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**Our priorities...**

 Improving the wellbeing of Arun	 Delivering the right homes in the right places	 Supporting our environment to support us	 Fulfilling Arun's economic potential	 
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**Our priorities...**

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[REDACTED]

**Sent:** 12 August 2025 19:42  
**To:** Hannah Kersley <[Hannah.Kersley@arun.gov.uk](mailto:Hannah.Kersley@arun.gov.uk)>  
**Subject:** Re: BR/64/25/PL

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Yes that is fine with me  
Kind Regards,

Stephen Jupp

Stephen Jupp MRTPI  
Chartered Town Planner  
**PO Box 839**  
**Chichester**  
West Sussex  
PO19 9XQ

[REDACTED]

[REDACTED]

On 12 Aug 2025, at 16:14, Hannah Kersley <[Hannah.Kersley@arun.gov.uk](mailto:Hannah.Kersley@arun.gov.uk)> wrote:

Hi Stephen,

Thank you for coming back to me and agreeing the EoT, this is much appreciated. Would you be agreeable to an initial extension till the 26<sup>th</sup> August?

Kind regards  
Hannah

**Hannah Kersley** (she/her)  
**Principal Planning Officer**, Strategic Development

**T:** 01903 737856

**E:** [hannah.kersley@arun.gov.uk](mailto:hannah.kersley@arun.gov.uk)

[REDACTED]

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**From:** stephen jupp [REDACTED]  
**Sent:** 12 August 2025 16:08  
**To:** Hannah Kersley <[Hannah.Kersley@arun.gov.uk](mailto:Hannah.Kersley@arun.gov.uk)>  
**Cc:** Zinat Owode <[Zinat.Owode@arun.gov.uk](mailto:Zinat.Owode@arun.gov.uk)>; Daniel Vick <[Daniel.Vick@arun.gov.uk](mailto:Daniel.Vick@arun.gov.uk)>;  
Nigel Rawlings [REDACTED]  
**Subject:** Re: BR/64/25/PL

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Hi Hannah  
Thanks for the update - yes happy to agree an EoT

Kind regards,

Stephen Jupp

---

Stephen Jupp MRTPI  
PO Box 839  
Chichester  
PO19 9XQ



On 12 Aug 2025, at 15:34, Hannah Kersley  
<[Hannah.Kersley@arun.gov.uk](mailto:Hannah.Kersley@arun.gov.uk)> wrote:

Dear Stephen,

I hope this email finds you well.

Just to provide an update on the application – this was taken to Planning Committee last week, and was approved by Members subject to securing the S106 agreement for Pagham Harbour.

We are therefore just awaiting the completion of the S106 agreement before we can finally determine and release the decision. I understand Zinat has been in contact with Nigel to progress this.

We note that the planning application is due to expire tomorrow; as such, please could we request an extension of time to cover the additional time to finalise the S106 and issue the decision?

Many thanks in advance.

Kind regards

**Hannah Kersley** (she/her)  
**Principal Planning Officer**, Strategic Development

**T:** 01903 737856

**E:** [hannah.kersley@arun.gov.uk](mailto:hannah.kersley@arun.gov.uk)



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**From:** Hannah Kersley  
**Sent:** 24 July 2025 12:01  
**To:** stephen jupp [REDACTED]  
**Cc:** Zinat Owode <[Zinat.Owode@arun.gov.uk](mailto:Zinat.Owode@arun.gov.uk)>;  
[REDACTED]  
**Subject:** RE: BR/64/25/PL

Hi Stephen,

Thank you for taking my call earlier.

As discussed, we have come to an amended S106 fee of £1664.26 to reflect the reduction in units. This is based upon an average expected occupancy of 16 occupiers for the B&B, which equates to 7.27 dwellings.

9 dwellings (proposed) - 7.27 dwellings (existing) = 1.73 dwelling increase.

1.73 x £962 = £1664.26

I have checked this with my manager, and he has agreed this figure.

We are now finalising the report ready for Committee; I will advise if anything further is required or if there are any additional queries.

Kind regards

**Hannah Kersley** (she/her)  
**Principal Planning Officer**, Strategic Development

**T:** 01903 737856  
**E:** [hannah.kersley@arun.gov.uk](mailto:hannah.kersley@arun.gov.uk)

Please note: I am currently working a four day week, with two days in Development Management and two days in Strategic Development.

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**From:** stephen jupp [REDACTED]  
**Sent:** 24 July 2025 09:42  
**To:** Hannah Kersley <[Hannah.Kersley@arun.gov.uk](mailto:Hannah.Kersley@arun.gov.uk)>  
**Subject:** Re: BR/64/25/PL

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Available for a call - mobile

Kind regards,

Stephen Jupp

---

Stephen Jupp MRTPI  
PO Box 839  
Chichester  
PO19 9XQ

[REDACTED]

On 24 Jul 2025, at 09:40, Hannah Kersley  
<[Hannah.Kersley@arun.gov.uk](mailto:Hannah.Kersley@arun.gov.uk)> wrote:

Dear Stephen,

I hope you are well.

I've just tried to give you a call but unfortunately could not get through or leave a message - would it be possible for you to give me a call back if you have a free moment today?

We've had some correspondence from the applicant regarding the Pagham Harbour Contribution and the reduction in two flats to one which I'd just like to discuss.

I look forward to hearing from you.

Kind regards

**Hannah Kersley** (she/her)  
**Principal Planning Officer**, Strategic Development

**T:** 01903 737856

**E:** [hannah.kersley@arun.gov.uk](mailto:hannah.kersley@arun.gov.uk)

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**From:** stephen jupp [REDACTED]  
**Sent:** 23 July 2025 12:07  
**To:** Hannah Kersley <[Hannah.Kersley@arun.gov.uk](mailto:Hannah.Kersley@arun.gov.uk)>  
**Cc:** Daniel Vick <[Daniel.Vick@arun.gov.uk](mailto:Daniel.Vick@arun.gov.uk)>; Nigel Rawlings [REDACTED]  
**Subject:** Re: BR/64/25/PL

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Dear Hannah

In order to ensure officer support, we reluctantly agree to your request and therefore please find attached Drawing 5A which merges units 3 and 7.

Kind regards,

Stephen Jupp

---

Stephen Jupp MRTPI  
PO Box 839  
Chichester  
PO19 9XQ

[REDACTED]  
[REDACTED]

On 18 Jul 2025, at 09:28, Hannah Kersley  
<[Hannah.Kersley@arun.gov.uk](mailto:Hannah.Kersley@arun.gov.uk)> wrote:

Dear Stephen,

I hope this email finds you well.

I'm contacting in regard to the application at 3 and 4 Queens Square (BN/64/25/PL). We are currently in the process of reviewing the application, and as an objection has been received from Bognor Regis Town Council, are evaluating whether we are in a position to be able to recommend approval, and take this to be determined at the Planning Committee.

Whilst we are not opposed to the principle of the change, we have identified there a 5 units which do fall short of the minimum required internal area for 1 bed flats under the NDSS ([Technical housing standards – nationally described space standard - GOV.UK](#)). We use the NDSS to assess proposals against Policy D DM2 of the Arun Local Plan, and ensure that the internal space being provided to occupiers is sufficient to provide a good quality living environment, and meets their needs. In this case, the following flats fall short of the minimum 37sqm set by the NDSS:

1. Flat 1 = 34sqm
2. Flat 3 = 23sqm
3. Flat 4 = 30sqm
4. Flat 7 = 23sqm
5. Flat 8 = 30sqm

The NDSS is guidance, and so this minimum is not set in stone. Policy D DM2 does allow for some flexibility when it comes to conversions / changes of use of existing buildings, and we do acknowledge that these properties are established as 10 units; however, it is still necessary for us to assess the proposal against current adopted policy and standards. It is likely we can take a pragmatic stance for flats 1, 4 and 8; however we do have significant concerns regarding the footprints for flats 3 and 7, and do feel that these areas are too small for us to consider them acceptable as residential units. It would not be possible for us to enforce that these two flats are only occupied by single residents to ensure their amenity is protected, and therefore we do not feel this is something we can

overcome through a condition. I'm afraid it is unlikely that we will be able to support this scheme as it is at present given there is such a shortfall between the required 37sqm and proposed 23sqm.

As a result, we were wondering if there was any possibility that flats 3 and 7 could be combined to create a single flat? This would create a floor area of approximately 46sqm, which would sufficiently exceed the minimum 37sqm, and comply with policy D DM2.

Please could I ask you to review the above, and let me know whether this is a change you would be willing to make?

I look forward to hearing from you.

Kind regards

**Hannah Kersley** (she/her)  
**Principal Planning Officer**, Strategic Development

**T:** 01903 737856

**E:** [hannah.kersley@arun.gov.uk](mailto:hannah.kersley@arun.gov.uk)

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