

DRAFT DELEGATED OFFICER REPORT

PROPOSAL	Single storey building to rear of 161 - 163 Park House Farm Way to provide staff office, confidential room and sleep-in accommodation for staff
LOCATION:	161-163 Parkhouse Farm Way, Havant, PO9 4DL
REFERENCE NO:	APP/25/00476
APPLICANT:	Waythrough
APPLICATION TYPE:	Full planning permission
CONSULTATION EXPIRY DATE:	05/11/2025
APPLICATION EXPIRY DATE:	13/10/2025
WARD:	Leigh Park Hermitage
SUMMARY RECOMMENDATION:	Approve with Conditions

1. Site Description

- 1.1 Park House Farm Way is located in a predominantly residential area in the west of Leigh Park, a large suburb of Havant.
- 1.2 The application site comprises three storey mid-terrace residential dwellings which are Houses in Multiple Occupation. 163 Park House Farm Way was recently renovated, and 161 Park House Farm Way is in the process of being renovated; providing assisted living spaces for those with mental health issues, operated by Waythrough.
- 1.3 161 has a side access leading to the rear, while 163 provides car parking to the front and also benefits from side access to the rear. To the rear of the site, there is an access road from Ramsdale Avenue that leads to a car park located to the north. The site itself is flat.
- 1.4 The application site lies partly within Flood Zone 2, due to the proximity of the Hermitage Stream, located approximately 90m south of property. However, the proposed development is located entirely within Flood Zone 1 and remains outside the 1 in 1000 annual probability (0.1%AEP) flood extent.

2. Planning History

Is there any planning history relevant to the current application?

No

3. **Proposal**

- 3.1 Single storey building to rear of 161 - 163 Park House Farm Way to provide staff office, confidential room and sleep-in accommodation for staff.
- 3.2 The proposal seeks to provide essential facilities, including a confidential meeting room, consultation space, staff sanitary facilities, and a sleep-in area. The Design and Access Statement advises that these provisions are necessary as the existing main houses do not currently offer dedicated spaces for staff accommodation or administrative functions. There would be a 24-hour staff presence.

4. **Policy Considerations**

In accordance with Section 38 (6) of the Planning and Compulsory Purchase Act 2004, this decision has been taken having regard to the policies and proposals in the National Planning Policy Framework, the Development Plan, and all other material planning considerations identified in the Planning Considerations section of the report.

Havant Borough Council Borough Design Guide SPD December 2011
Havant Borough Council Parking SPD July 2016

Listed Building Grade: N/A
Conservation Area: N/A

Havant Borough Local Plan (Core Strategy) March 2011

CS1 Health & Wellbeing
CS7 Community Support & Inclusion
CS16 Concentration & Distribution of Development within the Urban Area
DM10 Pollution
DM 13 Car & Cycle Parking on Residential Development

Havant Borough Local Plan (Allocations) July 2014

AL1 Presumption in Favour of Sustainable development
AL2 Urban Area Boundaries and Undeveloped Gaps between Settlements

Emsworth Neighbourhood Plan Post Examination Version 2020

N/A

5. **Statutory and Non Statutory Consultations**

Community Infrastructure Team - Comment

This proposal will not be liable for CIL as it is classed as extra care housing, but you'll need to consider the Nutrients and SRMS position as to whether the overnight staff accommodation will trigger these.

Officer Comment: *This proposal will not be liable for CIL as it is classed as extra care housing. However, consideration was given to nutrient neutrality and Solent Recreation Mitigation Strategy (SRMS) requirements. As the proposed building will only be used by staff on a non-permanent basis and does not result in a net increase in dwellings, these requirements do not apply. To ensure the*

development is not used for permanent residential purposes, a condition is recommended prohibiting its use as a separate dwelling.

Environment Agency – No Comment

Engineering/Drainage – No Comment

County Highways Team – No Objection

The Highway Authority wishes to make the following comments. This development proposal is to incorporate an 'administration pod' into the garden behind the property. This will provide staff accommodation as well as an independent space for administration and meetings.

These proposals have been considered and in review are not anticipated to result in a significant impact to the safety or operation of the local highway network. Therefore, the Highway Authority have no objection to the proposals.

Ecologist – No Comment

Nitrates Team - Comment

Essentially if the 'pod' it is being used by staff who work shifts on a non-permanent basis then nutrients wouldn't apply but we would need to apply a condition to the permission prohibiting it being used as a permanent residence.

Officer Comment: *If planning permission is granted, it is recommended that a condition be imposed to ensure the building is not used as a permanent residence. This will maintain its intended function as ancillary staff accommodation and administrative space only.*

6. Publicity and Community Involvement

This application was publicised in accordance with the Council's Local Code of Corporate Governance and the Statement of Community Involvement.

Publicity Type	Publicity Details	Start Date	End Date	Reasons
Site Notice	Site Notice displayed opposite the site on highway furniture.	22/10/25	12/11/25	Is advertised in the public interest

Neighbouring properties consulted (as defined by the Statement of Community Involvement)

Number consulted: 32

Objections: 2

- ☐ Residents object due to safety concerns for elderly and vulnerable children, questioning why staff supervision is needed if occupants are not a risk.
- ☐ Not informed about the change in use and feel misled about the intended occupants.
- ☐ Construction at the rear has started without planning approval.
- ☐ Parking concerns: existing congestion, potential increase in vehicles, rear parking requires enforcement, and the road cannot accommodate more cars.

Officer Comments: *the proposal before the LPA only seeks the erection of a single storey rear building to provide a staff office, confidential room and sleep-in accommodation for staff, not the use of 161 and 163 Parkhouse Farm Way. The agent has advised that "The use by the charity does not change the original HMO use that existed."*

The Local Planning Authority (LPA) has no relevant planning history relating to the former occupation of 161 and 163 Park House Farm Way as Houses in Multiple Occupation (HMOs). However, the Town and Country Planning (General Permitted Development) (England) Order 2015 provides, under Schedule 2, Part 3, Class L, for the change of use between small HMOs and dwellinghouses without requiring planning permission.

A small HMO is defined as a property:

- *Occupied by between three and six unrelated individuals;*
- *Who form more than one household; and*
- *Share basic amenities such as a kitchen, bathroom, or toilet facilities.*

The two properties each accommodate up to four unrelated individuals, forming more than one household, and share basic amenities such as a kitchen, lounge with personal ensuite facilities for each bedroom. Therefore, the use of the two buildings falls within Class C4 (small HMOs) and is granted under the above provisions. Consequently, planning permission from the LPA is not required for the use of these properties as HMOs.

The only matter for consideration by the LPA is the proposed single-storey rear building, not the continued use of the two properties as HMOs, which at the time of the Officer's site visit, one of them was still being refurbished. However, it is noted that the proposed building would provide ancillary facilities to support the existing HMO occupants, who require short-term mental health assistance.

At the time of the Case Officer's site visit, works had not commenced on the proposal the subject of the application, other than ground clearance.

Fear of crime can be material if based on objective evidence, not perception. No objective evidence has been provided to support the fear of crime.

General anxiety or concerns around mental health are not material unless linked to demonstrable risk. No demonstrable risk has been shown, with the ancillary facility provided to support the occupants, which should help reduce any perceived risk and general anxiety among neighbours by ensuring professional oversight, controlled management, and a safe, structured environment. That said, the proposal is only for ancillary use, and not the primary use of the lawful use of the buildings for HMOs, who require short-term health assistance – which, as set out above, does not require the benefit of planning permission.

The matter as to parking is covered in Section 7 below, with the enforcement of the use of the car park to the rear not a planning matter.

Material planning considerations are addressed in Section 7.

7 Planning considerations

7.1 Having regard to the relevant policies of the development plan it is considered that the main issues arising from this application are:

- (i) Principle of development
- (ii) Impact on the character and appearance of the area
- (iii) Impact on residential amenity
- (iv) Access & Parking
- (v) Biodiversity Net Gain
- (vi) Flood risk & drainage
- (vii) Trees
- (viii) CIL

(i) Principle of development

7.2 The application site is situated within an urban area where further development is considered acceptable subject to the usual development control criteria.

(ii) Impact on the character and appearance of the area

7.3 The single storey building would be located to the rear of the site, behind a three storey building, with limited views from the public realm.

7.4 The proposed building is a contemporary rendered structure with a single layer membrane roof, and with powder coated aluminium windows and doors.

7.5 The accommodation would comprise of an office, confidential room, sleep in area and bathroom. The size of the building would be approximately 6m x 6m x 3 m.

7.6 The proposal is considered to be subservient to the main buildings, and due to its rear location would not have a material impact on the character and appearance of the area, in accordance with policy CS16 of the Core Strategy.

(iii) Impact on residential amenity

7.7 The proposed location of the development is in the south west corner of the site, within what was the rear garden of No. 161. As to the rear garden of these two properties the dividing fence has been removed, resulting in one rear garden for both properties.

7.8 The property most likely to be affected, given the separation distances—which include the rear access road from dwellings to the west and the distance to No. 181 to the north—is No. 159 Park House Farm Way. The boundary between the application site and No. 159 is defined by a 1.8m-high wooden fence. The proposed building would be positioned opposite a shed in the rear garden of No. 159. Although the building's height (approximately 3 metres) would exceed the height of the boundary fence, its location at the far end of the garden and general alignment opposite the neighbour's shed, as shown on the submitted 3D model drawings, ensures that it would not result in any significant adverse impact on the residential amenity of No. 159.

(iv) Access & Parking

Access

- 7.9 No changes to the existing access arrangements are proposed.
- 7.10 The Highway Authority has reviewed the application and confirmed that the development would not have a significant impact on the safety or operation of the local highway network. Accordingly, the Highway Authority raises no objection to the proposal.

Parking

- 7.11 Two existing car parking spaces are provided to the front of 163 Park House Farm Way. These two spaces are provided for the staff. Having regard to the purpose of the proposal, and that normally only one or two staff would be present on site at any time, two car parking spaces are considered appropriate.
- 7.12 As to cycle provision, none is shown on the submitted details, but such provision would be conditioned if permission is granted.

(v) Biodiversity Net Gain

- 7.13 Biodiversity Net Gain (BNG) became a legal requirement for planning permission on small sites from 2 April 2024. In this case, the applicant has claimed an exemption from BNG requirements on the basis that the proposal constitutes a “*small garden building on an existing hardstanding surface.*”
- 7.14 Having given due consideration to the nature of the proposal, no habitat will be lost as a result of the works. On this basis it is agreed that the development is exempt from BNG requirements.

(vi) Flood Risk & Drainage

Flood Risk

- 7.15 As stated above the site lies partially within Flood Zone 2, with the proposal itself falling within Flood Zone 1.
- 7.16 A Flood Risk Assessment accompanies the application. This advises the following:
- “Flood mitigation measures include setting the finished floor level 150 mm above adjacent ground, adopting resilient materials, ensuring roof runoff discharges to the existing drainage system and maintaining drainage infrastructure. Safe access is available to Parkhouse Farm Way and Station Road, with additional refuge available at first-floor existing building during extreme events.”*
- (NB The reference to Station Road is incorrect)
- 7.17 As the building would be located within Flood Zone 1, based on the information provided the development is considered to be safe for its lifetime, without increasing flood risk elsewhere. The proposal is considered to accord with Policy CS15 of the Core Strategy.

Drainage

- 7.18 Foul and surface water drainage would be disposed of by an existing mains sewer. Foul and surface water drainage falls within the remit of Building Control.

(vii) Trees

- 7.19 The submitted plans identify the position of the trees located to the north of the site. These were noted during the Case Officer's site visit. However, given their distance from the proposed development and the absence of any direct or indirect impact, they are not considered to raise any material planning concerns. The trees are outside the development footprint, not visible from the public realm, and would remain unaffected by the proposal.

(ix) CIL

- 7.20 This proposal will not be liable for CIL as the proposal is classed as extra care housing.

8. Conclusions

- 8.1 Having regard to the relevant policies of the development plan and all material considerations, the proposed single-storey ancillary building is considered acceptable in principle and would not result in harm to the character of the area, residential amenity, highway safety, or flood risk. The objections raised to the application principally raise issues related to the use of the host buildings rather than the pod itself – an ancillary facility provided to support the occupants, which should help reduce any perceived risk and general anxiety among neighbours by ensuring professional oversight, controlled management, and a safe, structured environment.
- 8.2 The development is exempt from Biodiversity Net Gain requirements and nutrient neutrality and recreational provisions, subject to a condition ensuring its use remains ancillary and non-residential. Accordingly, the proposal is recommended for approval, subject to the conditions outlined.

9. RECOMMENDATION:

That the Development Manager be authorised to **Approve with Conditions** for application APP/25/00476

Conditions:

GENERAL

1. The development hereby permitted shall be begun before the expiration of 3 years from the date on which this planning permission was granted.

Reason: To comply with Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

Plans

Site Location Plan – Drawing No. L.001
Proposed Site Block Plan – Drawing No. P.002
Proposed Floor & Roof Plan – Drawing No. P.003
Proposed Elevations - Drawing No. P.004
3D Model Images - Drawing No. P.005

Document

Flood Risk Assessment by Flume Consulting Engineers, dated August 2025
Design & Access Statement, by Macallan Penfold, dated May 2025

Reason: To ensure provision of a satisfactory development.

3. The external materials used shall be as indicated on the submitted forms and hereby approved plans, or shall match, in type, colour and texture, those of the existing buildings so far as practicable.

Reason: In the interests of the amenities of the area and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

4. The accommodation hereby permitted shall be occupied solely for purposes ancillary to the occupation and enjoyment of 161 and 163 Parkhouse Farm Way, which are houses in multiple occupation and shall not be used as a separate unit of accommodation.

Reason: The unit of accommodation is not a satisfactory position and has insufficient amenity space to be occupied separately from the houses in multiple occupation and having due regard to policies CS11, CS16, DM13 and DM24 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

PRECOMMENCEMENT

5. No development hereby permitted nor any related site clearance shall commence until plans and particulars specifying the provision to be made for a material storage compound within the site have been submitted to and approved in writing by the Local Planning Authority. The approved compound shall be available prior to the commencement of any building works and throughout the contract period and no materials shall be stored anywhere else on the site.

Reason: To safeguard the amenities of the locality and/or in the interests of traffic safety] and having due regard to policies CS16 and DM10 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

PRIOR TO OCCUPATION

6. The car parking, servicing and other vehicular access arrangements shown on the approved plans to serve the development hereby permitted shall be made fully available for use prior to the development being first brought into use and shall be retained thereafter for their intended purpose.

Reason: In the interests of highway safety and having due regard to policy DM13 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

7. Prior to occupation of the development hereby approved details of the cycle provision and how it would be provided, shall be submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be made fully available prior to the development being first brought into use and shall be retained thereafter for their intended purposes.

Reason: In the interest of promoting sustainable development and ensuring adequate cycle infrastructure and having due regard to policy DM 13 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

Informative:

In accordance with paragraphs 38-50 of the NPPF Havant Borough Council (HBC) takes a positive and proactive approach and works with applicants/agents on development proposals in a manner focused on solutions by:

Offering a pre-application advice service, and

Updating you of any issues that may arise in the processing of your application and where possible suggesting solutions, and,

In this instance:

You were updated about issues after the initial site visit.