

DELEGATED OFFICER REPORT

PROPOSAL	Single storey rear extension, installation of new dormer window to rear elevation to create habitable accommodation.
LOCATION:	21 St James Road, Emsworth, PO10 7DN
REFERENCE NO:	APP/25/01043
APPLICANT:	Mr James Henton
APPLICATION TYPE:	Householder planning permission
CONSULTATION EXPIRY DATE:	09/02/2026
APPLICATION EXPIRY DATE:	10/03/2026
WARD:	Emsworth
SUMMARY RECOMMENDATION:	Approve with Conditions

1. Site Description

- 1.1 21 St James Road is a detached bungalow to the west of St James Road. The dwelling is constructed in a mix of red and buff brickwork with white uPVC fenestration under a gable ended slate roof and has been previously extended to the rear with a central brick-built pitched roof extension and conservatories either side. The site slopes noticeably downwards from the front with steps down to the garden behind the existing extensions. The garden is approximately 16.75m long and 9m wide and the bounded by close-boarded fencing of varying heights that is staggered to follow the change in ground levels. At the front the property is set back from the road behind a small area of hardstanding with no front boundary treatment. There is no associated parking.
- 1.2 The area immediately surrounding the site is predominantly residential and is comprised of one and two storey properties in a mixture of styles. St James Church lies further to the east beyond dwellings on the opposite side of St James Road. The site backs on to the watercourse of West Brook, which separates it from Bridge Street Car Park.

2. Planning History

No relevant history.

3. Proposal

Single storey rear extension, installation of new dormer window to rear elevation to create habitable accommodation.

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
Chichester Harbour Management Plan 2024-2025
Havant Borough Council and Chichester District Council Joint SPD - Chichester Harbour Area of Outstanding Natural Beauty

Havant Borough Local Plan (Core Strategy) March 2011

CS15 (Flood and Coastal Erosion)
CS16 (High Quality Design)

Havant Borough Local Plan (Allocations) July 2014

AL1 (Presumption in Favour of Sustainable Development)

Emsworth Neighbourhood Plan Post Examination Version 2020

ENP_D1 (General Design Policy)
ENP_D2 (Height, Mass & Materials)
ENP_D3 (Layout, Form & Density)

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

5. **Statutory and Non Statutory Consultations**

Southern Water

Proposed Works

Southern Water has no objections to the proposed rear extension, the sewers on site are private.

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

Southern Gas - HP Pipeline

Although SGN has a high pressure gas pipeline in the vicinity, the safety and integrity of our assets will not be affected by the proposal. However, should your proposal change please contact us immediately and we will re-assess.

The pipeline is of prime importance to the gas supplies of this area. It is essential that you comply with the restrictions detailed below and in the document SGN/WI/SW2 in order to protect our plant and equipment and for the safety of your own operatives. A SGN representative must be contacted before any works commence.

1. No mechanical excavation is allowed within 3 metres either side of pipeline.
2. No plant or storage of equipment shall be made within any easement strip.

3. If any metallic pipes or cables are being laid in proximity to gas pipelines then interference testing will be required, the cost of which to be borne by the promoter of the works. A minimum clearance of 600mm is required.
4. All precautions stated in publication SGN/WI/SW/2 (Safe Working in the Vicinity of High Pressure Gas Pipelines) shall be fully complied with in all respects. Acceptance of SGN/WI/SW/2 shall be acknowledged by the responsible site person signing and returning the form Appendix A (back page) to the SGN representative contacted in (7).
5. No thrust boring shall take place within 3 meters of the pipeline.
6. All planting within the easement strip should comply with 'Notes for Guidance on Tree Proximity'.
7. Before commencing work on site you must contact our Pipeline Maintenance Section on the number above at least seven days before work commences. A Southern Gas Networks representative will then contact you to arrange to visit site. Details of working near to high-pressure gas pipelines can then be discussed.
8. Pipeline sections that are planned and agreed by SGN to be permanently covered (i.e. by road surface) will require a coating survey. SGN will repair any indicated coating defects free of charge. The survey costs will be borne by the promoter of the works. Prior to any surface cover cathodic protection coupons and reference cells will require installation at no cost to SGN.
9. This pipeline is cathodically protected and as such has test cables located in test posts, were these to be lost through this work we would look to you for remedial action at no cost to SGN.
10. Intrusive construction methods will require an agreed method statement prior to work starting.
11. Any extended period of SGN site supervision may incur charges to you. These will be charged based on visiting times, materials and occurrences. You will be informed when these come into effect and be invoiced direct.
12. Any piling or boreholes within 15 metres of the pipeline may require vibration monitoring. No piling or boreholing must take place within 3 metres of the pipeline.

Please ensure these conditions, together with any relevant drawings are forwarded for use by the construction personnel of your works.

Officer Comment

The above safety notes have been added as an informative.

Environment Agency

No comments received.

Ecologist

Thank you for consulting me on this application.

The application is not accompanied by any ecological information. I have therefore carried out my own non- exhaustive desk-based assessment using the application documents, online sources and GIS mapping.

I am content that the site is unlikely to offer potential for supporting protected or notable species. No further information is necessary.

Councillor Grainne Rason No comments received.
Councillor Charles Robert No comments received.
Councillor Reuben Mychalecky No comments received.

6. **Publicity and Community Involvement**

This application was publicised in accordance with the Council's Code of Practice for Publicity of Planning Applications approved at minute 207/6/92 (as amended), as a result of which the following publicity was undertaken:

Number of neighbour notification letters sent: 7

Number of site notices: 1

Publicity Type	Publicity Details	Start Date	End Date	Reasons
Site Notice	First Site Notice	19/01/2026	09/02/2026	Is advertised in the public interest

Statutory advertisement: N/A

Number of representations received: 0

Comment	Officer Comment
No comments received.	

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) Appropriateness of design and impact on the character of the area
- (iii) Effect on neighbouring properties
- (iv) Flood risk
- (v) Biodiversity Net Gain (BNG)

(i) Principle of development

7.2 The application site is located within the defined urban area, therefore development is considered acceptable in principle subject to development management criteria.

(ii) Appropriateness of design and impact on the character of the area

- 7.3 The proposals comprise the removal of the existing rear extensions, which would be replaced with a new pitched roof extension, a new rear dormer as part of a loft conversion, and the relocation of the side facing entrance door slightly further back in the building, which would not significantly affect access arrangements. Minor alterations to the existing fenestration would be of minimal impact. The proposals would create a new master bedroom at first floor and an open plan living area at ground floor. One of the existing ground floor bedrooms would also become a living space, although it is noted that even if this were retained as a bedroom there is no required increase in parking provision from two to three bedroom properties. An existing rear chimney would be removed under Permitted Development.
- 7.4 The proposed rear extension would sit on the same footprint as the extensions to be demolished, spanning the full width of the original dwelling and projecting from the rear wall by approximately 4.1m. It would have a low pitched roof with a gable end to a maximum height of approximately 4.25m with the eaves matching the height of the host dwelling. The overall height would be similar to the ridge of the existing rear extensions. The proposed drawings appear to show three steps behind the extension, however on reviewing photographs taken during the site visit, and following clarification from the applicant, only one step of approximately 0.2m would be added to the existing ground level whilst the other steps are existing. The additional step would be under the maximum of 0.3m allowable under Permitted Development and is therefore not further considered here. The proposed extension would be finished in vertical timber cladding with tiles to match the host dwelling and fenestration in a dark grey. During a visit to the site it was noted that the existing extensions are not visible from St James Road but are partially visible at a distance from the public car park in Bridge Road. However, given that the proposed extension would be similar in scale to the existing extensions, and noting that there are a number of timber outbuildings also visible from this aspect, the proposed extension is considered to be acceptable..
- 7.5 The proposed rear dormer would be approximately 2.45m in height, 7.45m wide, and would have a depth of approximately 3.8m. As such it would have a volume of approximately 34.7m³, and would be finished in hanging slates to match the roof of the host dwelling with a flat EPDM roof and fenestration in dark grey to tie in with the slates. It would be set in from the eaves by approximately 0.49m but only 0.18m from the verges, and thus would be marginally wider than the guidance for roof additions under Class B Permitted Development. Notwithstanding this, the overall mass, bulk and appearance of the proposed dormer is notably similar to what would be allowable under Permitted Development. Fenestration would be rear facing only and includes a Juliet balcony, which would be inward opening with no external balcony space. As such the proposed rear dormer is considered to be acceptable.
- 7.6 The design and appearance of the proposal is deemed appropriate in context to the main building and is therefore considered to be acceptable, meeting the requirements of Policy CS16 of the HBLP (Core strategy). It is considered that the scheme would not result in an adverse impact on the visual amenity of the locality.

(iii) Effect on neighbouring properties

- 7.7 To the north is No.19 St James Road, a two storey detached dwelling that has previously been extended to the rear. No.19 has no side facing windows within the main house and a ground floor side facing window within the extension is set approximately 4m from the shared boundary. There are two rooflights proposed within the north facing roof slope of the extension, however these would be at high-level and would not result in overlooking.

No other north side windows are proposed. Noting that the proposed dormer would not extend beyond the rear wall of No.19, and is similar in size to what would be allowable under Permitted Development, and that the replacement rear extension would be similar in mass and bulk to the existing, the impact to No.19 is considered to be limited and acceptable.

- 7.8 No.23 lies to the south of the site and is a semi-detached two storey dwelling with a ground floor rear extension. No.23 has a side facing window to a stairwell at first floor and a small window to an under stairs area at ground floor. Beyond the window the two properties are separated by 1.8m high close-boarded fencing and the relocation of the door and a new side facing window in the proposed rear extension are therefore considered to have a minimal impact, noting that the application site currently has conservatories with unobscured side facing glazing. However, at the front the two properties are separated by a low wall and it is therefore recommended that the proposed shower room window is made fixed and obscure glazed up to 1.7m above finished floor level. Overall the impact to No.23 is considered to be limited and acceptable.
- 7.9 Consequently, it is considered that the proposal will not appear overbearing or lead to a loss of light, outlook or privacy and would have limited and acceptable impact on the properties immediately adjacent to the application site and the properties opposite or to the rear, meeting the requirements of Policy CS16 of the HBLP (Core Strategy). It is noted no letters of objection were received with respect to the scheme.

(iv) Flood risk

- 7.10 The rear garden of the site is within future Flood Zones 2 and 3. The applicant has submitted the required Flood Risk Assessment and has indicated that floor levels within the proposed development will be set no lower than existing levels, and it is noted that the site is sloped so that the rear of the garden is at a considerably lower level than the main house. This is therefore considered satisfactory in meeting the requirements of Policy CS15.

(v) Biodiversity Net Gain (BNG)

- 7.11 It is noted that this householder application is exempt from the requirements relating to Biodiversity Net Gain.

8 Conclusions

- 8.1 The proposed development is acceptable in principle, is appropriate in terms of design and its impact on the character of the area, and would have a limited and acceptable impact on the neighbouring properties. On this basis it is recommended for approval.

9. RECOMMENDATION:

That the Development Manager be authorised to **GRANT PERMISSION** for application APP/25/01043 subject to the following conditions:

Conditions:

- 1 The development must be begun not later than three years beginning with the date of this permission.

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by 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:

Location Plan
Site Plan Existing and Proposed SP-01
Proposed Plans & Elevations TP-01 Rev. A
Householder Flood Risk Form
Email Mr Henton received 02 March 2026

Reason: To ensure provision of a satisfactory development.

- 3 The external materials used shall be as indicated on the submitted forms, email received 02 March 2026, and hereby approved plans, or shall match, in type, colour and texture, those of the existing building 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 Notwithstanding the provisions of any Town and Country Planning (General Permitted Development) Order 2015, prior to first occupation of the development hereby permitted the windows in the ground floor on the side elevation facing south shall be fitted with, to a height of no less than 1.7m above finished floor level, non-opening lights and textured glass which obscuration level is no less than Level 4 of the Pilkington Texture Glass scale (or equivalent) and retained as such thereafter.

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

Informatives:

- 1 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 sought and were provided with pre-application advice,
- Your application was acceptable as submitted and no further assistance was required.

2 The applicant is advised of the following information received from Southern Gas:

SGN Pipeline

The pipeline is of prime importance to the gas supplies of this area. It is essential that you comply with the restrictions detailed below and in the document SGN/WI/SW2 in order to protect SGN's plant and equipment and for the safety of your own operatives. A SGN representative must be contacted before any works commence.

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5. No thrust boring shall take place within 3 meters of the pipeline.
6. All planting within the easement strip should comply with 'Notes for Guidance on Tree Proximity'.
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9. This pipeline is cathodically protected and as such has test cables located in test posts, were these to be lost through this work we would look to you for remedial action at no cost to SGN.
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