

30 / 03 / 2026

Dear Sir/Madam,

Ref: 21 Westmorland Drive, Felpham, PO22 8LZ

The removal of the previous conservatory to the rear of the property, replaced by a new purpose-built extension, a dormer roof extension/loft conversion to the rear of the property, and a number of internal alterations.

Introduction

21 Westmorland Drive is situated between Felpham & Flansham within the county of West Sussex. The proposal is surrounded by similar sized and shape properties, and backs up on the rear garden of an adjacent property. The existing site homes a 3 bedroom dwelling with an adjoined garage, and a small ancillary shed located at the rear boundary of the property.

The building is of typical UK 1970s fashion, with buff multi brick walls from the ground floor up, and clay tiles used vertically on the upper storeys of the front facade. Doors and windows are white UPVC framed, and the main roof includes dark red double Roman interlocking tiles. The garage has a similar coloured dark red clay tiled roof.

The immediate surrounding landscaping includes a paved patio, grass lawn, and further patio at the end of the garden - this homes the ancillary shed. The existing manhole for the external drainage currently sits amongst the patio to the rear of the dwelling. In order for the works to be carried out, the manhole will be relocated to the proposed utility space where the chamber will be accessible - as this is private drainage serving the clients home, only, this will have no effect to the surrounding properties. Upon approval, the relevant authorities will be notified and involved during the works, should it be necessary.

Proposal

As mentioned above, the proposal looks to provide the existing dwelling with general improvements to both the internal configuration, and external finish, tailored to the clients' requirements. This involves removing the current conservatory and carefully inserting a spacious kitchen-come-day-room extension, including an elegant grey wrap-around roof; sensitively tying into the existing garage roof. This will include grey Velux windows in order to maximise natural light within the home. The client has chosen simple matching grey French style double doors and windows in-keeping with the design. The extension itself will have a buff multi brick exterior finish to complement the existing materials.

It is worth noting that the boundary is in-keeping with the back of the neighbouring property; providing a clear edge for the proposal.

The existing garage and rear/side outdoor space is to be converted to a comfortably sized downstairs utility & W/C; leaving a generous amount of room in the proposed garage ideal for both storing vehicles, and/or holding storage. The existing kitchen becomes a spacious entertainment room that is open plan to the proposed kitchen diner space. Large rear windows, a French door, and Velux or similar windows bring in large amounts of natural light, and make use of the view toward the rear of the garden. Creating a cohesive space that will be lived through day-to-night. Otherwise, the majority of the ground floor plan is to remain as is.

In addition, a dormer roof is proposed to increase the amount of usable space. Internally, this requires relocating the existing staircase from first floor to loft level, gaining the suitable access and head-height required to move comfortably between the first and second floor levels. The footprint of this existing staircase is given back to the two existing bedrooms - providing further storage in each. The study is reconfigured to give space to the proposed staircase, whilst ensuring that the study remains spacious.

Ultimately, this results in a more cohesive internal configuration, than that of current.

The Client wants to ensure that the finish of the dormer roof is to sensitively match the palette of that of the surroundings. This is achieved by using a grey man-made slate tile cladding and grey framed windows.

The proposal has been designed so to both be sympathetic and in keeping with the existing property and surrounding landscape.

Landscaping

The garden landscaping including surrounding trees and hedging will remain unchanged throughout the proposed scheme. The existing driveway will also remain as is current; with the current entrance & access being retained, also.

Massing

As communicated in the supporting drawings, the scale and massing for the proposed ground-floor extension & dormer-extension would assimilate well within its surroundings. Importantly, the proposed scheme does not change the overall height & ridge of the current building. The proposed extension is similar in size to the existing conservatory and kitchen, but utilises dead outside space which is not used, that is to be worked into the existing footprint of the dwelling. This will create a larger kitchen & dining room. This is where the client plans to spend most of their time when indoors.

Both the ground-floor and dormer extensions are extremely similar to that of the adjoining neighbour; whom have been granted planning permission for their alterations. As they are situated in a similar position to the spaces that already exist, the alterations proposed would not be any more visible to the neighbours and therefore the proposals would not have any adverse effect on any neighbouring properties.

Access

Pedestrian access, vehicle access and the parking arrangements will be unaffected by the proposal.

Protected Species

The existing building is occupied and there is no evidence that there are protected species in the immediate vicinity of the existing dwelling. In the unlikely event that any protected species are found during the building works then specialist advice will be taken.

Planning Policy Analysis

The proposal has sought to ensure that the proposal remains in keeping with the existing dwelling. Importantly, the criteria as set out in Local Plan Policy where they refer to layout, design use of materials and landscaping, these have also been taken into account fully as an integral part of the application submission.

Conclusions

This proposal has been the subject of a considerable amount of input from our clients and ourselves to ensure that when completed, the proposal will represent a significant enhancement to the existing building within its immediate setting.

We believe that the proposed design and internal alterations improve upon the existing building within this setting and that it is an architecturally appropriate development that would be highly sustainable in terms of its function as well as its use of materials.

Should you need further details on any matter arising from this application, please do not hesitate to contact me.

Best regards,

Mimi Hopkins