

Susan Haley

From: Hannah Kersley
Sent: 23 July 2025 12:22
To: Planning.Responses
Subject: FW: BR/64/25/PL
Attachments: Drawing 5A - Proposed Floor Plan.pdf

Hi,

Please can this be uploaded to BR/64/25/PL to supersede Proposed Floor Plans 5. No need to reconsult.

Many thanks

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

T: 01903 737856
E: 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.

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 \(arun.gov.uk\)](#)



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	 
--	---	---	---	--

Sent: 23 July 2025 12:07
To: Hannah Kersley <Hannah.Kersley@arun.gov.uk>
Cc: Daniel Vick <Daniel.Vick@arun.gov.uk>; [REDACTED]
Subject: Re: BR/64/25/PL

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.

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

On 18 Jul 2025, at 09:28, Hannah Kersley <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](https://www.gov.uk/technical-housing-standards)). 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:

- Flat 1 = 34sqm
- Flat 3 = 23sqm
- Flat 4 = 30sqm
- Flat 7 = 23sqm
- 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

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

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 \(arun.gov.uk\)](#)





Our priorities...

 <p>Improving the wellbeing of Arun</p>	 <p>Delivering the right homes in the right places</p>	 <p>Supporting our environment to support us</p>	 <p>Fulfilling Arun's economic potential</p>	 
---	--	--	--	--

<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.
