
FW: LU/234/25/PL

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

Date Wed 14/01/2026 09:35

To Planning.Responses <Planning.Responses@arun.gov.uk>

 3 attachments (1 MB)

8400-P01A.pdf; 8400-P02A.pdf; Action Sheet v3 K no consult.docx;

Sub plans, no reconsult please.

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

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



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 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: Pam Stokes <[REDACTED]>

Sent: 13 January 2026 16:48

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

Subject: RE: LU/234/25/PL

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Dear Kathryn,

Thanks for the call this afternoon.

I have added the proposed floor level in the extension on the attached drawings (+3.79 to match existing) and added existing external spot levels on the proposed site plan for reference (based on the topographical survey).

I have contacted UK Flood Risk regarding the first question and they are going to let me know if they can answer this by tomorrow because they need to find out if the data is available.

Kind regards

Pam Stokes

Hertfordshire Architects Ltd

T: [REDACTED]
M: [REDACTED]

W: <https://www.architects-hertfordshire.co.uk/>



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IMPORTANT: BANK PAYMENT DETAILS HAVE CHANGED TO STARLING BANK.

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

Sent: 13 January 2026 16:20

To: Pam Stokes <[REDACTED]>

Subject: RE: LU/234/25/PL

Dear Pam,

As discussed the standing advice from the Environment Agency requires us to understand:

- the estimated flood level for your development, taking into account the impacts of climate change over its lifetime, and the
- details of the finished floor levels.

Would it be possible to provide these details by tomorrow such that I can complete my Officer Report. A simple email confirming these details will suffice, there's no need to update the FRA.

Kind regards,

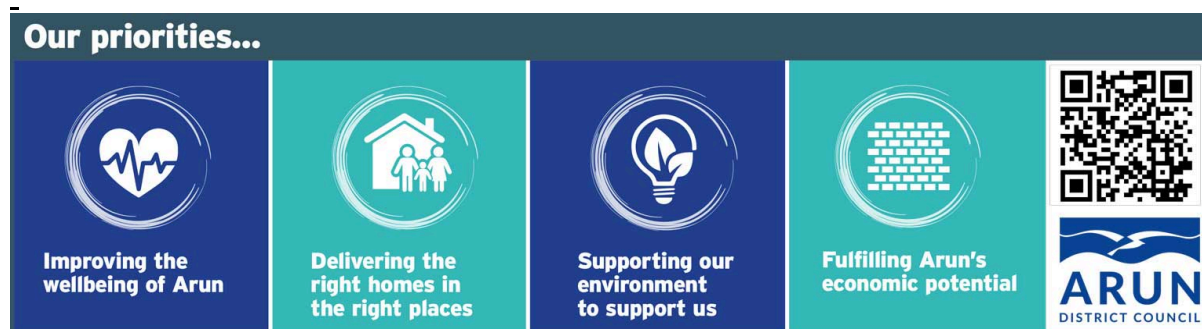
Kathryn Welch
Senior Planning Officer, Planning Department

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From: Pam Stokes <[REDACTED]>
Sent: 13 January 2026 13:23
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Subject: RE: LU/234/25/PL

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Dear Kathryn,

Thank you for the update on the application, I am trying to get hold of my client to discuss.

As the Conservation Officer has responded late, is there any scope for an extension of time? I have some suggestions with regard to amending the scheme to address the concerns, but it would make sense to hear back from Martyn regarding these prior to formally updating the drawings.

In terms of public benefits, I have covered some of these in the Design & Access Statement:

- Additional 10 children and 2 staff members (local employment).
- The additional space provides improved functionality and flexibility, supporting the continued operation of a valued local childcare facility.
- Separate pre-school, toddler and baby gardens spaces.

Kind regards

Pam Stokes

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

Sent: 12 January 2026 17:09

To: Pam Stokes <[REDACTED]>

Subject: FW: LU/234/25/PL

Importance: High

Dear Pam,

Please see below the comments from our Conservation Area Officer, which will be uploaded shortly if they have not already been added to the system.

As set out in these comments, Martyn considers that the proposal would result in harm to the character and appearance of the Conservation Area. This harm arises from the loss of the hood-moulded Gothic Revival double-arched window and door, as well as the lower section of the attractive two-storey angled bay window. It is also noted that the proposal does not currently secure opportunities to enhance or better reveal the significance of the heritage asset.

I would be grateful for your views on these points, particularly whether there are any amendments that could be made to the scheme to address these concerns. In addition, I would like to discuss the potential public benefits of the proposal. For example, is the nursery intending to increase the number of children it can accommodate?

Unfortunately, Martyn's comments have been received quite late in the application process. I would therefore appreciate if you could provide your response by 14 January at the latest.

Kind regards,

Kathryn Welch

Senior Planning Officer, Planning Department

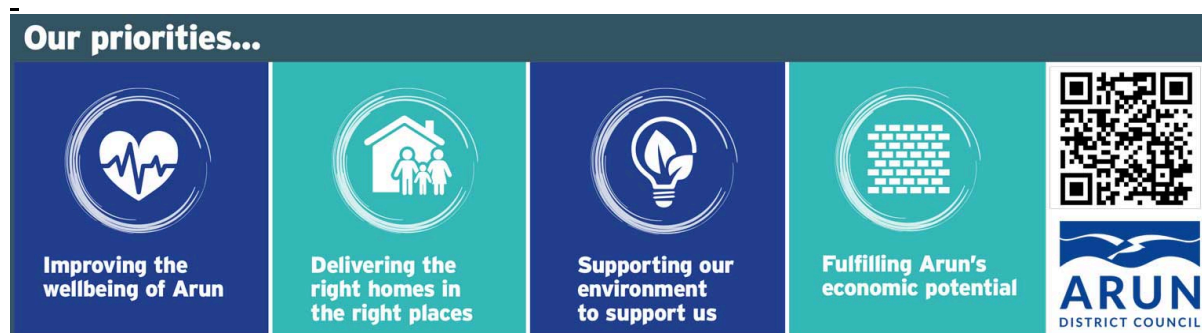
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From: Martyn White <Martyn.White@arun.gov.uk> **On Behalf Of** Conservation Officer

Sent: 09 January 2026 15:39

To: Planning.Responses <Planning.Responses@arun.gov.uk>

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

Subject: LU/234/25/PL

LU/234/25/PL

5 Selborne Place Selborne Road Littlehampton BN17 5NH

Single storey rear extension and alterations. This application affects the character and appearance of the Littlehampton Sea Front Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.

Through a map-based assessment and subsequent site visit, the following heritage assets of relevance to this application have been identified:

No. 5 Selborne Place

Number 5 Selborne Place is one of 6 properties built by the distinguished Victorian architect, William White circa 1865 as seaside homes for his own family and that of his brother Henry in an adaptation of the Gothic Revival style for domestic use.

The property is built of brown brick with tiled roofs with terracotta ridge. It is three storeys and attics with three windows each to the south side and irregular fenestration to the north or entrance front. The staircases are situated at the entrance front with the principal rooms facing south towards the sea.

The property, like others retain the original attached brick walled service yard with arched doorcase with the original upper clay honeycomb walling. On the north side the property (i.e. front garden) is bound by a low flint wall. It is considered to be of architectural significance.

The conservation area

The property is also located within the conservation area which contains a number of terraced and semi-detached properties which illustrate the development of the town as a seaside resort.

The area surrounding the property consists of a small number of mostly semi-detached houses set within spacious, mature grounds. There is a clear and consistent building line, with buildings positioned centrally within their north–south aligned plots. These plots typically extend between Western Road to the north and Selborne Road to the south, making the buildings visible from multiple viewpoints and giving this group of properties a prominent role as an entrance or starting point to the conservation area. The visibility of both front and rear elevations means that each contributes equally to the area's special character.

In addition to Selborne Place, Wellesley Court is a large and visually dominant building located at the junction of three roads. It sits within a generous plot, enclosed by an attractive and distinctive flint wall whose slightly varied height creates a subtle stepped effect.

The Proposal

The proposal is for a single storey rear extension and alterations to the building.

As you are aware, the building is attractive and forms part of an important group in this part of the conservation area. Whilst not listed, it has been identified by the Local Planning Authority as a Locally Listed Building of Character, and as a result is a non-designated heritage asset.

The proposed extension is essentially a flat-roofed, simple, box-like addition, and it is not clear how its design has been informed by the distinctive appearance and architectural character of the host building. The new extension would interfere with the legibility of the original rear elevation of the building. The extension would require the removal of the rear ground floor wall which includes what appears to be a hood-moulded Gothic Revival double-arched window and door, along with the lower portion of an attractive two-storey angled bay window. These features make a clear contribution to the architectural interest of the building, and their loss would cause harm.

It is therefore surprising to see the assertion in the heritage statement that “clearly there is no meaningful harm whatsoever to historic structure, fabric”. This conclusion is difficult to understand, as the proposal would result in the loss of a substantial part of the ground-floor rear elevation, which appears to retain its original form, detailing and historic materials.

Proposals of this nature should be expected to look for opportunities to enhance or better reveal the significance of the heritage asset, for example through the use of more appropriate, sympathetic joinery and design. This does not appear to have been considered. Although I am aware that there are nearby extensions of a similar nature within the group of houses, especially the one at the rear of numbers 3 & 4, this does not generally relate well to the host building and therefore cannot be taken as setting a precedent for the current proposal. This is important in the sensitive heritage context. The extension would also be visible from the road to the rear which would not have a positive impact.

I am therefore of the opinion that the proposal would detract from the host building and its important architectural features. As such, it would also cause harm to the character and appearance of the conservation area.

Conclusion

It is concluded that the proposed extension would be harmful to both the locally listed building and the conservation area. The proposal is such that the impact can be described as causing less than substantial harm in accordance with paragraph 215 of the NPPF

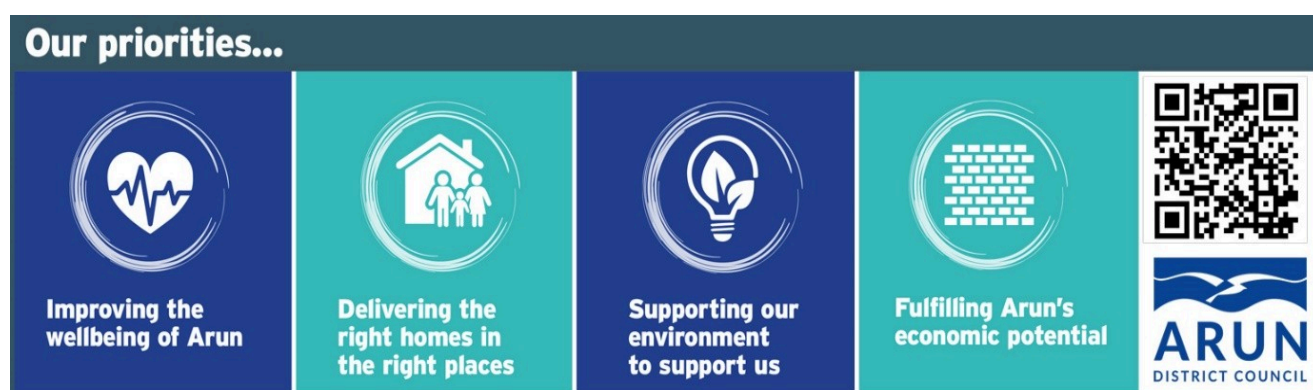
(2024). As such, you will also need to consider the public benefits that the development may achieve as part of your assessment of the application, along with the contents of section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended).

Martyn White
Principal Conservation Officer, Planning

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