






Arun District Council, Civic Centre, Maltravers Rd  
Littlehampton, West Sussex, BN17 5LF  
[www.arun.gov.uk](http://www.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	 
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**From:** Hannah Keyte [REDACTED]  
**Sent:** 25 June 2025 09:43  
**To:** Kathryn Welch <Kathryn.Welch@arun.gov.uk>  
**Subject:** RE: CM/12/25/PL - Old Butcher's Flat

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Dear Kathryn,

Thank you for confirming your position on the extension of time and drainage matters.

We are continuing to pursue our drainage consultant for the outstanding information. While some details are still being finalised, we remain of the view that the drainage issues are ultimately technical and resolvable. In

our view, these could appropriately be dealt with by way of pre-commencement condition for a scheme of this scale.

We understand that your engineers need to review what has been submitted, and we hope they will take a proportionate approach in that context. If their comments point to residual issues, we would welcome the opportunity to understand whether these are of a nature that might lead to a refusal, or whether they could be resolved through condition or further clarification.

While our clear preference is to work with the Council to avoid a refusal, we would be willing to consider withdrawing the application if you are minded to recommend refusal purely on technical grounds that could be addressed in a resubmission. We hope that won't be necessary, but would appreciate your continued dialogue as matters progress.

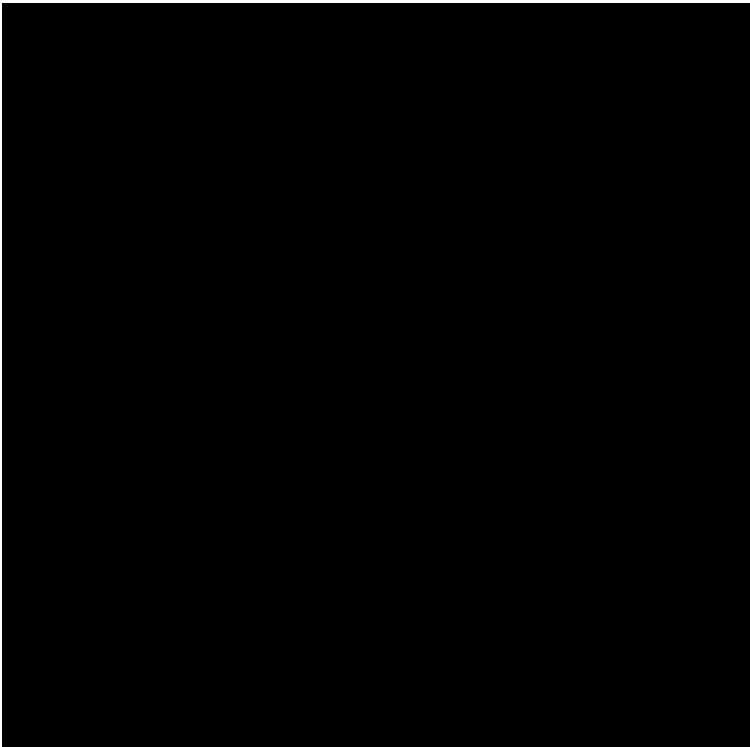
Kind regards,

Hannah

**Hannah Keyte MRTPI (She/Her)**  
**Planner**  
**Planning**

Savills, Runway East - York and Elder, 50 New England Street, Brighton, BN1 4AW

[Redacted]  
[Redacted]  
[Redacted]  
Website : [www.savills.co.uk](http://www.savills.co.uk)



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**From:** Kathryn Welch <[Kathryn.Welch@arun.gov.uk](mailto:Kathryn.Welch@arun.gov.uk)>

**Sent:** 18 June 2025 15:43

**To:** Hannah Keyte [Redacted]

**Subject:** RE: CM/12/25/PL - Old Butcher's Flat

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Dear Hannah,

Just to clarify, the purpose of this extension is primarily to allow time for our engineers to provide their comments. It is not intended as an opportunity to submit additional information. I won't be seeking to pause their review, and they may proceed with assessing the application at any time.

That said, in the spirit of cooperation, if you already have the necessary details available, I would prefer that the engineers review a complete application. If you anticipate that compiling the required information will take longer, it may be more appropriate to consider withdrawing the application at this stage.

Please note that if the engineers review an incomplete drainage submission, they are likely to raise an objection. Based on the current gaps, such an objection would likely result in a refusal.

With this in mind, I'm only able to offer an extension until the 1 July at this moment. It may be an extra extension will be necessary but this will be entirely dependent on the Engineers. Could I get your written confirmation of this.




Kind regards,  
**Kathryn Welch**  
**Senior Planning Officer**, Planning Department

T: 01903 737789  
E: [kathryn.welch@arun.gov.uk](mailto:kathryn.welch@arun.gov.uk)

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**From:** Hannah Keyte [REDACTED]  
**Sent:** 18 June 2025 14:44  
**To:** Kathryn Welch <[Kathryn.Welch@arun.gov.uk](mailto:Kathryn.Welch@arun.gov.uk)>; Andrew Watson [REDACTED]  
**Subject:** RE: CM/12/25/PL - Old Butcher's Flat

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Dear Kathryn,

Thank you for your email which I have discussed with my client and our drainage consultant.

To give us time to review the response from the drainage engineers, when it is published, could we agree a provisional extension of time date in mid-July and keep this under review?

Our drainage consultant is looking into your queries below and will provide this information as soon as possible.

Kind regards,

**Hannah Keyte (She/Her)**  
**Graduate Planner**  
**Planning**

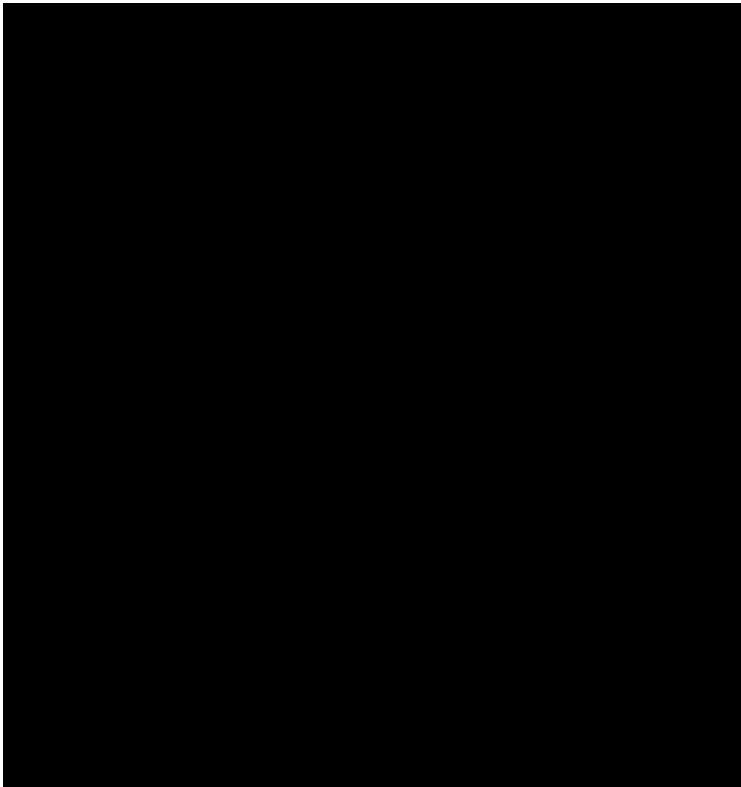
Savills, Runway East - York and Elder, 50 New England Street, Brighton, BN1 4AW

[Redacted]

[Redacted]

[Redacted]

Website : [www.savills.co.uk](http://www.savills.co.uk)



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**From:** Kathryn Welch <[Kathryn.Welch@arun.gov.uk](mailto:Kathryn.Welch@arun.gov.uk)>

**Sent:** 17 June 2025 16:01

**To:** Hannah Keyte [Redacted] Andrew Watson [Redacted]  
[Redacted] at

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Dear Hannah,

Following further discussion with my Team Leader regarding drainage, we will be awaiting comments from our Engineers, as the drainage design could impact the layout of the proposed development.

As the application is due to expire tomorrow, would it be possible to agree an extension of time until **1 July** to allow our Engineers additional time to review the scheme?

On that note, I noticed that the drainage strategy does not include an existing drainage layout, groundwater monitoring, or infiltration testing. Have these been undertaken yet? I'm concerned that without this information, it may result in an objection from our Engineers.

Full details of the SuDS requirements can be found here: [Surface water drainage | Arun District Council](#). Could I please request that this is reviewed as soon as possible?  
If we can get this information uploaded before their review, we may be able to pre-empt any objections.

Kind regards,






**Kathryn Welch**  
Senior Planning Officer, Planning Department

T: 01903 737789  
E: [kathryn.welch@arun.gov.uk](mailto:kathryn.welch@arun.gov.uk)

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**From:** Hannah Keyte [REDACTED]  
**Sent:** 10 June 2025 15:30  
**To:** Andrew Watson [REDACTED]; Kathryn Welch <[Kathryn.Welch@arun.gov.uk](mailto:Kathryn.Welch@arun.gov.uk)>  
**Subject:** RE: CM/12/25/PL - Old Butcher's Flat

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Dear Kathryn,

I hope you are well.

I just wanted to check whether you have received a response from the drainage engineers for this application yet?

Many thanks,

**Hannah Keyte (She/Her)**  
**Graduate Planner**  
**Planning**

Savills, Runway East - York and Elder, 50 New England Street, Brighton, BN1 4AW

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**From:** Hannah Keyte  
**Sent:** 05 June 2025 10:15  
**To:** Andrew Watson [REDACTED]; Kathryn Welch <[Kathryn.Welch@arun.gov.uk](mailto:Kathryn.Welch@arun.gov.uk)>  
**Subject:** RE: CM/12/25/PL - Old Butcher's Flat

Dear Kathryn,

Please find attached the revised drawings (Revision A) with the following changes:

- Mathematical Tile Hanging omitted and replaced with a less complex traditional tile hanging.
- Inconsistencies to the roof structure now corrected.

We trust the attached resolve the queries raised by the Conservation Officer and yourself.

Kind regards,

**Hannah Keyte (She/Her)**  
**Graduate Planner**  
**Planning**

Savills, Runway East - York and Elder, 50 New England Street, Brighton, BN1 4AW



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**From:** Andrew Watson [REDACTED]  
**Sent:** 29 May 2025 16:02  
**To:** Kathryn Welch <[Kathryn.Welch@arun.gov.uk](mailto:Kathryn.Welch@arun.gov.uk)>; Hannah Keyte [REDACTED]  
**Subject:** Re: CM/12/25/PL - Old Butcher's Flat

Dear Kathryn

Thank you for your email. We have reviewed the conservation officer's response.

We are seeking instruction from our client and will update you shortly.

Rather than try to pre-empt exactly what the conservation officer wants and risk making multiple changes to the drawings would you and/or Martyn be open to a short Teams call to discuss and agree the potential amends first?

Kind regards

Sent from [Outlook for iOS](#)

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**From:** Kathryn Welch <[Kathryn.Welch@arun.gov.uk](mailto:Kathryn.Welch@arun.gov.uk)>  
**Sent:** Tuesday, May 27, 2025 10:15:17 AM  
**To:** Hannah Keyte [REDACTED]  
**Cc:** Andrew Watson [REDACTED]  
**Subject:** RE: CM/12/25/PL - Old Butcher's Flat

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Dear Hannah and Andrew,

Thank you for your recent correspondence regarding the Old Butcher's Flat.

We are still awaiting feedback from our Drainage Engineers, so I recommend keeping an eye on the online portal for any updates. I do not anticipate a response from Natural England at this stage.

In the meantime, could you please review the submitted comments, particularly those from our Conservation Officer, who has raised concerns about the overall appearance of the building? I've also noticed some inconsistencies in the plans—especially regarding the roof structure—and would advise a thorough review to identify and address any discrepancies.

As amendments to the plans will be required, I would like to offer the opportunity to amend the building's appearance in line with the Conservation Officer's recommendations. I would be grateful if revised plans could be submitted to me no later than **11 June**.

Many thanks,

**Kathryn Welch**  
Senior Planning Officer, Planning Department







T: 01903 737789

E: [kathryn.welch@arun.gov.uk](mailto:kathryn.welch@arun.gov.uk)

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**From:** Hannah Keyte [REDACTED]  
**Sent:** 21 May 2025 11:38  
**To:** Kathryn Welch <[Kathryn.Welch@arun.gov.uk](mailto:Kathryn.Welch@arun.gov.uk)>  
**Cc:** Andrew Watson [REDACTED]  
**Subject:** CM/12/25/PL - Old Butcher's Flat

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Dear Kathryn,

I hope you are well.

I wanted to check which outstanding consultees you are expecting to receive responses from regarding application CM/12/25/PL?

Also please could you confirm what is meant by the condition 'ECOLIGHT2' put forward by the ecology officer? I assume it relates to sensitive external lighting.

Kind regards,

**Hannah Keyte (She/Her)**  
Graduate Planner  
Planning



Savills, Runway East - York and Elder, 50 New England Street, Brighton, BN1 4AW

[Redacted]  
[Redacted]  
[Redacted]  
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