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Arun District Council, Civic Centre, Maltravers Rd  
Littlehampton, West Sussex, BN17 5LF  
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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:** 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?

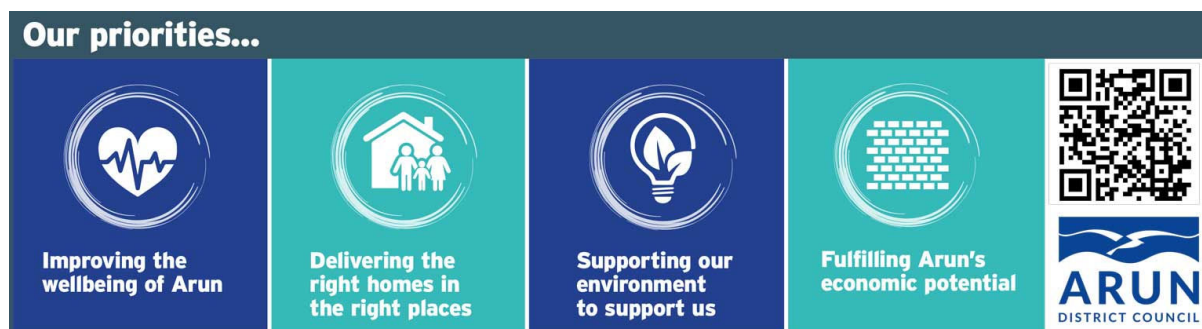
Kind regards,

**Kathryn Welch**  
**Senior Planning Officer**, Planning Department

T: 01903 737789

E: [kathryn.welch@arun.gov.uk](mailto:kathryn.welch@arun.gov.uk)

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**From:** Gabriella Chan [REDACTED]  
**Sent:** 29 September 2025 10:48  
**To:** Simon Davis <[Simon.Davis@arun.gov.uk](mailto:Simon.Davis@arun.gov.uk)>  
**Cc:** REMICT Info [REDACTED] Kathryn Welch <[Kathryn.Welch@arun.gov.uk](mailto: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](mailto: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](mailto:simon.davis@arun.gov.uk)

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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

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DISTRICT COUNCIL

**From:** Gabriella Chan [REDACTED]  
**Sent:** 29 September 2025 09:15  
**To:** Simon Davis <[Simon.Davis@arun.gov.uk](mailto: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,

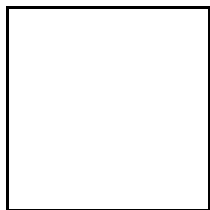
I hope you are well.

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.

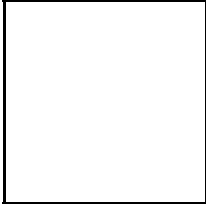
In response to their request, please see attached drawing A\_600 Swept Path Analysis. This plan demonstrates tracking movements for a standard vehicle entering and exiting Parking Spaces 1, 2 and 3 in forward gear. The swept-path analysis confirms that access and turning can be achieved within the site 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](mailto: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](mailto:simon.davis@arun.gov.uk)

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|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Improving the wellbeing of Arun</p> |  <p>Delivering the right homes in the right places</p> |  <p>Supporting our environment to support us</p> |  <p>Fulfilling Arun's economic potential</p> | <br> |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**From:** Gabriella Chan [REDACTED]  
**Sent:** 26 August 2025 12:26  
**To:** Simon Davis <[Simon.Davis@arun.gov.uk](mailto: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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