

**Peter Cleveland**

**From:** Melanie Latham [redacted]  
**Sent:** 15 November 2011 10:51  
**To:** Peter Cleveland  
**Subject:** RE: Arundel - St. Mary's Hall

Thanks Peter,  
 Hope to get this through to you relatively soon. We're just drawing together the amended drawings, to go with the forms.  
 As agreed, I will email this through to you (may need to be over a couple of emails) and send the cheque in the post to follow.  
 Kind regards  
 Melanie  
 Melanie Latham RIBA DipConsHistEnv RICS  
 For and on behalf of ST ANNS GATE ARCHITECTS LLP  
 [redacted]

**From:** Peter Cleveland [mailto:Peter.Cleveland@arun.gov.uk]  
**Sent:** 15 November 2011 09:56  
**To:** Melanie Latham  
**Subject:** RE: Arundel - St. Mary's Hall

Dear Melanie

The fee for the Non Material Amendment application is £170.

As agreed I will await your submission for the Amendment and Listed Building Applications.

Kind regards  
 Peter

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Peter Cleveland BSc MSc   Senior Planner, Planning Department, Arun District Council   Location: 1st Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF<br>Internal: 37631   External: +44 (0) 1903 737631   E-mail: <a href="mailto:Peter.Cleveland@arun.gov.uk">Peter.Cleveland@arun.gov.uk</a><br>Visit Arun's web site at <a href="http://www.arun.gov.uk">www.arun.gov.uk</a>  Save the environment - think before you print. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**From:** Melanie Latham [redacted]  
**Sent:** 14 November 2011 10:15  
**To:** Peter Cleveland  
**Subject:** RE: Arundel - St. Mary's Hall

Dear Peter,

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Your point about the railings is noted - we think that the metal railings would be the neatest and least obtrusive barrier, as they are quite slender and we can choose a traditional design to fit in. We would be happy to talk it through with you further once you've had the application details in full, if you have any concerns, however.

On that point, the client has now confirmed all the changes to the building that are slightly different to the original planning application and I am shortly going to submit the drawings for the revised external areas for St Mary's Hall. There is no route for submitting an application for a non-material amendment via the planning portal, so I wondered whether I can send you the form and drawings electronically instead? I can certainly submit the listed building application online if this would be easier for you, alternatively, I could send this to you the same way. This application would be similar to the planning application, but include details for the internal arrangements (lift and staircase) and sectional elevations showing panelling in the hall. Perhaps you could let me know which you would prefer?

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 Melanie  
 Melanie Latham RIBA DipConsHistEnv RICS  
 For and on behalf of ST ANNS GATE ARCHITECTS LLP  
 [redacted]

**From:** Peter Cleveland [mailto:Peter.Cleveland@arun.gov.uk]  
**Sent:** 10 October 2011 16:27  
**To:** Melanie Latham  
**Subject:** RE: Arundel - St. Mary's Hall

Dear Melanie

Thank you for the email below and the explanation of proposed changes to that approved and also the letter for Tim Townsend outlining our agreement for the heritage bollards. Hopefully he is in agreement with this.

I think the proposed changes would be acceptable, however this is without prejudice to any subsequent planning application or listed building consent. I would however suggest that the railings be of traditional design and not to high/dominant along the eastern boundary of the site to ensure a minimal impact upon

the setting of the building which is important in this case.

I shall now await your further application.

Regards

Peter

Peter Cleveland | Planner, Planning Department, Arun District Council | Location: 1st Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF  
Internal: 37370 | External: +44 (0) 1903 737500 Ext 37370 | E-mail: [Peter.Cleveland@arun.gov.uk](mailto:Peter.Cleveland@arun.gov.uk)  
Visit Arun's web site at [www.arun.gov.uk](http://www.arun.gov.uk)  Save the environment - think before you print.

Latham

Sent: 10 October 2011 12:23

To: Peter Cleveland

Subject: Arundel - St. Mary's Hall

Dear Peter,

Following our discussions on the phone, I attach a copy of the drawings that we intend to submit for a revision to the planning application and for a new listed building application.

The main changes are, as you rightly identified, as follows:

**Externally**

- the addition of railings to certain boundaries - this was a result of the condition of the boundary wall and the need to carry out some alterations to this to form the new emergency escape ramp on the east side of the building. On balance, we felt it would be best to rebuild the stone wall here entirely, as a certain amount of work here would need to be carried out for structural reasons. Having reconsidered the appearance of this wall for re-construction, it was felt that the boundary wall of the hall, in a random coursed stone, was rather incongruous with the hall construction and seemed unnecessarily linked to the construction of the modern housing development (within the original boundaries of the garden) adjacent. As the only other historic wall that appear to be remaining from the original hall construction are in brick with stone or brick capping (on the boundary with the graveyard) our conclusion was that a brick wall base with iron railings would be more in line with the finished scheme, of materials more in keeping with St Mary's Hall generally. This solution with railings would protect against falling where the ground levels differ from pavement on the east side without forming a solid barrier to light for the lower level room. This area is currently backfilled against the building, and full of undergrowth which is causing some damp internally on the walls. Removing some of the high ground against the building as part of these boundary works will alleviate some of the damp issues on the wall internally and help the building's condition. It would also allow a more consistent language of materials surrounding the Hall which we felt would be an enhancement to the listed building. Some photos are attached here of these walls which I hope will help.

**Internally** - since the planning application the scheme has been refined and developed in more detail. As a result, there have been changes which are largely to accommodate structural discoveries of the building through our trial holes and soil investigations as well as refining the finished scheme and levels within the building. We believe that these changes are an improvement on the original scheme and more carefully consider the ramifications of the proposal as a natural development of the project. They allow the building to function better with the proposed new layout alterations and we hope will be seen as acceptable changes.

- modification to the layout of the lift and staircase.

Having made some trial holes and worked up the structural solutions for the lower ground floor level, it has transpired that there is a significant amount of wall structure that would be beneficially retained in this lower basement level. This has meant a re-working of the internal arrangement for vertical circulation and resulted in the scheme as shown in the attached drawings. The stairs have been amended to descend in a different direction to the original planning approval, and have the benefit of providing some additional natural light to fall to the lower ground floor being adjacent to the window on the north side. The access to the meeting room on the upper level from the lobby is therefore moved, and now requiring a new opening through the wall. The door opening to that room through the current kitchen would be closed up, as suggested for the opposite side due to the wc arrangement. All new openings such as this would be made to complement the arched structure of the original building rather better than at present and can be seen in the section drawings attached. A photograph of the window where the staircase is proposed and the opening to be blocked (on the right hand side) is also attached. We feel this is an improvement on the circulation layout, gives an opportunity to improve the opening appearances and allows for a better solution overall.

- alteration of the kitchenette area and northern side of the basement/lower ground floor
- This area was originally contained within the thickness of the structural wall on the lower ground floor level, within the main space. Creating another structural opening on this wall was not recommended by the structural engineer, and as such, the layout now shows the kitchenette area back in the newly excavated space. Due to the levels discovered and foundation exploration, we have restructured the levels which now allow for removal of the ramp at the lower ground floor. Accessible wc and the lift and circulation will all be at the lower ground level, but for structural reasons the other wcs and the areas on the north side of the building will not be excavated as low.

- choir robes cupboard

This cupboard has been pulled away from the outer wall, to allow a better detail around the window area where the chamfered brickwork would otherwise have been compromised. Please note that the historic doors currently into the office and entrance lobby with leaded lights and of some visual note that the conservation officer was keen to retain will be incorporated into the scheme, used as the doors for cupboard housing these choir robes. A photo of one of the two doors in question is also attached, for your assistance.

Highways issues - having read through the requirements that Mr Townsend at Highways, I think we can resolve the majority of his concerns. However, we believe the visual appearance of the additional bollards requested for the eastern end of the building would not be acceptable and cannot agree with his views that they are necessary. I shall be responding to the Highways department soon and propose not to comply with this request, as discussed on the phone with you.

Otherwise, the remainder of the scheme remains largely as the approved version. I hope the above is a clear explanation of the thought process behind the changes, which we are acceptable to you but of course should you wish to discuss anything further with me before we submit them as formal applications, please do not hesitate to contact me.

With all best wishes,  
Melanie

Melanie Latham RIBA DipConsHistEnv (RICS)  
For and on Behalf of St Ann's Gate Architects LLP  
The Close, Salisbury, Wiltshire, SP1 2EB

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**Peter Cleveland**

**From:** Melanie Latham [REDACTED]  
**Sent:** 14 November 2011 16:49  
**To:** Peter Cleveland  
**Subject:** RE: Arundel - St. Mary's Hall

**Follow Up Flag:** Follow up

**Flag Status:** Completed

Dear Peter,

Tim Townsend is unfortunately not happy with our arguments about the bollards and is insisting on a further two, despite our feelings that they are really unnecessary, given the pavements and roads in Arundel generally! We are showing them on the plans, but we'd really rather not include them - if you can see a way of persuading him otherwise, we'd be most grateful.

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Peter Cleveland</b>   Planner, Planning Department, Arun District Council   Location: 1st Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF<br>Internal: 37370   External: +44 (0) 1903 737500 Ext 37370   E-mail: <a href="mailto:Peter.Cleveland@arun.gov.uk">Peter.Cleveland@arun.gov.uk</a><br>Visit Arun's web site at <a href="http://www.arun.gov.uk">www.arun.gov.uk</a>    Save the environment - think before you print. |
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For and on Behalf of St Ann's Gate Architects LLP  
The Close, Salisbury, Wiltshire, SP1 2EB

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**Peter Cleveland**

**From:** Tim.Townsend@westsussex.gov.uk  
**Sent:** 21 October 2011 17:45  
**To:** Stuart Nash  
**Cc:** Melanie Latham; Peter Cleveland; Annette.Harrison@westsussex.gov.uk  
**Subject:** RE: St. Mary's.  
**Attachments:** St Mary's Hall, Arundel - Highways.pdf

Dear Stuart,

Thank you for your email and revised access and parking drawing of 19th October 2011.

I am happy to accept that as shown on the drawing subject to it being adequately marked out on site in readiness for use.

On the subject of the additional bollards and driveway arrangements, I look forward to hearing from you further.

Thank you,

Tim

|                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Tim Townsend</u>   Senior Planner, Planning Applications - Strategic Development, <u>West Sussex County Council</u><br/>         Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH<br/>         Internal: 77521   External: 01243 777521   E-mail: <a href="mailto:tim.townsend@westsussex.gov.uk">tim.townsend@westsussex.gov.uk</a></p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Think sustainably. Do you have to print? Can you double side? Do you need colour?

Stuart Nash

To <Tim.Townsend@westsussex.gov.uk>

19/10/2011 12:32

cc Melanie Latham

Subject RE: St. Mary's.

Dear Tim,

Ref: St Mary's Hall, Arundel.

Please find attached for your comments our proposals for parking to the front of the property.

I have indicated the position you describe in your below email, but feel this will interfere with the main entrance steps which provide handrails.

We have also show on the drawing our preferred option and indicate how vehicles will enter and leave the site.

We look forward to receiving your comments.

Stuart Nash

for and on behalf of St. Ann's Gate Architects LLP

St. Ann's Gate, The Close, Salisbury, SP1 2EB

[www.stannsgate.com](http://www.stannsgate.com)

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**From:** Melanie Latham  
**Sent:** 19 October 2011 11:56  
**To:** Stuart Nash.  
**Subject:** FW: St. Mary's.

---

**From:** Tim.Townsend@westsussex.gov.uk [mailto:Tim.Townsend@westsussex.gov.uk]  
**Sent:** 18 October 2011 09:00  
**To:** Melanie Latham  
**Subject:** St. Mary's.

Melanie,

Re-reading my last email to you, I see that I didn't attach an extract of your drawing showing the parking configuration at the front of the property.

By way of a description, any parking space should be sited and marked out to the eastern side of the access point onto London Road with the area to the west of the access and in front of it, marked out and retained for turning.

I trust the description suffices but should you still need clarification, then please come back to me.

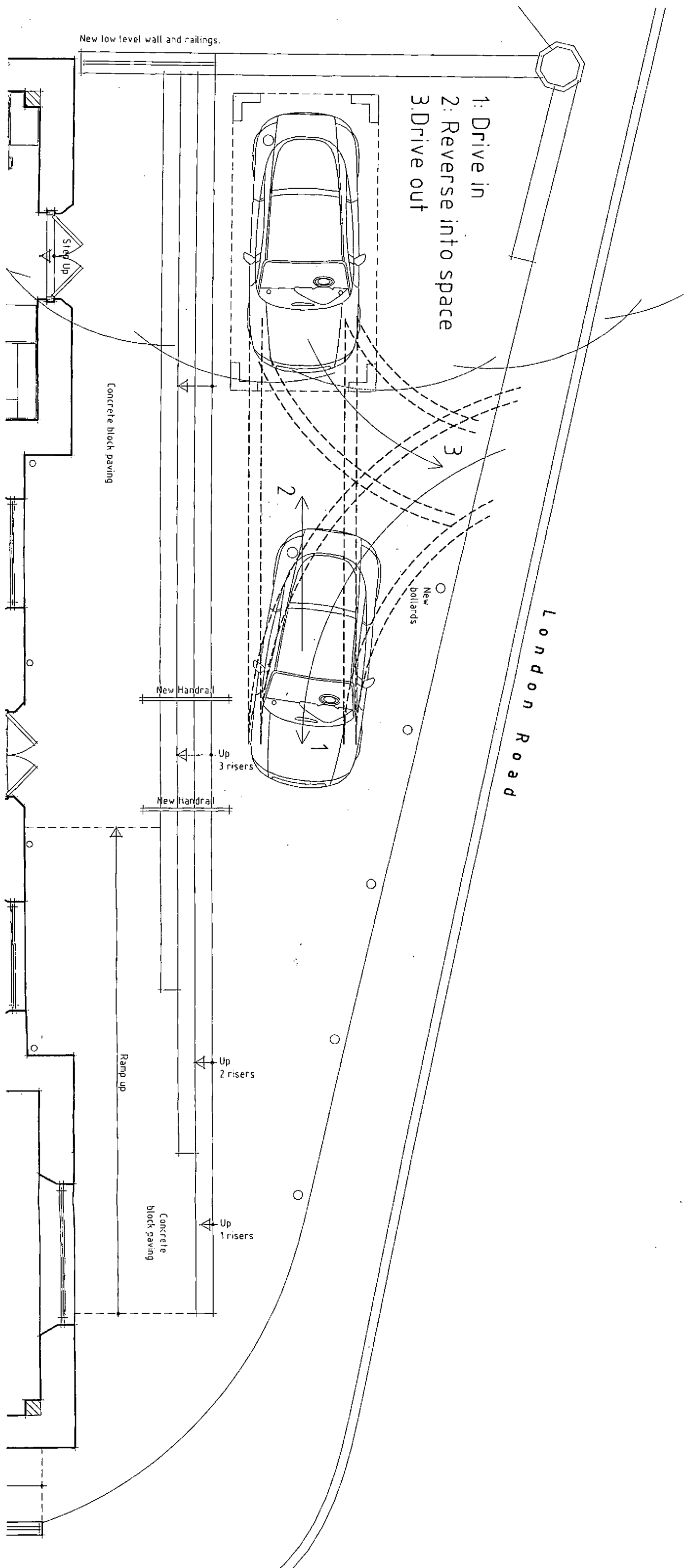
Thank you,

Tim

|                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tim Townsend   Senior Planner, Planning Applications - Strategic Development, West Sussex County Council<br>Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH<br>Internal: 77521   External: 01243 777521   E-mail: <a href="mailto:tim.townsend@westsussex.gov.uk">tim.townsend@westsussex.gov.uk</a> |
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**Peter Cleveland**

**From:** Tim.Townsend@westsussex.gov.uk  
**Sent:** 13 October 2011 14:47  
**To:** Melanie Latham  
**Cc:** Peter Cleveland; Stuart Nash; Annette.Harrison@westsussex.gov.uk  
**Subject:** RE: St. Mary's Hall, Arundel - access crossover off Mount Pleasant.  
**Attachments:** Highways - 2011-10-10.pdf

Dear Melanie,

Thank you for your letter of 10th October 2011.

I will reply to each of the points in the same order you presented them to me:

**1. Access and parking off London Road.**

Please see extract from your Dwg. No. 766/22/5/11, showing my suggestion of where the car parking space should be marked out. I have also indicated where space to turn a vehicle should be provided and marked.

**2/3. Access ramps to front of building and alongside Mount Pleasant.**

I am still of the view that some form of restraint is required for the reasons given previously. The provision of 2 No. additional bollards of the type already proposed for the remainder of the frontage to London Road would not, in my opinion, appear excessive.

**4. Retaining wall alongside Mount Pleasant.**

Mike Taylor's email to me of 4th October 2011 (text copied to Stuart Nash in my email to him of 5th October 2011) clarifies this one. As such, there are no further issues re. the alterations to the retaining wall although if further changes are proposed we would wish to have the opportunity to comment.

**5. Access to Mount Pleasant.**

The process for licence issuing is to; (1), get a finalised drawing from the yourselves (taking into account WSCC comments including Annette Harrison's comments re. drainage and highway boundary marking of 10th October 2011 - passed to Stuart, also on the 10th Oct.); (2), pass that drawing to WSCC for checking (me, Annette and Arun DC). Once all parties are happy, then; (3), your contractor needs to apply for the licence in accordance with WSCC procedure.

The more detail the better, please (dimensions, materials etc.) - will assist greatly.

**6. Grit box, corner of London Road and Mount Pleasant.**

The relocation of the grit bin will be wrapped up in the charge for the vehicle crossover.

I trust my comments are helpful. I look forward to receiving your reply in due course.

Thank you,

Tim

|                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Tim Townsend</u>   Senior Planner, Planning Applications - Strategic Development, <u>West Sussex County Council</u><br/>         Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH<br/>         Internal: 77521   External: 01243 777521   E-mail: <a href="mailto:tim.townsend@westsussex.gov.uk">tim.townsend@westsussex.gov.uk</a></p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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Melanie Latham

To <Tim.Townsend@westsussex.gov.uk>

10/10/2011 15:55

cc Peter Cleveland <Peter.Cleveland@arun.gov.uk>, Stuart Nash

<stuart@stannsgate.com>

Subject RE: St. Mary's Hall, Arundel - access crossover off Mount Pleasant.

Dear Tim

Please find attached a response to your email

Kind regards

Melanie

Melanie Latham RIBA DipConsHistEnv RICS

For and on behalf of ST ANNS GATE ARCHITECTS LLP

01722 555200 01722 555201

---

**From:** Tim.Townsend@westsussex.gov.uk [mailto:Tim.Townsend@westsussex.gov.uk]

**Sent:** 10 October 2011 13:59

**To:** Stuart Nash

**Cc:** Melanie Latham; Peter Cleveland

**Subject:** Fw: St. Mary's Hall, Arundel - access crossover off Mount Pleasant.

Dear Stuart,

Some very valid points from my colleague Annette that you will need to address as part of your development works at St. Mary's. I look forward to receiving your response, please.

Thanks,

Tim

|                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Tim Townsend</u>   Senior Planner, Planning Applications - Strategic Development, <u>West Sussex County Council</u><br/> Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH<br/> Internal: 77521   External: 01243 777521   E-mail: <u>tim.townsend@westsussex.gov.uk</u></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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----- Forwarded by Tim Townsend/SU/WSCC on 10/10/2011 13:45 -----

Annette Harrison/SU/WSCC

10/10/2011 12:30

To Tim Townsend/SU/WSCC@WSCC

cc

Subject Re: Fw: St. Mary's Hall, Arundel - access crossover off Mount Pleasant.[Link](#)

Hi Tiim

The important point is for the designer to ensure that any planned changes to the site do not result in surface water flowing from the property across the public highway (where it may present a hazard) or discharging into the highway surface water drainage system. Equally it is important that the property is not exposed to surface water flowing onto the premises from the highway as a result of structural changes or alterations to topographic levels/falls. It should therefore be demonstrated that adequate drainage provision has been included within the the design to protect all interests.

In addition, the division between the highway and private land should be clearly marked by some visible means. This is often achieved by use of different coloured paving, granite sets etc.

I hope this helps  
Annette

Annette Harrison | Principal Community Highway Officer, Community Development Team (Coastal), West Sussex County Council  
Location: Centenary House, Worthing  
Internal: 01903 270027 | External: 01243 642105 | E-mail: [cdbcs.coastal@westsussex.gov.uk](mailto:cdbcs.coastal@westsussex.gov.uk)

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Tim Townsend/SU/WSCC

04/10/2011 11:50

To Annette Harrison/SU/WSCC@WSCC  
cc

Subject Fw: St. Mary's Hall, Arundel - access crossover off Mount Pleasant.

Annette,

Copy of Mike Taylor's comments re. St. Mary's.

Drg. No. 766/22/5/10 shows what they want to do in more detail. The main driveway (beyond the re-sited wall) has a crossfall into the site. Would you have any comments to make re. drainage for the extended crossover, bearing in mind part of it would be within their site? Would we ask for a drainage channel along the back edge of the highway boundary?

I look forward to hearing from you.

Thanks,

Tim

Tim Townsend | Senior Planner, Planning Applications - Strategic Development, West Sussex County Council  
 Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH  
 Internal: 77521 | External: 01243 777521 | E-mail: [tim.townsend@westsussex.gov.uk](mailto:tim.townsend@westsussex.gov.uk)

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----- Forwarded by Tim Townsend/SU/WSCC on 04/10/2011 11:36 -----

**Michael Taylor/SU/WSCC**

04/10/2011 11:26

To: Tim Townsend/SU/WSCC@WSCC  
 cc: Guy Bell/SU/WSCC@WSCC  
 Subject: RE: St. Mary's Hall, Arundel [Link](#)

Tim

Having visited site last Thursday morning I can confirm that Structures have no objection to the proposed works at St Mary's Hall in Arundel.

In order to be classed as an earth retaining highway structure the wall would have to retain 1500mm or greater, this wall retains only 300mm of the footway/carriageway behind it and this is not going to change under the proposals.

If I can be of any further assistance please let me know.

Kind regards,

Michael

Michael Taylor | Senior Engineer, Structures, West Sussex County Council | Location: Ground Floor, Northleigh, County Hall, Chichester PO19 1RH  
 Internal: 77574 | External: 01243 777574 | Mobile: 07921 291209 | E-mail: [michael.taylor@westsussex.gov.uk](mailto:michael.taylor@westsussex.gov.uk)

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**Peter Cleveland**

**From:** Tim.Townsend@westsussex.gov.uk  
**Sent:** 10 October 2011 13:59  
**To:** [REDACTED]  
**Cc:** Melanie Latham; Peter Cleveland  
**Subject:** Fw: St. Mary's Hall, Arundel - access crossover off Mount Pleasant.

Dear Stuart,

Some very valid points from my colleague Annette that you will need to address as part of your development works at St. Mary's. I look forward to receiving your response, please.

Thanks,

Tim

|                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Tim Townsend</u>   Senior Planner, Planning Applications - Strategic Development, <u>West Sussex County Council</u><br/>         Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH<br/>         Internal: 77521   External: 01243 777521   E-mail: <a href="mailto:tim.townsend@westsussex.gov.uk">tim.townsend@westsussex.gov.uk</a></p> |
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Annette Harrison/SU/WSCC

To Tim.Townsend/SU/WSCC@WSCC

cc

10/10/2011 12:30

Subject Re: Fw: St. Mary's Hall, Arundel - access crossover off Mount Pleasant.  
[Link](#)

Hi Tiim

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I hope this helps  
 Annette

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| <p><u>Annette Harrison</u>   Principal Community Highway Officer, Community Development Team (Coastal), <u>West Sussex County Council</u><br/>         Location: Centenary House, Worthing<br/>         Internal: 01903 270027   External: 01243 642105   E-mail: <a href="mailto:cdb.s.coastal@westsussex.gov.uk">cdb.s.coastal@westsussex.gov.uk</a></p> |
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Tim.Townsend/SU/WSCC

04/10/2011 11:50

To Annette Harrison/SU/WSCC@WSCC

cc

Subject Fw: St. Mary's Hall, Arundel - access crossover off Mount Pleasant.

Annette,

Copy of Mike Taylor's comments re. St. Mary's.

Drg. No. 766/22/5/10 shows what they want to do in more detail. The main driveway (beyond the re-sited wall) has a crossfall into the site. Would you have any comments to make re. drainage for the extended crossover, bearing in mind part of it would be within their site? Would we ask for a drainage channel along the back edge of the highway boundary?

I look forward to hearing from you.

Thanks,

Tim

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| <p><u>Tim Townsend</u>   Senior Planner, Planning Applications - Strategic Development, <u>West Sussex County Council</u><br/>         Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH<br/>         Internal: 77521   External: 01243 777521   E-mail: <a href="mailto:tim.townsend@westsussex.gov.uk">tim.townsend@westsussex.gov.uk</a></p> |
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Michael Taylor/SU/WSCC

To Tim Townsend/SU/WSCC@WSCC

cc Guy Bell/SU/WSCC@WSCC

04/10/2011 11:26

Subject RE: St. Mary's Hall, Arundel. [Link](#)

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Kind regards,

Michael

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Michael Taylor</u>   Senior Engineer, Structures, <u>West Sussex County Council</u>   Location: Ground Floor, Northleigh, County Hall, Chichester PO19 1RH<br/>         Internal: 77574   External: 01243 777574   Mobile: 07921 291209   E-mail: <a href="mailto:michael.taylor@westsussex.gov.uk">michael.taylor@westsussex.gov.uk</a></p> |
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**Peter Cleveland**

**From:** Tim.Townsend@westsussex.gov.uk  
**Sent:** 05 October 2011 11:30  
**To:** Melanie Latham  
**Cc:** Peter Cleveland; Stuart Nash  
**Subject:** RE: St. Mary's Hall, Arundel.

Dear Melanie,

Due to competing pressures it is unlikely that I can make another visit to the site. My email to Stuart dated 3rd October was, in my opinion, clear and would not appear to involve too many changes. I just need to be assured that the changes specified in my email can be accommodated.

Please update me as matters progress. A reply to my email of 3rd October to Stuart would also be appreciated, please.

Many thanks,

Tim

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Tim Townsend</u>   Senior Planner, Planning Applications - Strategic Development, West Sussex County Council<br/>         Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH<br/>         Internal: 77521   External: 01243 777521   E-mail: <a href="mailto:tim.townsend@westsussex.gov.uk">tim.townsend@westsussex.gov.uk</a></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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Melanie Latham [REDACTED]

05/10/2011 10:46

To: Peter Cleveland <[Peter.Cleveland@arun.gov.uk](mailto:Peter.Cleveland@arun.gov.uk)>  
 cc: <[Tim.Townsend@westsussex.gov.uk](mailto:Tim.Townsend@westsussex.gov.uk)>, Stuart Nash  
 [REDACTED]

Subject RE: St. Mary's Hall, Arundel.

Dear Peter

Thanks for your email and suggestion of how to tackle the applications, which sounds good.

It may be useful if we perhaps met on site briefly with Tim Townsend to talk all the Highways issues through together? I think Stuart was going to speak to Tim about it, but I've copied him in here. We're due to be down in Arundel for a site meeting next Friday 14th - could you perhaps meet us there that day, at say midday?

Kind regards

Melanie

Melanie Latham RIBA DipConsHistEnv RICS

For and on behalf of **ST ANNS GATE ARCHITECTS LLP**  
 [REDACTED]

---

**From:** Peter Cleveland [<mailto:Peter.Cleveland@arun.gov.uk>]

**Sent:** 04 October 2011 09:06  
**To:** Melanie Latham  
**Cc:** Stuart Nash  
**Subject:** RE: St. Mary's Hall, Arundel.

Dear Melanie

I think we could deal with the changes proposed to the planning application by way of a minor amendment to the approval as I don't believe that they would materially change the building or its setting. These external changes would also need to be shown within the revised Listed Building application as they would alter the setting of the building.

I have also noted the email from Tim Townsend of WSCC in response to Stuart Nash. If either of you would like to discuss any of this with me please let me know.

Kind regards  
 Peter

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Peter Cleveland   Planner, Planning Department, <u>Arun District Council</u>   Location: 1st Floor, Arun Civic Centre, Maltravers Road,<br>Littlehampton, BN17 5LF<br>Internal: 37370   External: +44 (0) 1903 737500 Ext 37370   E-mail: <u>Peter.Cleveland@arun.gov.uk</u><br>Visit Arun's web site at <a href="http://www.arun.gov.uk">www.arun.gov.uk</a>  Save the environment - think before you print. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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**From:** Melanie Latham [mailto:[melanie.latham@stannsgatearchitects.com](mailto:melanie.latham@stannsgatearchitects.com)]  
**Sent:** 03 October 2011 14:40  
**To:** Peter Cleveland  
**Cc:** Stuart Nash  
**Subject:** RE: St. Mary's Hall, Arundel.

Dear Peter,

Many thanks for your email to Stuart, on which you copied me in.

You are quite right that there have been some minor modifications to the plans during the course of the scheme development which now are slightly different to those approved under the planning application and thank you for the reminder that we need to submit a revised Listed Building Application. I wondered though, as the modifications to the scheme externally only affect the new railings and not the building itself, whether the planning application can be dealt with under a variation of the existing?

I look forward to hearing from you.

Kind regards  
 Melanie  
 Melanie Latham RIBA DipConsHistEnv RICS  
 For and on behalf of **ST ANNS GATE ARCHITECTS LLP**  
 [REDACTED]

---

**From:** Peter Cleveland [mailto:[Peter.Cleveland@arun.gov.uk](mailto:Peter.Cleveland@arun.gov.uk)]

**Sent:** 26 September 2011 16:19  
**To:** Stuart Nash; Tim.Townsend@westsussex.gov.uk  
**Cc:** Melanie Latham  
**Subject:** RE: St. Mary's Hall, Arundel.

Dear Mr Nash

Thank you for copying me into the below email and the attached plans. I have had a look over the plans in comparison with those approved and it appears that there is some changes to the plans agreed and approved under the planning application AB/23/11 and Listed Building Consent AB/24/11/L.

Briefly I note that externally railings are proposed continuously along the the boundary to Mount Pleasant and the layout to the rear of the building which proposed planters/retaining walls differs from the approved plans. Also internally the layout appears to have been changed to the stairwell, stairs etc. These changes would require the submission of a revised planning application and listed building consent, which maybe something you wish to consider as the works would not be in accordance with the approved plans. If you do continue works this is at your own/applicants risk and you or the contractors maybe subject to prosecution.

Given that the building is listed thought best to inform you. Please contact me if you would like to discuss this further on the number below.

Kind regards  
 Peter

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Peter Cleveland   Planner, Planning Department, Arun District Council   Location: 1st Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF<br>Internal: 37370   External: +44 (0) 1903 737500 Ext 37370   E-mail: <a href="mailto:Peter.Cleveland@arun.gov.uk">Peter.Cleveland@arun.gov.uk</a><br>Visit Arun's web site at <a href="http://www.arun.gov.uk">www.arun.gov.uk</a>  Save the environment - think before you print. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**From:** Stuart Nash [REDACTED]  
**Sent:** 26 September 2011 15:14  
**To:** Tim.Townsend@westsussex.gov.uk  
**Cc:** Annette.Harrison@westsussex.gov.uk; Peter Cleveland; Melanie Latham; guy.bell@westsussex.gov.uk  
**Subject:** RE: St. Mary's Hall, Arundel.  
 Dear Tim,

Please find attached letter and drawings in response to your below email.

Best regards,

Stuart Nash  
 for and on behalf of St. Ann's Gate Architects LLP

St. Ann's Gate, The Close, Salisbury, SP1 2EB  
 [REDACTED]

[www.stannsgate.com](http://www.stannsgate.com)

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**From:** Tim.Townsend@westsussex.gov.uk [mailto:Tim.Townsend@westsussex.gov.uk]  
**Sent:** 26 September 2011 10:29  
**To:** Stuart Nash  
**Cc:** Annette.Harrison@westsussex.gov.uk; Peter Cleveland  
**Subject:** St. Mary's Hall, Arundel.

Dear Stuart,

I visited the site with a colleague on Friday 23rd September.

As I thought, there are several matters that you will need to attend to in order to satisfy the Highway Authority. I look forward to receiving your response to the points raised.

**1. Access and parking area off London Road** - The siting of the new steps and access ramp reduces the available space for cars to park and manoeuvre. It was noted that the existing access ramp leading to the entrance on the western side of the building already protrudes into this area and will be removed as part of the current planning permission. However, given that the on-site space is reduced it will be important to regularise how the remaining space will be used.

As I see it, there are two options for you to consider. Firstly, to permanently close the access onto London Road, preventing cars from using the forecourt altogether or, secondly, to providing a removable bollard sited centrally in the entrance (at the back of the footway but on the St. Mary's site) and having a clearly marked single parking bay with a defined turning area adjacent to it. The use of this space should be kept solely for mobility impaired drivers and/or occasional deliveries by small vehicles. The space to the front should not be used for more than one vehicle at a time to maximise the opportunity for drivers to enter and leave the site in a forward gear and hence, maintaining the status-quo.

**2. Access ramp to front of building** - The lower end of the access ramp is almost immediately adjacent to the public highway with no restraint included to stop anyone from leaving the site and possibly rolling into the road. The ramp should be turned back on itself to direct users westwards towards the site frontage with appropriate controls to stop users from rolling towards Mount Pleasant. Furthermore, there is a level difference between the site frontage and the footway at the corner of London Road and Mount Pleasant - how do you intend to deal with this?

**3. Access ramp running alongside Mount Pleasant** - Again, the lower end directs users towards London Road. Given that there is little or no scope here to alter the direction of the end you should look to add a self-closing gate which will have the effect of controlling how users enter and leave at this point. It may be that this has to be electronically controlled for those who are mobility impaired.

For both ramps, you will need to demonstrate that surface water will not run onto the public highway.

**4. Retaining wall running alongside Mount Pleasant** - The northern end of this is shown encroaching on the back edge of the footway which is public highway. This will have to be altered and shown clear of the highway at this point. Additionally, you will need to liaise with and submit detailed plans and supporting material to my Colleague Guy Bell in the West Sussex County Council Structures Dept. You must receive approval from him prior to any works being undertaken that alter the existing retaining wall as it presently appears to provide a support to the footway and carriageway of Mount Pleasant.

**5. Access to Mount Pleasant** - In addition to any structures approval you will need to demonstrate how the new access point will be designed to prevent surface water running onto the public highway. Furthermore, you will need a suitable licence from the County Council to construct the vehicular access.

**6. Grit box on corner of London Road and Mount Pleasant** - This will have to be moved as a consequence of the planning proposal. We are in the process of approaching the Town Council about this and will inform you of their reply. Your client may have to pay for it's re-siting.

Aware that works have started on-site, I look forward to hearing from you as soon as possible, please. Please would you also discuss this with Peter Cleveland at Arun District Council as he is the case officer for the proposal.

Many thanks,

Tim

|                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Tim Townsend   Senior Planner, Planning Applications - Strategic Development, West Sussex County Council<br/> Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH<br/> Internal: 77521   External: 01243 777521   E-mail: <a href="mailto:tim.townsend@westsussex.gov.uk">tim.townsend@westsussex.gov.uk</a></p> |
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DX 57406 Littlehampton

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**Peter Cleveland**

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**From:** Tim.Townsend@westsussex.gov.uk  
**Sent:** 05 October 2011 11:39  
**To:** Stuart Nash  
**Cc:** Annette.Harrison@westsussex.gov.uk; guy.bell@westsussex.gov.uk; Melanie Latham; Peter Cleveland; Michael.Taylor@westsussex.gov.uk  
**Subject:** St, Mary's Hall - structures comments

Dear Stuart,

Further to my email to you dated 3rd October 2011 I have now received a response from my colleague Mike Taylor who works in our Structural Engineering Division.

Having visited site last Thursday morning Mike confirms that the Structures team have no objection to the proposed works at St Mary's Hall in Arundel. In order to be classed as an earth retaining highway structure the wall would have to retain 1500mm or greater, this wall retains only 300mm of the footway/carriageway behind it and this is not going to change under the proposals.

I trust these comments are of assistance to you.

For information regarding the grit box and crossover licence, please feel free to contact my colleague Annette Harrison who is copied into this email.

I look forward to your response to the outstanding points as set out in my email to you of 3rd October, please.

Many thanks,

Tim

|                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Tim Townsend</u>   Senior Planner, Planning Applications - Strategic Development, West Sussex County Council<br/>Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH<br/>Internal: 77521   External: 01243 777521   E-mail: <a href="mailto:tim.townsend@westsussex.gov.uk">tim.townsend@westsussex.gov.uk</a></p> |
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**Peter Cleveland**

**From:** Melanie Latham [REDACTED]  
**Sent:** 05 October 2011 10:46  
**To:** Peter Cleveland  
**Cc:** Tim.Townsend@westsussex.gov.uk; Stuart Nash  
**Subject:** RE: St. Mary's Hall, Arundel.

Dear Peter

Thanks for your email and suggestion of how to tackle the applications, which sounds good.

It may be useful if we perhaps met on site briefly with Tim Townsend to talk all the Highways issues through together? I think Stuart was going to speak to Tim about it, but I've copied him in here. We're due to be down in Arundel for a site meeting next Friday 14th - could you perhaps meet us there that day, at say midday?

Kind regards

Melanie

Melanie Latham RIBA DipConsHistEnv RICS

For and on behalf of **ST ANNS GATE ARCHITECTS LLP**  
 [REDACTED]

**From:** Peter Cleveland [mailto:Peter.Cleveland@arun.gov.uk]  
**Sent:** 04 October 2011 09:06  
**To:** Melanie Latham  
**Cc:** Stuart Nash  
**Subject:** RE: St. Mary's Hall, Arundel.

Dear Melanie

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Kind regards

Peter

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Peter Cleveland   Planner, Planning Department, <u>Arundel District Council</u>   Location: 1st Floor, Arundel Civic Centre, Maltravers Road, Littlehampton, BN17 5LF<br>Internal: 37370   External: +44 (0) 1903 737500 Ext 37370   E-mail: <a href="mailto:Peter.Cleveland@arun.gov.uk">Peter.Cleveland@arun.gov.uk</a><br>Visit Arundel's web site at <a href="http://www.arundel.gov.uk">www.arundel.gov.uk</a>  Save the environment - think before you print. |
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**From:** Melanie Latham [REDACTED]  
**Sent:** 03 October 2011 14:40  
**To:** Peter Cleveland  
**Cc:** Stuart Nash  
**Subject:** RE: St. Mary's Hall, Arundel.

Dear Peter,

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I look forward to hearing from you.

Kind regards  
Melanie

**Melanie Latham** RIBA DipConsHistEnv RICS  
For and on behalf of **ST ANNS GATE ARCHITECTS LLP**

---

**From:** Peter Cleveland [mailto:Peter.Cleveland@arun.gov.uk]  
**Sent:** 26 September 2011 16:19  
**To:** Stuart Nash; Tim.Townsend@westsussex.gov.uk  
**Cc:** Melanie Latham  
**Subject:** RE: St. Mary's Hall, Arundel.

Dear Mr Nash

Thank you for copying me into the below email and the attached plans. I have had a look over the plans in comparison with those approved and it appears that there is some changes to the plans agreed and approved under the planning application AB/23/11 and Listed Building Consent AB/24/11/L.

Briefly I note that externally railings are proposed continuously along the the boundary to Mount Pleasant and the layout to the rear of the building which proposed planters/retaining walls differs from the approved plans. Also internally the layout appears to have been changed to the stairwell, stairs etc. These changes would require the submission of a revised planning application and listed building consent, which maybe something you wish to consider as the works would not be in accordance with the approved plans. If you do continue works this is at your own/applicants risk and you or the contractors maybe subject to prosecution.

Given that the building is listed thought best to inform you. Please contact me if you would like to discuss this further on the number below.

Kind regards  
Peter

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Peter Cleveland</u>   Planner, Planning Department, <u>Arun District Council</u>   Location: 1st Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF</p> <p>Internal: 37370   External: +44 (0) 1903 737500 Ext 37370   E-mail: <u>Peter.Cleveland@arun.gov.uk</u></p> <p>Visit Arun's web site at <u>www.arun.gov.uk</u>  Save the environment - think before you print.</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Nash [REDACTED]

**Sent:** 26 September 2011 15:14  
**To:** Tim.Townsend@westsussex.gov.uk  
**Cc:** Annette.Harrison@westsussex.gov.uk; Peter Cleveland; Melanie Latham; guy.bell@westsussex.gov.uk  
**Subject:** RE: St. Mary's Hall, Arundel.

Dear Tim,

Please find attached letter and drawings in response to your below email.

Best regards,

Stuart Nash  
for and on behalf of St. Ann's Gate Architects LLP

St. Ann's Gate, The Close, Salisbury, SP1 2EB

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**From:** Tim.Townsend@westsussex.gov.uk [mailto:Tim.Townsend@westsussex.gov.uk]  
**Sent:** 26 September 2011 10:29  
**To:** Stuart Nash  
**Cc:** Annette.Harrison@westsussex.gov.uk; Peter Cleveland  
**Subject:** St. Mary's Hall, Arundel.

Dear Stuart,

I visited the site with a colleague on Friday 23rd September.

As I thought, there are several matters that you will need to attend to in order to satisfy the Highway Authority. I look forward to receiving your response to the points raised.

**1. Access and parking area off London Road** - The siting of the new steps and access ramp reduces the available space for cars to park and manoeuvre. It was noted that the existing access ramp leading to the entrance on the western side of the building already protrudes into this area and will be removed as part of the current planning permission. However, given that the on-site space is reduced it will be important to regularise how the remaining space will be used.

As I see it, there are two options for you to consider. Firstly, to permanently close the access onto London Road, preventing cars from using the forecourt altogether or, secondly, to providing a removable bollard sited centrally in the entrance (at the back of the footway but on the St. Mary's site) and having a clearly marked single parking bay with a defined turning area adjacent to it. The use of this space should be kept solely for mobility impaired drivers and/or occasional deliveries by small vehicles. The space to the front should not be used for more than one vehicle at a time to maximise the opportunity for drivers to enter and leave the site in a forward gear and hence, maintaining the status-quo.

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**3. Access ramp running alongside Mount Pleasant** - Again, the lower end directs users towards London Road. Given that there is little or no scope here to alter the direction of the end you should look to add a self-closing gate which will have the effect of controlling how users enter and leave at this point. It may be that this has to be electronically controlled for those who are mobility impaired.

For both ramps, you will need to demonstrate that surface water will not run onto the public highway.

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**5. Access to Mount Pleasant** - In addition to any structures approval you will need to demonstrate how the new access point will be designed to prevent surface water running onto the public highway. Furthermore, you will need a suitable licence from the County Council to construct the vehicular access.

**6. Grit box on corner of London Road and Mount Pleasant** - This will have to be moved as a consequence of the planning proposal. We are in the process of approaching the Town Council about this and will inform you of their reply. Your client may have to pay for it's re-siting.

Aware that works have started on-site, I look forward to hearing from you as soon as possible, please. Please would you also discuss this with Peter Cleveland at Arun District Council as he is the case officer for the proposal.

Many thanks,

Tim

Tim Townsend | Senior Planner, Planning Applications - Strategic Development, West Sussex County Council  
 Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH  
 Internal: 77521 | External: 01243 777521 | E-mail: [tim.townsend@westsussex.gov.uk](mailto:tim.townsend@westsussex.gov.uk)

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\*\*\*\*\*

**Peter Cleveland**

**From:** Melanie Latham [REDACTED]  
**Sent:** 03 October 2011 14:40  
**To:** Peter Cleveland  
**Cc:** Stuart Nash  
**Subject:** RE: St. Mary's Hall, Arundel.

Dear Peter,  
 Many thanks for your email to Stuart, on which you copied me in.

You are quite right that there have been some minor modifications to the plans during the course of the scheme development which now are slightly different to those approved under the planning application and thank you for the reminder that we need to submit a revised Listed Building Application. I wondered though, as the modifications to the scheme externally only affect the new railings and not the building itself, whether the planning application can be dealt with under a variation of the existing?

I look forward to hearing from you.

Kind regards  
 Melanie

Melanie Latham RIBA DipConsHistEnv RICS  
 For and on behalf of **ST ANNS GATE ARCHITECTS LLP**  
 [REDACTED]

---

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Peter Cleveland   Planner, Planning Department, Arun District Council   Location: 1st Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF<br>Internal: 37370   External: +44 (0) 1903 737500 Ext 37370   E-mail: <a href="mailto:Peter.Cleveland@arun.gov.uk">Peter.Cleveland@arun.gov.uk</a><br>Visit Arun's web site at <a href="http://www.arun.gov.uk">www.arun.gov.uk</a>  Save the environment - think before you print. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Stuart Nash [mailto:Stuart@stannsgate.com]

**Sent:** 26 September 2011 15:14

**To:** Tim.Townsend@westsussex.gov.uk

**Cc:** Annette.Harrison@westsussex.gov.uk; Peter Cleveland; Melanie Latham; guy.bell@westsussex.gov.uk

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Many thanks,

Tim

|                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Tim Townsend</b>   Senior Planner, Planning Applications - Strategic Development, West Sussex County Council<br/>         Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH<br/>         Internal: 77521   External: 01243 777521   E-mail: <a href="mailto:tim.townsend@westsussex.gov.uk">tim.townsend@westsussex.gov.uk</a></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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**Peter Cleveland**

**From:** Daniel Vick  
**Sent:** 12 January 2012 10:45  
**To:** 'Antony Feltham-King'  
**Cc:** Melanie Latham; Stuart Nash; Peter Cleveland  
**Subject:** RE: Arundel Cathedral: St.Mary's Hall: The floor to the lower hall/function room  
 Mr Feltham-King,

I have passed your e to our historic buildings advisor and we will let you know his response.

Daniel Vick

|                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Daniel Vick   Team Leader DC East, Planning Services, Arun District Council   Location: First Floor, Arun Civic Centre,<br>Malttravers Road, Littlehampton, BN17 5LF<br>Internal: 37771   External: +44 (0) 1903 737771   E-mail: <a href="mailto:daniel.vick@arun.gov.uk">daniel.vick@arun.gov.uk</a><br>Visit Arun's web site at <a href="http://www.arun.gov.uk">www.arun.gov.uk</a>   Save the environment - think before you print. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Antony Feltham-King  
**Sent:** 11 January 2012 17:43  
**To:** Daniel Vick  
**Cc:** Melanie Latham; Stuart Nash  
**Subject:** Arundel Cathedral: St.Mary's Hall: The floor to the lower hall/function room

Dear Daniel Vick

**Arundel Cathedral: St.Mary's Hall: The floor to the lower hall/function room**

Thank you for sending through the comments of the Historic Buildings Advisor regarding the floor of the lower level meeting room. We note the advisor's comments about the future sustainable use of the building, and of this room in particular, and we re-state the case for the new construction as follows:

The room is to be used for a number of different and diverse functions, such as children's clubs, informal meetings, parent and toddler groups, social events, yoga classes etc. To cater for the potential variety of uses the floor, as designed, is an insulated slab, with a heated screed, topped with a linoleum finish. Leaving the pavings in situ as the floor finish is not compatible with the room's intended uses. Lifting and re-laying them on the new sub-structure is also incompatible with the use of the space.

In addition, the existing floor is damp, as a consequence of its basement location, dictating that the slabs are lifted in any case. The new construction has to comply with current building regulations, and will assist in creating a warm and comfortable environment in the basement floor level.

These imperatives have been previously noted in my e-mail dated 21.12.11 and in the submission made by my colleague Melanie Latham in November. We suggest that the sustainable ongoing use of the building is best served by proceeding with the construction as proposed.

From previous discussions with your department, we understood that it was permissible to at least lift the stone pavings in order to progress with the essential drainage work. Thus, the stones have been carefully lifted and stacked in the external courtyard. The floor was photographed before this operation commenced and the contractor has stacked the pavings in the order of removal. Some of the stones were de-laminated before lifted and these have not survived the process. However, the majority have lifted intact and we are examining ways to use them in the hard landscaping of the courtyard, in order to give them a new use in a more suitable position.

Putting this together, we believe this achieves an acceptable balance between the sustainable use of the building in its newly refurbished state, and the respectful re-use of existing materials.

Yours sincerely

Antony Feltham~King RIBA GradDipConsAA AABC  
 Arundel Cathedral Architect

Antony Feltham~King RIBA GradDipConsAA AABC  
 For and on behalf of St Ann's Gate Architects LLP  
 The Close, Salisbury, Wiltshire, SP1 2EB

W: [www.stannsgate.com](http://www.stannsgate.com)

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-----Original Message-----

From: Daniel Vick [mailto:[Daniel.Vick@arun.gov.uk](mailto:Daniel.Vick@arun.gov.uk)]  
 Sent: 11 January 2012 15:38

To: Antony Feltham-King  
Cc: Peter Cleveland  
Subject: FW: St.Mary's Hall, Arundel: The floor to the lower hall/function room

Mr Feltham-King,

Please see below comments from historic buildings advisor.

Daniel Vick

Daniel Vick | Team Leader DC East, Planning Services, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF  
Internal: 37771 | External: +44 (0) 1903 737771 | E-mail: daniel.vick@arun.gov.uk

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-----Original Message-----

From: Ian Wightman [mailto:iwightman@chichester.gov.uk]  
Sent: 11 January 2012 15:15  
To: Daniel Vick  
Subject: FW: St.Mary's Hall, Arundel: The floor to the lower hall/function room

---

From: Ian Wightman  
Sent: Mon 09/01/2012 12:38  
To: Daniel Vick; Peter Cleveland  
Subject: RE: St.Mary's Hall, Arundel: The floor to the lower hall/function room

Dan/Peter,  
This appears slightly inconsistent. They are saying that the stones have little archaeological value and therefore less significance, but then identify them as part of the building's earlier exterior fabric prior to it being an internal space. I would have thought this made them of some interest.

I do agree that the stone appears to be delaminating and it does not cover the whole area. In this respect the floor could be considered to be slightly compromised.

On the basis that it is not an internal floor, we could potentially agree to its removal if it is felt that the construction of the new floor is considered absolutely necessary to provide a sustainable future for the building. We would therefore need a clear explanation of why the existing floor would not work. If this is agreed to I would recommend that the scope of the existing floor is mapped and recorded for future reference.

We can discuss further Wednesday if necessary.

Kind regards  
Ian Wightman  
Historic Buildings Adviser -  
Design & Implementation  
Chichester District Council  
Tel: 01243 785 166 | Fax: 01243 776766 | [iwightman@chichester.gov.uk](mailto:iwightman@chichester.gov.uk) |  
<http://www.chichester.gov.uk> [www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil)  
| [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

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From: Daniel Vick [mailto:Daniel.Vick@arun.gov.uk]  
Sent: 21 December 2011 15:36  
To: Peter Cleveland; Ian Wightman  
Subject: FW: St.Mary's Hall, Arundel: The floor to the lower hall/function room

Any comments?  
Dan

---

From: Antony Feltham-King [REDACTED]  
Sent: 21 December 2011 12:58  
To: Daniel Vick  
Subject: St.Mary's Hall, Arundel: The floor to the lower hall/function room

Dear Daniel Vick

St. Mary's Hall, Arundel: The floor to the lower hall/function room

My colleague Melanie Latham, has passed your recent e-mail to me to address in her absence on leave. I am the Cathedral Architect for Arundel Cathedral and have overall responsibility for the care of the Cathedral's buildings.

I had an opportunity to view the floor within the lower hall for myself on Friday last week (16.12.11). Whilst I acknowledge and recognize your Historic Buildings Advisor's reference to PPSS, and in particular the comment that 'fabric will always be an important part of the asset's significance. Retention of as much historic fabric as possible is therefore a fundamental part of any good alteration or conversion...', in this instance, we suggest that the overall condition of the stone pavings, and the ongoing use of the building which will ensure its sustainability, outweigh the (fairly minor) significance of this section of fabric. To treat these pavings as 'archaeologically sensitive' is, we suggest, to rather overstate their significance.

The stone pavings were part of an earlier 'external quality' surface, covered over at some point in the C20th when the lower floor of the hall was turned into internal space. The pavings have suffered some degradation and de-lamination as a result of their direct contact with the earth below, and are not a continuous pavement across the whole space.

In order to comply with current building codes, the floor to this area must be dry and insulated. To enable the space to be used in the most flexible way possible, a solid floor is not an option. The room will be used by the community for informal meetings, social events, children's clubs etc. Further, drainage to address dampness problems in this semi-basement space, and to allow foul the installation of drainage from the new wcs, dictates that the pavings must be lifted.

Taking all these considerations together, we believe that there is ample justification for lifting the stone pavings and proceeding with the internal floor construction as proposed. The pavings will be carefully lifted, and intact and useable stones will be stacked in the courtyard area, for use in the external treatment of the courtyard.

We do hope that Arun District Council will concur with this assessment and issue the necessary consent to proceed.

Please do not hesitate to contact me if you wish to discuss this matter further.

Yours sincerely

Antony Feltham-King

Antony Feltham-King RIBA GradDiplConsAA AABC

For and on behalf of St Ann's Gate Architects LLP

The Close . Salisbury . Wiltshire . SP1 2EB

t: 01722 555200 w: [www.stannsgate.com](http://www.stannsgate.com) <<http://www.stannsgate.com/>>

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From: Daniel Vick [mailto:[Daniel.Vick@arun.gov.uk](mailto:Daniel.Vick@arun.gov.uk)]  
 Sent: 16 December 2011 10:08  
 To: Heidi Barrow  
 Cc: Peter Cleveland  
 Subject: St Mary's Parish Hall, Arundel

FAO: Melanie Latham

Melanie,

please find comments below from our Historic Buildings Advisor

The removal of the floor is important as it results in both the loss of historic fabric and therefore part of the building's significance. In doing so it conflicts with the requirements of PPS5 and the associated guidance which asks authorities to seek to preserve such features. With this in mind there are at least three points that should be raised and considered here. They are as follows:

179. The fabric will always be an important part of the asset's significance. Retention of as much historic fabric as possible is therefore a fundamental part of any good alteration or conversion, together with the use of appropriate materials and methods of repair. It is not appropriate to sacrifice old work simply to accommodate the new.

184. The introduction of new floors into a building or removal of historic floors and ceilings may have a considerable impact on an asset's significance. Certain asset types, such as large industrial buildings, are generally more capable of accepting such changes without unacceptable loss of significance

188. Extant flooring materials will often be of interest in themselves. Additional care is needed on lower floors to ensure that archaeological interest below the finished surface is not adversely affected by proposed works.

Given the appearance and quality of the existing floor, I would have thought it wise to try and preserve it, at least archaeologically. This would enable it to be covered, but would not result in its total loss from the building. Removal and replacement of the floor will require full and convincing justification with regards to the need for a new surface to provide a long term, sustainable use for the building. I am still not sure why this cannot be achieved with the existing floor and a more conventional heating system, but perhaps that can be explained more fully. If this is convincing in that is necessary for the successful reuse of the building then, it could be considered acceptable.

Daniel Vick

Daniel Vick <mailto:Daniel.Vick@arun.gov.uk> | Team Leader DC East,  
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daniel.vick@arun.gov.uk <mailto:E@arun.gov.uk>

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**Peter Cleveland**

**From:** Daniel Vick  
**Sent:** 12 January 2012 09:01  
**To:** 'Ian Wightman'  
**Cc:** Peter Cleveland  
**Subject:** FW: Arundel Cathedral: St.Mary's Hall: The floor to the lower hall/function room

**From:** Antony Feltham-King [REDACTED]  
**Sent:** 11 January 2012 17:45  
**To:** Daniel Vick  
**Cc:** Melanie Latham; Stuart Nash  
**Subject:** Arundel Cathedral: St.Mary's Hall: The floor to the lower hall/function room

Dear Daniel Vick

**Arundel Cathedral: St.Mary's Hall: The floor to the lower hall/function room**

Thank you for sending through the comments of the Historic Buildings Advisor regarding the floor of the lower level meeting room. We note the advisor's comments about the future sustainable use of the building, and of this room in particular, and we re-state the case for the new construction as follows:

The room is to be used for a number of different and diverse functions, such as children's clubs, informal meetings, parent and toddler groups, social events, yoga classes etc. To cater for the potential variety of uses the floor, as designed, is an insulated slab, with a heated screed, topped with a linoleum finish. Leaving the pavings in situ as the floor finish is not compatible with the room's intended uses. Lifting and re-laying them on the new sub-structure is also incompatible with the use of the space.

In addition, the existing floor is damp, as a consequence of its basement location, dictating that the slabs are lifted in any case. The new construction has to comply with current building regulations, and will assist in creating a warm and comfortable environment in the basement floor level.

These imperatives have been previously noted in my e-mail dated 21.12.11 and in the submission made by my colleague Melanie Latham in November. We suggest that the sustainable ongoing use of the building is best served by proceeding with the construction as proposed.

From previous discussions with your department, we understood that it was permissible to at least lift the stone pavings in order to progress with the essential drainage work. Thus, the stones have been carefully lifted and stacked in the external courtyard. The floor was photographed before this operation commenced and the contractor has stacked the pavings in the order of removal. Some of the stones were de-laminated before lifted and these have not survived the process. However, the majority have lifted intact and we are examining ways to use them in the hard landscaping of the courtyard, in order to give them a new use in a more suitable position.

Putting this together, we believe this achieves an acceptable balance between the sustainable use of the building in its newly refurbished state, and the respectful re-use of existing materials.

Yours sincerely

Antony Feltham~King RIBA GradDipConsAA AABC  
 Arundel Cathedral Architect

Antony Feltham~King RIBA GradDipConsAA AABC  
 For and on behalf of St Ann's Gate Architects LLP  
 The Close, Salisbury, Wiltshire, SP1 2EB

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-----Original Message-----

**From:** Daniel Vick [mailto:Daniel.Vick@arun.gov.uk]  
**Sent:** 11 January 2012 15:38  
**To:** Antony Feltham-King  
**Cc:** Peter Cleveland  
**Subject:** FW: St.Mary's Hall, Arundel: The floor to the lower hall/function room

Mr Feltham-King,

Please see below comments from historic buildings advisor.

Daniel Vick

Daniel Vick | Team Leader DC East, Planning Services, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF  
Internal: 37771 | External: +44 (0) 1903 737771 | E-mail: daniel.vick@arun.gov.uk

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-----Original Message-----

From: Ian Wightman [mailto:iwightman@chichester.gov.uk]  
Sent: 11 January 2012 15:15  
To: Daniel Vick  
Subject: FW: St.Mary's Hall, Arundel: The floor to the lower hall/function room

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From: Ian Wightman  
Sent: Mon 09/01/2012 12:38  
To: Daniel Vick; Peter Cleveland  
Subject: RE: St.Mary's Hall, Arundel: The floor to the lower hall/function room

Dan/Peter,  
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On the basis that it is not an internal floor, we could potentially agree to its removal if it is felt that the construction of the new floor is considered absolutely necessary to provide a sustainable future for the building. We would therefore need a clear explanation of why the existing floor would not work. If this is agreed to I would recommend that the scope of the existing floor is mapped and recorded for future reference.

We can discuss further Wednesday if necessary.

Kind regards  
Ian Wightman  
Historic Buildings Adviser -  
Design & Implementation  
Chichester District Council  
Tel: 01243 785 166 | Fax: 01243 776766 | iwightman@chichester.gov.uk |  
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From: Daniel Vick [mailto:Daniel.Vick@arun.gov.uk]  
Sent: 21 December 2011 15:36  
To: Peter Cleveland; Ian Wightman  
Subject: FW: St.Mary's Hall, Arundel: The floor to the lower hall/function room

Any comments?  
Dan

---

From: Antony Feltham-King [mailto:Antony@stannsgate.com]  
Sent: 21 December 2011 12:58  
To: Daniel Vick  
Subject: St.Mary's Hall, Arundel: The floor to the lower hall/function room

Dear Daniel Vick

St.Mary's Hall, Arundel: The floor to the lower hall/function room

My colleague Melanie Latham, has passed your recent e-mail to me to address in her absence on leave. I am the Cathedral Architect for Arundel Cathedral and have overall responsibility for the care of the

Cathedral's buildings.

I had an opportunity to view the floor within the lower hall for myself on Friday last week (16.12.11). Whilst I acknowledge and recognize your Historic Buildings Advisor's reference to PPS5, and in particular the comment that 'fabric will always be an important part of the asset's significance. Retention of as much historic fabric as possible is therefore a fundamental part of any good alteration or conversion...', in this instance, we suggest that the overall condition of the stone pavings, and the ongoing use of the building which will ensure its sustainability, outweigh the (fairly minor) significance of this section of fabric. To treat these pavings as 'archaeologically sensitive' is, we suggest, to rather overstate their significance.

The stone pavings were part of an earlier 'external quality' surface, covered over at some point in the C20th when the lower floor of the hall was turned into internal space. The pavings have suffered some degradation and de-lamination as a result of their direct contact with the earth below, and are not a continuous pavement across the whole space.

In order to comply with current building codes, the floor to this area must be dry and insulated. To enable the space to be used in the most flexible way possible, a solid floor is not an option. The room will be used by the community for informal meetings, social events, children's clubs etc. Further, drainage to address dampness problems in this semi-basement space, and to allow foul the installation of drainage from the new wcs, dictates that the pavings must be lifted.

Taking all these considerations together, we believe that there is ample justification for lifting the stone pavings and proceeding with the internal floor construction as proposed. The pavings will be carefully lifted, and intact and useable stones will be stacked in the courtyard area, for use in the external treatment of the courtyard.

We do hope that Arun District Council will concur with this assessment and issue the necessary consent to proceed.

Please do not hesitate to contact me if you wish to discuss this matter further.

Yours sincerely

Antony Feltham-King

Antony Feltham-King RIBA GradDiplConsAA AABC

For and on behalf of St Ann's Gate Architects LLP

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From: Daniel Vick [mailto:Daniel.Vick@arun.gov.uk]  
Sent: 16 December 2011 10:08  
To: Heidi Barrow  
Cc: Peter Cleveland  
Subject: St Mary's Parish Hall, Arundel

FAO: Melanie Latham

Melanie,

please find comments below from our Historic Buildings Advisor

The removal of the floor is important as it results in both the loss of historic fabric and therefore part of the building's significance. In doing so it conflicts with the requirements of PPSS and the associated guidance which asks authorities to seek to preserve such features. With this in mind there are at least three points that should be raised and considered here. They are as follows:

179. The fabric will always be an important part of the asset's significance. Retention of as much historic fabric as possible is therefore a fundamental part of any good alteration or conversion, together with the use of appropriate materials and methods of repair. It is not appropriate to sacrifice old work simply to accommodate the new.

184. The introduction of new floors into a building or removal of historic floors and ceilings may have a considerable impact on an asset's significance. Certain asset types, such as large industrial buildings, are generally more capable of accepting such changes without unacceptable loss of significance

188. Extant flooring materials will often be of interest in themselves. Additional care is needed on lower floors to ensure that archaeological interest below the finished surface is not adversely affected by proposed works.

Given the appearance and quality of the existing floor, I would have thought it wise to try and preserve it, at least archaeologically. This would enable it to be covered, but would not result in its total loss from the building. Removal and replacement of the floor will require full and convincing justification with regards to the need for a new surface to provide a long term, sustainable use for the building. I am still not sure why this cannot be achieved with the existing floor and a more conventional heating system, but perhaps that can be explained more fully. If this is convincing in that is necessary for the successful reuse of the building then, it could be considered acceptable.

Daniel Vick

Daniel Vick <mailto:Daniel.Vick@arun.gov.uk> | Team Leader DC East,  
Planning Services, Arun District Council <http://www.arun.gov.uk/> |  
Location: First Floor, Arun Civic Centre, Maltravers Road,  
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## Peter Cleveland

---

**From:** Daniel Vick  
**Sent:** 11 January 2012 15:38  
**To:** 'Antony Feltham-King'  
**Cc:** Peter Cleveland  
**Subject:** FW: St.Mary's Hall, Arundel: The floor to the lower hall/function room

**Follow Up Flag:** Follow up  
**Flag Status:** Red

Mr Feltham-King,

Please see below comments from historic buildings advisor.

Daniel Vick

Daniel Vick | Team Leader DC East, Planning Services, Arun District Council |  
Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF  
Internal: 37771 | External: +44 (0) 1903 737771 | E-mail: daniel.vick@arun.gov.uk

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Sent: 11 January 2012 15:15  
To: Daniel Vick  
Subject: FW: St.Mary's Hall, Arundel: The floor to the lower hall/function room

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From: Ian Wightman  
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Subject: RE: St.Mary's Hall, Arundel: The floor to the lower hall/function room

Dan/Peter,

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Ian Wightman  
Historic Buildings Adviser -  
Design & Implementation  
Chichester District Council  
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Any comments?

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St.Mary's Hall, Arundel: The floor to the lower hall/function room

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FAO: Melanie Latham

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Daniel Vick

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**Peter Cleveland**

**From:** Ian Wightman [iwightman@chichester.gov.uk]  
**Sent:** 09 January 2012 12:39  
**To:** Daniel Vick; Peter Cleveland  
**Subject:** RE: St.Mary's Hall, Arundel: The floor to the lower hall/function room  
 Dan/Peter,

This appears slightly inconsistent. They are saying that the stones have little archaeological value and therefore less significance, but then identify them as part of the building's earlier exterior fabric prior to it being an internal space. I would have thought this made them of some interest.

I do agree that the stone appears to be delaminating and it does not cover the whole area. In this respect the floor could be considered to be slightly compromised.

On the basis that it is not an internal floor, we could potentially agree to its removal if it is felt that the construction of the new floor is considered absolutely necessary to provide a sustainable future for the building. We would therefore need a clear explanation of why the existing floor would not work. If this is agreed to I would recommend that the scope of the existing floor is mapped and recorded for future reference.

We can discuss further Wednesday if necessary.

Kind regards

**Ian Wightman**  
 Historic Buildings Adviser -  
 Design & Implementation  
 Chichester District Council  
 Tel: 01243 785 166 | Fax: 01243 776766 | iwightman@chichester.gov.uk | <http://www.chichester.gov.uk>  
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**From:** Daniel Vick [mailto:Daniel.Vick@arun.gov.uk]  
**Sent:** 21 December 2011 15:36  
**To:** Peter Cleveland; Ian Wightman  
**Subject:** FW: St.Mary's Hall, Arundel: The floor to the lower hall/function room

Any comments?

Dan

---

**From:** Antony Feltham-King [mailto:Antony.Feltham-King@arun.gov.uk]  
**Sent:** 21 December 2011 12:58  
**To:** Daniel Vick  
**Subject:** St.Mary's Hall, Arundel: The floor to the lower hall/function room

Dear Daniel Vick

**St.Mary's Hall, Arundel: The floor to the lower hall/function room**

My colleague Melanie Latham, has passed your recent e-mail to me to address in her absence on leave. I am the Cathedral Architect for Arundel Cathedral and have overall responsibility for the care of the Cathedral's buildings.

I had an opportunity to view the floor within the lower hall for myself on Friday last week (16.12.11). Whilst I acknowledge and recognize your Historic Buildings Advisor's reference to PP55, and in particular the comment that *'fabric will always be an important part of the asset's significance. Retention of as much historic fabric as possible is therefore a fundamental part of any good alteration or conversion...'*, in this instance, we suggest that the overall condition of the stone pavings, and the ongoing use of the building which will ensure its sustainability, outweigh the (fairly minor) significance of this section of fabric. To treat these pavings as 'archaeologically sensitive' is, we suggest, to rather overstate their significance.

The stone pavings were part of an earlier 'external quality' surface, covered over at some point in the C20th when the lower floor of the hall was turned into internal space. The pavings have suffered some degradation and de-lamination as a result of their direct contact with the earth below, and are not a continuous pavement across the whole space.

In order to comply with current building codes, the floor to this area must be dry and insulated. To enable the space to be used in the most flexible way possible, a solid floor is not an option. The room will be used by the community for informal meetings, social events, children's clubs etc. Further, drainage to address dampness problems in this semi-basement space, and to allow for the installation of drainage from the new wcs, dictates that the pavings must be lifted.

Taking all these considerations together, we believe that there is ample justification for

lifting the stone pavings and proceeding with the internal floor construction as proposed. The pavings will be carefully lifted, and intact and useable stones will be stacked in the courtyard area, for use in the external treatment of the courtyard.

We do hope that Arun District Council will concur with this assessment and issue the necessary consent to proceed.

Please do not hesitate to contact me if you wish to discuss this matter further.

Yours sincerely

Antony Feltham~King

Antony Feltham~King RIBA GradDipConsAA AASB  
For and on behalf of St Ann's Gate Architects LLP  
The Close, Salisbury, Wiltshire, SP1 2EB

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**From:** Daniel Vick [mailto:Daniel.Vick@arun.gov.uk]  
**Sent:** 16 December 2011 10:08  
**To:** Heidi Barrow  
**Cc:** Peter Cleveland  
**Subject:** St Mary's Parish Hall, Arundel

FAO: Melanie Latham

Melanie,

please find comments below from our Historic Buildings Advisor

The removal of the floor is important as it results in both the loss of historic fabric and therefore part of the building's significance. In doing so it conflicts with the requirements of PPS5 and the associated guidance which asks authorities to seek to preserve such features. With this in mind there are at least three points that should be raised and considered here. They are as follows:

*179. The fabric will always be an important part of the asset's significance. Retention of as much historic fabric as possible is therefore a fundamental part of any good alteration or conversion, together with the use of appropriate materials and methods of repair. It is not appropriate to sacrifice old work simply to accommodate the new.*

*184. The introduction of new floors into a building or removal of historic floors and ceilings may have a considerable impact on an asset's significance. Certain asset types, such as large industrial buildings, are generally more capable of accepting such changes without unacceptable loss of significance*

*188. Extant flooring materials will often be of interest in themselves. Additional care is needed on lower floors to ensure that archaeological interest below the finished surface is not adversely affected by proposed works.*

Given the appearance and quality of the existing floor, I would have thought it wise to try and preserve it, at least archaeologically. This would enable it to be covered, but would not result in its total loss from the building. Removal and replacement of the floor will require full and convincing justification with regards to the need for a new surface to provide a long term, sustainable use for the building. I am still not sure why this cannot be achieved with the existing floor and a more conventional heating system, but perhaps that can be explained more fully. If this is convincing in that is necessary for the successful reuse of the building then, it could be considered acceptable.

Daniel Vick

Daniel Vick | Team Leader DC East, Planning Services, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF  
Internal: 37771 | External: +44 (0) 1903 737771 | E-mail: daniel.vick@arun.gov.uk  
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Mail-Admin@chichester.gov.uk



**Peter Cleveland**

**From:** Daniel Vick  
**Sent:** 21 December 2011 15:36  
**To:** Peter Cleveland; 'Ian Wightman'  
**Subject:** FW: St.Mary's Hall, Arundel: The floor to the lower hall/function room  
 Any comments?

Dan

---

**From:** Antony Feltham-King [REDACTED]  
**Sent:** 21 December 2011 12:58  
**To:** Daniel Vick  
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Dear Daniel Vick

**St.Mary's Hall, Arundel: The floor to the lower hall/function room**

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We do hope that Arun District Council will concur with this assessment and issue the necessary consent to proceed.

Please do not hesitate to contact me if you wish to discuss this matter further.

Yours sincerely

Antony Feltham~King

Antony Feltham~King RIBA GradDiplConsAA AABC  
 For and on behalf of St Ann's Gate Architects LLP  
 The Close, Salisbury, Wiltshire, SP1 2EB

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**From:** Daniel Vick [mailto:Daniel.Vick@arun.gov.uk]  
**Sent:** 16 December 2011 10:08  
**To:** Heidi Barrow  
**Cc:** Peter Cleveland  
**Subject:** St Mary's Parish Hall, Arundel

FAO: Melanie Latham

Melanie,

please find comments below from our Historic Buildings Advisor

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Given the appearance and quality of the existing floor, I would have thought it wise to try and preserve it, at least archaeologically. This would enable it to be covered, but would not result in its total loss from the building. Removal and replacement of the floor will require full and convincing justification with regards to the need for a new surface to provide a long term, sustainable use for the building. I am still not sure why this cannot be achieved with the existing floor and a more conventional heating system, but perhaps that can be explained more fully. If this is convincing in that is necessary for the successful reuse of the building then, it could be considered acceptable.

Daniel Vick

**Daniel Vick** | Team Leader DC East, Planning Services, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Internal: 37771 | External: +44 (0) 1903 737771 | E-mail: [daniel.vick@arun.gov.uk](mailto:daniel.vick@arun.gov.uk)

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**Peter Cleveland**

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**From:** Ian Wightman [iwightman@chichester.gov.uk]

**Sent:** 15 December 2011 18:21

**To:** Peter Cleveland

**Cc:** Daniel Vick

**Subject:** RE: St Marys Hall, Arundel

Dear Peter/Dan,

**RE: Floor at St Marys Hall, Arundel**

Thank you for your email. Sorry for the delay in replying, but have been in a long meeting this afternoon.

The removal of the floor is important as it results in both the loss of historic fabric and therefore part of the building's significance. In doing so it conflicts with the requirements of PPS5 and the associated guidance which asks authorities to seek to preserve such features. With this in mind there are at least three points that should be raised and considered here. They are as follows:

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Please let me know if you require advice further to this information being provided. I can call to discuss if necessary.

Ian

**Dr Ian Wightman**

Historic Buildings Adviser -

Design & Implementation

Chichester District Council

Tel: 01243 785 166 | Fax: 01243 776766 | iwightman@chichester.gov.uk | <http://www.chichester.gov.uk>

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---

**From:** Peter Cleveland [mailto:Peter.Cleveland@arun.gov.uk]

**Sent:** 15 December 2011 12:54

**To:** Ian Wightman

**Subject:** St Marys Hall, Arundel

Hi Ian

Sorry to contact you today but I have had a request from the agent (Melanie Latham) for the above site wanting to discuss with you the issue of the stone floor uncovered within the lower ground floor area of the building. They have a site meeting tomorrow and they wanted to know the next step to take with the building.

I realise you are only working for us on Wednesdays but was hoping that I could either forward Melanie a

comment from you or discuss something with her later today.

Kind regards  
Peter

Peter Cleveland MSc | Senior Planner, Planning Department, Arun District Council | Location: 1st Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Internal: 37631 | External: +44 (0) 1903 737631 | E-mail: [Peter.Cleveland@arun.gov.uk](mailto:Peter.Cleveland@arun.gov.uk)

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**Siobhan Honney-Bayes**

**From:** Siobhan Honney-Bayes on behalf of Planning.Responses  
**Sent:** 29 November 2011 16:42  
**To:** Siobhan Honney-Bayes  
**Subject:** FW: Request for further information on Your Ref: N/A Our Ref: AB/119/11/L  
**Attachments:** 766-22-00 Site Location Plan.pdf; 766-22-01 Site and Block Plan Rev A.pdf; Structural Report.pdf; 766-22-25 Photographs.pdf; Design and Access Statement.pdf; Heritage Statement.pdf; Validation checklist.pdf

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**From:** Melanie Latham [mailto:Melanie@stannsgate.com]  
**Sent:** 29 November 2011 16:00  
**To:** Planning.Responses  
**Subject:** RE: Request for further information on Your Ref: N/A Our Ref: AB/119/11/L

Dear Sirs,

Please find attached the electronic copies of the documents requested from the initial application as well as the photographs and structural report issued with the initial application earlier this year as sited on the validation checklist mentioned in your letter for completion (also attached). Apart from a minor modification to the original layout which are shown on the plans submitted, the details contained within remain the same.

I trust this will be sufficient, but please do not hesitate to contact me should there be anything else required.

Kind regards

Melanie

Melanie Latham RIBA DipConsHistEnv RICS

For and on behalf of **ST ANNS GATE ARCHITECTS LLP**

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**From:** planning.responses@arun.gov.uk [mailto:planning.responses@arun.gov.uk]  
**Sent:** 29 November 2011 15:30  
**To:** Melanie Latham  
**Subject:** Request for further information on Your Ref: N/A Our Ref: AB/119/11/L

<http://www.arun.gov.uk>

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AB/23/11

Peter Cleveland

**From:** Tim.Townsend@westsussex.gov.uk  
**Sent:** 26 September 2011 10:29  
**To:** Stuart Nash  
**Cc:** Annette.Harrison@westsussex.gov.uk; Peter Cleveland  
**Subject:** St. Mary's Hall, Arundel. ?

Dear Stuart,

I visited the site with a colleague on Friday 23rd September.

As I thought, there are several matters that you will need to attend to in order to satisfy the Highway Authority. I look forward to receiving your response to the points raised.

**1. Access and parking area off London Road** - The siting of the new steps and access ramp reduces the available space for cars to park and manoeuvre. It was noted that the existing access ramp leading to the entrance on the western side of the building already protrudes into this area and will be removed as part of the current planning permission. However, given that the on-site space is reduced it will be important to regularise how the remaining space will be used.

As I see it, there are two options for you to consider. Firstly, to permanently close the access onto London Road, preventing cars from using the forecourt altogether or, secondly, to providing a removable bollard sited centrally in the entrance (at the back of the footway but on the St. Mary's site) and having a clearly marked single parking bay with a defined turning area adjacent to it. The use of this space should be kept solely for mobility impaired drivers and/or occasional deliveries by small vehicles. The space to the front should not be used for more than one vehicle at a time to maximise the opportunity for drivers to enter and leave the site in a forward gear and hence, maintaining the status-quo.

**2. Access ramp to front of building** - The lower end of the access ramp is almost immediately adjacent to the public highway with no restraint included to stop anyone from leaving the site and possibly rolling into the road. The ramp should be turned back on itself to direct users westwards towards the site frontage with appropriate controls to stop users from rolling towards Mount Pleasant. Furthermore, there is a level difference between the site frontage and the footway at the corner of London Road and Mount Pleasant - how do you intend to deal with this?

**3. Access ramp running alongside Mount Pleasant** - Again, the lower end directs users towards London Road. Given that there is little or no scope here to alter the direction of the end you should look to add a self-closing gate which will have the effect of controlling how users enter and leave at this point. It may be that this has to be electronically controlled for those who are mobility impaired.

For both ramps, you will need to demonstrate that surface water will not run onto the public highway.

**4. Retaining wall running alongside Mount Pleasant** - The northern end of this is shown encroaching on the back edge of the footway which is public highway. This will have to be altered and shown clear of the highway at this point. Additionally, you will need to liaise with and submit detailed plans and supporting material to my Colleague Guy Bell in the West Sussex County Council Structures Dept. You must receive approval from him prior to any works being undertaken that alter the existing retaining wall as it presently appears to provide a support to the footway and carriageway of Mount Pleasant.

**5. Access to Mount Pleasant** - In addition to any structures approval you will need to demonstrate how the new access point will be designed to prevent surface water running onto the public highway. Furthermore, you will need a suitable licence from the County Council to construct the vehicular access.

**6. Grit box on corner of London Road and Mount Pleasant** - This will have to be moved as a consequence of the planning proposal. We are in the process of approaching the Town Council about this and will inform you of their reply. Your client may have to pay for it's re-siting.

Aware that works have started on-site, I look forward to hearing from you as soon as possible, please. Please would you also discuss this with Peter Cleveland at Arun District Council as he is the case officer for the proposal.

Many thanks,

Tim

|                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Tim Townsend</u>   Senior Planner, Planning Applications - Strategic Development, <u>West Sussex County Council</u><br/>Location: 2nd floor Northleigh, County Hall, Chichester, PO19 1RH<br/>Internal: 77521   External: 01243 777521   E-mail: <a href="mailto:tim.townsend@westsussex.gov.uk">tim.townsend@westsussex.gov.uk</a></p> |
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**Peter Cleveland**

**From:** Susan Leeson  
**Sent:** 26 September 2011 09:47  
**To:** 'Tim.Townsend@westsussex.gov.uk'; Peter Cleveland  
**Cc:** Annette.Harrison@westsussex.gov.uk  
**Subject:** RE: St. Mary's Hall, Arundel - Planning Application No. AB/23/11  
 Tim

Peter Cleveland is the officer dealing with this site, so I have forwarded your comments to him.

Best regards  
 Susan

Susan Leeson BSc (hons), MPhil | Principal Planner, Planning and Housing Strategy, Arun District Council |  
 Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF  
 Internal: 37769 | External: +44 (0) 1903 737769 | E-mail: [susan.leeson@arun.gov.uk](mailto:susan.leeson@arun.gov.uk)

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**From:** Tim.Townsend@westsussex.gov.uk [mailto:Tim.Townsend@westsussex.gov.uk]  
**Sent:** 26 September 2011 08:53  
**To:** Susan Leeson  
**Cc:** Annette.Harrison@westsussex.gov.uk  
**Subject:** St. Mary's Hall, Arundel - Planning Application No. AB/23/11

Dear Susan,

I was recently approached by Mr. Stuart Nash who is the architect working on the St. Mary's Hall scheme in Arundel. He contacted me to ask about highway requirements for AB/23/11. When I looked at our system I noted that we were not consulted - other than for the 'sister' application AB/24/11 (listed building consent).

Stuart sent me the plans and decision notice and I have now had a look on-site.

There are several matters that will need to be attended to with this one. I have listed them below. The main one seems to be the ramp on the front of the building as this may need to be re-designed to route users away from the corner of London Road and Mount Pleasant. The points are self-explanatory but a chat about them and how they might be attended to would be welcome.

Given that works have now started on-site, I look forward to hearing from you as soon as possible, please.

Thanks,

Tim

The points -

**1. Access and parking area off London Road** - The siting of the new steps and access ramp reduces the available space for cars to park and manoeuvre. It was noted that the existing access ramp leading to the entrance on the western side of the building already protrudes into this area and will be removed as part of the current planning permission. However, given that the on-site space is reduced it will be important to regularise how the remaining space will be used.

As I see it, there are two options for you to consider. Firstly, to permanently close the access onto

London Road, preventing cars from using the forecourt altogether or, secondly, to providing a removable bollard sited centrally in the entrance (at the back of the footway but on the St. Mary's site) and having a clearly marked single parking bay with a defined turning area adjacent to it. The use of this space should be kept solely for mobility impaired drivers and/or occasional deliveries by small vehicles. The space to the front should not be used for more than one vehicle at a time to maximise the opportunity for drivers to enter and leave the site in a forward gear and hence, maintaining the status-quo.

**2. Access ramp to front of building** - The lower end of the access ramp is almost immediately adjacent to the public highway with no restraint included to stop anyone from leaving the site and possibly rolling into the road. The ramp should be turned back on itself to direct users westwards towards the site frontage with appropriate controls to stop users from rolling towards Mount Pleasant. Furthermore, there is a level difference between the site frontage and the footway at the corner of London Road and Mount Pleasant - how do you intend to deal with this?

**3. Access ramp running alongside Mount Pleasant** - Again, the lower end directs users towards London Road. Given that there is little or no scope here to alter the direction of the end you should look to add a self-closing gate which will have the effect of controlling how users enter and leave at this point. It may be that this has to be electronically controlled for those who are mobility impaired.

For both ramps, you will need to demonstrate that surface water will not run onto the public highway.

**4. Retaining wall running alongside Mount Pleasant** - The northern end of this is shown encroaching on the back edge of the footway which is public highway. This will have to be altered and shown clear of the highway at this point. Additionally, you will need to liaise with and submit detailed plans and supporting material to my Colleague Guy Bell in the West Sussex County Council Structures Dept. You must receive approval from him prior to any works being undertaken that alter the existing retaining wall as it presently appears to provide a support to the footway and carriageway of Mount Pleasant.

**5. Access to Mount Pleasant** - In addition to any structures approval you will need to demonstrate how the new access point will be designed to prevent surface water running onto the public highway. Furthermore, you will need a suitable licence from the County Council to construct the vehicular access.

**6. Grit box on corner of London Road and Mount Pleasant** - This will have to be moved as a consequence of the planning proposal. We are in the process of approaching the Town Council about this and will inform you of their reply. Your client may have to pay for it's re-siting.

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