Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

MH Architects Ltd
Bicentennial Building
Southern Gate
Chichester
PO19 8EZ

18th February 2022

Please ask for: Management Support Officer
Telephone: 01903 737512

Dear Mr King Smith,

Notification of a Planning Committee Meeting at 2:00 pm on the 2nd March 2022

Application Number: **AB/150/21/PL**

Site Address: Land adjacent to 30 Ellis Close Arundel BN18 9LG

As the applicant/agent, you are able to ask to speak at the Committee.

Please be aware that if you wish to attend the Civic Centre to speak at committee or if you do not wish to attend in person but would rather have your statement read out on your behalf, you must follow the two stage process noted below.

Stage One

In the first instance, please formally register your wish to speak in person/have your statement read out on your behalf by no later than 9:00am on 28 February 2022 by telephoning 01903 737512. A list of those wishing to make such representations will be prepared on a first come, first served basis up to the maximum allowed by the procedure at the end of this letter. Please note that if you do register to make a submission, your name will be in the public domain.

Stage Two

Following your registration to make such a representation, and as a temporary measure while restrictions remain in place, please email the statement you intend to read out or have read out on your behalf to planning@arun.gov.uk marked 'written submission for Planning Committee 02 March 2022'. The deadline for receipt of statements is by 11:30am on the day before the meeting where the application you are making a representation on will be considered.

To avoid possible confusion, the Council regrets that it cannot accept the registration of speakers and written submissions in any other manner (by letter or e-mail) and those invited to speak must first register their wish to do so in the way prescribed as the Committee will not be able to hear any party who has not formally registered. To this end, we are running a ticketing system and you will be advised of your number prior to the meeting.

Further information on the planning committee and a copy of the committee agenda, containing the officer's report and recommendation, are published on the website at least 5 working days before the meeting: https://democracy.arun.gov.uk/mgCommitteeDetails.aspx?ID=137

The Council recognise that government guidance on social distancing is likely to or may have altered by the time of the meeting. However, the Council continues to have a duty of care to all persons present within its premises and therefore this risk control measure **will** remain in place (subject to future review) for this meeting.

- Only the individual registered to speak can attend the meeting. You are not able to be accompanied by another person. If other people arrive who are not recorded to speak, they will not be admitted to the building.

- In order to keep the amount of people in the building to a minimum, the agenda will be split into sections with defined start times and you will not be permitted to enter the building until the defined time. **Those individuals who register to speak must therefore check the Council's agenda webpage the day before the meeting to get confirmation of where their application will appear in the agenda and when to arrive at the Civic Centre.**

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website https://www.arun.gov.uk/privacy-policy/

Please Note: If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to https://www1.arun.gov.uk/planning-application-finder

Public Speaking at Planning Committee.

The Committee welcomes public speaking on agenda items, but Committee Meetings often have agendas that run to 150 pages and take more than three hours to complete. It is important to ensure that decisions on applications are taken at a reasonable pace and it is therefore necessary to limit the number of people who can speak on any one item and how long they can speak for.

Who can speak?

Any person who has made a written submission in support of or in opposition to the proposal, including the applicant or agent, can speak at a Committee meeting but only if:-

* They have formally registered to speak before 9:00 am on **28 February 2022**
* There is a vacant slot for speaking

How many people can speak?

There are restrictions on how many people can speak on an individual item:

* Two people may speak in support (inclusive of the applicant/agent);
* Two people may speak in opposition; and
* A representative of the relevant Town or Parish Council is also permitted to speak.

Note: Only one person per household or official postal address may speak on a particular side of the debate. Arun District Council Members and Officers are the only others allowed to speak at Committee.

How long can I speak for?

The maximum time allowed for short-listed speakers and Town and Parish Councillors is three minutes, and this is rigorously enforced.

When can't I speak?

The public are not allowed to speak on any item that is to be considered in private session or where an application has been considered at an earlier Committee and been deferred.

Can I display material, PowerPoint slides, hand-out notes, petitions, or photographs?

No. Your written submission forms part of the application file, and it is therefore a matter of public record, and is reported on by the Planning Officers. You are offered the opportunity to explain the submission you have made but not to add further material. Petitions will not be accepted at Committee meetings.

What is the procedure at Committee?

A booth will be provided for those who have registered to speak. You will be called when it is your turn to speak and the Chair of the Committee will then invite you to address the Members and will remind you that you have three minutes. A member of the Committee's team will let you know when your three minutes is complete at which point the Chair will thank you for your comments and you will need to return to your seat in the public gallery.

Polite Reminder: The meeting is a public meeting and the Committee expect any public speaker to be polite. Inappropriate or offensive remarks, direct criticism of individual Councillors, officers, applicants, their agents, allegations about the behaviour of neighbours will be disregarded by the Committee Members in considering the application. Any speaker behaving in such a way will also be asked to stop and will lose the opportunity to make any further comments.

Covid 19 Restrictions

Prior to attending the meeting, please check the latest guidance notes on the Committee Agenda page on the Council's website. This will provide guidance on how your attendance will be managed and what restrictions the Council will apply when in the building.