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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
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From: Kathryn Welch
Sent: 14 April 2026 09:47
To: 'Jessica Fermor' [REDACTED]
Subject: RE: FW: Y/10/26/PL Rookery Farm
Importance: High

Dear Jessica,

Thank you for your email. While I am happy to meet on site, this would not resolve the outstanding matters associated with the current application.

From my site investigations, it is evident that the building is not functioning as a single dwelling. An annex arrangement would align with my observations; however, this has not been satisfactorily explained within the application, nor does it form part of the current description of development. As submitted, I am not satisfied that the annex is incidental to the main dwelling. Given the paraphernalia around the building and the response I received when speaking with the occupant, it appears that an ancillary form of accommodation has been created.

In addition, the plans do not clearly align with a layout comprising one dwelling and one annex. At present, the level of conflicting information renders the application incapable of being approved in its current form.

Furthermore, there remains the unresolved issue of the change of use of the land to provide at least two separate garden areas. This would require a separate planning application and cannot be addressed under the current submission, as previously discussed.

At this stage, I must also highlight that I would be raising objections on the basis of the conflict between the submitted plans and description of development, the unresolved drainage concerns, and the biodiversity issues arising from the degradation of the site.

In light of the above concerns and the fundamental issues that remain unresolved, you may wish to consider whether it is preferable to withdraw the current application at this stage. Should you decide to do so, I can confirm that this would be accepted although I will very shortly be starting to prepare my officers report.

If it would be helpful, any onsite meeting could be undertaken with a view to providing informal guidance to help inform any subsequent application, should the applicant wish to pursue an amended proposal.

Kind regards,

Kathryn Welch
Senior Planning Officer, Planning Department

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From: Jessica Fermor [REDACTED]
Sent: 13 April 2026 22:47
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Subject: Re: FW: Y/10/26/PL Rookery Farm

CAUTION: This email originated from outside of the organisation. You should take extra care when clicking links or opening attachments - if you are unsure the content is safe contact the IT Helpdesk before clicking or opening.

Hi Kathryn

Rupert wanted to arrange to meet at the property to show you that it is the main dwelling with annexe, to clear up any ambiguity.
Would this be possible?

Kind regards

Jessica

On Mon, 13 Apr 2026 at 12:20, Kathryn Welch <Kathryn.Welch@arun.gov.uk> wrote:

Dear Jessica,

I've put in a call today. I'd be grateful if you would either call back (dd below) or respond to the email. Just by way of further update, today I've received an objection from the drainage engineers. Full comments can be found online, these may take 24/48h to appear.

Kind regards,

Kathryn Welch

Senior Planning Officer, Planning Department

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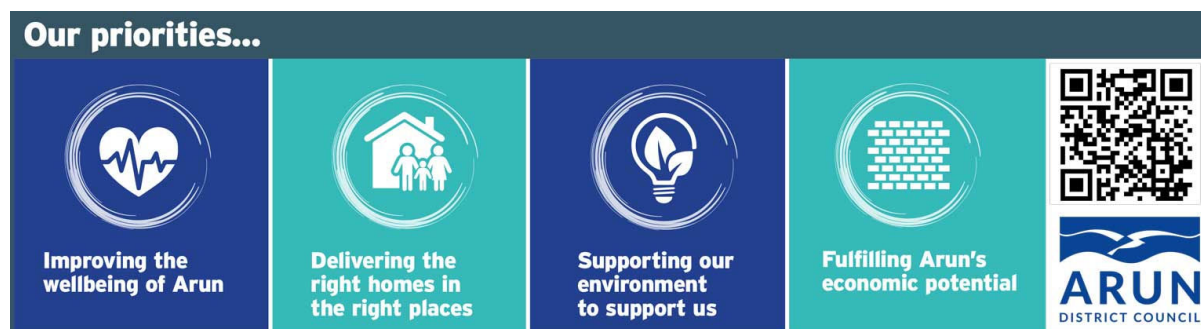
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From: Kathryn Welch

Sent: 31 March 2026 17:05

Subject: FW: Y/10/26/PL Rookery Farm

Dear Jessica,

I just wanted to check whether you have been able to discuss the email below with the applicant, and to ask what next steps they intend to take.

Many thanks,

Kathryn Welch

Senior Planning Officer, Planning Department

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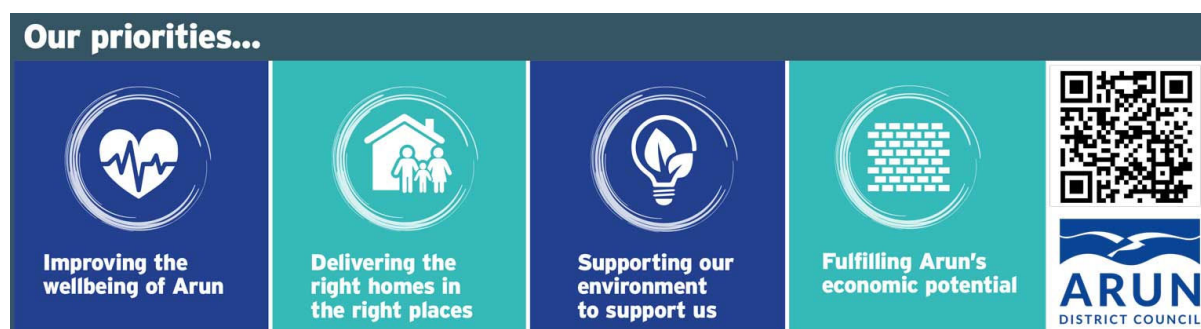
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From: Kathryn Welch

Sent: 20 March 2026 14:28

Subject: Y/10/26/PL Rookery Farm

Dear Jessica,

Thank you for taking the time to speak with me yesterday.

Following our call, I have looked into the query regarding amendments to the red line boundary after an application has been validated. I can confirm that we do not accept changes at that stage because of the impact this has on re-advertisement of the application. Further details about this can be found within our Customer Advice Note published here: <https://www.arun.gov.uk/planning-applications-customer-advice-note/>

As discussed, it appears that the proposal has evolved beyond the original intention of simply providing 1 new dwelling. Given the extent of development to the rear, the application should be amended to include the change of use of the agricultural land behind the barn to residential use. I would also suggest that the application does not need to refer to the demolition; instead, a retrospective application for the erection of the number of new dwellings would be more appropriate.

With regard to the number of dwellings on the site, I consider it evident that; despite the interconnectivity, the building has been designed to function as up to three separate dwellings. Evidence observed on site, including the number of front doors, subdivision of the land, and the number of ASHP units, has informed this view. I have also been provided with a Building Control report which confirms that the structure was designed as three separate dwellings for the purposes of fire-spread regulations.

Because the revised proposal represents a more detailed scheme, please be aware that additional information will be required at validation. For example, further details relating to site drainage may be necessary. I would encourage you to review our validation requirements before re-submitting any application. Our validation lists can be found here: <https://www.arun.gov.uk/making-a-planning-application/>

The Building Control report also references the loss of certain trees. In light of this, and the regulations regarding degradation a pre-existing site plan and Biodiversity Net Gain (BNG) information would be required. If you feel this isn't the case, I would expect this to be fully justified in the prospective submission.

Finally, I noted during my visit that construction of a pergola has commenced at the rear of the property. Given the scale of this structure, I would recommend including it within the submitted plans.

Given the above highlighted issues and having regard to the significant alterations which would be required to make the application acceptable, it is my view that the application should be withdrawn at this time with a view to resubmitting the application once amended.

If you have any further questions or would like to discuss the next steps, please feel free to get in touch.

Kind regards,

Kathryn Welch

Senior Planning Officer, Planning Department

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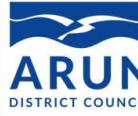
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