

Arbortrack Systems Ltd  
The Granary Studio  
Crewe Lane  
Kenilworth  
Warks  
CV8 2LA



17<sup>th</sup> December 2021

**Briefing Note Regarding Discharge of Condition 15 of Application reference  
WA/18/19/PL**

An addendum to Arbortrack's impact assessment & method statement report reference jwmb/rpt1/lorchardway/AIAAMS of 7<sup>th</sup> July 2021 has been requested by Mr Mark Warwick the Arun District Council (ADC) Tree Officer.

This request is in the context of the discharge of condition 15 of approval reference WA/18/19/PL pertaining to drainage runs. Details at Appendix B.

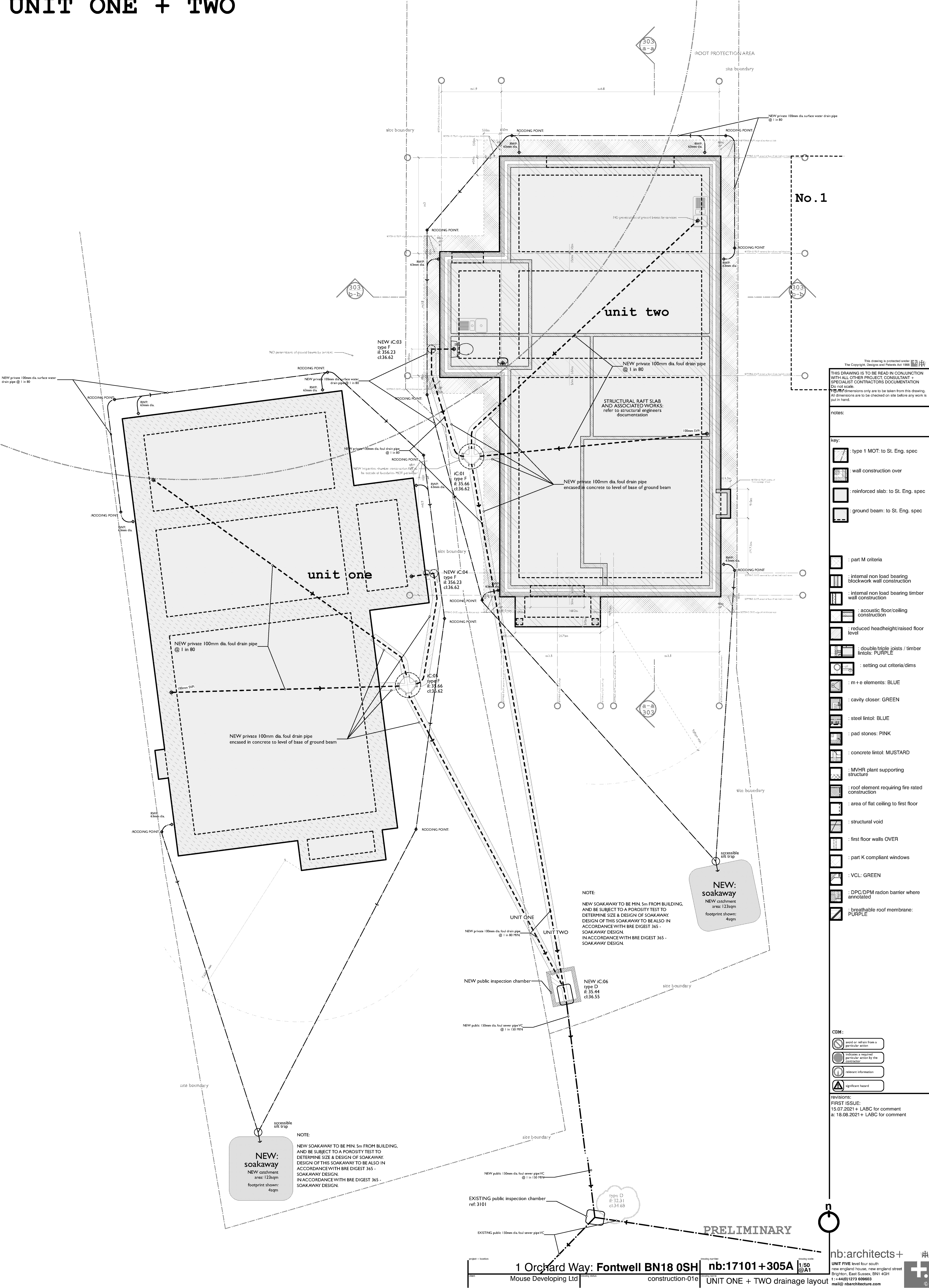
With regard to the excavation of a narrow trench to allow the laying of drainage runs around the footings of the two approved dwellings Arbortrack's advice is as follows:

- The location of the proposed drainage runs is indicated at Appendix A.
- Works should be undertaken in compliance with tree report reference jwmb/rpt1/lorchardway/AIAAMS dated 7<sup>th</sup> July 2021 & with guidelines in NJUG4- Guidelines for the Planning, Installation & Maintenance of Utility Apparatus in Proximity to Trees (see Appendix C).
- Trench dimensions for drainage runs should be 300mm wide x 450mm deep maximum.
- The trench is likely to be within the shuttering zone of footings i.e. disturbed ground and therefore the likelihood of the presence of significant roots of T1 is deemed to be extremely low.
- Existing ground protection should be retained between T1 and the drainage trench i.e. no unprotected ground to the tree side of the excavation.
- The existing ground protection remains fit for purpose (as advised by client).
- Heavy plant (if envisaged) should avoid areas of ground protection throughout the course of development.
- The client should maintain photo records for distribution to ADC if required. Arbortrack to advise on tree protection measures when requested via Zoom/Teams/FaceTime.



# APPENDIX A

UNIT ONE + TWO



The drawing is protected under The Copyright, Designs and Patents Act 1988

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER PROJECT CONSULTANT + SPECIALIST CONTRACTORS DOCUMENTATION. Do not scale. Dimensions only are to be taken from this drawing. All dimensions are to be checked on site before any work is put in hand.

notes:

key:

- type 1 MOT: to St. Eng. spec
- wall construction over
- reinforced slab: to St. Eng. spec
- ground beam: to St. Eng. spec
- part M criteria
- internal non load bearing blockwork wall construction
- internal non load bearing timber wall construction
- acoustic floor/ceiling construction
- reduced headheight/raised floor level
- double/triple joists / timber lintols: PURPLE
- setting out criteria/dims
- m+e elements: BLUE
- cavity closer: GREEN
- steel lintol: BLUE
- pad stones: PINK
- concrete lintol: MUSTARD
- MVHR plant supporting structure
- roof element requiring fire rated construction
- area of flat ceiling to first floor
- structural void
- first floor walls OVER
- part K compliant windows
- VCL: GREEN
- DPC/DPM radon barrier where annotated
- breathable roof membrane: PURPLE

CDM:

- avoid or refrain from a particular action
- indicates a required particular action by the contractor
- relevant information
- significant hazard

revisions:

FIRST ISSUE:

15.07.2021 + LABC for comment

a: 18.08.2021 + LABC for comment

# APPENDIX B



**Town & Country Planning Act 1990 (as amended)**  
**Town and Country Planning (Development Management Procedure) (England)**  
**Order 2015**

**Application for Planning Permission**

**DECISION NOTICE**

Application Ref: WA/18/19/PL

**1 To Addressee**

Rodway Planning Consultancy Limited  
 293 Upper Shoreham Road  
 Shoreham by Sea  
 West Sussex  
 BN43 5QA

**2 Site Address**

Land Adjacent  
 1 Orchard Way  
 Fontwell  
 BN18 0SH

**3 Description of Development**

Erection of 2 No. detached dwellings, adaptation to existing crossover & new driveway (resubmission following WA/58/18/PL).

**4** In pursuance of their powers under this Act and related Orders and Regulations the Council **PERMIT** this development to be carried out in accordance with the application and plans and subject to the following conditions.

- 1 The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 (as amended).

- 2 The development hereby approved shall be carried out in accordance with the following approved plans:

Site Plan nb17101+001  
 Survey Drawing nb17101+09h  
 Street Elevation, Site Section, Proposed Floors & Elevations nb17101+10f  
 Block Plan and Location nb17101+100

Reason: For the avoidance of doubt and in the interests of amenity and the environment in accordance with policy DDM1 of the Arun Local Plan.

- 3 The landing window on the east elevation of the easterly plot shall at all times be glazed with obscured glass and fixed to be permanently non-opening below 1.7m internal floor level.

Reason: To protect the amenities and privacy of the adjoining property in accordance with policy DDM1 of the Arun Local Plan.

- 4 No windows (other than those shown on the plans hereby approved) shall be constructed at first floor level or above in the east or west elevation of the easterly dwelling hereby permitted which adjoins the existing dwelling, 1 Orchard Way, without the prior permission of the Local Planning Authority.

Reason: To protect the amenities and privacy of the adjoining property in accordance with policy D DM1 of the Arun Local Plan.

- 5 Notwithstanding the provisions of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order, 2015 (or any Order revoking or re-enacting this Order) no rear extensions to the westerly dwelling house shall be constructed or buildings shall be erected within the curtilage unless permission is granted by the Local Planning Authority on an application in that behalf.

Reason: To maintain adequate amenity space and safeguard the protected tree in accordance with policy DDM1 of the Arun Local Plan.

- 6 No part of the development shall be first occupied until the car parking and cycle parking has been constructed in accordance with the approved site plan. These spaces shall thereafter be retained at all times for their designated purpose.

Reason: In the interests of road safety in accordance with policy T SP1 of the Arun Local Plan.

- 7 The development shall proceed in accordance with the submitted Preliminary Ecological Appraisal dated 08-11-2018 including permanent adherence to the 'Mitigation Measures' detailed within point 6 of the report summary and section 4.8 of the report.

Reason: To safeguard the amenities of the occupiers of the properties and neighbouring residents in accordance with Arun Local Plan policies D DM1 and ENV DM5.

- 8 Prior to occupation of the buildings bird boxes shall be installed at the site in accordance with details indicating the design and position of bird boxes to be submitted to and approved by the Local Planning Authority and the approved boxes shall thereafter maintained to the satisfaction of the Local Planning Authority.

Reason: To safeguard the ecology of the area, and in the interests of birds to ensure that a habitat remains for them during and after development in accordance with policy ENVDM5 of the Arun Local Plan.

- 9 No development shall take place, including any works of demolition, until a Construction Environmental Management Plan has been submitted to, and approved in writing by, the Local Planning Authority. The approved Plan shall be adhered to throughout the construction period. The Plan shall provide for:
  - a. An indicative programme for carrying out of the works.
  - b. The arrangements for public consultation and liaison during the construction works.
  - c. Measures to minimise the noise (including vibration) generated by the construction process to

include hours of work.

- d. The parking of vehicles of site operatives and visitors.
- e. Loading and unloading of plant and materials.
- f. Storage of plant and materials used in constructing the development.

Reason: To protect the amenity of the local residents and to ensure the safety of highway users in accordance with policies DDM1 and TSP1 of the Arun Local Plan. This will be required to be a pre-commencement condition because these details have to be agreed and in place before any work commences in the interest of highway safety and amenities of adjoining residents.

- 10 The 'Mitigation Measures' as detailed within the submitted acoustic report entitled 'Acoustic Associates Sussex Ltd. Planning Application Noise Assessment - Site: Land Adjacent to 1 Orchard Way, Fontwell, BN18 0SH - Dated: 27/07/2018 - Project: J2505 - Issue 1' must be adhered to at all times. In particular, Section 8.1 - Glazing and Section 8.2 - Ventilation must be incorporated into the build and the materials used must match or better those standards quoted within the body of the report.

Any deviation from the proposed planning application or any submitted alterations will need to be submitted to the Local Planning Authority for approval. In these circumstances, a further detailed noise assessment may be required to reassess the proposed alterations and the impact(s) these alterations may have upon the development. The details so incorporated shall be retained thereafter.

Reason: To safeguard the amenities of the occupiers of the properties and neighbouring residents in accordance with Arun Local Plan policies D DM1 and QE DM1.

- 11 In the event that contamination is found at any time during the carrying out of the approved development, it must be reported in writing immediately to the Local Planning Authority. All works must stop immediately and an investigation and risk assessment must be undertaken in accordance with the requirements of the local authority contaminated land officer. Where remediation is necessary, a remediation scheme must be prepared in accordance with the local authority contaminated land officer guidance and which is subject to the approval in writing of the Local Planning Authority.

Reason: In the interests of the residential amenities of adjoining properties in accordance with Arun Local Plan policies QE SP1 and QE DM4. This may be required to be a pre-commencement condition because these details have to be agreed and in place before any work commences in the interest of human health.

- 12 No development above damp proof course (DPC) level shall take place unless and until a schedule of materials and finishes to be used for external walls and roofs of the proposed buildings have been submitted to and approved by the Local Planning Authority and the materials so approved shall be used in the construction of the building/extension.

Reason: To enable the Local Planning Authority to control the development in detail in the interests of amenity by endeavouring to achieve a building of visual quality in accordance with policy DDM1 of the Arun Local Plan.

- 13 All activity at the site is to be carried out in strict accordance with: - Arboricultural Impact Assessment (Arbortrack Systems Ltd, ref: jwmb/ rpt1/ 1orchardway/ AIAAMS, 15th December 2018 amended 4th March 2019).

Reason: To comply with BS5837 and to ensure that retained trees are afforded due respect and appropriate levels of protection such that their ongoing health and vitality is not compromised and

they can continue to enhance the landscape and amenity of the area in accordance with policy ENV DM4 of Arun Local Plan.

- 14 Before the site is occupied or any machinery is introduced to the site or demolition work or construction work or alterations to existing ground levels takes place a PRE-COMMENCEMENT Site Meeting is to take place between the Arun DC Tree Officer and the Arboricultural Expert or Site Agent representing the site owners - at this meeting all protective fencing will be inspected along with ground protection measures - they will be assessed to verify that they are 'Fit for Purpose' as required under British Standard 5837:2012 and have been erected and positioned exactly as shown on the Tree Protection Plan (Appendix A, Rev C, March 2019).

Reason: To comply with BS5837 and to ensure that retained trees are afforded due respect and appropriate levels of protection such that their ongoing health and vitality is not compromised and they can continue to enhance the landscape and amenity of the area in accordance with policy ENV DM4 of Arun Local Plan. This will be required to be a pre-commencement condition because these details have to be agreed and in place before any work commences in the interest of a protected tree.

- 15 If there is deemed to be a need for any Utility Service Route connections to bisect retained tree Root Protection Areas/Zones then prior to any works for their installation a Method Statement, prepared by an Arboricultural Expert, must be submitted to and agreed with the Local Planning Authority that stipulates how this can be achieved without adverse impact on tree roots. Written approval and confirmation of acceptance of this Methodology must be issued before any works are commenced on site.

Reason: To comply with BS5837 and to ensure that retained trees are afforded due respect and appropriate levels of protection such that their ongoing health and vitality is not compromised and they can continue to enhance the landscape and amenity of the area in accordance with policy ENV DM4 of Arun Local Plan.

- 16 No part of the development shall be first occupied unless and until the applicant has submitted a scheme for approval by the Local Planning Authority to demonstrate that the development will achieve energy efficiency measures that reflect the current standards applicable at the time of submission and includes the use of renewable energy supply systems. The approved scheme shall thereafter be implemented prior to occupation of the residential units and any approved renewable energy supply systems shall be permanently retained & maintained in good working order thereafter.

Reason: To ensure that the development is energy efficient and in accordance with policy ECC SP2 of the Arun Local Plan.

- 17 Development shall not commence, other than works of site survey and investigation, until full details of the proposed surface water drainage scheme have been submitted to and approved in writing by the Local Planning Authority. The design should follow the hierarchy of preference for different types of surface water drainage disposal systems as set out in Approved Document H of the Building Regulations, and the recommendations of the SuDS Manual produced by CIRIA. Winter groundwater monitoring to establish highest annual ground water levels and winter Percolation testing to BRE 365, or similar approved, will be required to support the design of any Infiltration drainage. No building / No part of the extended building shall be occupied until the complete surface water drainage system serving the property has been implemented in accordance with the agreed details and the details so agreed shall be maintained in good working order in perpetuity.

Reason: To ensure that the proposed development is satisfactorily drained in accordance with

policies W SP1, W DM1, W DM2 and W DM3 of the Arun Local Plan. This is required to be a pre-commencement condition because it is necessary to implement the surface water drainage system prior to commencing any building works.

INFORMATIVE: Statement pursuant to Article 35 of the Town and Country Planning (Development Management Procedure)(England) Order 2015. The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

INFORMATIVE: The applicant is advised to contact the Department for Transport in order to commence the "Stopping Up" process under Section 247 of the Town and Country Planning Act.

INFORMATIVE: A formal application for connection to the public sewerage system is required in order to service this development, please contact Southern Water, Sparrowgrove House, Sparrowgrove, Otterbourne, Hampshire SO21 2SW (Tel: 0330 303 0119) or [www.southernwater.co.uk](http://www.southernwater.co.uk). Please read our New Connections Services Charging Arrangements documents which has now been published and is available to read on our website via the following link <https://beta.southernwater.co.uk/infrastructurecharges>

INFORMATIVE: The granting of this planning permission does not in any way indemnify against statutory nuisance action being taken should substantiated complaints within the remit of the Environmental Protection Act 1990 be received.

For further information please contact the Environmental Health Department on 01903 737500

INFORMATIVE: The lighting scheme for the site will need to take into consideration the presence of bats in the local area and the scheme should minimise potential impacts to any bats using the trees, hedgerows and buildings by avoiding unnecessary artificial light spill through the use of directional light sources and shielding.

INFORMATIVE: The applicant is advised that in addition to obtaining planning permission that they must also obtain formal approval from the highway authority to carry out the site access works on the public highway. The granting of planning permission does not guarantee that a vehicle crossover licence shall be granted. Additional information about the licence application process can be found at the following web page: <https://www.westsussex.gov.uk/roads-and-travel/highway-licences/dropped-kerbs-or-crossovers-for-driveways-licence/>

Online applications can be made at the following link, alternatively please call 01243 642105.

<https://www.westsussex.gov.uk/roads-and-travel/highway-licences/dropped-kerbs-or-crossovers-for-driveways-licence/vehicle-crossover-dropped-kerb-construction-application-form/> .

INFORMATIVE: The applicant should note that under Part 1 of the Wildlife and Countryside Act 1981, with only a few exceptions, it is an offence for any person to intentionally take, damage or destroy the nest of any wild birds while the nest is in use or being built. Birds nest between March and September and therefore removal of dense bushes, ivy or trees or parts of trees etc. during this period could lead to an offence under the act. If works are required within this time an ecologist will need to check the site before any works take place (with 24 hours of any work).

INFORMATIVE: Infiltration rates for soakage structures are to be based on percolation tests undertaken in the winter period and at the location and depth of the proposed structures. The percolation tests must be carried out in accordance with BRE365, CIRIA R156 or a similar approved method and cater for the 1 in 10 year storm between the invert of the entry pipe to the soakaway, and the base of the structure. It must also have provision to ensure that there is capacity in the system to contain below ground level the 1 in 100 year event plus 40% on stored volumes, as an allowance for climate change. Adequate freeboard must be provided between the base of the soakaway structure and the highest recorded annual groundwater level identified in that location. Any SuDS or soakaway design must include adequate groundwater monitoring

data to determine the highest winter groundwater table in support of the design. The applicant is advised to discuss the extent of groundwater monitoring with the Council's Engineers.

Supplementary guidance notes regarding surface water drainage are located here

<https://www.arun.gov.uk/surfacewater> on Arun District Council's website. A surface water drainage checklist is available here <https://www.arun.gov.uk/drainagechecklist> on Arun District Council's website, this should be submitted with a Discharge of Conditions Application.



Neil Crowther  
Group Head of Planning

Case Officer: Mrs A Gardner

Decision Issued: **6th June 2019**

Arun District Council  
The Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF

**IT IS IMPORTANT THAT YOU READ THE NOTES ATTACHED TO THIS DOCUMENT**

## APPEALS TO THE SECRETARY OF STATE

If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.

If this is a decision on a planning application relating to the same or substantially the same land and development as is already the subject of an enforcement notice, and you want to appeal against this planning application decision, then you must do so within 28 days of the date of this notice.

If an enforcement notice is served relating to the same or substantially the same land and development as in your application and you want to appeal against this planning application decision, then you must do so within 28 days of the date of service of the enforcement notice, or within 12 weeks of the date of this notice, whichever period expires earlier.

Otherwise, if you want to appeal against this decision then you must do so within 6 months of the date of this notice.

Appeals must be using a form which you can get from the Secretary of State at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN (Tel: 0303 444 5000) or online at <http://acp.planninginspectorate.gov.uk>

The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

## PURCHASE NOTICES

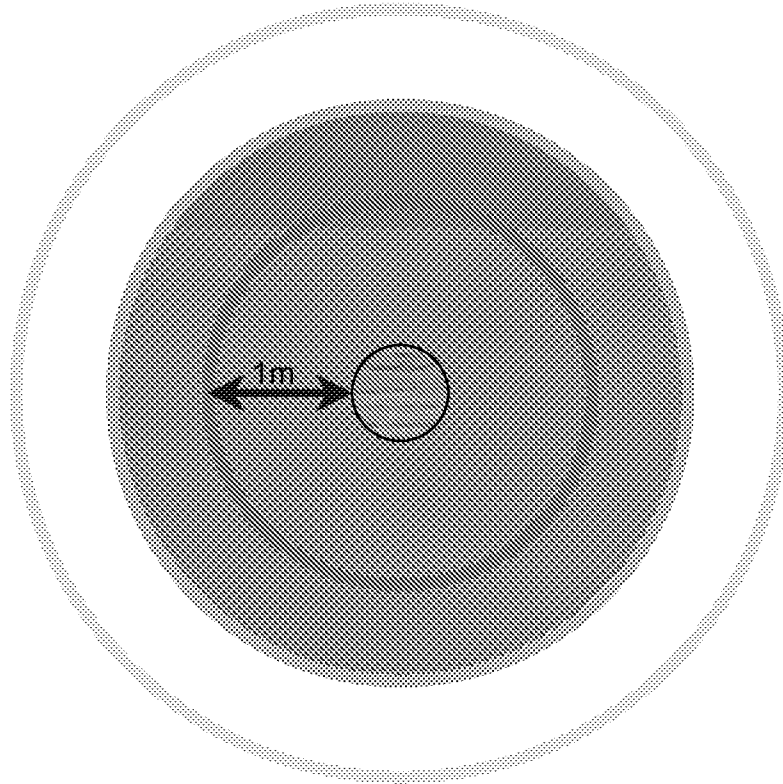
If either the local planning authority or the Secretary of State refused permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

In these circumstances, the owner may serve a purchase notice on the Council (that is, where the land is situated in a National Park, the National Park authority for the Park, or in any other case the district council in whose area the land is situated). This notice will require the Council to purchase the owner's interest in the land in accordance with the provisions of Chapter 1 of Part VI of the Town & Country Planning Act 1990.

Please note that this decision notice only relates to matters under the Planning Acts and does not give consent under any other legislation that may apply to the development. You will need to carry out your own checks to determine whether any other consents or permissions are required. For example, the Building Regulations are likely to apply to most developments, and a Highways Licence may be required from West Sussex County Council for any development within the public highway (including the placing of skips on highway land).

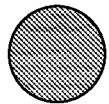
# APPENDIX C

**NJUG Guidelines for the Planning, Installation and Maintenance of Utility Apparatus in Proximity to Trees – Issue 2**

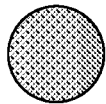


**TREE PROTECTION ZONE**

**Key to Diagram**



Trunk of Tree



Spread of canopy or branches



**PROHIBITED ZONE** – 1m from trunk. Excavations of any kind must not be undertaken within this zone unless full consultation with Local Authority Tree Officer is undertaken. Materials, plant and spoil must not be stored within this zone.



**PRECAUTIONARY ZONE** – 4 x tree circumference. Where excavations must be undertaken within this zone the use of mechanical excavation plant should be prohibited. Precautions should be undertaken to protect any exposed roots. Materials, plant and spoil should not be stored within this zone. Consult with Local Authority Tree Officer if in any doubt.



**PERMITTED ZONE** – outside of precautionary zone. Excavation works may be undertaken within this zone however caution must be applied and the use of mechanical plant limited. Any exposed roots should be protected.

## NJUG Guidelines for the Planning, Installation and Maintenance of Utility Apparatus in Proximity to Trees – Issue 2

### DAMAGE TO TREES

Tree roots keep a tree healthy and upright. Most roots are found in the top 600mm of soil and often grow out further than the tree's height. The majority of these roots are very fine; even close to a tree few will be thicker than a pencil. Most street tree roots grow under the footway but may also extend under the carriageway. If roots are damaged the tree may suffer irreversible harm and eventually die.

### PROTECTING ROOTS - DO'S and DON'TS

There are three designated zones around a tree each of which has its own criteria for working practices.

#### THE PROHIBITED ZONE

Don't excavate within this zone.

Don't use any form of mechanical plant within this zone

Don't store materials, plant or equipment within this zone.

Don't move plant or vehicles within this zone.

Don't lean materials against, or chain plant to, the trunk.

Do contact the local authority tree officer or owner of the tree if excavation within this zone is unavoidable.

Do protect any exposed roots uncovered within this zone with dry sacking.

Do backfill with a suitable inert granular and top soil material mix as soon as possible on completion of works.

Do notify the local authority tree officer or the tree's owner of any damage.

#### THE PRECAUTIONARY ZONE

Don't excavate with machinery. Where excavation is unavoidable within this zone excavate only by hand or use trenchless techniques.

Don't cut roots over 25mm in diameter, unless advice has been sought from the local authority tree officer.

Don't repeatedly move / use heavy mechanical plant except on hard standing.

Don't store spoil or building material, including chemicals and fuels, within this zone.

Do prune roots which have to be removed using a sharp tool (e.g. secateurs or handsaw). Make a clean cut and leave as small a wound as possible.

Do backfill the trench with an inert granular material and top soil mix. Compact the backfill with care around the retained roots. On non highway sites backfill only with excavated soil.

Do protect any exposed roots with dry sacking ensuring this is removed before backfilling.

Do notify the local authority tree officer or the tree's owner of any damage.

#### THE PERMITTED ZONE

Don't cut roots over 25mm in diameter, unless advice has been sought from the local authority tree officer.

Do use caution if it is absolutely necessary to operate mechanical plant within this zone.

Do prune roots which have to be removed using a sharp tool (e.g. secateurs or handsaw). Make a clean cut and leave as small a wound as possible.

Do protect any exposed roots with dry sacking ensuring this is removed before backfilling.

Do notify the local authority tree officer or the tree's owner of any damage.