

Inspired Design Studio Limited
39 Willowhayne Avenue
East Preston
BN16 1PL

15th June 2021

Please ask for: Management Support Officer
Telephone: 01903 737512

Dear Mrs Willard,

Notification of a Planning Committee Meeting at 1.30pm on the 23rd June 2021

Application Number: EP/16/21/PL

Site Address: Land East of 1 The Way East Preston BN16 1QJ

I write to advise you that the above application, which was due to be determined by the Planning Committee on the 23rd June 2021 will no longer be presented to that committee.

I will write to you to advise the date of the committee to which it will be presented in due course.

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
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.

Submissions at Planning 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 make a 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 18 June 2021; 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 Planning 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.

Process for virtual attendance at the meeting

- * Anyone trying to join the meeting who is not on the list of registered speakers will not be allowed into the meeting
- * If you join early - you will remain in the virtual meeting room until your item
- * That until you speak you must have your microphone muted and their camera turned off
- * You will be invited to speak by the Chairman
- * You will then have your 3 minutes to speak - no extra time will be allowed

- * If you run over the time you will be advised that you will be muted
- * After you have spoken you are to mute your microphone and turn off your camera.
- * You can remain in the meeting for the debate and the vote and then leave the meeting.