From: John.Griffiths <John.Griffiths@horsham.gov.uk>
Sent: 17 November 2026 11:44:54 UTC+00:00
To: "Halima.Chowdhury" <Halima.Chowdhury@horsham.gov.uk>
Subject: RE: URGENT: DC/26/1286; RE: 42 High Street, Storrington

1. The ongoing service and maintenance regime for the all components of the commercial kitchen extract-ventilation system will be undertaken as detailed in the approved scheme and in line with their manufacturers' recommendations.

John Griffiths

Area Environmental Health Officer

Telephone: 01403 215415
Email: John.Griffiths@horsham.gov.uk

Horsham District Council

Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton



From: Halima.Chowdhury <Halima.Chowdhury@horsham.gov.uk>
Sent: 17 November 2026 11:13
To: John.Griffiths <John.Griffiths@horsham.gov.uk>
Subject: URGENT: DC/26/1286; RE: 42 High Street, Storrington
Importance: High

URGENT

Hi John,

DC/26/1286,
42 High Street, Storrington,

Installation of a commercial kitchen extractor system, comprising a wall-mounted canopy, mechanical extract fan, and associated ductwork. (Retrospective).

I refer to my email below to which I have not received a response as yet.

Please kindly recommend a suitably worded conditions in relation to the installation as well as the cleaning/maintenance schedule of the proposed kitchen extractor system.

I would be grateful for an urgent response by 20th November 2026.

Kind regards

Halima Chowdhury

Planning Officer

Telephone: 01403 215059

Email: Halima.Chowdhury@horsham.gov.uk

Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

Horsham District Council will only accept service of documents by email if they are sent to legal@horsham.gov.uk. Any documents sent to individual email addresses will not be accepted under any circumstances.
Communications received after 5pm will be regarded as being served on the next working day.
Please contact us in advance if your email, including any attachments, is going to exceed 30MB.

From: Halima.Chowdhury
Sent: 03 November 2026 10:38
To: John.Griffiths <John.Griffiths@horsham.gov.uk>
Subject: RE: URGENT: DC/26/1286; RE: 42 High Street, Storrington

Hi John,

DC/26/1286,
42 High Street, Storrington,
Installation of a commercial kitchen extractor system, comprising a wall-mounted canopy, mechanical extract fan, and associated ductwork. (Retrospective).

Thank you for your email below.

Yes, the installation as well as the cleaning/maintenance schedule can be secured by planning condition. If you could recommend suitably worded conditions that would be helpful.

I await to receive your reply soon.

Kind regards

Halima Chowdhury

Planning Officer

Telephone: 01403 215059

Email: Halima.Chowdhury@horsham.gov.uk



Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

Horsham District Council will only accept service of documents by email if they are sent to legal@horsham.gov.uk. Any documents sent to individual email addresses will not be accepted under any circumstances.
Communications received after 5pm will be regarded as being served on the next working day.
Please contact us in advance if your email, including any attachments, is going to exceed 30MB.

From: John.Griffiths <John.Griffiths@horsham.gov.uk>
Sent: 03 November 2026 10:09
To: Halima.Chowdhury <Halima.Chowdhury@horsham.gov.uk>
Subject: RE: URGENT: DC/26/1286; RE: 42 High Street, Storrington

Hi Halima,

The performance of these components is satisfactory and in line with the recommendations of the Guidance.

Will we be able to confirm their actual installation as part of the approved plans, as well as secure the cleaning/maintenance schedule, by Condition please?

Speak soon.

Johno

John Griffiths

Area Environmental Health Officer

Telephone: 01403 215415
Email: John.Griffiths@horsham.gov.uk



Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton



From: Halima.Chowdhury <Halima.Chowdhury@horsham.gov.uk>
Sent: 02 November 2026 16:30
To: John.Griffiths <John.Griffiths@horsham.gov.uk>
Subject: FW: URGENT: DC/26/1286; RE: 42 High Street, Storrington
Importance: High

Hi John,

DC/26/1286,
42 High Street, Storrington,
Installation of a commercial kitchen extractor system, comprising a wall-mounted canopy, mechanical extract fan, and associated ductwork. (Retrospective).

The agent has provided additional information in response to your re-consultation comments. Please kindly confirm if the additional information addresses your concerns.

I would be grateful if you could provide your comments by 16th November 2026.

Kind regards

Halima Chowdhury

Planning Officer

Telephone: 01403 215059

Email: Halima.Chowdhury@horsham.gov.uk

Horsham District Council

Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

Horsham District Council will only accept service of documents by email if they are sent to legal@horsham.gov.uk. Any documents sent to individual email addresses will not be accepted under any circumstances.
Communications received after 5pm will be regarded as being served on the next working day.
Please contact us in advance if your email, including any attachments, is going to exceed 30MB.

From: Robert Flanagan <info@architekton-architects.co.uk>
Sent: 02 November 2026 12:58
To: Halima.Chowdhury <Halima.Chowdhury@horsham.gov.uk>
Subject: RE: URGENT: DC/26/1286; RE: 42 High Street, Storrington

Dear Halima,

We have sought clarification on Environmental Health comments and provide the following:

Thank you for your further consultation response regarding the commercial kitchen extraction system.
We note that Environmental Health considers the proposed arrangement of graded particulate filtration followed by activated carbon filtration satisfactory, notwithstanding the existing horizontal discharge arrangement.
In response to the additional information requested, please find below the proposed filtration specification, calculated carbon residence time and cleaning and maintenance schedule.

1. **Proposed Filtration System**

The proposed system will incorporate a commercial **Discarb activated carbon filtration system supplied by The Filter Business**, with particulate pre-filtration to reduce contamination of the carbon media.
The proposed arrangement comprises:

- Extractor to 90° bend: 809 mm.
- Bend to particulate filter: 330 mm.
- Particulate filter housing: 600 × 400 mm.
- Connecting ductwork between filters: 300 mm.
- Activated carbon filter housing: 600 × 400 × 400 mm.
- Carbon media: Activated carbon specified for commercial kitchen odour removal.

2. Activated Carbon Residence Time

The preliminary design is based on an assumed extraction airflow of **750 m³/hour (0.2083 m³/second)**.

The proposed effective activated carbon bed volume is approximately **72 litres (0.072 m³)**.

The theoretical residence time is therefore:

Residence time = Carbon volume ÷ Airflow

0.072 ÷ 0.2083 = 0.346 seconds

The anticipated residence time is therefore approximately **0.35 seconds**, based on the preliminary design assumptions.

The final manufactured Discarb filter configuration will be selected to provide suitable odour-control performance, with the effective carbon volume, actual residence time and pressure losses confirmed in the manufacturer's technical specification.

3. Cleaning and Maintenance Schedule

The following maintenance schedule will be implemented:

Component	Maintenance	Frequency
Washable grease filters	Remove and clean	Daily
Particulate filters	Inspect and replace as necessary	Weekly inspection
Activated carbon filters	Inspect accessible components and assess performance; replace in accordance with manufacturer's recommendations	Monthly inspection
Extraction fan	Operational inspection	Monthly
Extraction fan	Professional servicing	Every 6 months
Extraction ductwork	Inspect and clean as required	Quarterly inspection
Complete system	General operational and maintenance review	Every 6 months

Where manufacturer recommendations require more frequent maintenance, these will take precedence.

A maintenance log will be retained on site, recording inspections, cleaning, servicing and filter replacements.

4. Conclusion

The proposed filtration arrangement incorporates particulate and activated carbon treatment to minimise cooking-related odour emissions from the existing extraction system.
The preliminary design provides a calculated theoretical carbon residence time of approximately **0.346 seconds**, subject to verification against the final manufactured filter configuration and actual operating airflow.
The maintenance schedule above will be implemented throughout the operational life of the system.

We note Environmental Health's recommendation that these arrangements, together with the previously requested demolition and construction-phase measures, be secured by appropriate planning conditions. We would not that there is no demolition expected to take place as this is a retrospective planning application.

Kind Regards

ROBERT FLANAGAN ● Director ● RIBA Chartered Architect
HND(dip) MCMI BA(Hons) PGDip, MA(Arch), DIP(arch), ARB, RIBA



m: 07763 934 160

p: 01903 419 392

e: info@architekton-architects.co.uk
a: ARCHItékton Architects Limited - Storrington, RH20 3HZ
w: https://www.architekton-architects.co.uk/

ARCHItékton Architects

Architects Registration Board REG NO: 099324G

RIBA Chartered Practice

LABC Registered Partner Authority Scheme

This e-mail and any files transmitted with it, are intended solely for the use of the persons to whom it is addressed. If you are not one of the intended recipients you must not use, disclose copy or distribute this e-mail. If you have received this email in error, please contact the sender immediately by telephone on the number given above and then delete the message from the system. Any views or opinions expressed here do not necessarily represent those of Architekton Architects unless explicitly stated otherwise. We have taken precautions to minimise the risk of transmitting software viruses, but we advise you to carry out your own virus checks on an attachment to this message. We cannot accept liability for any loss or damage caused by software viruses.

From: Halima.Chowdhury <Halima.Chowdhury@horsham.gov.uk>
Sent: 28 October 2026 18:34
To: Robert Flanagan <info@architekton-architects.co.uk>
Subject: URGENT: DC/26/1286; RE: 42 High Street, Storrington
Importance: High

URGENT

Dear Robert,

DC/26/1286,
42 High Street, Storrington,
Installation of a commercial kitchen extractor system, comprising a wall-mounted canopy, mechanical extract fan, and associated ductwork. (Retrospective).

I refer to the above planning application.

Please see below the Council's Environmental Health Officer's re-consultation comments and please address the concerns raised.

I would be grateful if the requested information could be provided by 04th November 2026. Please note that once in receipt of the requested information a further extension of the determination date would need to be arranged.

Kind regards

Halima Chowdhury

Planning Officer

Telephone: 01403 215059

Email: Halima.Chowdhury@horsham.gov.uk

Horsham District Council

Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

Horsham District Council will only accept service of documents by email if they are sent to legal@horsham.gov.uk. Any documents sent to individual email addresses will not be accepted under any circumstances.
Communications received after 5pm will be regarded as being served on the next working day.
Please contact us in advance if your email, including any attachments, is going to exceed 30MB.

From: John.Griffiths <John.Griffiths@horsham.gov.uk>
Sent: 28 October 2026 14:00
To: Planning <planning@horsham.gov.uk>
Cc: Halima.Chowdhury <Halima.Chowdhury@horsham.gov.uk>
Subject: Your Ref: DC/26/1286; RE: 42 High Street, Storrington

Dear Planning,

I write further to the above consultation and comment on behalf of HDC Environmental Health & Licensing Commercial team, following discussion with the Applicant and additional information being submitted to support the Application.

The application seeks the retrospective regularisation of a previously installed commercial kitchen extractor system, comprising a wall-mounted canopy, mechanical extract fan, and associated ductwork. All consideration made in relation to appropriate kitchen extract-ventilation in terms of odour and noise is made with reference to NETCEN/EMAQ+ guidance document titled 'Control of Odour and Noise from Commercial Kitchen Exhaust Systems' (2018), which will be referred to as 'the Guidance'.

The application premises is located in the primarily commercial area of Pulborough village centre, although domestic properties are noted as being sited immediately adjacent at the overlooking 40 High Street, as well as within 25 metres to the south on Hanover Walk.

It is noted that additional plan drawings have now been submitted that indicate the inclusion of graded particulate filtration prior to an activated carbon cell to target odour molecules prior to discharge to the environment. Although the efflux remains a horizontal design, the inclusion of these fittings as proposed can be considered satisfactory.

However, prior to the commissioning of the extraction system, calculations of expected residence- or dwell-time of the airflow through the carbon cell should be confirmed, as well as the submission of a written schedule of cleaning and maintenance detailing the expected timeframes for the cleaning of washable grease filters; the frequency of inspection and replacement of all filters (both particulate and carbon filters); and the periods proposed between inspection and servicing of the fan plant.

These details submitted in the schedule should subsequently be secured by Condition, should the Application be Permitted. In addition, this Service asks that the recommended Condition regarding the Demolition and/or Construction Phase outlined in my previous consultation response is also included, should the Application be Permitted.

If there is anything in this email that you do not understand, or if you have any other questions or queries, please do not hesitate to contact this Service or myself directly.

Kind regards.

John Griffiths

Area Environmental Health Officer

Telephone: 01403 215415

Email: John.Griffiths@horsham.gov.uk

Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton



Disclaimer

IMPORTANT NOTICE This e-mail might contain privileged and/or confidential information. If you have received this e-mail in error, please notify the sender and delete the e-mail immediately; you may not use or pass it to anyone else. Whilst every care has been taken to check this outgoing e-mail for viruses, it is your responsibility to carry out checks upon receipt. Horsham District Council does not accept liability for any damage caused. E-mail transmission cannot guarantee to be secure or error free. This e-mail does not create any legal relations, contractual or otherwise. Any views or opinions expressed are personal to the author and do not necessarily represent those of Horsham District Council. This Council does not accept liability for any unauthorised/unlawful statement made by an employee. Information in this e mail may be subject to public disclosure in accordance with the law. Horsham District Council cannot guarantee that it will not provide this e mail to a third party. The Council reserves the right to monitor e-mails in accordance with the law. If this e-mail message or any attachments are incomplete or unreadable, please telephone 01403 215100 or e-mail customer.services@horsham.gov.uk. Any reference to "e-mail" in this disclaimer includes any attachments.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**.