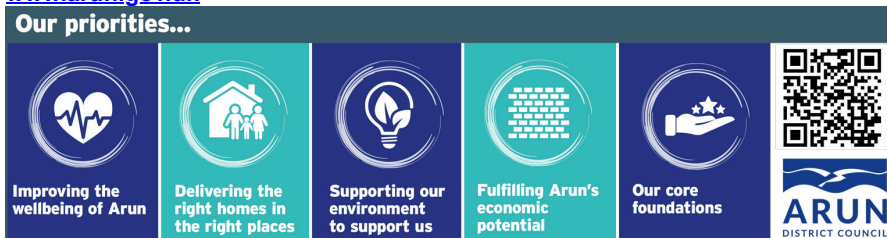


From: [Rosalind Bentley](#)
To: [Kathryn Hopkins](#); [Michael Tucker](#);
Subject: RE: S106 - Yapton, Arundel
Attachments: [Application for Approval of Details under an Obligation.docx](#)
Sent: 24/09/2026 10:51:23

Hi Kathryn,
Upon reading the S106 again (and double checking with Copilot!) looks like we could accept the amendment under a formal approval letter rather than a Deed of Variation. Therefore, please can you complete the attached Approval of Obligations 'AOO' form with all the details (plus this email trail) and return to planning@arun.gov.uk (and cc me in) which will then enable us process this formally and provide a decision letter to go with the S106.
Many thanks

Ros Bentley (Mrs)
Planning Contributions & Data Analysis Officer
Planning Department
T: 01903 737636
E: rosalind.bentley@arun.gov.uk
Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk



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From: Kathryn Hopkins
Sent: 24 September 2026 09:56
To: Rosalind Bentley ; Michael Tucker
Subject: Re: S106 - Yapton, Arundel

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Hi Rosalind

Of course, please let me know once you have checked. I have re-attached the extract shared earlier, incase that is of use but please let me know if you need the entire document.

Obligation to Provide Affordable Housing

- 2.1 40% of the Residential Units will be Affordable Housing Units in the following proportions unless otherwise agreed with the ADC, such approval not to be unreasonably withheld or delayed:
- 65% of the Affordable Housing Units will be affordable rented;
 - 35% of the Affordable Housing Units will be shared ownership;
- 2.2 10% of the Affordable Rented Units will be designed to Lifetime Homes standards;
- 2.3 All of the Affordable Housing Units will be designed and constructed to meet the Affordable Housing Standards;
- 2.4 Unless otherwise agreed in writing with the ADC (such approval not to be unreasonably withheld or delayed), the Affordable Housing Units will comprise either:

If the approved plan is drawing number P828/01 revision L	
2 bed flats	3
2 bed houses	15
3 bed houses	42
4 bed houses	9
Total:	69

or

If the approved plan is drawing number P828/01 revision P	
2 bed flats	3
2 bed bungalow	1
2 bed house	15
3 bed house	42
4 bed house	8
Total:	69

Kind regards
Kathryn Hopkins

Performance and Operations Manager - Commercial Services
Stonewater

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From: Rosalind Bentley <Rosalind.Bentley@arun.gov.uk>
Sent: Thursday, September 24, 2026 09:52
To: Kathryn Hopkins [REDACTED]
Subject: RE: S106 - Yapton, Arundel

Hi Kathryn,

This is good to know but can I just double check the wording of the original S106 to see if we must insist on a DOV or not.

Kind regards

Ros Bentley (Mrs)

Planning Contributions & Data Analysis Officer

Planning Department

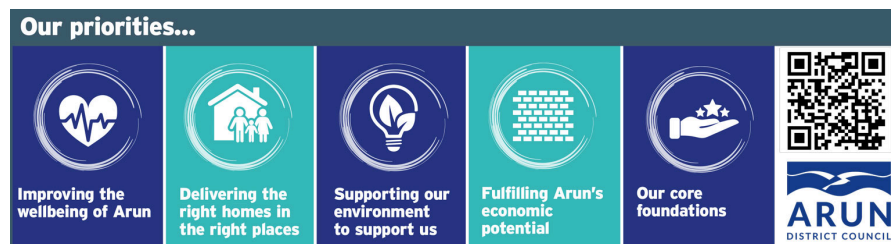
T: 01903 737636

E: rosalind.bentley@arun.gov.uk

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From: Kathryn Hopkins [REDACTED]
Sent: 24 September 2026 08:13
To: Michael Tucker [REDACTED] Rosalind Bentley <Rosalind.Bentley@arun.gov.uk>
Cc: Karl Roberts <Karl.Roberts@arun.gov.uk>
Subject: Re: S106 - Yapton, Arundel

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Good morning

Thank you for your speedy response, it is much appreciated. We wanted to get your provisional approval to the conversion (subject to legal confirmation and formal planning approval) before we submitted the case to our executive team for approval.

If they are in agreement with the buyback and conversion of this home, we will begin the process of formally requesting permission to convert. Rosalind kindly provided me with the attached, will this still be required or would a letter be sufficient given we are hopefully not looking at a formal DOV.

Thank you again for all of your help.

Kind regards

Kathryn Hopkins

Performance and Operations Manager - Commercial Services

Stonewater
[REDACTED]

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From: Michael Tucker <Michael.Tucker@arun.gov.uk>

Sent: 24 September 2026 07:54

To: Rosalind Bentley <Rosalind.Bentley@arun.gov.uk>

Cc: Kathryn Hopkins <[REDACTED]> Karl Roberts <Karl.Roberts@arun.gov.uk>

Subject: RE: S106 - Yapton, Arundel

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Good morning Ros,

Having considered the current circumstances of this one, I would support the transfer of this particular property to Affordable Rent and subject to our Legal teams confirmation, would be happy that this be dealt with this by way of a formal letter from Planning rather than requiring a DOV to be submitted.

The same would apply should the applicant require this unit be changed from a Shared Ownership with a cascading right to a Rent to Buy as these forms of tenure which again, subject to our Legal teams confirmation, we would find acceptable

Best

Mike

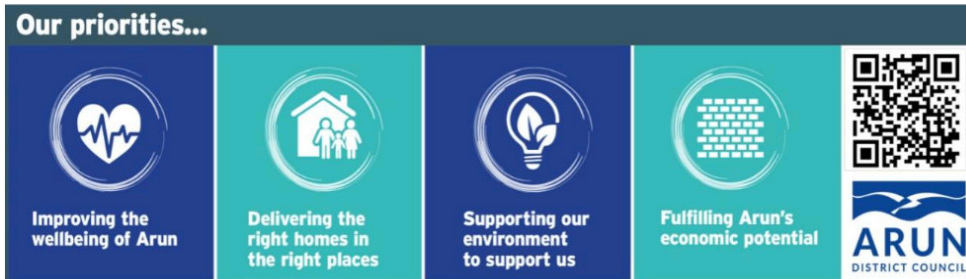
Michael. W. Tucker
Housing Development & Enabling Officer

Please note that I work part time Monday to Wednesday 9.00am - 5.30pm

T: 01903 737991

E: michael.tucker@arun.gov.uk

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



From: Rosalind Bentley <Rosalind.Bentley@arun.gov.uk>
Sent: 23 September 2026 09:28
To: Michael Tucker <Michael.Tucker@arun.gov.uk>
Cc: Kathryn Hopkins <[REDACTED]>
Subject: FW: S106 - Yapton, Arundel

Hi Mike,

Sorry to chase as I know you are really busy but wondering if you are able to offer Kathryn any advice, so we know if its worth her putting in a DoV or not?

Many thanks

Ros Bentley (Mrs)

Planning Contributions & Data Analysis Officer

Planning Department

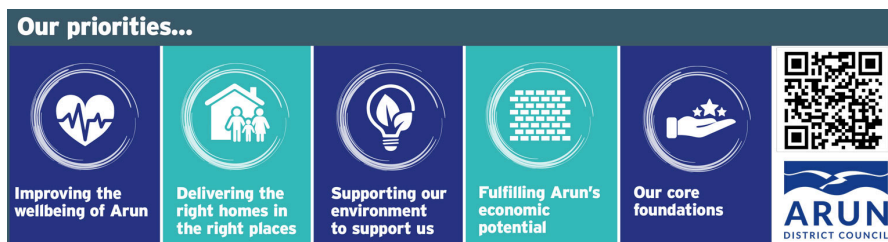
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From: Kathryn Hopkins <[REDACTED]>
Sent: 22 September 2026 16:59
To: Rosalind Bentley <Rosalind.Bentley@arun.gov.uk>
Subject: Re: S106 - Yapton, Arundel

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Hi Rosalind

I hope you are well.

I am so sorry to chase but we are keen to try and move forward with options for the customer who is in a very challenging position.

Has there been any update from your colleagues? I am happy if you want to provide me with their details so I can contact them directly to save me keep pestering you - you've been so helpful to date.

Kind regards

Kathryn Hopkins

Performance and Operations Manager - Commercial Services

Stonewater

Mobile: [REDACTED]

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From: Rosalind Bentley <Rosalind.Bentley@arun.gov.uk>

Sent: 07 September 2026 10:59

To: Kathryn Hopkins <[REDACTED]>

Subject: RE: S106 - Yapton, Arundel

Hi Kathryn,

This seems a reasonable solution. I've passed details onto our affordable housing officer and if they agree in principle I think you can just submit a revised AH scheme (AOO type application) which is a much more straight forward way to sort it than a DOV.

Kind regards

Ros Bentley (Mrs)

Planning Contributions & Data Analysis Officer

Planning Department

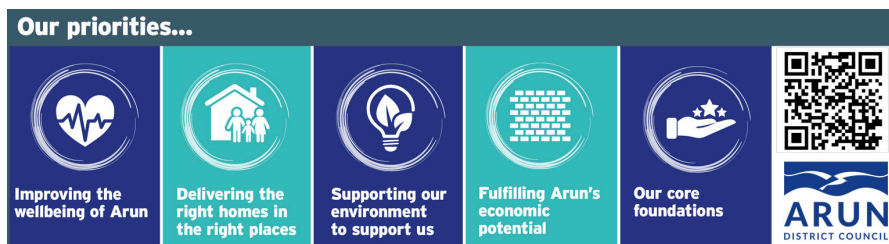
T: 01903 737636

E: rosalind.bentley@arun.gov.uk

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From: Kathryn Hopkins <[REDACTED]>
Sent: 07 September 2026 10:31
To: Rosalind Bentley <Rosalind.Bentley@arun.gov.uk>
Subject: Re: S106 - Yapton, Arundel

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Hi Rosalind

Thank you for the below.

I have been discussing this with a colleague and would appreciate your thoughts on the below:

- If we were to convert the home from Shared Ownership to Affordable rent, would the council be in agreement that we would only require a letter from the Council to agree to this given 2.1 and 2.4 of Schedule 4 of the agreement, avoiding the need for the time, expense and work required for a formal deed of variation?

Obligation to Provide Affordable Housing

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 - 35% of the Affordable Housing Units will be shared ownership;
- 2.2 10% of the Affordable Rented Units will be designed to Lifetime Homes standards;
- 2.3 All of the Affordable Housing Units will be designed and constructed to meet the Affordable Housing Standards;
- 2.4 Unless otherwise agreed in writing with the ADC (such approval not to be unreasonably withheld or delayed), the Affordable Housing Units will comprise either:

If the approved plan is drawing number P626/01 revision L	
2 bed flats	3
2 bed houses	15
3 bed houses	42
4 bed houses	9
Total:	69

or		If the approved plan is drawing number P626/01 revision P	
2 bed flats		2 bed flats	3
2 bed houses		2 bed bungalow	1
3 bed houses		2 bed house	15
4 bed houses		3 bed house	42
		4 bed house	8
Total:	69	Total:	69

- The other option we would look to explore and would appreciate your thought/comment, would be around changing it from shared ownership to rent to buy. Would the council be in agreement with this, and would this change be supported with written agreement or would it require a more formal deed of variation?

As you advise, we agree we would need to ensure we have relevant approvals in place before offering a buy back to the customer, and given this still needs to be agreed by our executive team (which we cant apply for until we have resolved the future use of the unit), we would like to keep any changes as simple as possible, given this may end up being declined anyway with our exec team.

Thank you for your help so far and we look forward to hearing from you.

Kind regards

Kathryn Hopkins

Performance and Operations Manager - Commercial Services

Stonewater

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From: Rosalind Bentley <Rosalind.Bentley@arun.gov.uk>
Sent: 20 August 2026 16:05
To: Kathryn Hopkins <[REDACTED]>
Subject: RE: S106 - Yapton, Arundel

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Hi Kathryn,

We have been considering this situation, and it seems that the market for house sales has slowed down in recent months, developers are struggling to sell new homes, and this would filter down to persons trying to sell shares in a shared ownership. I can't see that there are any further restrictions on the s106 such as who can live in the shared ownership property other than, they should meet the general criteria of needing an affordable home. The only suggestion if you did decide to purchase it back is you could apply for a deed of variation to amend the tenure type from shared ownership to affordable rent. I would advise you and the current owner do that first before agreeing to purchase just in case there is planning reasons as to why we would not accept it. Forms attached should you wish to try that route.

Kind regard

Ros Bentley (Mrs)

Planning Contributions & Data Analysis Officer

Planning Department

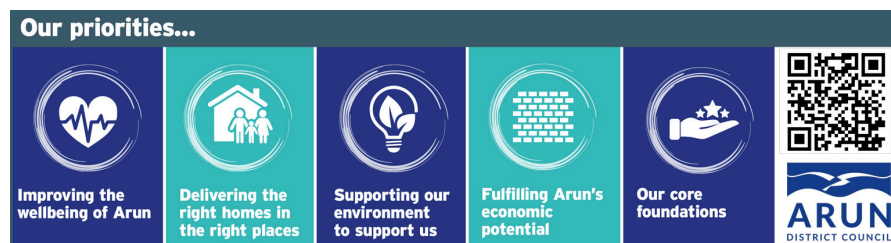
T: 01903 737636

E: rosalind.bentley@arun.gov.uk

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From: Kathryn Hopkins <[REDACTED]>
Sent: 20 August 2026 10:15
To: Rosalind Bentley <Rosalind.Bentley@arun.gov.uk>
Subject: Re: S106 - Yapton, Arundel

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Hi

Thank you for the reply.

The customer has exhausted attempts to sell as a share and therefore was looking at staircasing simultaneously to sale (back to back) but has had no luck with this either. I have attached the S106, thank you for agreeing to look further. As this would have been staircased out, the S106 restrictions would not apply.

The customer has enquired about us buying the home back from here (which we would then normally look to sell to another shared owner) but given the customer has been unable to find a buyer, it is likely we will have the same issue and have an empty HO home.

We are trying to look at what other options we would have under the S106, or that the council would be happy with if we did purchase the home back from customer, that wouldn't leave Stonewater with an unsellable asset.

Kind regards

Kathryn Hopkins

Performance and Operations Manager - Commercial Services

Stonewater

Mobile: 07741819415

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From: Rosalind Bentley <Rosalind.Bentley@arun.gov.uk>
Sent: 19 August 2026 09:07
To: Kathryn Hopkins <[REDACTED]>
Subject: RE: S106 - Yapton, Arundel

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Hi Kathryn,

Thank you for your enquiry below which has reached me as the s106 monitoring officer. It sounds like it's difficult a difficult time for owners wanting to sell their share in their Shared ownership properties, I also wonder if there are further restrictions on who can purchase the share, such as they must be an Arun resident? As I had had similar enquires about that recently which is making it even harder for SO occupiers to sell. I'm not sure there is much we could do other than maybe Housing considering a purchase but I think that is probably unlikely, could you let me know the planning permission/s106 date or address and I'll look just into it a bit more.

Many thanks

Ros Bentley (Mrs)

Planning Contributions & Data Analysis Officer

Planning Department

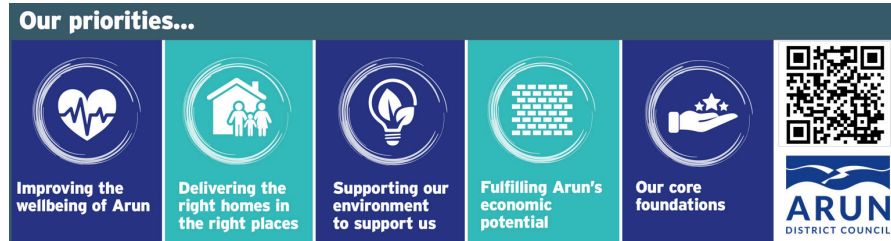
T: 01903 737636

E: rosalind.bentley@arun.gov.uk

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From: Nicola Spencer <Nicola.Spencer@arun.gov.uk> **On Behalf Of** Planning

Sent: 18 August 2026 16:57

To: Rosalind Bentley <Rosalind.Bentley@arun.gov.uk>

Subject: FW: S106 - Yapton, Arundel

Could you help the customer on this one

Nicola Spencer

Technical Support Manager

Planning Services

T: 01903 737945

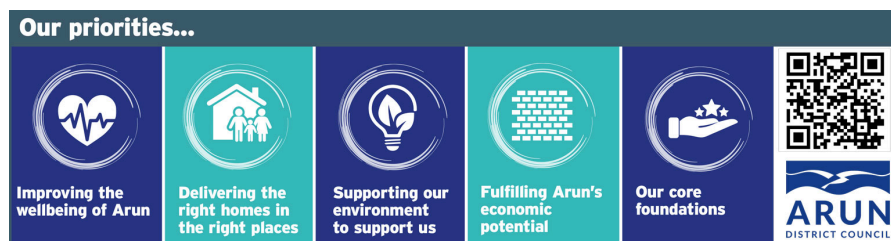
E: nicola.spencer@arun.gov.uk

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From: Kathryn Hopkins <[REDACTED]>

Sent: 11 August 2026 12:59

To: Sophie Edwards <Sophie.Edwards@arun.gov.uk>; Planning <Planning@arun.gov.uk>
Subject: Re: S106 - Yapton, Arundel

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Hi Sophie

Yes it maybe planning are able to assist - apologies, your contact was given to me but I didnt know the scope of your role when I emailed.

I will wait to hear back from your colleagues in planning.

Kind regards

Kathryn Hopkins

Performance and Operations Manager - Commercial Services

Stonewater

[REDACTED]

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From: Sophie Edwards <Sophie.Edwards@arun.gov.uk>
Sent: 11 August 2026 12:27
To: Planning <Planning@arun.gov.uk>
Cc: Kathryn Hopkins <[REDACTED]>
Subject: FW: S106 - Yapton, Arundel

Good afternoon,

Would this come under Planning?

Kind regards,

Sophie Edwards

Housing Support Officer

Housing, Wellbeing & Communities

T: 01903 737552

E: housing.options@arun.gov.uk

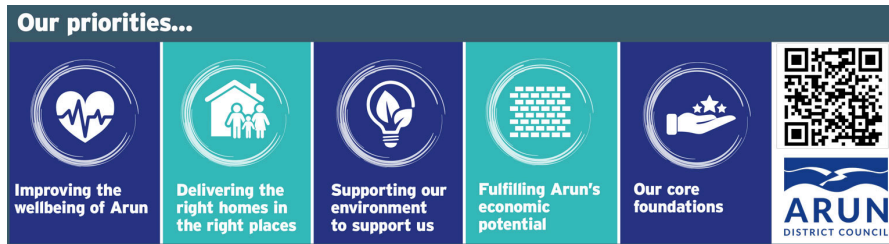
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From: Kathryn Hopkins <[REDACTED]>
Sent: 11 August 2026 12:09
To: Sophie Edwards <Sophie.Edwards@arun.gov.uk>
Subject: S106 - Yapton, Arundel

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Good morning

I hope my email finds you well and is directed to the correct person/team. If not, please can it be forwarded to whoever is best placed to assist.

We have a shared ownership customer in a 3 bedroom end terrace house in Yapton, Arundel. They have been trying to sell their home (both as a share and as 100%, exercising their staircasing right) for over 18 months with no interested parties. The customer has presented with exceptional circumstances, along with the imminent financial concern of being made redundant which will impact her ability to maintain the rent/service charge on the property.

Stonewater are looking at what options we have to be able to support the customer. Whilst we would support her circumstances to look to buy back the property, the lack of interest in the property as a resale raises concerns that we would have the same issues selling the property as a shared ownership home.

The home is subject to a S106, attached for ease of reference. Before we are able to confirm to the customer what our options are to support her, we want to fully understand what our options are, should we end up buying the property back from the customer.

The S106 restricts the home to affordable housing, other than:

- 2.9 The Affordable Housing provisions of this Deed shall cease to bind the Affordable Housing Units if any of the following circumstances occur:**
- (a) If the Affordable Housing unit is transferred or leased by a mortgagee exercising a power of sale; or**
 - (b) If a statutory right to acquire the Affordable Housing Unit has been exercised pursuant to the *Housing Act 1985* or the *Housing Act 1996* or pursuant to any statutory re-enactment, amendment or replacement of those Acts; or**
 - (c) If the Affordable Housing Unit has been sold under a shared ownership lease or transfer and the leaseholder or transferee (or the mortgagee of such leaseholder or transferee) has by staircasing acquired 100% ownership of the Affordable Housing Unit.**

It is our understanding that none of these would allow Stonewater to dispose of the property on the open market. Given we are working to try and assist a shared owner in significant difficulty - we wanted to approach the council to see what options are available to us to help us support our customer.

We look forward to hearing from you.

Kind regards

Kathryn Hopkins

Performance and Operations Manager - Commercial Services

Stonewater

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