



From: Kathryn Welch
Sent: 30 April 2026 10:08
To: Planning Scanning
Cc: Daniel Vick
Subject: FW: FW: Y/10/26/PL Rookery Farm

Please upload. Agent withdrawal.

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

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From: Kathryn Welch
Sent: 23 April 2026 09:20
To: 'Jessica Fermor' 
Subject: RE: FW: Y/10/26/PL Rookery Farm

Dear Jessica,

Many thanks for your confirmation that you wish to withdraw the application. I await your confirmation of a date.

Kind regards,

Kathryn Welch
Senior Planning Officer, Planning Department

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

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Hi Kathryn

I think we will have to withdraw the application in that case, set a date for that week in May, I will see which day is best for Rupert.

Thank you.

Kind regards

Jessica

On Tue, 21 Apr 2026 at 10:48, Kathryn Welch <Kathryn.Welch@arun.gov.uk> wrote:

Dear Jessica,

Thank you for your email.

In terms of next steps, it would not be possible to approve the current application without amendments. The changes required are extensive, and in particular the red line boundary would need to be amended. Such changes cannot be accepted on a live application.

While meetings are not normally offered as part of the application process, and would ordinarily be subject to a separate pre-application advice fee, as mentioned you are welcome to book an on-site meeting directly with me. This offer is being made as a gesture of goodwill given that an application fee has already been paid, and any meeting would be on an informal basis only, with a view to providing guidance on any subsequent submission.

I have availability during the week commencing 11 May, with best availability on the Monday, Wednesday, Thursday or Friday. If you would like to take this up, please let me know a preferred date and I can confirm.

For clarity, unless the current application is withdrawn, it will be refused. I have already commenced preparation of my officer's report to this effect.

Kind regards,

Kathryn Welch

Senior Planning Officer, Planning Department

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From: Jessica Fermor [REDACTED]
Sent: 20 April 2026 08:56
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Subject: Re: FW: Y/10/26/PL Rookery Farm

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Dear Kathryn

I think the best way forward is to have an informal meeting on site with Mr Langmead as he wants to demonstrate that it is operating as a dwelling with annexe.

How is the best way to proceed with this?

We understand that there are amendments to be made to the application which were not present when the original works were carried out.

If possible we would really like the opportunity to amend the current application in its existing form rather than withdraw and lose the application fee.

Kind regards

Jessica

On Tue, 14 Apr 2026 at 09:46, Kathryn Welch <Kathryn.Welch@arun.gov.uk> wrote:

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

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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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From: Kathryn Welch
Sent: 31 March 2026 17:05
To: [REDACTED]
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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From: Kathryn Welch
Sent: 20 March 2026 14:28
To: [REDACTED]
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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