

**From:** Finlay Gardner <Finlay.Gardner@arun.gov.uk>  
**Sent:** 04 March 2020 11:36  
**To:** Planning.Responses <Planning.Responses@arun.gov.uk>  
**Subject:** FW: LU/370/19/PL

Please attach to the application as planning correspondence.

Finlay Gardner | Planning Officer, Directorate of Place, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

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**From:** Finlay Gardner  
**Sent:** 04 March 2020 11:35  
**To:** Arun Windows & Supplies [REDACTED]  
**Subject:** RE: LU/370/19/PL

Dear Sonia,

Your comments are noted. We are still awaiting plans from your agent. He has until Monday at 5:15 as previously stated. If the plans are not received by then the application will be refused. As previously stated you will not have a decision on the application by the sixth of the month in any case.

Regarding the fencing I did indeed come round and check, I also took photographs of the site that clearly show fence panels running along the boundaries I have attached them for clarity.

Legally with the material changes to the application which are included within the plans there is a requirement to have the application re-advertised. This cannot be changed and there will need to be a re-consultation.

Regards

Finlay Gardner

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**From:** Arun Windows & Supplies [REDACTED]  
**Sent:** 04 March 2020 10:44  
**To:** Finlay Gardner <[Finlay.Gardner@arun.gov.uk](mailto:Finlay.Gardner@arun.gov.uk)>  
**Subject:** RE: LU/370/19/PL  
**Importance:** High

Morning,

Having read your email, we are at a total financial loss as a result of the councils failures. Staff don't get employed, local businesses lose work, we don't expand, lost revenue, deposits paid, non returnable, etc.

We have just had a meeting with the architect, who only found your email after the one on the 26<sup>th</sup>, as it was in spam folder, so you should have chased it up, if you never got any answer, OR replied to my email sent to you on 4<sup>th</sup> Feb. If you had copied us in, then we would know about it, but neglected to do so. We never did get any reply from you, but full admission of receiving our email.

You will have all final tweaks you asked for today as promised, to allow you to make the decision by Friday, as it was the council who failed and are fully liable. It took 1 full date month to validate, but got it wrong apparently. I am not in planning to know enough about it, but know mistakes and where responsible lies.

The extension plan has not changed at all, but you asked for a few tweaks to the existing, and you have stated about an existing extension, but in fact it is part of the original building, you said it is not a wall, but a fence, in actual fact it

is a wall of 800 high and a set back fence on top. Total height of around 9'. You came round to check, but remembered wrong. We can send photos to prove this, if required.

I done everything we possibly could, and our email to you was a reminder from us, which you then put the sign up, but we are not responsible for any losses incurred through the council negligence.

I can contact a planning appeals person, who is a customer of ours, and find out about the implications also.

We only want this planning done by the required timescale which is the 6<sup>th</sup>, as the council delayed it as stated already, with full admission of their failing liability.

When you stated about the law, what does it state about when the council get it all wrong, as proven in this case? Costing a small business thousands of pounds as a result.

Sadly, we are not happy, as our losses will go into thousands as a direct result of council failings, so please make sure this is dealt with correctly and by 6<sup>th</sup>.

Regards Sonia

ARUN CARPET CO  
ARUN HOUSE  
49 HORSHAM ROAD  
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BN17 6DB  


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**From:** Finlay Gardner [<mailto:Finlay.Gardner@arun.gov.uk>]  
**Sent:** 03 March 2020 17:16  
**To:** Arun Windows & Supplies  
**Cc:** Juan Baeza  
**Subject:** RE: LU/370/19/PL

Dear Sonia,

I sincerely apologise that the application was validated with incorrect plans as previously stated. As I have previously said, I understand that I did not respond to your email on the 4<sup>th</sup> of February, at this point I had only just received this application and as such had not had an opportunity yet to look at the plans. I then went out to the site and put the notices up on the 6<sup>th</sup> of February. 3 working days later (11<sup>th</sup> February) I looked at the application in more detail and on the same day, whilst still inside the advertising period, emailed your planning agent informing him there were a number of discrepancies in the plans that needed clarifying. I did not receive a reply and following a reminder I still do not have plans that are acceptable. I am prepared to provide more time even though I am in a position to refuse the application because of inadequate plans.

However, if I do get these amended plans tomorrow and all is correct with them I have to by Law re-advertise the application as there will be significant material changes to the application that will not have not been open to consultation to all interested parties. This means a minimum of 21 days before you will be able to have a decision.

I have spoken to my team leader on the matter and copied him into the email.

Regards

Finlay Gardner

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**From:** Arun Windows & Supplies [REDACTED]  
**Sent:** 03 March 2020 16:38  
**To:** Finlay Gardner <[Finlay.Gardner@arun.gov.uk](mailto:Finlay.Gardner@arun.gov.uk)>  
**Subject:** FW: LU/370/19/PL  
**Importance:** High

Afternoon,

Thanks for your email, but it demonstrates many failures of the council in several areas as you have stated, from validation all the way through. We also have mentioned some.

I acknowledge some small issues from the architect, but these should have been picked up at validation as you stated. We have included some answers for you below, to clarify most of your queries. Hope they help.

Having spoken to several departments and even a councillor, there is no reason for this not to be done by 6<sup>th</sup>. The architect has promised you will have all the answers by close of tomorrow, giving ample time for you to see it through on time.

I will remind you, that we contacted you on 4<sup>th</sup> of February to check everything was on track, but you failed to respond, if you had done, we would not be in this position now.

Failure of this, means we will lose thousands of pounds, as everything is in place for works to commence, and as the council have given full admission to failures from the beginning, are liable.

Please work with the architect, to get this back on track in the remaining time frame to the 6<sup>th</sup>.

Most appreciated          sonia

Following the receipt of the new plans there are still a number of missing elements as well as a number of inaccuracies. I will list below the corrections that would be needed in order to progress the application.

**On the Existing Ground Floor Plan:**

- The existing stair case needs to be added to the plan.
- There needs to be some clarification to the other unlabelled room. rear exit lobby, it splits the shop from rear door for security measures. It's only a temporary simple stud work. Is this a store room and does this have an internal access to the shop? Yes it has access to the shop area

**On the Existing Elevations:**

- The existing south elevation shows a boundary wall it is not, it is a fence that is stepped in height this needs to be shown and labelled correctly. There is a wall approx 800 high and then a fence above this. The rear wall (west) is a wall with a fence on top the same.
- The existing structure is not on the west, north or south elevation plans.
- The northern and western elevations do not represent the site with an existing sloping roof single storey extension missing and the incorrect boundary treatment. This is not any extension, it is the original building. It houses the original outside toilet, and incoming utilities

**On the Ground Floor Plan as Proposed :**

- The internal staircase to the first floor needs to be clarified as to whether it connects to the office in the first floor or the flat. It opens onto the open flat roof area. The additional office is accessed from within the flat
- There also needs to be clarification regarding the security doors or roller shutter. If it is a roller shutter this needs to be shown on the elevations rather than the doors. Both openings have doors and additional roller security shutters.

**On the Proposed Elevations:**

- The depth of the wall at the first floor needs a dimension or measurement with the dotted line to show the floor level. We would rather it be a enclosed fence, due to the 'right to light' criteria, we know it is not part of planning, but we have to be sympathetic to neighbours, and do not want it to be imposing like other buildings we have seen.

The proposal will also need a Roof Plan for existing and proposed and a First Floor Plan for the existing and proposed to add some clarity to the application.

Regards Sonia

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**From:** Finlay Gardner [<mailto:Finlay.Gardner@arun.gov.uk>]  
**Sent:** 03 March 2020 14:35  
**To:** [REDACTED]  
**Subject:** RE: LU/370/19/PL

Dear Sonia,

Thank you for your further e-mail. I am aware of the e-mail you sent asking if the application was on track. The response you received advised the application was being passed through to me as case officer. Your e-mail arrived the day I received the application. As stated in my earlier e-mail there is only one point of contact. I contacted your agent on several occasions requesting amended details and that correspondence dated 11/02/2020, 26/02/2020 and 28/02/2020 demonstrates that I was awaiting a response and receipt of information was outstanding. I have been corresponding with your agent who you have elected to act on your behalf. Your agent has agreed to an extension of time on the application until the 9th of April which covers the necessary updated advertising period. A decision cannot be made on your application prior to expiry of this deadline.

The application has to be re-advertised following receipt of the revised plans relating to errors which should have been picked up at validation stage. I apologise that they were not. However the application reached me in a form that had inconsistent and conflicting plans and was not an acceptable base on which to make a determination. The pre application advise set out what information was required in the submission of any resultant application. The response to the pre -application enquiry was issued on the basis of the information submitted, further information would not be required to issue the response which is on an 'in principle' basis. I have attempted to be reasonable and fair in the processing of this application. It could have been refused earlier on the basis of insufficient information. Instead I have been communicating with your agent in order to try and get the application moving and save you time and avoid you having to go through the whole application process again. Despite receipt of further information yesterday the proposal is still not clearly detailed and I will be contacting your agent again in this respect I have CC'd you into my response to your agent.

I am aware of the relevant neighbourhood plan policies and have looked at the pre application advise you received. When I am able to write the report I will ensure that all relevant policies in the Arun Local Plan, Littlehampton Neighbourhood Plan and relevant paragraphs of the NPPG and NPPF are considered.

I hope this answers your questions.

Kind regards

Finlay Gardner

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**From:** Gordon [REDACTED]

**Sent:** 03 March 2020 11:01

**To:** Finlay Gardner <[Finlay.Gardner@arun.gov.uk](mailto:Finlay.Gardner@arun.gov.uk)>

**Subject:** RE: LU/370/19/PL

**Importance:** High

Morning,

We contacted you on 4th Feb. giving ample opportunity to respond. That was 5 full weeks ago, but you never responded at all. If you had responded, with any queries, then we would have ensured it was done. But you never, but put the blame firmly to someone else instead. Not accepted

The decision date is 6th of this month.

At validation, any additional items required, would have been asked for then also.

The council took a full date month to validate the plans, even after the pre-app was given. The only thing asked for on this, was a hip put onto the rear of the building, which was done. It should have been a nice easy thing, get the pre-app, put in for planning, as it was all passed, and expand business premises to allow more employment and larger retail outlet in the town. Bearing in mind the town needs small businesses.

we include;

Littlehampton Neighbourhood Plan 2014 Policy 1 The Presumption in Favour of Sustainable Development

Littlehampton Neighbourhood Plan 2014 Policy 9 Local Centres

RET SP1

These are taken from the pre-app to help you

Regards Sonia

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**From:** Finlay Gardner [<mailto:Finlay.Gardner@arun.gov.uk>]

**Sent:** 03 March 2020 10:09

**To:** Arun Windows & Supplies

**Subject:** RE: LU/370/19/PL

Dear Sonia,

The application is being dealt with. It is currently not a Committee item, but if the application is re-advertised could be dependent on representations received. Committee agendas are prepared three weeks ahead of the Committee date and can only progress to committee once the advertising period has expired as such this application would not be in the Committee for tomorrow.

I apologise the site notices were late going up. Due to the inaccurate plans and missing sections I have not been able to progress the application yet. I did however, receive new plans at 17:20 last night after waiting 21 days for receipt. I will be checking them to see if I now have all the required documentation to allow for a second advertising period to enable the public are able to comment on the correct plans. These plans should be less confusing as the public need to be able to understand them too.

I have been corresponding with your agent rather than with yourself since you have nominated him to act upon your behalf.

Kind regards

Finlay Gardner

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**From:** Sonia [REDACTED]  
**Sent:** 03 March 2020 09:24  
**To:** Finlay Gardner <Finlay.Gardner@arun.gov.uk>  
**Subject:** LU/370/19/PL  
**Importance:** High

Morning,

We have just checked the agendas for Development Control Committee Meeting on 4<sup>th</sup> March 2020 at 1:00pm and our planning application isn't an item.

Please can you explain to us why it is not on the agenda, as planning was put in on 10th December after the pre app has been accepted. The town council also accepted this, being a small business, it is essential for local community along with our business.

I know the information was slightly confusing to us, but would have been very clear to yourself, but the council stalled it for exactly a month, which all plans were accepted on 10<sup>th</sup> January. I also know the plans were already in during the 'stalling' process, as we were copied in.

The signage was late going up, and handwritten date change on it.

I have checked with the architect, who told me you asked for further information, which you have, as we were copied in on it, making sure everything was going forward.

We also emailed back in 4/2/20 checking everything was 'on track', but no response from yourself. We got an email from Julia Grieves, saying she passed it on to yourself, and we were copied in on it.

Regards Sonia

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