

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



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



From: Alison Meeus [REDACTED]
Sent: 26 March 2026 10:50
To: Harry Chalk <Harry.Chalk@arun.gov.uk>
Subject: RE: Application Response Application LU/24/26/PL Allocation

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Hi Harry,

No problem. The MFS guidance is only a recommendation.
So, If they include a disabled bay directly outside, the benefits would be that it doesn't require them to cross a carriage way and if they are unable to walk very far they would be able to access the site.

However, whilst not immediately outside there are other disabled spaces directly opposite the site. So, either option is acceptable but a plan would be good for clarification over what they end up deciding upon.

Kind regards
Alison

From: Harry Chalk <Harry.Chalk@arun.gov.uk>
Sent: 26 March 2026 10:35
To: Alison Meeus [REDACTED]
Subject: RE: Application Response Application LU/24/26/PL Allocation

****EXTERNAL****

Good morning, Alison,

Thank you for coming back to me.

The current proposal does not outline the parking arrangements for the site, other than the application form highlighting the loss of 2 and that 6 would remain. From review of the site, it is not clear to me that 6 is possible without overlap onto the highway. So, I anticipate 4-5 would remain.

The previous permission outlined a parking plan (including a disabled bay to the side) that should be implemented prior to occupation, but the grant of permission for this extension would effectively mean this parking plan could not be implemented as conditioned due to the loss of the two to the side. Thus, the condition would fall away if this permission were implemented, and the parking arrangements would, therefore, remain as current, minus any prejudice from the extensions.

From review of the elevations and block plan, my understanding is that the side extension would occupy two normal parking spaces, resulting in their displacement. The vestibule would appear to be located where the hashed marking is to the front of the building, circled in your photo. Apologies for the confusion, but I had assumed the disabled bay you were referring to, was the bay to the front with the hashed marking to the side. I know it is not a disabled bay, but assumed it was considered as one in the absence of seeing an existing disabled bay anywhere else on site.

While I acknowledge the 5% suggestion within the WSCC guidance, it does also say that sites with low/no parking due to constraints may not require any such spaces, and that 5% of 5 spaces would round down to zero spaces. In any event, I am also conscious that there are three public disabled parking bays immediately opposite the front of the site, so I am not necessarily in agreement that we can require the provision of a disabled parking bay in this context.

Could I get your thoughts?

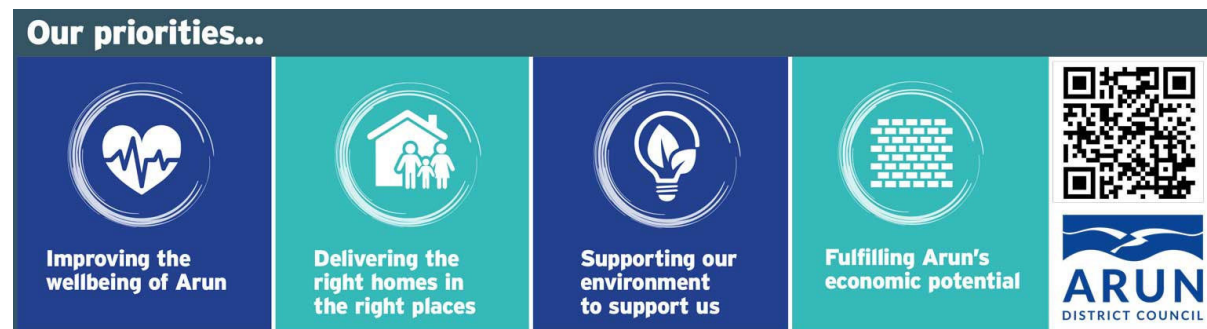
Thank you,

Harry Chalk, MSc
Senior Planning Officer, Development Management

T: 01903 737577
E: harry.chalk@arun.gov.uk

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From: Alison Meeus [REDACTED]
Sent: 26 March 2026 09:35
To: Harry Chalk <Harry.Chalk@arun.gov.uk>
Subject: RE: Application Response Application LU/24/26/PL Allocation

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Good Morning Harry,

OK it does seem it's an error on my part, apologies. However, we would not raise any highway safety concerns over the loss of two parking spaces to the side, but a disabled space does need to be provided.

Can I just check (apologies for the basic picture below!) but with the vestibule in place are you saying there will be four spaces normal sized spaces outside available for use but no disabled spaces?

As mentioned above, WSCC would like to see at least 1 disabled parking space included in the parking provision (to meet the 5% recommended guidance in MFS)

Therefore, can you check if they will be marking out the spaces below to provide 1 disabled space here, and I'm guessing there would be enough space to also provide 2 standard size spaces as well?

Also, what's happening with the other 2 spaces to the left of the vestibule?

A basic plan will be required for planning showing the location of the spaces for clarity, with the dimensions of the spaces proposed. These are 2.4m x 4.8m for standard spaces, with a 1.2m side and rear hatch for a disabled space.

Thanks
Alison





From: Harry Chalk <Harry.Chalk@arun.gov.uk>
Sent: 24 March 2026 10:08
To: Alison Meeus [REDACTED]
Subject: RE: Application Response Application LU/24/26/PL Allocation

****EXTERNAL****

Good morning, Alison,

I just noticed that your comments for the above application appear to reference the loss of only one parking space (disabled bay) to the front of the site. However, I note that the application would result in the loss of two to the side of the building, and that the vestibule to the front of the site I believe will only result in the loss of the hashed side to the disabled bay (loss of the disabled bay but no impact on parking capacity).

Could you advise if this was an error and/or if you have further concern?

Thank you,

Harry Chalk, MSc
Senior Planning Officer, Development Management

T: 01903 737577
E: harry.chalk@arun.gov.uk

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From: Alison Meeus [REDACTED]
Sent: 05 March 2026 14:31
To: Harry Chalk <Harry.Chalk@arun.gov.uk>
Subject: RE: Application Response Application LU/24/26/PL Allocation

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Hi Harry – great thanks for confirming I’ll await the written confirmation but ill look at it as if its in use as a place of worship.

Kind Regards
Alison

From: Harry Chalk <Harry.Chalk@arun.gov.uk>
Sent: 05 March 2026 11:25
To: Alison Meeus [REDACTED]
Subject: RE: Application Response Application LU/24/26/PL Allocation

****EXTERNAL****

Hi Alison,

Thanks for reaching out.

Yes, my understanding is that the proposal is for an extension to the approved Place of Worship use. For absolute certainty I have just asked the agent to provide me with an email confirming this, but the proposal does not include a change of use in its description, and they have been discharging relevant conditions of the previous approval to get it to a point where the Place of Worship use is implementable. They have assured me that they will provide written confirmation of this in the next day, which I will forward to you upon receipt.

I felt prudent to consult yourselves following the original objection on the previous application and the now proposed loss of 2 parking spaces and added floorspace.

Kind regards,

Harry Chalk, MSc
Senior Planning Officer, Development Management

T: 01903 737577
E: harry.chalk@arun.gov.uk

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From: Alison Meeus [REDACTED]
Sent: 05 March 2026 10:34
To: Harry Chalk <Harry.Chalk@arun.gov.uk>
Subject: FW: Application Response Application LU/24/26/PL Allocation

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Hi Harry,

Hope you are well.

I was just looking at this application and I know the site has recently been approved as a mosque.

Am I looking at this application based on the new approved use as a mosque?

Kind regards
Alison

From: WSCC Consultation Responses [REDACTED]
Sent: 20 February 2026 11:34
To: Alison Meeus [REDACTED]
Subject: Application Response Application LU/24/26/PL Allocation

You have been allocated district reference LU/24/26/PL. The location and proposal for this case are below.

Location: 1-5 St. Martins Lane
Littlehampton
BN17 6BS

Proposal: Extension to the side of the building, external and internal alterations and the installation of solar panels on the roof (resubmission following LU/171/25/PL). This application is in CIL Zone 4 (Zero Rated) as other development.

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