

[REDACTED]

[REDACTED]

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From: Lauren Willard [REDACTED]
Sent: 21 June 2021 09:16
To: Zoe Toppin <Zoe.Toppin@arun.gov.uk>
Cc: Lauren Willard [REDACTED] Daniel Vick <Daniel.Vick@arun.gov.uk>; Juan Baeza <Juan.Baeza@arun.gov.uk>
Subject: Re: EP/16/21/PL

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Dear Zoe

Please accept this email as confirmation that we agree to the extension of time until 23rd July 2021, as requested.

Kind Regards

Lauren Willard

[REDACTED]

On Wed, 16 Jun 2021 at 10:24, Zoe Toppin <Zoe.Toppin@arun.gov.uk> wrote:

Dear Lauren,

Following our recent phone call please can you accept an EOT for 23rd July.

The reason for this EOT is due to the June committee being cancelled and now the next committee meeting is now likely to be on 21st July. This is due to the leader of the Council requesting that committee meetings should be now held face to face, however due to the Covid guidelines being extended this now cannot happen before 19th July.

Many thanks

Zoe Toppin

Planning Officer, Planning



T: 01903 737500 ext 37889

E: zoe.toppin@arun.gov.uk

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From: Lauren Willard [REDACTED]
Sent: 02 June 2021 08:12
To: Zoe Toppin <Zoe.Toppin@arun.gov.uk>
Cc: Daniel Vick <Daniel.Vick@arun.gov.uk>; Juan Baeza <Juan.Baeza@arun.gov.uk>; Lauren Willard [REDACTED]
Subject: Re: EP/16/21/PL

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Zoe

Please accept this email as confirmation that we agree to the extension of time as requested.

Kind Regards

Lauren Willard



On Thu, 27 May 2021 at 09:20, Zoe Toppin <Zoe.Toppin@arun.gov.uk> wrote:

Dear Lauren,

I hope you are well.

You may be aware that we have received a further objection from East Preston Parish Council regarding the above application for the revised plans which were submitted.

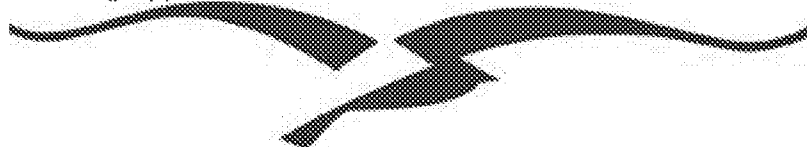
The decision for the application is due 28/05/21, however due to this further objection, this application will now need to be taken to the June Planning Committee, which is 23rd June.

Therefore, I will need an EOT of 25th June. Please can you confirm your acceptance of the EOT.

Many thanks

Zoe Toppin

Planning Apprentice



T: 01903 737500 ext 37889

E: zoe.toppin@arun.gov.uk

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From: Lauren Willard [REDACTED]
Sent: 27 April 2021 09:12
To: Juan Baeza <Juan.Baeza@arun.gov.uk>; Zoe Toppin <Zoe.Toppin@arun.gov.uk>
Subject: Re: EP/16/21/PL

Dear Zoe,

Please accept this email as confirmation that we agree to the extension of time requested.

Kind Regards

Lauren Willard

On Fri, 23 Apr 2021 at 11:07, Zoe Toppin <Zoe.Toppin@arun.gov.uk> wrote:

Dear Lauren,

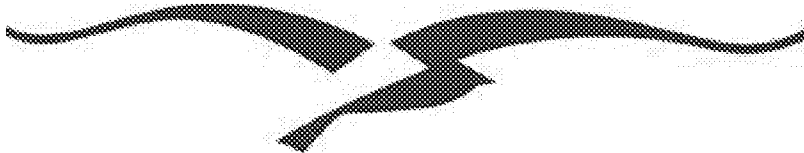
I hope that Juan has managed to clear up some of the issues which you have raised for the re-advertisement of the above application.

Please can you confirm your acceptance of EOT until 28/05/21 by Friday 30th April?

Many thanks

Zoe Toppin

Planning Apprentice



T: 01903 737500 ext 37889

E: zoe.toppin@arun.gov.uk

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From: Juan Baeza
Sent: 22 April 2021 18:15
To: Lauren Willard [REDACTED]
Cc: Zoe Toppin <Zoe.Toppin@arun.gov.uk>
Subject: RE: EP/16/21/PL

Dear Lauren

Just to clear things up. I apologise if you expected agreement between us on the plans before formally submitting them. This was done because we were on the cusp of issuing a refusal.

The intention for seeking to amend the proposal was principally to address the objections raised by senior management who were not in agreement of a recommendation to approve the report scheduled for 28 April Committee.

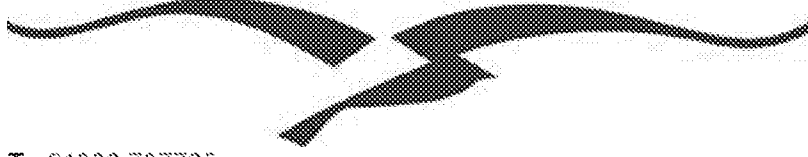
If East Preston PC still object to the revised plans I am hopeful that senior management will approve a recommendation to approve at the next available committee.

Regards

Juan Baeza

Team Leader,

Planning Department



T: 01903 737765

E: juan.baeza@arun.gov.uk

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From: Lauren Willard [REDACTED]
Sent: 22 April 2021 17:35
To: Zoe Toppin <Zoe.Toppin@arun.gov.uk>
Cc: Juan Baeza <Juan.Baeza@arun.gov.uk>; Lauren Willard [REDACTED]
Subject: Re: EP/16/21/PL

Dear Zoe

I was of the impression the amended scheme would be taken straight to Planning Committee hence my confusion/query.

I have been notified by the Parish Council that they have received notification of the re-consultation already. This concerns me as the revised drawing were issued for comment and we haven't agreed to the re-advertisement or extension of time as yet. I believe the Parish Council are likely to still object to the revised scheme as it hasn't addressed their comments. They didn't object to the rooflights or dormer which is leading the Applicant and myself to question whether we should have retained these features and tried to amend the scheme to address the parish councils objections. We didn't previously try to address their Objections as we had positive pre-application advice for the project and you were recommending the application for approval.

Will this scheme be taken to planning committee should we still receive objections from the Parish Council during the re-advertisement?

Kind regards

Lauren Willard



On Thu, 22 Apr 2021 at 15:24, Zoe Toppin <Zoe.Toppin@arun.gov.uk> wrote:

Dear Lauren,

The reason for the re-advertisement and re-consultation of this application is due to the change in proposal such as the removal of the dormer and reduced number of rooflights. Due to the number of original objections for this application on the plans which were first submitted it is necessary to inform them of the changes.

If the Parish Council raise no objection to these revised plans then this application will not need to be taken to committee.

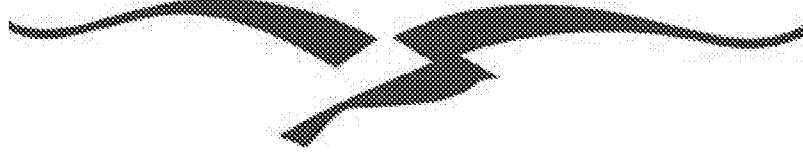
From the revised plans submitted I am happy with the proposal as it stands and will be waiting until the consultation period has expired before making a final decision on the application.

If you can confirm your acceptance of this EOT of 28/05/21 I can process this.

Many thanks

Zoe Toppin

Planning Apprentice



T: 01903 737500 ext 37889

E: zoe.toppin@arun.gov.uk

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From: Lauren Willard [REDACTED]
Sent: 22 April 2021 12:07
To: Zoe Toppin <Zoe.Toppin@arun.gov.uk>
Cc: Lauren Willard [REDACTED] Juan Baeza <Juan.Baeza@arun.gov.uk>
Subject: Re: EP/16/21/PL

Dear Zoe, Juan

I understand that re-advertisement is down to offer discretion, I would be grateful if you can advise why you feel this needs to be re-advertised. I don't believe there were any objections raised that related to the changes we are making, except overlooking which we have addressed by raising the height of the roof lights and removing the dormer.

Please can you also confirm that you are happy with the revised scheme and that they address the concerns that were raised when looking to take this to Planning Committee?

Kind Regards

Lauren Willard

On Wed, 21 Apr 2021 at 15:03, Zoe Toppin <Zoe.Toppin@arun.gov.uk> wrote:

Dear Lauren,

Thank you for your response and amended plan.

Due to the amended plan this application will need to be re-advertised due to the amendments, there will also need to be a full re-consultation to all consultees. Therefore, this will mean that you will not receive a decision by 30/04/21 due to the re-advertisement.

Therefore, I will need to ask you for an EOT until 28/05/21. Please can you confirm acceptance of this EOT.

Many thanks

Zoe Toppin

Planning Apprentice



T: 01903 737500 ext 37889

E: zoe.toppin@arun.gov.uk

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From: Lauren Willard [REDACTED]
Sent: 21 April 2021 14:45
To: Zoe Toppin <Zoe.Toppin@arun.gov.uk>
Cc: Lauren Willard [REDACTED] Juan Baeza <Juan.Baeza@arun.gov.uk>
Subject: Re: EP/16/21/PL

Dear Zoe and Juan

Please find attached amended drawings for your comments.

I have removed the dormer and reduced the number of roof lights. I have also reduced the size of the roof lights and positioned them so the cill of the roof lights are 1.7m from finished floor level so there is no overlooking. I have included a section to demonstrate the position of the roof lights.

I have reverted to a hipped roof at the rear of the building which is as per the pre-application advice scheme. I have done this in order to accommodate the staircase and still provide space for the two cars in the garage.

I hope these amendments are acceptable, however please do contact me if you have any queries .

Kind Regards

Lauren Willard

[REDACTED]

On Mon, 19 Apr 2021 at 15:22, Zoe Toppin <Zoe.Toppin@arun.gov.uk> wrote:

Hi Lauren,

I have now had chance to catch up with Juan.

Please can you send me the revised drawings for this proposal by Friday 23rd April. If I do not receive plans by this date the application will be refused.

I look forward to hearing from you.

Many thanks

Zoe Toppin

Planning Apprentice



T: 01903 737500 ext 37889

E: zoe.toppin@arun.gov.uk

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From: Lauren Willard [REDACTED]
Sent: 15 April 2021 12:08
To: Zoe Toppin <Zoe.Toppin@arun.gov.uk>
Subject: Re: EP/16/21/PL

Dear Zoe,

I called him when I received his email.

I just wanted to really confirm that we were going to be revising the drawings and that I would be in contact again early next week.

Kind Regards

Lauren

On Wed, 14 Apr 2021 at 13:48, Zoe Toppin <Zoe.Toppin@arun.gov.uk> wrote:

Dear Lauren,

Thank you for your email and voicemail.

I was unaware that Juan has phoned you on Friday and discussed a revised proposal. He is on leave this week so I haven't been able to catch up with him regarding this application.

I will ensure that I correspond with Juan when he returns on Monday.

Many thanks

Zoe Toppin

Planning Apprentice



T: 01903 737500 ext 37889

E: zoe.toppin@arun.gov.uk

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- Submit planning application comments
- Report any planning compliance issues

The publicity and consultation period for all planning applications that fall over this week will be extended by a further week to ensure no one is disadvantaged.

All other aspects of planning, building control and local land charges will be limited during this week and you are strongly advised to contact the individual departments before 12 April 2021 for specific restrictions during this time.

From: Lauren Willard [REDACTED]
Sent: 14 April 2021 11:13
To: Juan Baeza <Juan.Baeza@arun.gov.uk>
Cc: Lauren Willard [REDACTED] Zoe Toppin <Zoe.Toppin@arun.gov.uk>
Subject: Re: EP/16/21/PL

Dear Juan, Zoe

Further to your email below and subsequent telephone conversation. I have spoken with the applicant and we will be looking to amend the proposed plans as requested. As discussed on the phone we may want to revert to the roof as originally proposed on the pre-app (without the cat-slide) at the rear in order to accommodate the proposed staircase without the dormer.

I am away from work this week but will prepare and submit revised drawings early next week. I trust this is acceptable.

Kind Regards

Lauren Willard



On Fri, 9 Apr 2021 at 14:26, Juan Baeza <Juan.Baeza@arun.gov.uk> wrote:

Dear Lauren

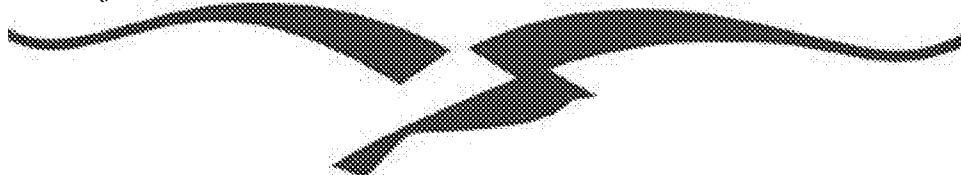
This is to inform you that as the application stands it will be refused. Please let us know if you want to withdraw it or receive a refusal notice.

Regards

Juan Baeza

Team Leader,

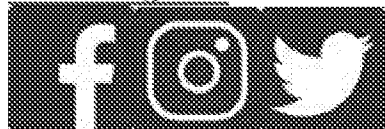
Planning Department



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From: Lauren Willard [REDACTED]
Sent: 07 April 2021 13:09
To: Juan Baeza <Juan.Baeza@arun.gov.uk>
Cc: Lauren Willard [REDACTED] Zoe Toppin <Zoe.Toppin@arun.gov.uk>; Dominic Lynch [REDACTED]
Subject: Re: EP/16/21/PL

Dear Zoe and Juan

I have forwarded the emails on to the applicant and asked him to come back to me asap.

The dormer is proposed because it is required in order to position the staircase where we have and achieve sufficient head height over the staircase. Not being able to include a dormer significantly impacts the proposed scheme. In order to accommodate the two vehicles and staircase without it I will potentially need to alter the proposed cat-slide roof at the rear or make the garage longer, both of which I'm sure the applicant or the neighbours will want.

With regard to potential use as residential accommodation, I have the following comments;

- The applicant intends for the remaining land behind the garage to become part of the garden to No.5 so there will be very little land associated with the garage.
- There will be no parking aside from that inside the garage.
- The first floor of the garage doesn't meet any internal space standards for residential use so if permission was applied for I believe it would be refused solely on inadequate space.
- There is no mains electricity, water or waste supply to the garage.
- Could a condition not be attached to the Planning Permission to ensure it isn't ever used for anything other than storage and garage space?

The pre-application advice we received prior to submitting this application didn't raise concerns over the dormer or number of roof lights proposed. The only comment was that any potential overlooking could be dealt with by obscuring the proposed windows. We purposely submitted the pre-application advice to ensure the proposal was acceptable including features such as the dormer.

Kind Regards

Lauren Willard



On Wed, 7 Apr 2021 at 11:03, Juan Baeza <Juan.Baeza@arun.gov.uk> wrote:

Lauren

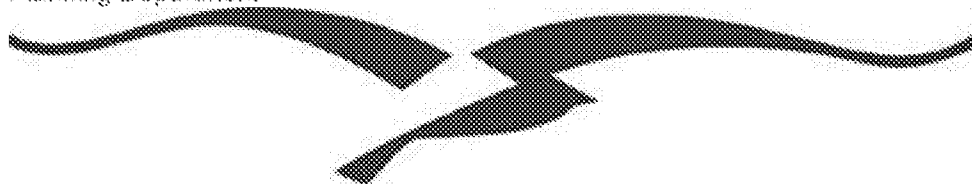
The changes outlined by Zoe will need to be confirmed today and sub plans submitted asap thereafter as the report needs to be finalised today.

Thanks

Juan Baeza

Team Leader,

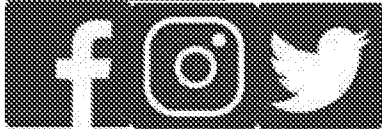
Planning Department



T: 01903 737765

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All other aspects of planning, building control and local land charges will be limited during this week and you are strongly advised to contact the individual departments before 12 April 2021 for specific restrictions during this time.

From: Zoe Toppin <Zoe.Toppin@arun.gov.uk>

Sent: 07 April 2021 11:00

To: Lauren Willard [REDACTED]

Cc: Juan Baeza <Juan.Baeza@arun.gov.uk>

Subject: RE: EP/16/21/PL

Hi Lauren,

I hope you are well, I have left you a voicemail to explain the below.

There has been some issues raised from my manager regarding this application being taken to committee. The application currently could be seen by our members and councillors as potentially becoming a residential unit. Therefore, we have come to the conclusion that certain aspects of this application should be changed in order for it to be approved at committee.

There has been a condition added to this application to show the three windows on the side (east) elevation of the garage will be permanently obscurely glazed and fixed shut up to a height of 1.7m from the finished floor level in order to protect the private amenity to the neighbours at the east. Please can you provide a plan to show this with a cross section from the ground to 1.7m to show the windows will be obscurely glazed and fixed shut up to a height of 1.7m.

There has also been concerns of why a dormer would be necessary for a garage if it is to be used as storage. As a result, it would be necessary to remove the dormer to the garage for this proposal. Please provide amended plans to show the dormer has been removed.

The three windows on west elevation should also be removed from the proposal as the garage will be used for storage there is no necessary need for windows, this will also create amenity issues.

To confirm I will require amended plans to show:

1. An amended plan for the east elevation to show the cross section from the ground to 1.7m to show the windows will be obscurely glazed and fixed shut up to a height

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