to an alternative location within the site and instead proposes additional new tree planting as replacements for those removed. The applicant's statement provides the following explanation with the impact on BNG:

Following a detailed review of the construction feasibility for the previously approved scheme, it became evident that the translocation of three existing trees from within the garden area to accommodate the new annexe would not be achievable without causing harm to the trees. As a result, these trees are now proposed to be removed rather than translocated.

This change has required an update to the BNG calculations and supporting documentation prepared by Lizard Landscape Design and Ecology. The revised BNG metric (ref: LLD3363-BNG-METRIC-001-04 Annexe) and accompanying BNG Statement (LLD3363-ECO-REP-002-04-BNG) reflect the loss of the three translocated trees and the incorporation of compensatory planting to maintain a measurable net biodiversity gain.

To address the resulting deficit in the BNG score caused by the tree losses, the proposed landscape scheme has been updated to increase the number of new tree plantings within the site from four to eight. This enhancement allows the development to achieve an overall 10.96% biodiversity net gain, consistent with the objectives of Condition 4 and national BNG requirements.

To align with the updated ecological baseline and revised BNG metric, it is also necessary to amend Condition 4 to reference the latest versions of the BNG Statement and Metric prepared by Lizard Landscape Design and Ecology

As set out in the Environment Act 2021, all relevant planning applications to which BNG applies will automatically be subject to a deemed pre-commencement condition (the biodiversity gain condition) which ensures that development may not begin unless a Biodiversity Gain Plan has been agreed.

Policy DM18 requires all new development to provide a minimum 10% net gain for biodiversity – where possible on site. A minimum 10% BNG is mandatory for small sites since April 2024.

A baseline habitat assessment has been undertaken and no habitat degradation had taken place prior to survey. There is no irreplaceable habitat within or immediately adjacent to the site.

As was the case with the approved application, the Biodiversity Net Gain (BNG) assessment concludes that the existing baseline biodiversity value of the site was 0.36 Habitat Units, consisting of:

• 0.021ha of modified grassland in poor condition providing 0.04 habitat units.
• 0.031ha of introduced shrub (condition assessment N/A) providing 0.06 habitat units.
• 0.0326ha of rural trees in moderate condition providing 0.26 habitat units.

The proposals have been revised and 0.21 habitat units would be retained.

Instead of relocating 3 of the existing trees as per the previous application, those would be removed and replacement tree planting is now proposed.

The retained habitat units would comprise of:

- 0.0204ha of urban trees
- 0.02ha of modified grassland
- 0.005ha of introduced shrubs.

Proposals in the creation of new habitat have been indicated to comprise of:

- 0.01ha of developed land, sealed surface which includes the proposed annexe (with the total of the proposed green roof subtracted), the paved terrace and the pathways.
- 0.006ha of other green roof, to be positioned on the proposed annexe.
- 0.009ha of other neutral grassland, consisting of flowering grassland surrounding the annexe
- 0.0326ha comprised of 8no. proposed small trees.

The proposed new habitat creation is indicated to deliver a net increase of 0.04 habitat units representing a 10.96% biodiversity net gain in habitat units across the site. Although this would be lower than the previously approved scheme identified, the metric calculations and BNG Statement nevertheless indicate that an on-site approach would result in over 10% Biodiversity Net Gain which if implemented would comply with BNG regulations and local plan policy DM18. Condition 4 of the previous approval, which required the BGP to be prepared in accordance with the BNG Statement and Metric, can be amended to a compliance condition and implementation of the Biodiversity Gain Plan is also required by the statutory condition.

A Landscape and Ecological Management plan has been provided in pursuance of condition 5 to ensure that the proposed habitats are delivered, and target conditions

are achieved and maintained for at least 30 years. Implementation can be secured by condition.

Recommendation:

APPROVE the variation of condition 1 and 4 of planning permission AWDM/1567/24 and details pursuant to conditions 3, 5, 6, 8, 9 and 11 subject to condition(s):-

1. Drawing Numbers
2. Time limit – 3 years from 20.05.2025
3. Construction Management Plan to be implemented
4. Implementation of BNG in accordance with Biodiversity Gain Plan, BNG metric and BNG Statement
5. Implement Landscape and Ecological Management Plan in accordance with BGP for a minimum of period of 30 years from the completion of the development
6. Surface water drainage scheme to be implemented
7. Sustainable design measures to be agreed
8. Hard and soft landscaping scheme to be implemented including tree protection measures and to include tree planting specifications
9. Materials and finishes as indicated
10. Management and maintenance of surface water drainage to be implemented in accordance with Appendix G of Technical Note 2 dated 24 December 2025
11. Cycle storage to be provided
12. Hours of Construction
13. Use to remain ancillary to the use of 19 Farncombe Road as office accommodation
14. No further windows/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.
- West Sussex Fire and Rescue requirements
- BNG informative

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

Case Officer: Rebekah Hincke Date: 21.05.2026

Authorised by: Stephen Cantwell Date: 21st May 2026