

Peter Cleveland

From: Sonia Gibbon [sonia.gibbon@gmail.com]

Sent: 17 February 2012 13:45

To: Peter Cleveland

Subject: Re: Forge Cottage

Hi Peter

Thanks for replying.

The reason you and I got to this possible scenario is because a turn on site is not possible. There is not space due to the flint wall - which is marked on the plans. It is a listed building so cannot be demolished.

I understand that Highways do not wish for me to park on the verge any more than I do - and with the recent weather its now pretty muddy and messed up. Perhaps they have another suggestion as I have none left now.

My number is 07879 335005

Sonia

On 17 February 2012 13:41, Peter Cleveland <Peter.Cleveland@arun.gov.uk> wrote:

Hi Sonia

I have know had something back from County Highways and they are still not satisfied with the detail. They have suggested that a turn on-site area would be required, maybe in the form of a hammerhead layout. Sorry I haven't got your contact number, otherwise I would have rung instead of emailing to discuss.

Regards
Peter

Peter Cleveland MSc Senior Planner, Planning Department, <u>Arun District Council</u> Location: 1st Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF Internal: 37631 External: +44 (0) 1903 737631 E-mail: Peter.Cleveland@arun.gov.uk
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From: Sonia Gibbon [REDACTED]
Sent: 17 February 2012 12:55
To: Peter Cleveland
Subject: Forge Cottage

Hi Peter

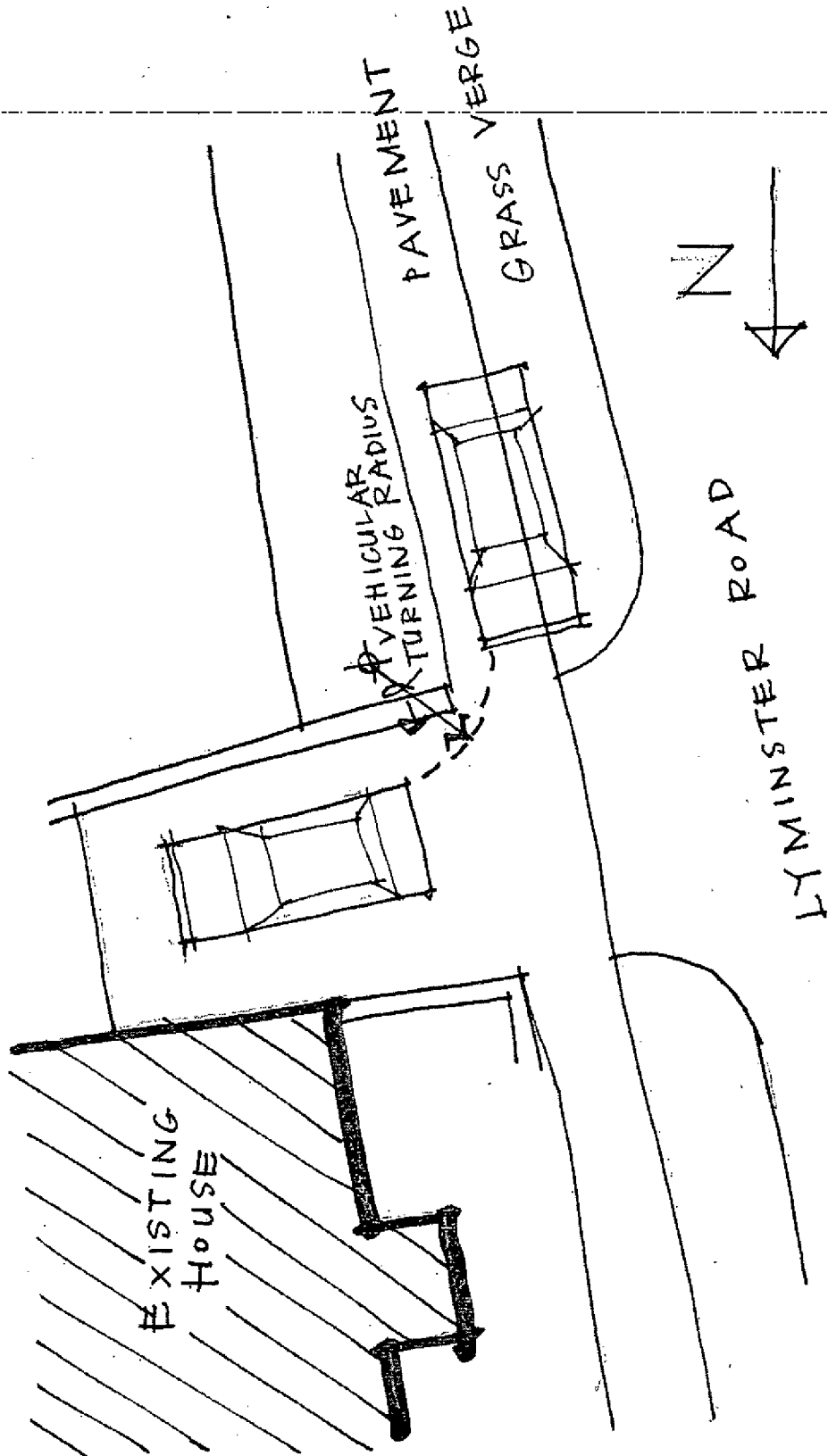
Do you have any news?

Thanks

<http://www.arun.gov.uk>

NLPG UPRN 100062237016

DX 57406 Littlehampton



Peter Cleveland

From: Liz Galloway [mailto: [REDACTED]]
Sent: 18 October 2011 17:23
To: Peter Cleveland
Subject: FW: FW: Letter following the visit from Highways in March

Dear Peter

I have received the email below from our client at Forge Cottage, Lyminster. I assume from this that she wants to deal direct with yourselves and not use us as agent. Would you confirm you have accepted and auctioned this request.

Many thanks

Liz

From: Sonia Gibbon [mailto: [REDACTED]]
Sent: 18 October 2011 10:39
To: Liz Galloway
Subject: Re: FW: Letter following the visit from Highways in March

Hi Liz

Could you please authorise the council to deal with me on this from now?

Thank you

On 10 October 2011 16:37, Liz Galloway [mailto: [REDACTED]] wrote:

Dear Ms Gibbon

Please see response below from Peter Cleveland regarding your crossover. Perhaps you could let us have your instruction as appropriate

Thanks

Liz

From: Peter Cleveland [mailto: Peter.Cleveland@arun.gov.uk]
Sent: 10 October 2011 15:39
To: Liz Galloway
Cc: Lauren Willard
Subject: RE: Letter following the visit from Highways in March

Dear Liz Galloway

Further to our conversation today regarding the letter from County Highways, this would not be sufficient to overcome the requirements of West Sussex County Council which I previously forwarded to you. The letter is just a standard response from highways giving guidance on how to apply for permission for a vehicle crossover and does not specifically state that what you have proposed within the application would be acceptable as there is no reference to any specific plan or layout.

I have also discussed this with WSCC Highways and they have confirmed that the visibility-splay details are still required and that the application should not be approved without such detail.

I shall await your response on this matter.

Kind regards
 Peter

Peter Cleveland Planner, Planning Department, Arun District Council Location: 1st Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
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Internal: 37370 External: +44 (0) 1903 737500 Ext 37370 E-mail: Peter.Cleveland@arun.gov.uk
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Version: 10.0.1410 / Virus Database: 1520/3943 - Release Date: 10/07/11

No virus found in this message.

Checked by AVG - www.avg.com

Version: 10.0.1411 / Virus Database: 1522/3958 - Release Date: 10/17/11

Peter Cleveland

From: Peter Cleveland
Sent: 10 October 2011 15:39
To: 'Liz Galloway'
Cc: 'Lauren Willard'
Subject: RE: Letter following the visit from Highways in March

Dear Liz Galloway

Further to our conversation today regarding the letter from County Highways, this would not be sufficient to overcome the requirements of West Sussex County Council which I previously forwarded to you. The letter is just a standard response from highways giving guidance on how to apply for permission for a vehicle crossover and does not specifically state that what you have proposed within the application would be acceptable as there is no reference to any specific plan or layout.

I have also discussed this with WSCC Highways and they have confirmed that the visibility splay details are still required and that the application should not be approved without such detail.

I shall await your response on this matter.

Kind regards
 Peter

Peter Cleveland Planner, Planning Department, Arun District Council Location: 1st Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF Internal: 37370 External: +44 (0) 1903 737500 Ext 37370 E-mail: Peter.Cleveland@arun.gov.uk Visit Arun's web site at www.arun.gov.uk  Save the environment - think before you print.
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Liz Galloway

Sent: 10 October 2011 14:59
To: Peter Cleveland
Cc: 'Lauren Willard'
Subject: FW: Letter following the visit from Highways in March

Dear Peter

Please find attached letter from Highways in respect of the crossover at Forge Cottage, Lymminster.

If you need further information please do not hesitate to let me know.

Perhaps you could let me know the outcome of this matter in due course

With thanks

Liz

Liz Galloway

Caldotec Ltd

Timbers Lodge
 41 Willowhayne Ave
 East Preston
 West Sussex
 BN16 1PL

*Architectural Design Services
 Health & Safety Consultancy for the Construction Industry
 Disabled Access Auditing*

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Peter Cleveland

From: Liz Galloway [REDACTED]
Sent: 10 October 2011 14:59
To: Peter Cleveland
Cc: 'Lauren Willard'
Subject: FW: Letter following the visit from Highways in March
Attachments: Highways.JPG; Highways2.JPG; _Certification_.htm

Dear Peter

Please find attached letter from Highways in respect of the crossover at Forge Cottage, Lyminster.

If you need further information please do not hesitate to let me know.

Perhaps you could let me know the outcome of this matter in due course

With thanks

Liz

Liz Galloway

Caldotec Ltd

Timbers Lodge
41 Willowhayne Ave
East Preston
West Sussex
BN16 1PL
[REDACTED]

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From: Sonia Gibbon [REDACTED]
Sent: 10 October 2011 09:59
To: Liz Galloway
Subject: Letter following the visit from Highways in March

He approved the location on the spot and gave me this letter there and then.

Mr. Paul Wallis
Highways Officer
West Sussex Highways
(01243) 642105
(01243) 836901 (Fax)
highways.western@westsussex.gov.uk
www.westsussex.gov.uk

Western Area Office
Drayton Lane
Drayton
Nr Chichester
West Sussex
PO20 2AJ
(01243) 642105



17/3/11

To Mrs. Sonia Gibbon,
'Forge Cottage',
166 Lyminster Road,
Wick
Littlehampton
W. Sussex, BN17 7PS

Ref No: 213701

Notes for Guidance: Installation of Vehicle Access and Footway Crossings

Thank you for your recent enquiry concerning a vehicular access. Please read the following notes and the attached information and specification sheets before approaching contractors for quotes. It is suggested that you obtain at least 3 or 4 quotes for the work. If you or the contractor have any doubts or queries regarding the correct specification required, please do not hesitate to contact the Highway Network Services Office. The later correction of any errors when the works are completed may prove expensive.

- If your proposed access is situated on an unclassified road, you will probably not need to obtain planning permission but you must check this with your local District Council. If you live on a classified road (A, B or C class) you will need planning permission from your local District Council. Alternatively you may have obtained planning permission for other building works such as a garage of which the construction of the access is an integral part. In any event you do need consent from West Sussex County Council whether or not planning permission is required, and this is obtained by completion of the attached Consent Form by your chosen contractor.
- Ensure that your prospective contractor has the following requirements: **Public Liability Insurance cover of £10 million** to cover works within the highway. **New Roads and Street Works Act Accreditation.** Your contractor must be accredited under the New Roads and Street Works Act 1991 and at least one operative must have the necessary City and Guilds qualification for the works proposed. It is essential that your contractor contacts all the Public Utilities and is aware of the positions and respective depths of any Public Utility apparatus in the area of highway being excavated. If these should be damaged it could prove very costly for either yourself or your contractor.
- Once you have selected a contractor, he/she will need to complete and submit the Consent Form before commencement of any work within the highway limits (this is anywhere from the property boundary to the road). A charge of £85 per vehicle crossing per property will be made by this Authority to cover the costs of administration and inspecting of the application. At this stage, the Superintendent will decide if your application can be progressed and identify any additional requirements relating to the Highway. **The Consent Form must be completed by**

the contractor who is actually carrying out the works. The contractor must provide evidence of his public liability insurance and NRSWA 1991 accreditation qualification when applying for consent. Any application will only be considered on receipt of the £85 fee and details of insurance/accreditation. Please note that the fee is not subject to VAT. Once approval is given, the applicant must inform this office at least 3 days prior to the commencement of any works.

- All works must be completed within 5 working days of the start date.
- There is a one year maintenance period for the constructed access. Thereafter, this Authority will carry out any further maintenance that is required in the future.
- You must ensure that you have adequate space available within your property to accommodate your vehicle(s) clear of the footway. Partial obstruction of the footway is still deemed to be unlawful.
- Whilst we do not have a list of approved contractors, attached is a list of those who have undertaken this type of work before to an acceptable standard, who have the required NRSWA qualification and the necessary £10 million Public Liability insurance.

Should you require further information or clarification, please contact the Western Area Office on the telephone number above.

Yours sincerely

Paul Wallis
Highway Officer

Enc

Littlehampton Town Council
Mr P Herbert
Manor House
Church Street
Littlehampton, W Sussex
BN17 5EW

Your Ref:
Our Ref: LU/208/11/
Please ask for:
Mr P Cleveland

16th August 2011

Dear Sir/Madam

The Town and Country Planning Act 1990 (as amended)

Alterations to front/side garden to form driveway, including cross over onto Lyminster Road for vehicular access

Forge Cottage Lyminster Road Littlehampton

Thank you for your internet representation made on 16th August 2011 which has been recorded as **no objection** with the comments as follows:

The Town Council raised no objection to this application.

Your views will be considered before the application is determined and I shall write to inform you of any decision made.

Please be aware that if the application is to be determined by the Council's Development Control committee and your letter has been received at a late stage after the Agenda has been published you will not receive a separate letter notifying you of the date of the meeting and procedures for public speaking. In such circumstances it is recommended that you track the progress of the application on the Council's website or telephone the Council for further information. Please be advised that any comments you make that are not included within the Committee Agenda will be reported to the Members of the Development Control committee. Please also be aware that only a small number of all planning applications received go to the Development Control Committee. Most are determined under delegated powers by Officers in which case your comments will again be considered before the application is determined.

Please be aware that Planning Services operate an 'open file' policy and may publish details of your comments on the internet on the Arun District Council Planning section. Please ensure that you only provide information that you are happy will be made available in this way. If you supply information belonging to a third party, please ensure you have their permission to do so. If you do not wish your comments to appear on the 'open file' please confirm this in writing and I will arrange for it to be destroyed although this means that its contents will then be disregarded.

In the event of a subsequent written representations appeal, against a refusal of planning permission on a householder application, any representations made on the application will be automatically forwarded to the Secretary of State. Unlike all other types of appeal, there will be no further opportunity to comment at the appeal stage.

Yours faithfully

Karl Roberts
Assistant Director Planning Services & Housing Strategy



Caldotec Ltd
Ms L Galloway
Caldotec Ltd
41 Willowhayne Avenue
East Preston
BN16 1PL

Dear Ms L Galloway

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

**Our Ref: LU/208/11/
Your Ref:**

Please ask for:
Mrs D Johnson
(01903) 737500 Ext 37762
28th July 2011

**The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (as amended)**

**Alterations to front/side garden to form driveway, including cross over onto Lyminster Road for vehicular access
Forge Cottage Lyminster Road Littlehampton**

Thank you for your recent application which I received on 22nd July 2011. It is being dealt with by Mrs D Johnson who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

I require 1 electronic or 3 paper copies of a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List). Please show one named road.

I require 1 electronic or 3 paper copies of a location plan in accordance with the guidance notes available on our website detailed below (click on National List). Please show another named road.

Please provide a plan showing the entrance/splays, to scale (please include the measurements in metric) showing in more detail the new entrance.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by 11th August 2011. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

Yours sincerely



Karl Roberts
Assistant Director Planning Services &
Housing Strategy

pmac42

I am dealing with the application for Forge Cottage, LU/208/11/.

Can you please confirm what works are happening? The DC officers are aware of works taking place on site and I just want to be sure what is going on at the site.

Also, in your covering letter, you mention that the Planning Admin Department suggested that the conservatory did not need permission to be taken down. Can you confirm who told you this (a persons name, someone in the call centre or in Technical Support)?

Thank you,
Mrs Johnson

Daun Johnson | Technical Support Unit Assistant, Planning and Building Control, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Internal: 37762 | External: +44 (0) 1903 737762 | E-mail: daun.johnson@arun.gov.uk

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UPRN 100062237016
DX 57406 Littlehampton

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Version: 10.0.1390 / Virus Database: 1518/3786 - Release Date: 07/24/11

 **Daun Johnson**

To: 

Subject: Forge cottage, Lyminster Road

Ms Galloway,

I am dealing with the applicaton for Forge Cottage, LU/208/11/.

Can you please confirm what works are happening? The DC officers are aware fo works taking place on site and I just want to be sure what is going on at the site.

Also, in your covering letter, you mention that the Planning Admin Department suggested that the conservatory did not need permission to be taken down. Can you confirm who told you this (a persons name, someone in the call centre or in Technical Support)?

Thank you,
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