

Mr N Locke
120 Littlehampton Road
Ferring
West Sussex
BN12 6PL

11th May 2020

Please ask for: Management Support Officer
Telephone: 01903 737512

Dear Mr Locke,

Notification of a Development Control Committee Meeting at 2.30 pm on the 26th May 2020

Application Number: AL/74/19/PL

Site Address: Norton Dairy Old Dairy Lane Norton PO20 3AF

I write to advise you as the applicant/agent that the above application is expected to be determined by the Development Control Committee on the above date.

The Council has recently adopted new procedure rules in line with the Coronavirus Act 2020 to allow for this meeting to be held 'virtually'. The meeting will not be held at Council Chamber. These procedures are for a temporary period and allow for meetings to take place virtually with members and officers attending via a video link and for the meeting to be broadcast live.

Public participation in these meetings will be retained. However, this will be through a written submission that must be made a minimum of 24 hrs in advance of the meeting. These will be read out on your behalf at the meeting.

Those wishing to make such submissions must formally register their wish to do so by no later than 10.00am on Friday 22 May by telephoning 01903 737512. A list of those wishing to make submissions will be prepared on a first come, first served basis up to the maximum allowed by the procedure (attached). Please note that if you do register to make submissions, your name will be in the public domain.

All written submissions from those who are recorded as having registered to make them must be submitted to planning@arun.gov.uk and marked 'written submission for Development Control Committee 26 May 2020' by 2.30pm on the day before the meeting where the application you are making a representation on will be considered.

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

For further information on the Development Control Committee please go to the website:

<https://www.arun.gov.uk/planning-decision-process>

To avoid possible confusion, the Council regrets that it cannot accept the registration of written submissions in any other manner (by letter or e-mail) and the Committee will not be able to hear any party who has not formally registered.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

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
www.arun.gov.uk/planning-privacy-statements

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.

Written Submissions at Development Control Committee.

The Committee welcomes public submissions 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 make a submission on any one item and how long they can be read for.

Who can submit a written submission?

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

- * They have formally registered to do so before 10am on Friday 22 May; and
- * There is a vacant slot for a submission to be read out.
- * They have submitted their written submission by 2.30 pm on the day before the Development Control Committee meeting.

How many people can make submissions?

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

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

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

How long can the written submission be?

The maximum time allowed for a written submission from the public and the Parish Councillors is three minutes, and this is rigorously enforced. The submissions will be read out at the meeting but will, in the interests of fairness, be strictly limited to 3 minutes.

When can't I make a written submission?

The public are not allowed to make submissions 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. Petitions will not be accepted at Committee meetings.

What is the procedure at Committee?

Your written submission will be read out at the meeting.