

Breezie Allwright

From: Hebe Smith
Sent: 24 October 2025 10:51
To: Planning.Responses
Subject: FW: Re[4]: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS
Attachments: PLANNING STATEMENT IN SUPORT OF ADDITIONAL PARKING REV B.pdf

Hello,

Please can this statement be uploaded as a sub doc to M/55/25/PL. Action sheet attached .

Thanks very much!

Hebe Smith (she/her)
Senior Planning Officer, Planning Department

T: 01903 737626
E: hebe.smith@arun.gov.uk

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

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From: Jonathan Burley <[REDACTED]>
Sent: 24 October 2025 09:58
To: Hebe Smith <Hebe.Smith@arun.gov.uk>
Subject: RE: Re[4]: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

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Dear Hebe

Please find attached an amended planning statement as noted.

Many thanks for your assistance.

Kind regards

Jon



1 Rackham House, Rackham Road, Pulborough, RH202EU

Tel: [REDACTED]

From: Hebe Smith <Hebe.Smith@arun.gov.uk>

Sent: 23 October 2025 09:29

To: Jonathan Burley <[REDACTED]>

Subject: RE: Re[4]: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Good morning,

Thank you for your email. I don't believe that changing the surfacing of the proposed spaces would have any implications for the application in terms of either drainage or BNG. The documents would all need to match though, so you would need to amend the planning statement if you wished to proceed with the change of material.

Kind regards,

Hebe Smith (she/her)

Senior Planning Officer, Planning Department

T: 01903 737626

E: hebe.smith@arun.gov.uk

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Littlehampton, West Sussex, BN17 5LF

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From: Jonny Cooper <Jonny.Cooper@arun.gov.uk>

Sent: 16 October 2025 09:55

To: Jonathan Burley <[REDACTED]>

Cc: Jeffrey Houlton <[REDACTED]> Hebe Smith <Hebe.Smith@arun.gov.uk>

Subject: RE: Re[4]: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Hi Jon,

Thank you for your email; as your application is now valid, you would need to discuss any amendments with the planning officer determining your proposal, rather than myself.

I have copied Hebe (the planning officer) into this response, who will get back to you when she can.

Best,

Jonny Cooper
Technical Support - planning

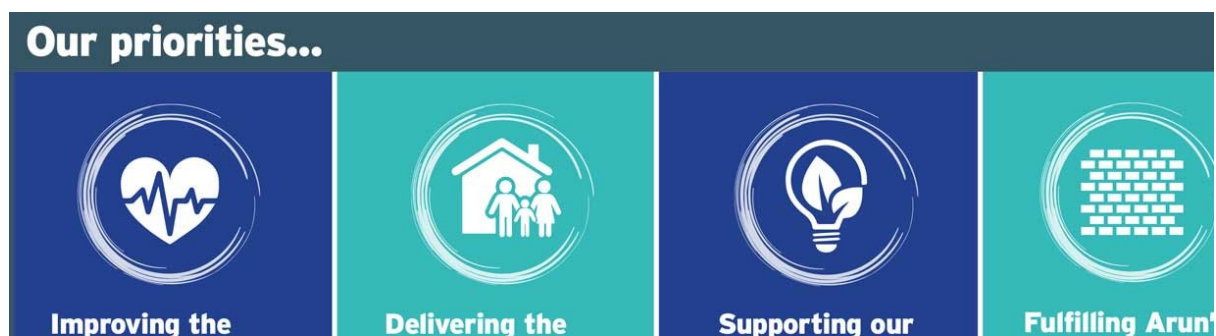
T: 01903 737532

E: jonny.cooper@arun.gov.uk

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Littlehampton, West Sussex, BN17 5LF

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From: Jonathan Burley <[REDACTED]>
Sent: 16 October 2025 09:47
To: Jonny Cooper <Jonny.Cooper@arun.gov.uk>
Cc: Jeffrey Houlton <[REDACTED]>
Subject: FW: Re[4]: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

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Hi Jonny

Further to my query to our ecologist on the nature of the surface proposed and the BNG I would like to alter the application with regard to the finished surface which the client would prefer to match the existing about the estate, i.e. non porous heather paviour. I would be grateful if you could advise whether this would materially affect the application and if an adverse response were to be forthcoming we would revert to the original SUDS porous paviour surface.

I look forward to hearing from you.

Kind regards

Jon



1 Rackham House, Rackham Road, Pulborough, RH202EU

Tel: [REDACTED]

From: Zenobia-Jay Hatch <[REDACTED]>
Sent: 16 October 2025 09:36
To: Jonathan Burley <[REDACTED]>
Cc: 'Jeff Houlton' <[REDACTED]>
Subject: RE: Re[4]: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Good morning Jon,

Thank you for your patience in waiting for a reply. Apologies for including the wrong address and client name in the BNG report headings, I have updated it and attached the updated version to this email.

'Developed land; sealed surface' is a term used for BNG which applies to a lot of different things, including buildings, tarmac, concrete, driveways, footpaths etc that are not permeable (e.g. gravel) for the metric so it understands what category of habitat it is. In terms of the BNG, both developed land; sealed surface and artificial unvegetated unsealed surface (e.g. gravel or porous surfaces) achieve the exact same results in the metric and make no difference to the calculations.

Hope that helps, although if you have any questions at all, please do not hesitate to ask.

Best wishes,

Zenobia - Jay Hatch

Consultant Ecologist

Arbtech Consulting Ltd

m: [REDACTED]
w: arbtech.co.uk



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From: Jonathan Burley <[REDACTED]>
Sent: Tuesday, October 14, 2025 10:12 AM
To: Jonathan Burley <[REDACTED]>; Zenobia-Jay Hatch <[REDACTED]>
Cc: 'Jeff Houlton' <[REDACTED]>
Subject: RE: Re[4]: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Hi Zenobia

Just a minor query on the BNG report, on page 6 it refers to 'created developed land: sealed surface' the intention was to use a porous block paviour however the client would prefer to use the existing type of paviour which is non porous or anyway less porous than a SUDS surface which was part of the planning application, does this have any bearing on the report and recommendations?

Also the document is headed 'Purelake Newhomes' and their address which should be updated if possible.

Kind regards

Jon



1 Rackham House, Rackham Road, Pulborough, RH202EU

Tel: [REDACTED]

From: Jonathan Burley <[REDACTED]>

Sent: 17 September 2025 20:01

To: Zenobia-Jay Hatch <[REDACTED]>; 'Laura Snook' <[REDACTED]>

Cc: 'Jeff Houlton' <[REDACTED]>

Subject: Re[4]: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Hi Zenobia

I attach an updated site area plan as suggested. Hopefully this is OK.

May I ask that Laura (by copy) sorts out the BNG 2 form as you suggest. I would think hawthorn or Whitebeam might be suitable trees as they are going to be quite close to the buildings.

Thanks again for your assistance with this.

Kind regards

Jon



1 Rackham House, Rackham Road, Pulborough, RH202EU

Te [REDACTED]

----- Original Message -----

From "Zenobia-Jay Hatch" <[REDACTED]>

To "Jonathan Burley" <[REDACTED]>; "'Laura Snook'" <[REDACTED]>

Cc "'Jeff Houlton'" <[REDACTED]>

Date 17/09/2025 16:11:03

Subject RE: Re[2]: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Good afternoon Jon, Jeff,

Hope you are well. It was great to meet you on-site this morning Jeff, thank you for showing me the areas where the parking spaces will be. I highly recommend reducing the application site boundary to the red-line attached to this email, this will massively reduce the baseline, and thus also significantly reduce the number of units required to achieve BNG, making it a lot cheaper! If you would like to proceed with the reduced red-line boundary, please may you send across an updated proposed development plan, showing the parking spaces and the new red-line boundary? This is to ensure the proposed plan included within the report matches the red-line boundary used within the PEA and BNG reports.

Within the attached image, you'll see I've also included an additional area of grass, with two blue X's on, this is where I suggest two small native trees to be planted to achieve BNG. Alternatively, one tree could be planted there, and another where the black X is instead. I have done a quick calculation, and you can achieve BNG on-site by planting two small native trees.

If you would like to go down the route of achieving BNG on-site (as opposed to offsetting via other means, such as off-site land, or purchasing credits), you will also need a Biodiversity Gain Plan (BGP) and Habitat Management and Monitoring Plan (HMMP). These should include recommendations for the implementation, management and monitoring of the site for at least 30 years to ensure that biodiversity net gain is delivered. Both of these can generally be a condition as part of obtaining planning permission so are not required at this stage, although it is worth highlighting them so you are aware of them.

I have also noticed on file that you have only requested BNG part 1, and not BNG part 2. BNG part 1 only covers the baseline, to get the post-development information you also need BNG part 2 (which you will also need to get planning permission as the LPA will expect to see how BNG will be delivered). I have attached the quote you received for the BNG assessment, as it also has part 2 included (in the box below part 1), as well as a survey booking form. If you would like to proceed with the BNG part 2 part of the assessment, just let me know, return the booking form, and I'll do the rest.

I appreciate that is a lot of information to digest, if you have any questions at all, please do not hesitate to ask.

Best wishes,

Zenobia - Jay Hatch

Consultant Ecologist

Arbtech Consulting Ltd

m: [REDACTED]
[REDACTED] [arbtech.co.uk](mailto:[REDACTED]@arbtech.co.uk)



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From: Zenobia-Jay Hatch

Sent: Tuesday, September 16, 2025 6:33 PM

To: Jonathan Burley [REDACTED]; 'Laura Snook' [REDACTED]

Cc: 'Jeff Houlton' [REDACTED]

Subject: RE: Re[2]: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Good evening Jon,

Thank you for letting me know, I will ensure to knock the door for flat 10 when I arrive on-site so I can meet Jeff and discuss the site in more detail.

Best wishes,

Zenobia - Jay Hatch

Consultant Ecologist

Arbtech Consulting Ltd

m: [REDACTED]
[REDACTED] arbtech.co.uk



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From: Jonathan Burley <[REDACTED]>
Sent: Tuesday, September 16, 2025 6:13 PM
To: Zenobia-Jay Hatch <[REDACTED]>; 'Laura Snook' <[REDACTED]>
Cc: 'Jeff Houlton' <[REDACTED]>
Subject: Re[2]: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Thanks Zenobia

I understand that Jeff will be on site for your visit and he resides in F10. I expect he would like to meet to show you the areas in question and answer any queries you might have regarding the history of the site.

Many thanks

Kind regards

Jon

----- Original Message -----

From "Zenobia-Jay Hatch" <[REDACTED]>

To "Jonathan Burley" <[REDACTED]>; "Laura Snook"

<[REDACTED]>

Cc "Jeff Houlton" <[REDACTED]>

Date 16/09/2025 16:38:03

Subject RE: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Good afternoon Jonathan,

Hope you are well. This is just a quick email to say I am planning to undertake the PEA survey tomorrow morning at 1-22 Greenfields. I have everything I need ready for the survey. I'll email across an update tomorrow afternoon to let you know how the survey went, and to give you a heads-up of any key highlights ahead of the report.

In the meantime, if you have any questions at all, please do not hesitate to ask.

Best wishes,

Zenobia - Jay Hatch

Consultant Ecologist

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m: [REDACTED]

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From: Zenobia-Jay Hatch

Sent: Friday, August 29, 2025 10:00 AM

To: [REDACTED]

Subject: RE: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Good morning Jonathan,

As long as I can gain access around the entire site safely, I am happy to undertake the survey independently. Although if I get to site and I am unable to access the site and need to arrange another visit, you'll be charged in full for both visits, which is always something to keep in mind!

Best wishes,

Zenobia - Jay Hatch

Consultant Ecologist

Arbtech Consulting Ltd

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w: arbtech.co.uk



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From: [REDACTED]

Sent: Thursday, August 28, 2025 8:15 PM

To: Zenobia-Jay Hatch <[REDACTED]>; 'Laura Snook' <[REDACTED]>

Cc: Kelly Clarke <[REDACTED]>
Subject: RE: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Thanks Zenobia

You will be expected. Will you require someone to meet you or do you have enough information to carry out your survey independently?

Kind Regards

*Jonathan H Burley BSc Hons MRICS
Director*



JHBurley Ltd, 1 Rackham House, Rackham, Pulborough, RH20 2EU

Tel: [REDACTED] Web: www.jhburley.co.uk

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From: Zenobia-Jay Hatch [REDACTED]
Sent: 28 August 2025 18:08
To: [REDACTED]
Cc: Kelly Clarke [REDACTED]
Subject: RE: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Good evening Jonathan,

Hope you are well. The survey date and time will remain the same as when Kelly booked it in, for Wednesday 17th September 2025, with an approximate arrival time of 10:30am (traffic dependant). The only change is I will be undertaking the survey in her place and managing the project going forward. If for any reason this date and time is no longer suitable, please let me know and we can reschedule to an alternative date/time.

Please note, I will need access around the entire site during the survey.

If you have any questions, please do not hesitate to ask.

Best wishes,

Zenobia - Jay Hatch
Consultant Ecologist
Arbtech Consulting Ltd

m: [REDACTED]
w: arbtech.co.uk



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From: [REDACTED] >
Sent: Thursday, August 28, 2025 5:53 PM
To: 'Laura Snook' <[REDACTED]>; Kelly Clarke <[REDACTED]>; Zenobia-Jay Hatch <[REDACTED]>
Subject: RE: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Hi Zenobia
Can you kindly let me know when the survey is to take place.
Many thanks

Kind Regards

*Jonathan H Burley BSc Hons MRICS
Director*



JHBurley Ltd, 1 Rackham House, Rackham, Pulborough, RH20 2EU

Web: www.jhburley.co.uk

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From: Laura Snook [REDACTED]
Sent: 28 August 2025 13:18
To: Kelly Clarke [REDACTED] <>
Cc: [REDACTED]
Subject: RE: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Afternoon Kelly,

Thank you for the below update.

Kind regards

Laura

Laura Snook
Estate Manager
KTS Estate Management LTD
Phone: [REDACTED]

Manage Your Account Online <https://ktsmyhome.co.uk/>



Unit 2 Park Farm,
Chichester Road,
Arundel.
BN18 0AG



Report maintenance issues online via our portal: <https://ktsmyhome.co.uk/>

Director: R Moores, Registered Office: 36a Goring Road, Goring-by-Sea, Worthing BN12 4AD – Reg No. 07274561

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From: Kelly Clarke <[REDACTED]>

Sent: 28 August 2025 13:07

To: Laura Snook <[REDACTED]>; Zenobia-Jay Hatch <[REDACTED]>

Cc: [REDACTED]

Subject: Re: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Morning Laura,

I hope you are well.

I am emailing to let you know that my colleague Zenobia will be taking over the PEA and BNG 1 surveys for the above site.

The date and time of the survey will remain the same. But please liaise directing with Zenobia for any queries.

Kind regards,

Kelly Clarke

Consultant Ecologist

Arbtech Consulting Ltd

m: [REDACTED]

w: arbtech.co.uk

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From: Laura Snook <[REDACTED]>
Sent: 14 August 2025 10:42
To: Kelly Clarke <[REDACTED]>
Cc: [REDACTED]
Subject: RE: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Hi Kelly,

Please find attached the documents required.

If you need anything else, please let me know.

Kind regards

Laura

Laura Snook
Estate Manager
KTS Estate Management LTD
Phone: [REDACTED]
Manage Your Account Online <https://ktsmyhome.co.uk> (-> ktsmyhome.co.uk)k/



Unit 2 Park Farm,
Chichester Road,
Arundel.
BN18 0AG



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From: Laura Snook
Sent: 13 August 2025 17:12
To: Kelly Clarke <[REDACTED]>
Subject: RE: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Hi Kelly,

Thank you for the below and attached, I will get sent across the completed form and additional information we might have on file.

Kind regards

Laura

Laura Snook
Estate Manager
KTS Estate Management LTD

Phone: [REDACTED]

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Unit 2 Park Farm,
Chichester Road,
Arundel.
BN18 0AG



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From: Kelly Clarke <[REDACTED]>
Sent: 13 August 2025 11:31
To: Laura Snook <[REDACTED]>
Subject: PEA at 1-22 Greenfields, Penn Close, Middleton on Sea Bognor, Regis PO22 7SS

Good Morning Laura,

My name is Kelly from Arbtech Consulting Ltd. I will be your project manager for this piece of work. Please don't hesitate to contact me with any questions you may have regarding your survey. My email is [REDACTED] or you can reach me on my mobile at [REDACTED] (please note that I work from home, so you will not be able to reach me on the office phone number). The following date has been booked for your survey, if you wish for another date or time, please let me know as soon as possible:

Survey date: Wednesday 17th September 2025

Approximate arrival time: 10:30am (traffic dependent).

In preparation for the survey, please can you provide the following:

- A completed *Project Start Sheet* (see attached)
- Planning documents in PDF format
- Existing site plans in PDF format
- Please also provide any tree survey plans or landscaping proposals (if available)

Access arrangements

- If there are any access issues I should be aware of please let me know.
- I will need access into the building(s) which will be affected by the development (including any loft spaces, basements and garages).
- Please make the necessary access arrangements prior to my visit. If I arrive and there is no site access, you will still be charged the full fee.

Biodiversity Records Data (BRD)

- As detailed in the 3rd party disbursements part of your quote, I may need to incorporate a desk study of local biological records data ("BRD") into your report. This is to satisfy your local planning authority that all risks to ecological receptors have been adequately assessed in your survey.
- Please note that many clients choose not to purchase it and local authorities often overlook it for small developments. If your LPA ask for it in the future, we can include it at a later date. I will inform you after my visit if I feel the site is one in which BRD will be crucial to my evaluation.
- If presence of a European protected species is confirmed at any time during either this survey or any subsequent surveys, BRD will be required to inform a European Protected Species Licence, as will the analysis of any evidence such as bat droppings.

Survey Summary

In a PEA/PRA we look for three triggers which determine whether further surveys are needed or not. First, the presence of animals themselves. Second, we look for physical evidence of the animals (e.g. droppings, footprints, hairs, etc.). Finally, we make an assessment of the habitat value on your site, the exterior of your property and the site's connectivity features in the wider landscape, which is graded on a scale from negligible > low > moderate > high. If we can exclude all of those triggers, further Phase 2 surveys are unlikely to be necessary and your Local Planning Authority should have sufficient information to make a decision. If not, then your LPA will expect to see a Phase 2 survey effort to either confirm the presence of any protected species, characterise any identified roosts (bats only), or confirm that the risk of harm to other protected species in consequence of your development is acceptably low.

Following the completion of the survey, your report will be ready within 5 working days. If there are any issues or delays, I will let you know as soon as possible.

Invoice

You will shortly receive our invoice by e-mail. For accounts queries and to make your payment, please call head office on [REDACTED] Once we have your payment, and our QC process is complete, your report will be released to you.

I'd like to thank you again for choosing Arbtech and look forward to receiving your documents to begin your survey.

Please keep this e-mail for your records.

Kind regards,

Kelly Clarke

Consultant Ecologist

Arbtech Consulting Ltd

m: [REDACTED]

w: arbtech.co.uk

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