



Re: 30 Lavina Way - EP/66/26/HH

From Joe Clark <[REDACTED]>

Date Thu 06/08/2026 08:36

To Ella Summerfield <[REDACTED]> Matt Paine <[REDACTED]>; Kiya Kelly <[REDACTED]>

 1 attachment (749 KB)

image.png;

Hi Ella,

Thanks for getting back to me so quickly.

No problem at all. That's a relief, I thought for a moment there was still more to be done on the drawings.

Please accept this as written confirmation the applicants are in the process of obtaining the information for solar panels and will submit it at a later stage to the planning officer.

Best regards

Joe Clark

On Thu, 6 Aug 2026, 08:04 Ella Summerfield, <[REDACTED]> wrote:
Hi Joe,

I am not sure why you received another email I apologise for that; all the additional information you have sent looks suitable.

If you can confirm in writing that the applicants are in the process of obtaining the information for solar panels and will submit it at a later stage to the planning officer, we can validate the application.

If you have any questions, feel free to email me.

Thanks,

Ella Summerfield.

From: Joe Clark <[REDACTED]>

Sent: 05 August 2026 10:02

To: Ella Summerfield <[REDACTED]>

Cc: Matt Paine <[REDACTED]> Kiya Kelly <[REDACTED]>

Subject: Re: 30 Lavina Way - EP/66/26/HH

Morning Ella,

I hope you're well.

I've just received an email from your office with a number of outstanding issues on the application. Was certain we'd left it that everything was now sorted ready for validation, other than the Solar information. Would you mind checking the letter attached please. Happy to get any drawings updated and over to you pronto as needed.

Little update on the solar information. Matt & Kiya are moving as quickly as possible to get you the information/documentation. It would appear trying to pin down a solar panel installation company for a design during a heatwave is far trickier than anticipated.

Apologies that the information was incomplete and has been delayed. I'd like to note that pre-application advice was sought prior to submitting the application. However, there was no mention of Solar Panel manufacturer's specification for the proposed solar panels, or a Biodiversity Enhancement Statement included in the advice received.

As you can imagine, it came as quite the surprise when the request came through for the additional solar and biodiversity information.

We will do our utmost to get all required information to you before the 19th August deadline.

Best regards
Joe Clark

Email: [REDACTED]
Phone: 07825163679

On Fri, 24 Jul 2026 at 09:55, Ella Summerfield <[REDACTED]> wrote:
Hi Joe,

Both of the documents are looking good now, once we receive the info for the solar panels, we will be able to send the validation letter.
Have a good weekend.

Thanks,

Ella Summerfield.

From: Joe Clark [REDACTED] >
Sent: 23 July 2026 09:17
To: Ella Summerfield [REDACTED]; Matt Paine [REDACTED]; Kiya Kelly <[REDACTED]>
Subject: Re: 30 Lavina Way - EP/66/26/HH

Hi Ella,

Sorry for the lack of correspondence, I've been swamped since last Wednesday. I think I was writing my email to you as you sent this over, thank you for the update.

Please find the biodiversity enhancement statement attached.

Matt and Kiya are currently away on holiday, they're looking to arrange for a few local solar panel companies to quote the project and get the information needed over ASAP.

Apologies, the site plan scale bar was at the incorrect scale. Please see updated drawing 20002-P02 attached.

I am clear today and tomorrow. Please give me a call if you have time. I'd appreciate the opportunity to introduce myself and discuss the proposal to ensure the application is validated.

Best regards

Joe

Email: [REDACTED]

Phone [REDACTED]

On Tue, 14 Jul 2026 at 14:50, Ella Summerfield [REDACTED] > wrote:

Hi Joe,

The plans you sent over are looking good; there are just 3 things holding back the application being validated:

-Biodiversity Enhancement Statement (This is a local validation requirement and completely separate to the BNG requirements) I have attached Arun's validation requirements above please refer to pages 12-13 for further information on this statement.

-A manufacturers specification for the extra solar panels will be needed. If there are any changes with the validation this can be discussed with the planning officer, please refer to page 18 on the above validation requirements.

-The scalebar within specifically the Site/Block plan is not to the correct scale, this needs to be adjusted.

Kind Regards,

Ella Summerfield.

From: Joe Clark <[REDACTED]>

Sent: Monday, July 13, 2026 23:01

To: Ella Summerfield <[REDACTED]>; Matt Paine <[REDACTED]>; Kiya Kelly <[REDACTED]>

Subject: 30 Lavina Way - EP/66/26/HH

You don't often get email from [REDACTED] [Learn why this is important](#)

Hi Ella,

Thanks for sending this over. Please see responses to the RFI below:

Please agree to change description to "Single storey rear extension, new front porch and loft conversion including increase in ridge height and rear dormer. Relocation of existing and installation of new solar panels."

No problem at all changing the name. Please proceed.

Plans inconsistent

Existing location plan does not match the existing floor plans.

I've updated the cut plane to the existing first floor/roof plan on sheet 20101 to reflect existing location plan sheet 20001. The roof void is currently an uninhabited loft void. Hopefully this makes things clearer.

The Location Plan outline does not include the outbuildings to the side, please confirm whether these are part of the site or not, if they are, please include them in the red outline.

The original location plan outline was generated using the planning portal, I thought it strange how the line generated and was unable to edit the redline to incorporate the outbuildings, so included my own. I think this has only confused things further. Please see updated location plan including outbuildings.

Red site boundary outline for block plan and location plan are inconsistent. Please amend.

Noted and updated. Please see attached drawing 20001

The block plan does not measure to scale, it is suggested to improve scale and scale bar. Please amend.

Noted. Scale bar updated to all drawings, please see attached drawing 20002.

You are required to have dimensions from the proposed extension to all site boundaries. Please amend.

Noted and updated, please see attached drawing 20002.

Solar Panels

Please provide the manufacturer's specification for the proposed solar panels.

The applicants have not yet investigated sourcing a PV system or a provider pending the outcome of the planning application. It would be good to understand the implications should the supplier/manufacturer change between planning and construction. I'll call Tuesday 14th to discuss the requirements and limitations.

Biodiversity Enhancement Statement

Please submit a Biodiversity Enhancement Statement. This is a local validation requirement completely separate to the Biodiversity Net Gain requirements and as a minimum, it should state how the application seeks to protect and improve the existing on-site natural environment. Please refer to the validation requirements list for further information.

The validation requirements at this location doesn't highlight the need for a biodiversity enhancement statement. It would be great to discuss this on the phone to better understand the extent of the biodiversity enhancement statement required.

image.png

Best regards
Joe Clark

Email: [REDACTED]

Phone: 07825163679

----- Forwarded message -----

From: <[REDACTED]>

Date: Fri, 10 Jul 2026 at 15:34

Subject: Request for further information EP/66/26/HH

To: <[REDACTED]>

<https://www.arun.gov.uk>

DX 57406 Littlehampton

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