

FW: [EXT] 2506 BCSF Barnham Court_Application BN/121/25/L (Notification to Withdraw) & Status Update to Application BN/128/25/L

From Hebe Smith <Hebe.Smith@arun.gov.uk>

Date Thu 12/02/2026 13:03

To Planning.Responses <Planning.Responses@arun.gov.uk>

7 attachments (17 MB)

2506 BCSF_DAS_Barnham Court - Design & Access Statment_V2_EMAIL.pdf; 2506_MH_A7.10_3B_Opening Up Works Basement Plan.pdf; 2506_MH_A7.11_3B_Opening Up Works Ground Floor Plan.pdf; 2506_MH_A7.12_3B_Opening Up Works First Floor Plan.pdf; 2506_MH_A7.13_3B_Opening Up Works Second Floor Plan.pdf; Action Sheet v6 BN-128 v2.docx; Action Sheet v6 BN-127 v2.docx;

Hello,

Please can these plans be uploaded to both BN/127/25/HH and BN/128/25/L, and could everyone be reconsulted once done.

Thanks very much,

Hebe Smith (she/her)

Senior Planning Officer, Planning Department

T: 01903 737626

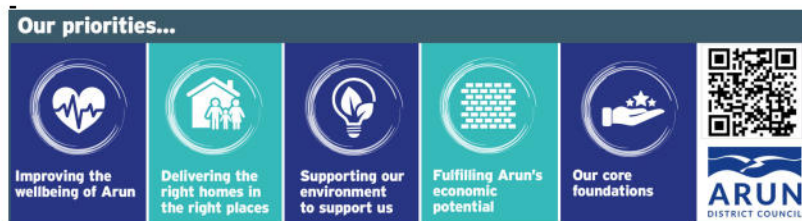
E: hebe.smith@arun.gov.uk

Arun District Council, Civic Centre, Maltravers Rd

Littlehampton, West Sussex, BN17 5LF

www.arun.gov.uk

To register to receive notification of planning applications in your area please go to [Planning.application.finder\(arun.gov.uk\)](http://Planning.application.finder(arun.gov.uk)).



From: Christopher Taylor <[REDACTED]>

Sent: 12 February 2026 12:00

To: Hebe Smith <Hebe.Smith@arun.gov.uk>

Cc: Karl Bowers <[REDACTED]>

Subject: Re: [EXT] 2506 BCSF Barnham Court_Application BN/121/25/L (Notification to Withdraw) & Status Update to Application BN/128/25/L

CAUTION: This email originated from outside of the organisation. You should take extra care when clicking links or opening attachments - if you are unsure the content is safe contact the IT Helpdesk before clicking or opening.

Morning Hebe,

Further to my earlier emails, please find attached additional documents for inclusion within application BN/128/25/L in relation to Barnham Court.

A summary of the additional documents is as follows:

1. Updated proposed 'Opening Up Works' drawings
2. Updated Design & Access Statement V2 (DAS), which can super-seed the current DAS.

Within the DAS document, pages that have been updated or added are as follows:

- Page 21 (2.09 Assessing Significance House - Basement / Ground Floor)
- Page 22 (2.10 Assessing Significance House - First / Second Floor)
- Page 34 (5.03 Summary of Proposed Works)
- Page 35 (5.04 Opening Up Works Main House - Basement Floor)
- Page 36 (5.05 Proposed Alterations Main House - Basement Floor)
- Page 37 (5.06 Opening Up Works Main House - Ground Floor)
- Pages 38/39 (5.07 Proposed Alterations Main House - Ground Floor)
- Page 40 (5.08 Opening Up Works Main House - Ground Floor)
- Pages 41/42 (5.09 Proposed Alterations Main House - First Floor)
- Page 43 (5.10 Opening Up Works Main House - Second Floor)
- Page 44 (5.11 Proposed Alterations Main House - Second Floor)
- Pages 45 (5.12 Proposed Alterations Main House - Summary of Floors)
- Page 46 (5.13 Materials)
- Page 47 (5.14 Site Wide - Boundary Treatments)

If its helpful to have a quick call to talk you through this prior to these being uploaded as part of the current applications, either myself or my colleague Karl (Cc'd in and who is leading this project within the practice) are free today and tomorrow afternoon.

Best regards,

Chris

Christopher Taylor ARB RIBA
Director
For and on Behalf of TaylorHare Architects



TaylorHare Architects
The Cowshed
Overland Lane
Ash, CT3 2LE



RIBA 
Chartered Practice



Architects
Registration
Board

RIBA 
Architecture.com

SOUTH EAST
AWARD 2024
WINNER



TaylorHare is a trading name of TaylorHare Architects (UK) Limited, a limited company registered in England and Wales with registered number 10695684 and VAT No. 268 165 870. Our registered office is at The Cowshed, Overland Lane, Ash, Kent, CT3 2LE. Taylor Hare Architects is a UK RIBA Chartered Architects Practice, No. 20016210, authorised and regulated by the ARB.

This e-mail and any attachment contains private and confidential information and is intended for the named recipient(s) only. If you have received this message in error, please notify the sender, and immediately and permanently delete it. Do not use, copy or disclose the information contained in this message or in any attachment.

On 12 Feb 2026, at 09:13, Christopher Taylor <[REDACTED]> wrote:

Morning Hebe,

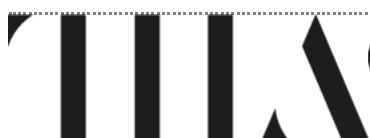
Updated documents will be with you this morning.

Thank you for your patience.

Best regards,

Chris

.....
Christopher Taylor ARB RIBA
Director
For and on Behalf of TaylorHare
Architects



TaylorHare Architects
The Cowshed
Overland Lane
Ash, CT3 2LE



RIBA 

Chartered Practice



Architects
Registration
Board

RIBA 
Architecture.com

SOUTH EAST
AWARD 2024
WINNER



TaylorHare is a trading name of TaylorHare Architects (UK) Limited, a limited company registered in England and Wales with registered number 10695684 and VAT No. 268 165 870. Our registered office is at The Cowshed, Overland Lane, Ash, Kent, CT3 2LE. Taylor Hare Architects is a UK RIBA Chartered Architects Practice, No. 20016210, authorised and regulated by the ARB.

This e-mail and any attachment contains private and confidential information and is intended for the named recipient(s) only. If you have received this message in error, please notify the sender, and immediately and permanently delete it. Do not use, copy or disclose the information contained in this message or in any attachment.

On 11 Feb 2026, at 09:16, Christopher Taylor <[REDACTED]> wrote:

Morning Hebe,

Thank you for your email and for your patience.

I can confirm that the additional documents will be issued to you later today for inclusion within the current applications. Please do let me know if anything further is required once you've had an opportunity to review them.

Best regards,

Chris

Christopher Taylor ARB RIBA
Director
For and on Behalf of TaylorHare Architects



TaylorHare Architects
The Cowshed
Overland Lane
Ash, CT3 2LE



TaylorHare is a trading name of TaylorHare Architects (UK) Limited, a limited company registered in England and Wales with registered number 10695684 and VAT No. 268 165 670. Our registered office is at The Cowshed, Overland Lane, Ash, Kent, CT3 2LE. Taylor Hare Architects is a UK RIBA Chartered Architects Practice, No. 20016210, authorised and regulated by the ARB.

This e-mail and any attachment contains private and confidential information and is intended for the named recipient(s) only. If you have received this message in error, please notify the sender, and immediately and permanently delete it. Do not use, copy or disclose the information contained in this message or in any attachment.

On 10 Feb 2026, at 16:41, Hebe Smith <Hebe.Smith@arun.gov.uk> wrote:

Good afternoon, Chris,

I appreciate the update you gave me yesterday – could I just make a plea for you to get the additional documents to me as soon as possible, so that I'm able to accept them as part of the current applications.

I look forward to hearing from you.

Kind regards,

Hebe Smith (she/her)
Senior Planning Officer, Planning Department

T: 01903 737626
E: hebe.smith@arun.gov.uk

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

To register to receive notification of planning applications in your area please go to [Planning application finder](#) (arun.gov.uk).

<image001.jpg> <image002.jpg> <image003.jpg>

<image004.jpg>

From: Christopher Taylor <[REDACTED]>
Sent: 09 February 2026 11:23
To: Martyn White <Martyn.White@arun.gov.uk>; Hebe Smith <Hebe.Smith@arun.gov.uk>
Cc: Karl Bowers <[REDACTED]>
Subject: Re: [EXT] 2506 BCSF Barnham Court_Application BN/121/25/L (Notification to Withdraw) & Status Update to Application BN/128/25/L

CAUTION: This email originated from outside of the organisation. You should take extra care when clicking links or opening attachments - if you are unsure the content is safe contact the IT Helpdesk before clicking or opening.

Morning Martyn,

Hope you had a good weekend.

Following on from my email below, I just wanted to check your availability for a site meeting later this month. Ideally, we are looking at **the week commencing 23 February**, when both ourselves and our heritage consultant, Fiona Raley, would be able to attend.

Would late morning, around 11am, be convenient for you on **Tuesday, Wednesday or Thursday** that week? We would find it very helpful to review the focussed opening-up works and proposed internal changes with you on site.

Please let us know what might work best from your side, and we can coordinate accordingly.

Hebe, on a separate note, we are aiming to still share some updated information with you later today.

Best regards,

Chris

Christopher Taylor ARB RIBA
Director
For and on Behalf of TaylorHare Architects



TaylorHare Architects
The Cowshed
Overland Lane
Ash, CT3 2LE



RIBA 

Chartered Practice



Architects
Registration
Board

RIBA 
Architecture.com

**SOUTH EAST
AWARD 2024
WINNER**



TaylorHare is a trading name of TaylorHare Architects (UK) Limited, a limited company registered in England and Wales with registered number 10695684 and VAT No. 268 165 870. Our registered office is at The Cowshed, Overland Lane, Ash, Kent, CT3 2LE. Taylor Hare Architects is a UK RIBA Chartered Architects Practice, No. 20016210, authorised and regulated by the ARB.

This e-mail and any attachment contains private and confidential information and is intended for the named recipient(s) only. If you have received this message in error, please notify the sender, and immediately and permanently delete it. Do not use, copy or disclose the information contained in this message or in any attachment.

On 2 Feb 2026, at 14:08, Christopher Taylor <taylor@taylorhare.com> wrote:

Dear Martyn and Hebe,

Thank you both again for taking the time to speak with me earlier this morning. I found the conversations very helpful, and I wanted to follow up in writing to summarise the agreed position and next steps, to ensure we are all aligned.

01 Opening-up Works (Scope and Approach)

Following my discussion with Martyn, we are grateful for the confirmation that a limited number of opening-up works you would support where these are either non-intrusive in nature and/or relate solely to modern fabric that is already accessible or easily liftable. These include, in principle:

- Carefully lifting of modern floor finishes and limited localised floor build-ups to expose existing service runs or current floor build ups
- Focussed and smaller opening up of works to reveal extent of services or reveal existing structure
- Investigation of junctions between historic and later modern fabric where this can be achieved without harm

I have expanded and clarified this list in line with the current opening-up works schedule to ensure full transparency. These are as follows:

G01.A / F01.A / F04.A / S01.A

Remove whole top of window board boxing using hand tools to expose and allow access to heating provisions and extent of original apron/reveal joinery. To understand how the boxing in is constructed, the extent of heating services concealed within to allow for future full removal and replacement radiator.

G02.B

Carefully remove modern boarding to underside of existing fireplace in the study to the north of the house to expose underside of chimney and to ascertain as to whether the chimney has an existing flue or liner. This is to understand the condition of the chimney and the flue direction with regard to interaction with FF chimney above and to reinstating this as a functioning fireplace.

G05.A

Carefully lift up to 2 existing floor (whole) floor flagstones only around the area leading to the existing service cupboard in the current everyday entrance hall using non percussive tools to avoid cracking neighbouring flagstones. This is to understand the extent of the existing floor construction and underfloor heating provision in this location in order to inform future service upgrades. Flagstones to be labelled, set aside and recorded prior to then being carefully relaid.

G07.B

Carefully remove a smaller section of modern plasterwork (150mm x 150mm square section) underneath to wall underneath existing timber beam above to expose anticipated brickwork behind. Plaster to be removed using non-percussive hand tools to avoid damage to existing brickwork. Contractor to inform engineer if plaster well bonded and difficult to remove.

G08.A

Carefully lift up to 2/4 existing floor (whole) brick tiles only around area where existing modern floor sockets are shown to understand existing floor construction and underfloor heating provision in order to inform future service upgrades. Brick tiles to be labelled, set aside and recorded prior to then being carefully relaid.

G12.A / G12.B

Remove existing modern plasterboard ceiling finish (one whole piece of modern board to avoid cutting) using hand tools to expose and allow access to measure support detail of roof joists above to understand the depth of existing roof structure, as well as understand the extent and type of existing insulation provisions.

F02.A / F03.A / F07.A / F11.A / F12.A / S03.A / S05.B

Carefully lift up to 2 existing floor boards (full boards only) in existing bathroom areas between using hand tools only. To understand existing floor construction/service provisions and existing water damage in order to inform future service upgrades as well as proposed layout changes to bathrooms in the future along with potential repairs. Full boards to be carefully lifted, numbered, set aside prior to inspection of services before being carefully reinstated taking steps to ensure no existing fabric is damaged in the process.

S02.A / S04.A

Carefully lift modern cast iron grates in floor using hand tools to expose and allow access to heating provisions. To be undertaken to understand the extent of heating services concealed within as well as depth of existing floor underneath so that any future full removal and justification for a proposed more sensitive/ appropriate replacement system can be put forward.

Martyn, if you are in agreement, I would like to propose that these items could be carried out prior to your site meeting (see below) so that these are available for you to review on site during your meeting. ** Any items not noted above, will be included on the current application BN/128/25/L for proposed internal works to the house and excluded from this agreed list. **

02 Withdrawal and Consolidation of Applications

Following my subsequent call with Hebe, we can confirm that we are content to withdraw the standalone opening-up works application **BN/121/25/L**. As discussed, and to avoid confusion arising from multiple overlapping drawing sets, it was agreed that all opening-up works information will instead be consolidated and clearly presented alongside the proposed internal works within application **BN/128/25/L** for the house.

As discussed, TaylorHare Architects will prepare an updated and coordinated drawing set, together with refined justification for the opening-up works, and will aim to issue this to Hebe within the next 7–10 days for inclusion within BN/128/25/L. Once issued, we understand this information will then be shared with Martyn and circulated to Historic England for comment.

03 Site Meeting and Programme

We welcome the suggestion of a further site meeting at Barnham Court. The opportunity to review the proposals in situ with Martyn would be extremely valuable in ensuring that the internal works and associated opening-up strategy are appropriately aligned. Martyn, we would be grateful if you could let us know at your earliest convenience your availability in February so that a date can be arranged.

Following the site meeting, we would aim to turn around any agreed amendments promptly to Hebe, allowing revised information to be shared with Martyn and Historic England in good time ahead of the anticipated determination date of the 19th March.

Hebe, I acknowledge your comments that determination dates are generally treated as firm, and that extensions of time are not typically agreed unless absolutely necessary. That said, should discussions with Martyn and Historic England be broadly positive and moving constructively towards a positive resolution, we would hope that a pragmatic and proportionate approach could be taken if a modest extension were required to finalise matters properly.

04 Next steps

For clarity, we would be grateful if you could confirm the following:

1. **Hebe** – Acknowledgement of this email, confirming our notification of the withdrawal of BN/121/25/L to take place today prior to its determination and confirmation that the opening-up works will be considered as part of the current live application BN/128/25/L for the house (in conjunction with point 5 below)
2. **Martyn** – Confirmation that the principle and extent of the less intrusive opening-up works outlined above are acceptable
3. **Martyn** – Confirm your availability for a February site meeting at Barnham Court
4. **Hebe** – Confirmation that Luciana Gallo at Historic England will be notified of the revised approach (as per the above) and advised when re-consultation on the internal works application BN/128/25/L is expected
5. **TaylorHare Architects** – To issue a coordinated and updated package of drawings and supporting information that clearly brings together the opening-up works and proposed internal works as part of BN/128/25/L.

If there is anything above that I have missed, misunderstood, or misinterpreted from our discussions today, please do let me know so that we can address it promptly. Otherwise, thank you again to both of you for your time and constructive engagement. We look forward to continuing to work collaboratively with you to progress the proposals at Barnham Court.

Best regards,

Chris

Christopher Taylor ARB RIBA
Director

For and on Behalf of TaylorHare Architects



TaylorHare Architects
The Cowshed
Overland Lane
Ash, CT3 2LE



RIBA 
Chartered Practice



**Architects
Registration
Board**

RIBA 
Architecture.com

**SOUTH EAST
AWARD 2024
WINNER**



TaylorHare is a trading name of TaylorHare Architects (UK) Limited, a limited company registered in England and Wales with registered number 10695684 and VAT No. 268 165 870. Our registered office is at The Cowshed, Overland Lane, Ash, Kent, CT3 2LE. Taylor Hare Architects is a UK RIBA Chartered Architects Practice, No. 20016210, authorised and regulated by the ARB.

This e-mail and any attachment contains private and confidential information and is intended for the named recipient(s) only. If you have received this message in error, please notify the sender, and immediately and permanently delete it. Do not use, copy or disclose the information contained in this message or in any attachment.

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

DX 57406 Littlehampton

You can view Arun District Council's Privacy Policy from <https://www.arun.gov.uk/privacy-policy>.

Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it

to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000, therefore we cannot guarantee that we will not provide the whole or part of this e-mail to a third party. The Council reserves the right to monitor e-mails in accordance with relevant legislation. Whilst outgoing e-mails are checked for viruses, we cannot guarantee this e-mail is virus-free or has not been intercepted or changed and we do not accept liability for any damage caused. Any reference to "e-mail" in this disclaimer includes any attachments.
