

[REDACTED]

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[REDACTED]

Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
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: 09 October 2026 10:14
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Cc: Andrew Watson [REDACTED]
Subject: RE: CM/19/26/PL Baird Business Park

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Dear Kathryn,

Thank you for speaking with me yesterday and explaining the current position.

Extension of time

Our client is happy in principle to agree an extension until 29 October 2026. We would like to use the additional time both to conclude the outstanding consultations and to obtain initial technical feedback on a revised drainage approach, as outlined below.

Informal drainage review

We note your current assessment that the application is unlikely to be supportable, particularly given the Council's drainage engineers' continuing objection.

Our understanding of their latest response is that the principal concern remains the attenuation basin's location within the mapped surface water flood risk extent. Relocating it further north is an option we would therefore like to explore. We recognise the Council's stated position that the associated red-line amendment would not be accepted within the current application.

Would you be willing to arrange an informal review by the drainage engineers of an indicative plan showing the revised basin location, together with a short supporting technical explanation? We could provide this within seven days.

We would not be seeking to amend the current application through this exercise. The purpose would be to establish whether the revised approach addresses the outstanding objection and identify any further technical requirements ahead of a potential resubmission. This would make productive use of the additional time while the other consultation responses are awaited.

Please could you confirm whether these arrangements can be accommodated, so that we can formalise the extension of time?

Kind regards,

Hannah

Hannah Keyte MRTPI (She/Her)
Senior Planner
Planning

Savills, 74 High Street, Sevenoaks, TN13 1JR

[Redacted]
[Redacted]
[Redacted]
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From: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Sent: 08 October 2026 13:19
To: Hannah Keyte [REDACTED]
Cc: Andrew Watson [REDACTED]
Subject: RE: CM/19/26/PL Baird Business Park

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Dear Hannah,

Many thanks for taking my call just now.

As discussed, we have now received consultation responses from WSCC Highways and our drainage engineers. WSCC Highways have requested further information, whilst our drainage engineers currently maintain an objection to the proposal.

Unfortunately, although a re-consultation request was prepared for WSCC LLFA, it appears that the request was not issued through our automated system. As a result, no further comments are expected from the LLFA at this time unless the consultation is manually released.
Today was originally due to be the application expiry date. However, for reasons that are currently unclear, the expiry date has been amended and is now shown as 29 October 2026. In light of this, there are a number of options available.

Firstly, you may wish to withdraw the application, this can be undertaken without the need for an extension of time. Alternatively, if it is feasible to do so within the next seven days, you could submit additional information to address the concerns raised by both our drainage engineers and WSCC Highways.

If the submission of further information within that timeframe is not possible, and you also prefer to await comments from WSCC LLFA once the consultation has been manually released, we would need to agree an extension of time to allow the consultation process to conclude. As noted during our telephone conversation, based on the consultation responses received to date, and particularly the objection from our drainage engineers, the application is currently unlikely to be supportable and would likely result in a refusal should it proceed to determination in its present form.

Please let me know how you wish to proceed.

Many thanks,

Kathryn Welch
Senior Planning Officer, Planning Department

Please note: My working hours are currently split between Development Management and ADC Engineers, which may result in extended response times. **Development Management:** Tuesdays and Thursdays **ADC Engineers:** Mondays, Wednesdays, and Fridays

T: 01903 737789
E: kathryn.welch@arun.gov.uk

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Littlehampton, West Sussex, BN17 5LF



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Delivering the right homes in the right places



Supporting our environment to support us



Fulfilling Arun's economic potential



From: Hannah Keyte [REDACTED]
Sent: 06 October 2026 17:02
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Cc: Andrew Watson [REDACTED]
Subject: RE: CM/19/26/PL Baird Business Park

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Dear Kathryn,

We are conscious that the determination deadline for this application is 8th October however, we have not yet received a response from the drainage engineers following the submission of the updated FRA and Drainage Strategy on 14th September.

In light of this, would you be amenable to an extension of time to allow the drainage engineers additional time to review the submitted information and provide their response?

Kind regards,

Hannah

Hannah Keyte MRTPI (She/Her)
Senior Planner
Planning

Savills, 74 High Street, Sevenoaks, TN13 1JR

[REDACTED]

[REDACTED]

[REDACTED]

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Website : www.savills.co.uk

index:251663360;visibility:visible;mso-wrap-style:square;mso-width-percent:0;mso-height-percent:0;mso-wrap-distance-left:0;mso-wrap-distance-top:0;mso-wrap-distance-right:0;mso-wrap-distance-bottom:0;mso-position-horizontal:left;mso-position-horizontal-relative:text;mso-position-vertical:absolute;mso-position-vertical-relative:line;mso-width-percent:0;mso-height-percent:0;mso-width-relative:page;mso-height-relative:page'
o:allowoverlap="f" o:button="t">



From: Hannah Keyte
Sent: 05 October 2026 10:40
To: 'Kathryn Welch' <Kathryn.Welch@arun.gov.uk>
Cc: Andrew Watson [REDACTED]
Subject: RE: CM/19/26/PL Baird Business Park

Dear Kathryn,

I hope all is well.

Following further clarification from WSCC Highways, our transport consultant has prepared HGV tracking within the site in relation to the shutter door on the northern elevation, demonstrating how HGVs can safely and appropriately manoeuvre in this location.

Please would you mind uploading the attached plan to the application portal.

Thanks in advance,

Hannah

Hannah Keyte MRTPI (She/Her)
Senior Planner
Planning

Savills, 74 High Street, Sevenoaks, TN13 1JR

[REDACTED]

[REDACTED]

[REDACTED]

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distance-top:0;mso-wrap-distance-right:0;mso-wrap-distance-bottom:0;mso-position-horizontal:left;mso-position-horizontal-relative:text;mso-position-vertical:absolute;mso-position-vertical-relative:line;mso-width-percent:0;mso-height-percent:0;mso-width-relative:page;mso-height-relative:page' o:allowoverlap="f" o:button="t"> [Savills.co](https://www.savills.co.uk) />



From: Hannah Keyte
Sent: 29 September 2026 09:22
To: 'Kathryn Welch' <Kathryn.Welch@arun.gov.uk>
Cc: Andrew Watson [REDACTED]
Subject: RE: CM/19/26/PL Baird Business Park

Dear Kathryn,

I hope all is well.

Apologies for the delay. As requested by WSCC Highways, please find attached the HGV tracking for the Site, together with the proposed pedestrian footway plan that has been updated.

The footway shown represents the maximum extent that we consider can reasonably be achieved within the Site. Beyond this point, pedestrian access would be facilitated via a dropped kerb onto the carriageway within the business park. Given the anticipated low levels of pedestrian activity along the access road, our transport consultants consider this arrangement to be appropriate and sufficient.

Please would you mind uploading the attached information to the portal.

Kind regards,

Hannah

Hannah Keyte MRTPI (She/Her)
Senior Planner
Planning

Savills, 74 High Street, Sevenoaks, TN13 1JR

[REDACTED]

[REDACTED]

[REDACTED]

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distance-top:0;mso-wrap-distance-right:0;mso-wrap-distance-bottom:0;mso-position-horizontal:left;mso-position-horizontal-relative:text;mso-position-vertical:absolute;mso-position-vertical-relative:line;mso-width-percent:0;mso-height-percent:0;mso-width-relative:page;mso-height-relative:page'o:allowoverlap="f" o:button="t"> [Savills.co](https://www.savills.co) />



From: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Sent: 18 September 2026 09:57
To: Hannah Keyte [REDACTED]
Subject: RE: CM/19/26/PL Baird Business Park

EXTERNAL EMAIL: Be cautious when opening attachments or clicking links

Dear Hannah,

I am happy to accept the additional information. However, I cannot guarantee that WSCC Highways will have sight of it if they begin reviewing the consultation before the documents have been uploaded to our system. As such, I would recommend submitting any further information as soon as possible to maximise the opportunity for the Highway Authority to consider it as part of their assessment.

Kind regards,

Kathryn Welch
Senior Planning Officer, Planning Department

Please note: My working hours are currently split between Development Management and ADC Engineers, which may result in extended response times. **Development Management:** Tuesdays and Thursdays **ADC Engineers:** Mondays, Wednesdays, and Fridays

T: 01903 737789
E: kathryn.welch@arun.gov.uk

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Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk





From: Hannah Keyte [REDACTED]
Sent: 18 September 2026 09:12
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Subject: RE: CM/19/26/PL Baird Business Park

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Dear Kathryn,

Thank you for confirming receipt of the additional information and the forthcoming re-consultation with the Highway Authority.

Highways matters

We note WSCC's further consultation response dated 16 September, requesting HGV tracking information and clarification of the continuation of the footway into the site, or its transition to a shared surface.

Our transport consultant has reviewed these comments and advises that tracking for an FTA Design Articulated Vehicle is already provided within Appendix B of the Transport Statement. Their view is that this demonstrates that access and manoeuvring can be accommodated. We would therefore be grateful if WSCC could review that information and clarify any specific outstanding concerns, including whether further details of parking, servicing and access to the roller shutter doors could be secured by condition.

The proposed entrance footway is also shown on drawing 13951_2100 Rev P1, submitted in August. We appreciate that WSCC is seeking clarification of the pedestrian arrangements further into the site. Could WSCC please confirm whether this could be addressed by an appropriately worded condition, having regard to the submitted layout?

We acknowledge your comments regarding further submissions. However, if these matters are considered to require clarification before determination, we could provide the additional tracking and pedestrian access details by Friday 25 September. Please could you confirm whether you would be willing to accept this targeted information to address WSCC's latest comments?

Consultation and determination

Your email confirms that WSCC will be re-consulted. Could you also confirm that the Council's drainage engineers and the LLFA are reviewing the latest flood risk and drainage information, and when their responses are expected?

We recognise the current determination deadline of 8 October and would be grateful for the opportunity to review the outstanding consultation responses before a decision is issued.

If unresolved matters would otherwise lead to a refusal, our client's preference would be to withdraw the application. Please could you confirm that you will notify us before issuing any refusal and allow a short period for us to obtain final instructions and, if necessary, formally withdraw?

Kind regards,

Hannah

Hannah Keyte MRTPI (She/Her)
Senior Planner
Planning

Savills, 74 High Street, Sevenoaks, TN13 1JR

[REDACTED]

[REDACTED]

[REDACTED]

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Website : www.savills.co.uk

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From: Kathryn Welch <Kathryn.Welch@arun.gov.uk>

Sent: 17 September 2026 09:35

To: Hannah Keyte [REDACTED]

Subject: RE: CM/19/26/PL Baird Business Park

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Dear Hannah,

Many thanks for the additional information submitted in support of the application.

I can confirm that the information has been noted and will be uploaded to the application file. Once this has been completed, the Highway Authority will be re-consulted to review the material provided.

Given the limited time remaining before the application's determination deadline, I will not be inviting any further submissions of information in relation to this application. Any additional material received may necessitate further consultation, and there is insufficient time remaining within the determination period to undertake this process. This process is in line with our publish customer advice note [Planning Applications customer advice note and publishing decisions | Arun District Council](#).

The application will therefore be assessed on the basis of the information currently submitted and any comments received from the Highway Authority following re-consultation.

Kind regards,

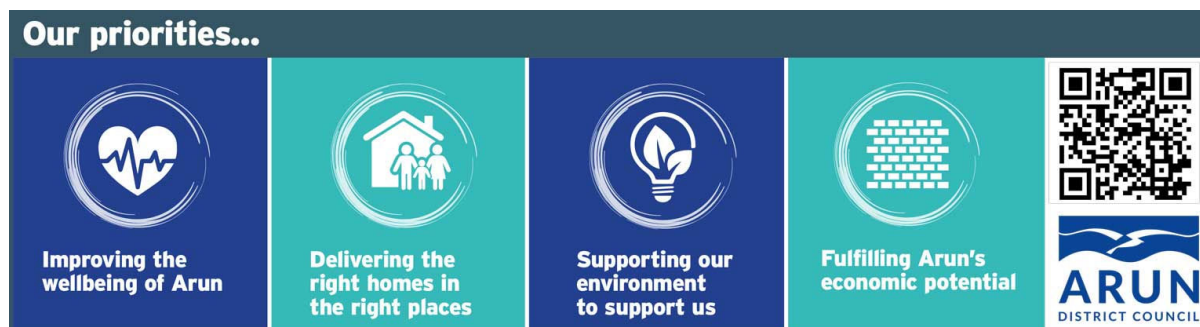
Kathryn Welch
Senior Planning Officer, Planning Department

Please note: My working hours are currently split between Development Management and ADC Engineers, which may result in extended response times. **Development Management:** Tuesdays and Thursdays **ADC Engineers:** Mondays, Wednesdays, and Fridays

T: 01903 737789

E: kathryn.welch@arun.gov.uk

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Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk



From: Hannah Keyte [REDACTED]
Sent: 16 September 2026 20:50
To: Kathryn Welch <kathryn.welch@arun.gov.uk>
Subject: Re: CM/19/26/PL Baird Business Park

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Hi Kathryn,

Apologies, I've realised I forgot to attach a plan prepared by GTA Civils which was requested by WSCC (Highways) to show the pedestrian crossing improvement at Ford Prison.

Kind regards,

Hannah

From: Hannah Keyte
Sent: Monday, 14 September 2026 19:10:08
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Cc: Andrew Watson [REDACTED]
Subject: RE: CM/19/26/PL Baird Business Park Email 2 of 2

Hi Kathryn,

Following my email below, please see attached the second part of the revised FRA.

Kind regards,

Hannah

Hannah Keyte MRTPI (She/Her)
Senior Planner
Planning

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From: Hannah Keyte
Sent: 14 September 2026 19:05
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Cc: Andrew Watson [REDACTED]
Subject: RE: CM/19/26/PL Baird Business Park Email 1 of 2

Hi Kathryn,

Please find attached Part 1 of the updated FRA, which includes all information required to address ADC and the LLFA's comments. There is a summary in paragraph 1.6 which sets out the additional information that has been added.

The updated FRA includes the full groundwater monitoring data and so the document has been split into two parts due to file size.

Please could you let me know that both documents have been received.

Kind regards,

Hannah

Hannah Keyte MRTPI (She/Her)
Senior Planner
Planning

Savills, 74 High Street, Sevenoaks, TN13 1JR

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From: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Sent: 11 September 2026 14:14
To: Hannah Keyte [REDACTED]

Cc: Andrew Watson [REDACTED]
Subject: RE: CM/19/26/PL Baird Business Park

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Yes, that would be acceptable.

Thanks,

Kathryn Welch
Senior Planning Officer, Planning Department

Please note: My working hours are currently split between Development Management and ADC Engineers, which may result in extended response times. **Development Management:** Tuesdays and Thursdays **ADC Engineers:** Mondays, Wednesdays, and Fridays

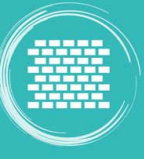
T: 01903 737789

E: kathryn.welch@arun.gov.uk

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From: Hannah Keyte [REDACTED]
Sent: 11 September 2026 13:20
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Cc: Andrew Watson [REDACTED]
Subject: Re: CM/19/26/PL Baird Business Park

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Hi Kathryn,

Thank you for getting back to me and confirming the Council's position.

We do consider we have a feasible scheme within the red line and our drainage consultants are currently finalising their response to explain this to the drainage engineers and the LLFA.

Would it be acceptable for us to submit this information to you on Monday (14th September)?

Kind regards,
Hannah

From: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Sent: Friday, September 11, 2026 9:37 am
To: Hannah Keyte [REDACTED]
Cc: Andrew Watson [REDACTED]
Subject: RE: CM/19/26/PL Baird Business Park

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Morning,

Yes, I have reviewed our published advice regarding amendments to the site area and have further discussed the matter with my Team Leader.

The published advice allows for red-line amendments only where 'the change relates to the location of the proposed access or involves the reduction of the site area to resolve ownership issues'. Therefore, we would be unable to amend the red line in this instance.

Should the drainage design no longer be feasible within the current site area, you may wish to consider whether withdrawing the application would be the best route forward.

Kind regards,

Kathryn Welch
Senior Planning Officer, Planning Department

Please note: My working hours are currently split between Development Management and ADC Engineers, which may result in extended response times. **Development Management:** Tuesdays and Thursdays **ADC Engineers:** Mondays, Wednesdays, and Fridays

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E: kathryn.welch@arun.gov.uk

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-



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Supporting our environment to support us



Fulfilling Arun's economic potential




From: Hannah Keyte [redacted]
Sent: 10 September 2026 17:52
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Cc: Andrew Watson [redacted]
Subject: CM/19/26/PL Baird Business Park

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Hi Kathryn,

I hope all is well.

I just wanted to follow up after our phone call yesterday to see if you have had any feedback from your technical team regarding altering the red line slightly.

Kind regards,
Hannah

Hannah Keyte MRTPI (She/Her)
Senior Planner
Planning

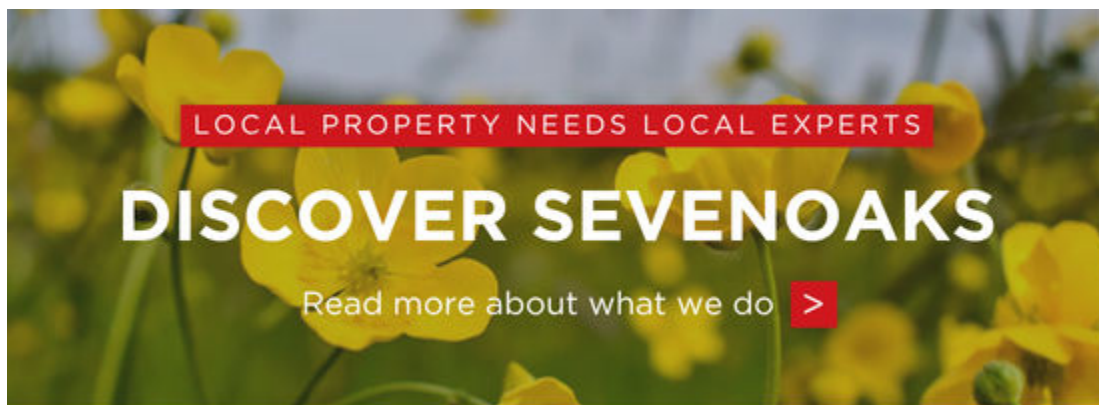


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