

[REDACTED]

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[REDACTED]

[REDACTED]

Arun District Council, Civic Centre, Maltravers Rd
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Our priorities...



Improving the wellbeing of Arun



Delivering the right homes in the right places



Supporting our environment to support us



Fulfilling Arun's economic potential



From: Gabriella Chan [REDACTED]
Sent: 26 November 2025 09:59
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Cc: Remi Connolly-Townsend [REDACTED]
Subject: Re: LU/141/25/PL 57 River Road Littlehampton

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Dear Ms Welch,

Thank you for your update, we appreciate the progress being made and understand the need to amend the report in light of the new information.

We are happy to agree to the further extension of time until **5 December 2025**.

Please could you also let us know if you anticipate requiring anything further from us as you complete the report. We remain ready to assist in any way that may help to finalise the application. In addition, if possible, we would be grateful for an outline of the likely planning conditions so that we can prepare in advance for any post-decision discharge requirements.

Thank you again for your continued assistance. We look forward to hearing from you.

Kind regards,

Gabriella Chan
Architect

remi c
studio

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London, E15 2SJ

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On Wed, 26 Nov 2025 at 09:41, Kathryn Welch <Kathryn.Welch@arun.gov.uk> wrote:

Dear Gabriella,

Many thanks for the email and apologies for the delay.

Within the last week we have received the comments from our drainage engineers, the last consultee we were waiting for. Most of my report is prepared, however It now requires slight amendment/additional due to the new information. Would it be possible to agree one last EOT until the 5 December?

Kind regards,

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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Our priorities...



From: Gabriella Chan [REDACTED]
Sent: 24 November 2025 10:05
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Cc: REMICT Info [REDACTED] Remi Connolly Taylor [REDACTED]
Subject: Re: LU/141/25/PL 57 River Road Littlehampton

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Dear Ms Welch,

I hope this email finds you well.

We are writing to follow up on this application, as we have not received an update since your message of 27 October. The agreed extension of time to 21 November 2025 has now passed, so we wanted to check whether there has been any progress on the outstanding drainage consultation or on the preparation of the Officer Report?

We understand the pressures on workloads and appreciate the time involved in coordinating the final consultee response, however, our client is now seeking an update on the progress of the application, so we would be grateful if you could advise on the current position.

Thank you for your continued assistance. We look forward to hearing from you.

Kind regards,

Gabriella Chan
Architect

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On Mon, 27 Oct 2025 at 11:56, Gabriella Chan [REDACTED] wrote:

Dear Ms Welch,

Thank you for your update and for explaining the position regarding the Drainage Engineers' response. We understand the current pressures on workloads and are happy to agree to the proposed extension of time until 21 November 2025.

We appreciate your continued assistance and look forward to hearing from you once the consultation feedback has been received.

Kind regards,

Gabriella Chan
Architect

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On Mon, 27 Oct 2025 at 11:12, Kathryn Welch <Kathryn.Welch@arun.gov.uk> wrote:

Dear Gabriella,

Apologies for the delay in progressing this application. Our Drainage Engineers are currently experiencing a significant backlog, which is unfortunately impacting the timeliness of our service delivery.

To clarify, it is unlikely that I will receive their response before the current extension of time (EOT) expires. This is the final consultation response required before I can proceed to determine the application.

In light of this, would it be possible to agree a further extension of three weeks, to a new determination deadline of 21 November?

Many thanks,

Kathryn Welch

Senior Planning Officer, Planning Department

T: 01903 737789

E: kathryn.welch@arun.gov.uk

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From: Gabriella Chan [REDACTED]
Sent: 27 October 2025 10:42
To: Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Cc: REMICT Info [REDACTED] Remi Connolly Taylor [REDACTED]
Subject: Re: LU/141/25/PL 57 River Road Littlehampton

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Dear Ms Welch,

We hope this email finds you well.

We are following up regarding the above application, as we have not yet received an update following our last correspondence of 14 October, in which we confirmed the correct site address as 57 River Road and agreed to the extension of time until 31 October 2025.

We appreciate the pressures on workloads and the need to coordinate consultee responses, however we would be grateful if you could kindly provide an update on the current status of the application and anticipated next steps, as our client is pressing us for this.

I will be away from Wednesday 29 October to Thursday 7 November, so if there are any updates during this period, we would be grateful if you could please keep our director, Remi Connolly-Townsend, copied in on any correspondence.

Thank you for your time and continued assistance. We look forward to your response.

Kind regards,

Gabriella Chan
Architect

remi c studio

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On Tue, 14 Oct 2025 at 10:01, Gabriella Chan [REDACTED] wrote:

Dear Ms Welch,

We hope this email finds you well.

Further to my previous email in which we confirmed the correct site address as **57 River Road** and agreed to the extension of time until **31 October 2025**, we wanted to check whether there are any updates on the progress of the application.

We understand you were awaiting comments from the Council's Drainage Engineers and appreciate the time involved in coordinating responses. Please let us know if there is anything further we can provide to assist with the review.

Thank you for your continued assistance, and we look forward to hearing from you.

Kind regards,

Gabriella Chan
Architect

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On Thu, 9 Oct 2025 at 11:16, Gabriella Chan [REDACTED] wrote:

Dear Ms Welch,

We hope this email finds you well, and thank you for your message.

Apologies for the delay in responding. Our client has confirmed that the correct site address is **57 River Road**, as stated on the application form.

We are happy to agree to the proposed extension of time until 31 October 2025, to allow for the completion of your assessment and the receipt of the remaining consultation responses.

Please let us know if you require any further information or clarification. We remain ready to assist with any additional details that may help to progress the application.

Thank you, we appreciate your efforts and look forward to hearing from you in due course.

Kind regards,

Gabriella Chan
Architect

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On Thu, 9 Oct 2025 at 10:47, Kathryn Welch <Kathryn.Welch@arun.gov.uk> wrote:

Hi Gabriella,

I don't appear to have had a response to my email yet, please see below.

Kind regards,

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: 30 September 2025 14:08
To: Gabriella Chan [REDACTED]
Cc: REMICT Info [REDACTED]
Subject: RE: LU/141/25/PL 57 River Road Littlehampton

Dear Gabriella,

Many thanks for the email.

I just wanted to confirm the site address provided on the application form, which has been transferred to the application documents, states the site is at **57 River Road**. However, my mapping data, and the on-street numbering of the neighbouring property, indicate the site is actually **47 River Road**.

Could you please confirm that the correct address is 47 River Road, and provide written confirmation that you're happy for us to update the application accordingly?

Regarding the progress of the application, I'm currently well underway with the preparation of my Officer Report. I'm not inviting any additional information to be submitted at this time. I am still awaiting comments from our Drainage Engineers. While I'm aware we have 10 days remaining before the application expires, I also understand they are currently behind on their caseload. Would it be possible to agree an extension of time until 31 October?

Kind regards,

Kathryn Welch

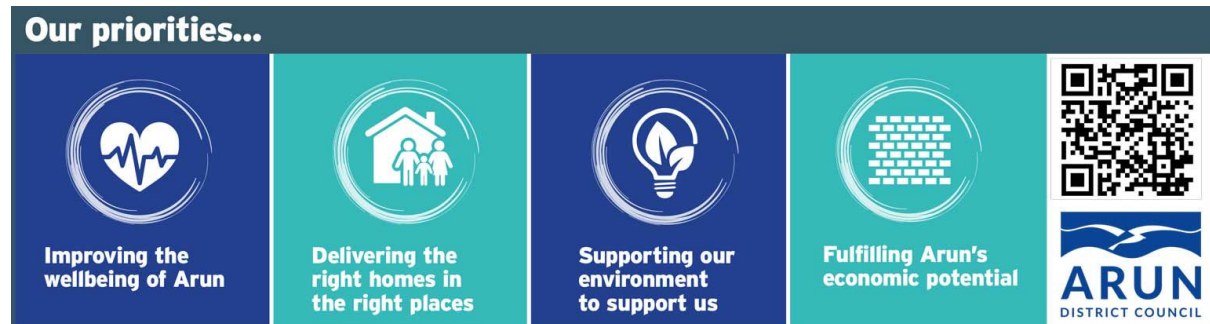
Senior Planning Officer, Planning Department

T: 01903 737789

E: kathryn.welch@arun.gov.uk

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Littlehampton, West Sussex, BN17 5LF



From: Gabriella Chan [REDACTED]
Sent: 29 September 2025 10:48
To: Simon Davis <Simon.Davis@arun.gov.uk>
Cc: REMICT Info [REDACTED] Kathryn Welch <Kathryn.Welch@arun.gov.uk>
Subject: Re: LU/141/25/PL 57 River Road Littlehampton

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Dear Mr Davis and Ms Welch,

I hope this email finds you both well.

Thank you, Simon, for letting us know about the change in case officer. We very much appreciate your assistance to date.

Kathryn, we look forward to working with you as the application progresses. We remain ready to provide any further information or clarifications that may assist with your review.

Please do not hesitate to let us know if there are any additional details you would like us to provide.

Kind regards,

Gabriella Chan
Architect

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On Mon, 29 Sept 2025 at 10:18, Simon Davis <Simon.Davis@arun.gov.uk> wrote:

Dear Gabriella,

My colleague, Kathryn Welch, Senior Planner is now dealing with this application. I have copied her in.

Kind Regards

Simon

Simon Davis MRTPI

Principal Planning Officer, Directorate of Growth

T: 01903 737874

E: simon.davis@arun.gov.uk

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From: Gabriella Chan [REDACTED]
Sent: 29 September 2025 09:15

To: Simon Davis <Simon.Davis@arun.gov.uk>
Cc: REMICT Info [REDACTED]
Subject: Re: LUY/141/25/PL 57 River Road Littlehampton

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Dear Mr Davis,

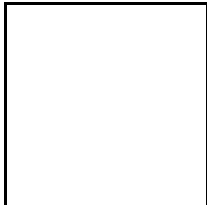
I hope you are well.

Further to our reply on the 8th of September with drawing A_600 Swept Path Analysis, we just wanted to check if there are any updates from the Highways team or further details you would like from us.

We are happy to provide anything needed and appreciate your assistance in progressing the application.

Kind regards,

Gabriella Chan
Architect



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On Mon, 8 Sept 2025 at 17:18, Gabriella Chan [REDACTED] wrote:

Dear Mr Davis,

I hope this email finds you well, and thank you for forwarding the comments from West Sussex County Council Highways dated 3 September 2025.

In response to their request, please see attached drawing A_600 Swept Path Analysis. This plan demonstrates tracking movements for a standard vehicle entering and exiting Parking Spaces 1, 2 and 3 in forward gear. The swept-path analysis confirms that access and turning can be achieved within the site for these bays.

We trust that this additional information addresses the points raised and will enable you to re-consult with the Highways team. Please let us know if you require any further details or clarification, and we will be pleased to assist.

Thank you for your continued support in progressing the application. We look forward to working constructively with you and your colleagues as the review continues.

Kind regards,

Gabriella Chan
Architect



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On Fri, 5 Sept 2025 at 16:56, Simon Davis <Simon.Davis@arun.gov.uk> wrote:

Dear Gabriella,

Further to the below, please see the attached Highways comments. They may not have seen the plan showing the tracking for parking space 1 but regardless they also ask for details ref parking spaces 2 and 3. Can you provide an amended plan to me, and I will then re-consult them.

Kind Regards

Simon

Simon Davis MRTPI

Principal Planning Officer, Directorate of Growth

T: 01903 737874

E: simon.davis@arun.gov.uk

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From: Gabriella Chan [REDACTED]

Sent: 26 August 2025 12:26

To: Simon Davis <Simon.Davis@arun.gov.uk>

Cc: REMICT Info [REDACTED]

Subject: Re: LUY/141/25/PL 57 River Road Littlehampton

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Dear Mr Davis,

We hope this email finds you well. Thank you for your email on 22 August 2025 regarding the application LU/141/25/PL.

In response to the outstanding queries, please see below:

I write to ask whether you can arrange for some tracking drawings to demonstrate how cars will enter and exit parking space 1 (by the entrance) in a forward gear.

RESPONSE: Please see the attached revised drawing A_100, which includes tracking for Parking Space 1 as requested. The swept-path analysis illustrates a standard vehicle (refer to the notes column for details) entering and exiting Parking Space 1 in forward motion. We trust that these diagrams will satisfy the requirement.

Please let us know if you require any further information or clarification. We remain ready to assist with any additional details that may help to progress the application.

We are grateful for your assistance and note your advice regarding the case potentially being passed to another officer in the coming weeks. We look forward to continuing to work constructively with the Council as the application moves forward.

Kind regards,

Gabriella Chan
Architect

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