

Nicola Spencer

From: Simon Watts [REDACTED]
Sent: 08 March 2021 15:33
To: Planning
Cc: John Wheatley; Yves Pascal; iqraa.malik@terraquest.co.uk; Finlay Gardner
Subject: Re: AB/19/21/HH - 32 Maltravers Street Arundel - Request for Update on Planning Application

Follow Up Flag: Follow up
Flag Status: Completed

Dear Nicola,

Many thanks for your prompt reply today & for your explanation of the delay. We look forward to these issues being resolved so that the application can appear on this week's list.

In the meantime, if you have any questions or queries please don't hesitate to contact our agent (John Wheatley - cc'd into this message) or ourselves directly.

Kind regards,

Simon Watts & Yves Pascal
[REDACTED]

On 8 Mar 2021, at 15:28, Planning <Planning@arun.gov.uk> wrote:

Dear Mr Watts

Thank you for your email I am aware that there has been correspondence on Thursday and that there has been a request from the agent to amend the description. The request was forwarded to my colleague on Friday and she was out of the office until today. This will be looked at shortly and we will liaise with the agent. It was not put on the list while the matter of the description is resolved. We will endeavour to get it resolved so that it can appear on the next list which will be closed on Wednesday.

Yours sincerely

Nicola Spencer
Technical Support Manager,
Planning Services
<image011.jpg>
T: 01903 737500 Ext 37446
E: nicola.spencer@arun.gov.uk

Arundel District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk

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Essential maintenance is being carried out to the planning, building control and local land charges database during the week commencing 12 April 2021.

During this time there will be no public or staff access to any records held within this database, and it will not be possible to carry out any of the following tasks via the Arun website:

- Research planning and building control history
- View any planning applications, plans, agreements, tree preservation orders or competent persons data
- Submit building control applications
- Submit planning application comments
- Report any planning compliance issues

The publicity and consultation period for all planning applications that fall over this week will be extended by a further week to ensure no one is disadvantaged.

All other aspects of planning, building control and local land charges will be limited during this week and you are strongly advised to contact the individual departments before 12 April 2021 for specific restrictions during this time.

[<image012.jpg><image013.jpg><image014.jpg><image015.png>](#)

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From: Simon Watts <[REDACTED]>
Sent: 08 March 2021 13:19
To: Finlay Gardner <Finlay.Gardner@arun.gov.uk> [REDACTED] Planning <Planning@arun.gov.uk>
Cc: John Wheatley <[REDACTED]>; Yves Pasca <[REDACTED]>
Subject: AB/19/21/HH - 32 Maltravers Street Arundel - Request for Update on Planning Application
Importance: High

Dear Mr Gardner, Ms Malik & Arun Planning Team,

We write with reference to planning application **AB/19/21/HH (32 Maltravers Street, Arundel, BN18 9BU)** that was submitted online on 19 February 2021 on our behalf by our agent John Wheatley of John Wheatley Architecture.

Mr Wheatley has been acting as our agent on this application & over the course of the past 2 weeks has contacted you by telephone & email on numerous occasions to rectify various issues regarding this application. Mr Wheatley has contacted you several times last week for updates on the resolution of the issues we have identified, but as yet we have received no response from you. As the applicants, we are now concerned with the status & progress of the application & therefore we are writing in good faith to support the speedy resolution of the issues & ensure the application progresses smoothly.

The current situation with the application is as follows:

1. Application AB/19/21/HH was submitted online on 19 February 2021 by our agent John Wheatley Architecture & was acknowledged by you via email on 23 February - application payment was also paid online & acknowledged on 19 February
2. On 26 February, Ms Malik contacted our agent to request more information, specifically the removal of any reference to demolition within the application (which Ms Malik said could be amended by her), resubmission of selected plans with dimensions to boundaries & adjustment of red outlines on selected plans
3. On 1 March & 2 March, our agent & Ms Malik had an exchange of emails to clarify the amendments required & during these emails our agent flagged that the development description uploaded onto the Arun planning portal was not per the application form & the amended description did not now accurately reflect the proposed development

4. On 3 March, our agent sent the revised plans requested to Ms Malik (see this email & attachments below for your reference) & again our agent asked for the planning portal description to be changed
5. As no response had been received from Ms Malik, later in the day on 3 March, our agent spoke to Mr Gardner on the telephone to explain the situation & request description be changed
6. On 4 March, our agent followed up the request for description to be changed with the Arun Planning team & Mr Gardner by email with a suggestion for revised wording as follows:
 - o *"Erection and replacement, with new, of an original chimney, the existing rear single storey extension, the external steel staircase and bridge, french windows, and new brickwork to the existing Twitten window, plus roof light, roof tiles and dormer lead cladding to the rear main roof"*
7. As no responses had been received to points (4), (5) & (6) above, on 5 March our agent again emailed Mr Gardner for an update
8. At the time of writing, we have received no responses to the points above. The application page on the Arun planning portal states the application was validated on 2 March, with comments due 1 April & decision by 24 April. The application file is missing the application form & amended plans emailed to Ms Malik by our agent on 3 March. We also note that the application was not included in the latest Planning Weekly List due to be advertised on 11 March

As applicants, we are now concerned that the amendments requested from you to plans & the correction of the development description on the planning portal & subsequent paperwork have not been processed correctly & could therefore delay this application. We're also keen that the development description accurately reflects the proposed development to ensure we do not encounter any legal issues at a later date if & when we come to sell the property.

In an attempt to resolve the current confusion, we kindly ask for the following:

1. Please confirm that the revised plans sent to you by email on 3 March (and reattached below) have been received, comply with your requirements & have now been uploaded onto the planning portal
2. Please confirm the proposed revision to the development description (per red text in point (6) above) is acceptable & the application file has been amended on the planning portal
3. Please confirm that the planning application form is acceptable & this has been uploaded onto the planning portal
4. Please confirm that the planning application timings stated on the planning portal (comments by 1 April, decision by 27 April) are valid

If you have any questions or would like to discuss the above with us, please do not hesitate to email or call Simon Watts or [REDACTED]

We look forward to hearing from you at your earliest convenience & thank you in advance for your help.

Kind regards,

Simon Watts & Yves Pascal

[REDACTED]

From [REDACTED]
Subject: Re: Request for further information - AB/19/21/HH
Date: 3 March 2021 at 20:22:00 GMT
To: Iqraa Malik [REDACTED]

Cc: Finlay Gardner [REDACTED], Simon Watts

[REDACTED], Yves Pascal [REDACTED]

Dear Iqraa

I have attached copies of the six drawings, which I have re-printed and fully checked as pdf documents and printed them successfully as hard copies. I can confirm that all six drawings printed to scale and at A3, apart from PL01 The location Plan, which is to be printed at A4 paper size. I have again printed the final PL06 Rev D drawing as a jpeg file, since the size of the document was too large as a pdf.

The current drawings and their revisions are:

PL01 Rev A - Location Plan 1250

PL02 Rev B - Block Plan 500 - (this includes the dimensions requested)

PL03 Rev B - Existing and Proposed Site and Roof Plans 100

PL04 Rev E - Existing and Proposed Ground Floor Plans 100 - (this also includes the dimensions requested although not essential to the application)

PL05 RevB - Existing Elevations and Sections to Rear Single Storey Extension 100

PL06 Rev D - Proposed Elevations and Sections through Rear Extension 100

I have copied these also to Mr Gardner, who is now the designated Planning Officer for this application.

Whilst writing, I am still awaiting a response to my earlier email regarding the amended Planning Application description.

Kind regards

[REDACTED]

On 03/03/2021 12:54, Iqraa Malik wrote:

Dear John,

Thank you for your quick response.

I am referring to all the drawings, they should be at A3 however they seem to be submitted them at a paper size of 110 x 220 which is probably A5.

Kind Regards

Iqraa Malik

From: [REDACTED]

Sent: 02 March 2021 19:40

To: Iqraa Malik [REDACTED]

Cc: Simon Watts [REDACTED]; Yves Pascal [REDACTED]

Subject: Re: Request for further information - AB/19/21/HH

This Message originated outside your organization.

Dear Iqraa

Thank you for your two emails earlier today.

With reference to your last email, I am not certain whether the issue is that the plans you have printed do not measure the exact dimensions as printed on hard copy, or whether there is an error on the scale bar, or scale reference?

I have already printed out earlier, hard copies, but did not recognise an issue. I will investigate further, but I would be grateful if you could give me some guidance as to the exact issue that has been found, which will save me time and whether it is on all six drawings or just one particular one?

Once I have discovered the problem I will rectify it asap.

With regard to your earlier email, I was expecting to see a revised description before it was published on the Arun DC website.

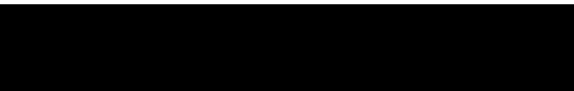
The revised description, now on the website, is obviously much less wordy, but :

- it makes reference to "*demolition*", a word which was not actually made in the original description, but the principle of demolition was, I thought being removed as the original extension was under 115 cubic metres? The other issue here is that it is not the intention to completely demolish the extension, since the outer walls will remain in place, only the roof and the inner courtyard walls will be removed. This may generate some concern with the neighbours on both sides and contradicts the original description which referred to "*part removal*"?
- it excludes reference to item 5 of my original description, "*replacement plain roof tiles and dormer lead work for matching original materials to rear main roof pitch of the house*" and
- the reference to the french windows under item 3 indicates to "*match original doors*", where in fact the earlier description included the word "*style of* " since the exact dimensions will not be matched exactly.

This is covered under the design and access statement, however I would prefer the revised description be comprehensive and true to the original intention of the proposed development, so as to avoid any confusion.

I will try and discuss this in more detail tomorrow.

Kind regards



On 02/03/2021 11:53, Iqraa Malik wrote:

Dear John,

Upon further inspection of the plans, we have noticed none of the plans measure to scale due to the paper size being incorrect. Please review and amend accordingly.

Apologies for any inconvenience.

Kind Regards

Iqraa Malik

From: Iqraa Malik
Sent: 02 March 2021 09:26
To: [REDACTED]
Subject: RE: Request for further information - AB/19/21/HH

Dear John,

Thank you for providing the amended plan. This application is now valid and you should receive an Acknowledgement letter soon.

In regards to your earlier question, yes the conservation officer will still be consulted.

Kind Regards

Iqraa Malik

From: [REDACTED]
Sent: 01 March 2021 17:53
To: Iqraa Malik [REDACTED]
Subject: Re: Request for further information - AB/19/21/HH

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

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Dear Iqraa

Apologies...I have attached now a copy of PL02B, with the same measurements indicated.

Am I OK to leave the boundary on or would you prefer me to take it off all

plans, other than the Location Plan?

Also my earlier question as to whether the conservation officer will still be consulted if the demolition element has been removed?

Thank you for your help.

Kind regards

[REDACTED]

On 01/03/2021 13:09, Iqraa Malik wrote:

Dear John,

Thank you for getting back to me.

Unfortunately, this application is still invalid as the dimensions must be on the block plan. I have attached your block plan above, please amend.

Kind Regards

Iqraa Malik

From: [REDACTED]
Sent: 01 March 2021 11:56
To: Iqraa Malik [REDACTED]
Cc: Simon Watts <[REDACTED]> Yves Pascal
[REDACTED]
Subject: Request for further information - AB/19/21/HH

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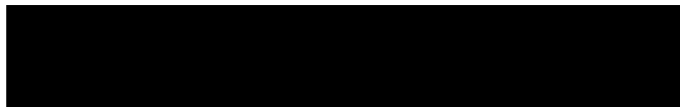
Dear Iqraa Malik

Thank you for your email response to this application.

I was not able to contact you by telephone, and could't leave a message regarding the contents of your email, so I am writing to comment on the three points made, with these comments referred to in red text.

- Demolition in a conservation area: You are not demolishing over 115sqm therefore you do not need to apply for demolition in a conservation area. With your permission we can remove this from the form for you. Thank you and please proceed to remove this from the form as you have suggested, although it is my understanding that the 115 refers to cubic metres not square metres? Although the area is below 20m², the volume is nearer 50m³, so still well below the threshold of 115. I presume that the Conservation Officer will still be required to comment on the application as a formal consultee?
- Dimensions: You are required to include dimensions from the proposed extensions to all site boundaries. Apologies for this omission - I have now added dimensions to the courtyard on the Proposed Ground Floor Plan on a now later revision of PL04.
- Location Plan: You are required to only include the proposed site in the red outline on the location plan. Please remove all other red outlines. I was aware that the red line boundary has to be added to the Location Plan, but thought that inclusion on other plans was optional. I typically keep the red lines on all boundaries, so that the context is maintained between different scale plans and have not removed this information therefore as yet. If however you feel it is not possible to register the plans without the redline being removed on PL02, PL03 and PL04, I will reissue them immediately.

Kind regards



<image010.jpg>

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