

PL- Planning Correspondence- Email with EOT confirmation



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

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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



Our core foundations



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From: Freya Clewley <Freya.Clewley@arun.gov.uk>
Sent: 20 May 2026 15:27
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Cc: Rhiannon Lloyd <Rhiannon.Lloyd@arun.gov.uk>
Subject: FW: Planning Application Ref: CM/5/26/PL - St Mary's C of E Primary School, Clymping: Installation of air source heat pumps and associated works, including acoustic panel fence adjacent to the eastern site boundary.

Hi all,

Please can the below be uploaded as EOT confirmation.

Thanks,
Freya

Freya Clewley
Minor Applications Lead (Development Management), Planning

T: 01903 737544
E: freya.clewley@arun.gov.uk

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From: Jayne Harding [REDACTED]
Sent: 20 May 2026 15:16
To: Freya Clewley <Freya.Clewley@arun.gov.uk>

1

Subject: Re: Planning Application Ref: CM/5/26/PL - St Mary's C of E Primary School, Clymping: Installation of air source heat pumps and associated works, including acoustic panel fence adjacent to the eastern site boundary.

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Hi Freya,

Thank you so much for your phone call. As I said, it is a breath of fresh air to have an actual conversion with a planning officer.

Thank you for your agreement to the extension of time - I can confirm that I agree with the date of Monday 29th June 2026. We have contacted the noise consultant and asked him to expedite the preparation of the report, once the noise data has been collected.

Kind regards,

Jayne
Director
Aspect360 Ltd
Planning and Development Consultants

NB. I am typically out of the office on Fridays.

45 Oakfield Road • Clifton • Bristol • BS8 2AX • UK
[REDACTED]
W: aspect360.co.uk

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On Wed, 20 May 2026 at 15:12, Freya Clewley <Freya.Clewley@arun.gov.uk> wrote:

Dear Jayne,

Thank you for your time this afternoon.

As discussed, it is encouraging that the noise report data is currently being collected and is anticipated to finish this week. If you could chase up the report and try to email it over to myself by the 1st June, it would be appreciated. If you do get confirmation of a date from the consultant and it differs from this, please just let me know of this.

In light of the above, if you could agree to an extension of time until Monday 29th June 2026 to allow for environmental health to be consulted on the submitted details, it would be appreciated.

Kind Regards,

Freya

Freya Clewley

Minor Applications Lead (Development Management), Planning

T: 01903 737544

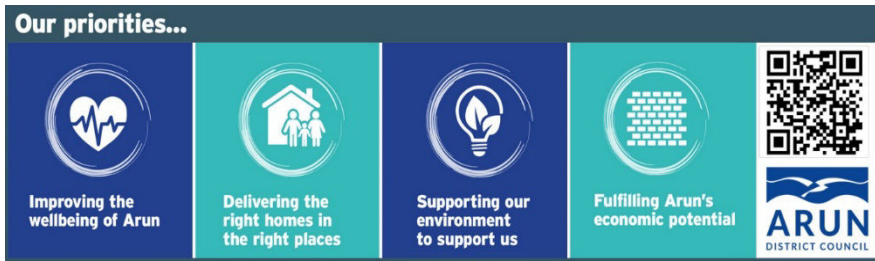
E: freya.clewley@arun.gov.uk

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From: Jayne Harding [REDACTED]
Sent: 20 May 2026 14:39
To: Neil Crowther <Neil.Crowther@arun.gov.uk>
Cc: Daniel Vick <Daniel.Vick@arun.gov.uk>; Freya Clewley <Freya.Clewley@arun.gov.uk>
Subject: Re: Planning Application Ref: CM/5/26/PL - St Mary's C of E Primary School, Clymping: Installation of air source heat pumps and associated works, including acoustic panel fence adjacent to the eastern site boundary.

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Dear Mr. Crowther,

Further to my earlier email, I can confirm that the requested noise survey is underway, and has been for several days. The Assessment Report will then be prepared immediately afterwards, so as soon as we have the information, it will be submitted to the Council.

A further point that I should mention is that the building work to install the heat pumps is planned for the school summer holidays. If the application is withdrawn/refused and then resubmitted, it is unlikely that the timescale for implementation will be met.

Please can you let me know if the Council is willing to accept an extension of time in this instance.

Kind regards

Jayne Harding

Director
Aspect360 Ltd
Planning and Development Consultants

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On Wed, 20 May 2026 at 12:36, Jayne Harding [REDACTED] wrote:

Dear Mr. Crowther,

I am writing in relation to the above planning application for the installation of air source heat pumps at St Mary's C of E Primary School, Clymping. In line with Church of England net zero targets, the applicant (the Diocese of Chichester) is undertaking a heat decarbonisation project for two schools in Arun District Council, including St Mary's C of E Primary School, Clymping.

The project is grant funded via the Public Sector Decarbonisation Scheme (PSDS). This grant will help fund the installation of an air source heat pump (ASHP) system, which will replace the school's existing gas boilers, along with improvements to roof insulation at the School.

The application was supported by a Sound Assessment, but the Council's Environmental Health Officer has requested additional information in the form of a full Noise Assessment. This was requested by the Case Officer (Rhiannon Lloyd) on 5th May 2026, and we were asked to submit the assessment by 11th May (only 4 working days). I informed Rhiannon that although we are happy to prepare the report, the timeframe was unrealistic as the Assessment would need to be commissioned, sound equipment installed for a numner of days and then a report prepared. We are still waiting for this report.

On 12th May, I received an email from Freya Clewley, who is now dealing with the application in Rhiannon's absence, asking when the Noise Assessment would be available. I advised that due to the lead in time for the preparation of this type of information, it was unlikely that the report would be available before the end of May, and consequently we would like to agree to an extension of time.

Yesterday, at 18.12pm, I received an email from Freya advising that her manager did support an extension of time, and that we could either withdraw the application today, or it would be refused due to the outstanding noise assessment. The application expiry date is 21st May.

While we acknowledge the importance of ensuring that the required technical information is provided to properly assess the application, we are concerned that withdrawal at this stage could place the project and associated grant funding at significant risk. The noise assessment has already been commissioned and we are currently awaiting completion of the report. We expect this information to be submitted as soon as it becomes available.

Given the clear public benefit of the proposal, namely the decarbonisation of a school building, reduction in operational carbon emissions, and replacement of aging fossil fuel heating infrastructure, we would respectfully request that the Council reconsider its position regarding an extension of time to allow the submission of the outstanding assessment.

We are keen to continue working positively and collaboratively with the Council to resolve the matter and avoid the need for withdrawal and resubmission, which would create additional delay, uncertainty, and cost for all parties involved.

I would be grateful if you could review the circumstances of this case and advise whether some flexibility can be applied to enable the application to remain live pending receipt of the noise assessment.

Please let me know if you would like to discuss the matter further.

Kind regards,

Jayne Harding BA (Hons) BTP MRTPI

Director

Aspect360 Ltd

Planning and Development Consultants

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