

**Peter Cleveland**

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**From:** Tim Cording [REDACTED]  
**Sent:** 06 April 2011 14:19  
**To:** Peter Cleveland  
**Subject:** Kite surfing centre and cafe. The promenade, sea road, littlehampton.

Dear peter,  
With regard to the above application may I confirm the cafe is to serve light refreshment only.  
Teas, coffees and assortment of soft drinks, sandwiches and light meals. soup, jacket potatoes etc.

I trust this is in order and will allow the application to be approved.

Regards,

Tim Cording

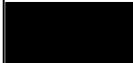
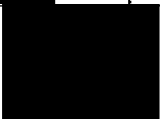
08/04/2011

# Recommendation Report

Application No. LV/5/11

Committee ☒ - Date 27/4/11

Delegated ☐

|                                              | Date     | Signature                                                                           |
|----------------------------------------------|----------|-------------------------------------------------------------------------------------|
| Prepared by Case Officer                     | 8/4/11   |   |
| Agreed by Team Leader                        | 08-04-11 |   |
| Agreed by H.O.P.S. / P.C.M.<br>(if required) | 8/4      |  |
| O.S. Extract requested                       |          |                                                                                     |

Comments:

## ACTION SHEET

APPLICATION REF LV/S/11 ..... OFFICER INITIALS PC .....

MARK UP AS PART OF APPLICATION Y/N DATE RECEIVED .....

### SUBSTITUTE PLANS/FORMS

(Provide details e.g. plan number/type)

(Y)/N

DATE RECEIVED .....

Could the attached plan substitute the existing  
plan stamp dated 26-1-11. 2-3-11

SUPPLEMENTARY PLANS

(Y)/N

DATE RECEIVED .....

MINOR AMENDMENT

(Y)/N

DATE RECEIVED .....

RE-ADVERTISEMENT

IF YES, reason for re-advertisement:

(Y)/N

List No .....

CHANGE DESCRIPTION/ADDRESS

Y/N

NOTIFY PARISH

(Y)/N

NOTIFY REPS

(Y)/N

IF YES, no. of days to reply.....

OFFICER SIGNATURE .....

DATED .....

ACTIONER SIGNATURE  .....

DATED 9/3/11 .....

**TIM CORDING**

*Architectural and Planning Services*

"Kingshead", 140 High Street, Steyning, West Sussex BN44 3LH

*Planning Office  
Arun D.C.  
Arun Civic Centre,  
Maltravers Road,  
Littlehampton.  
West Sussex.  
BN17 5LF.*

ARUN DISTRICT COUNCIL

2 - MAR 2011

RECEIVED

*Your ref.- Mr P. Cleveland.- LU/5/11*

*Dear Mr Cleveland,*

**RE: Kite surfing centre. The Promenade, Sea Road, Littlehampton.**

*With regard to the above application I enclose my revised drawing showing the toilet separated from the shower as discussed with your colleague and trust this will enable the application to be approved.*

*Yours sincerely*

*Tim Cording.*

**David Easton**

ACK

**From:** Peter Cleveland  
**Sent:** 03 February 2011 08:34  
**To:** Planning Responses  
**Subject:** FW: Shelter The Promenade Sea Road Littlehampton LU/5/11

Hello

Could the below email please be acknowledged as a consultation response from Environmental Health.

Thank you

Peter

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**From:** Geoff Bond  
**Sent:** 27 January 2011 15:43  
**To:** Peter Cleveland  
**Subject:** Shelter The Promenade Sea Road Littlehampton LU/5/11

The following observations have been made in respect of this application:

No objection from EH Pollution Team. If external lighting is proposed the following condition may be appropriate:

"External lighting in association with this development shall comply with Institution of Lighting Engineers Guidance Notes for the Reduction of Obtrusive Light, Obtrusive Light Limitations for Exterior Lighting Installations for Zone (E2). A statement from a competent lighting engineer shall confirm that the scheme complies with Institution of Lighting Engineers Guidance Notes for the Reduction of Obtrusive Light, Obtrusive Light Limitations for Exterior Lighting Installations for the relevant environmental zone."

Objection from EH Food Team. The accompanying drawings submitted with the application documents do not illustrate how these premises will achieve compliance with current food hygiene legislation or provision of adequate sanitary accommodation for customers consuming food and drink on the premises, if 'cafe facilities' are provided for commercial hot & cold food activities. If however, the proposal is confined to providing retail sales of soft drinks, and to provide a leisure/club facility for kite surfers, lesser requirements would apply and be achievable. The term 'Cafe Facilities' implies a wider use of these premises, which determines a higher level of control and requirements.

**Geoff Bond**  
**Senior Food Safety Officer**  
**Arun District Council**  
**Tel. 01903 737675**

ACK

Pxc

**WEST SUSSEX COUNTY COUNCIL  
INFRASTRUCTURE CONSULTATION**

**DATE: 25/01/2011**

**FROM: Jamie Brown**

**TO: Arun District Council  
FAO: P. Cleveland**

**SUBJECT: LU/5/11- Conversion of shelter to kite surfing centre (D2) including cafe facilities  
(Revision of LU/173/10).**

**Seating Shelter, The Promenade, Sea Road, Littlehampton, West Sussex**

**CONSULTATION DATE: 06/01/2011**

**RECOMMENDATION:**

**Advice  
Objection**

|   |
|---|
| X |
|   |

**Modification  
No Objection**

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|  |

**More Information  
Refusal**

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|--|
|  |
|  |

**S106 contribution: £N/A**

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**The Highway aspect of this application has been dealt with in accordance with the Development Control Scheme protocol for small scale proposals which include up to 5 residential units or extensions to single units accessed from roads that do not form part of the Strategic Road Network (SRN). As such the comments provided by Local Development should be considered to be advice only, with respect to this planning application.**

West Sussex County Council has been consulted on this application and considers issues of highway safety, capacity and ecology.

**Highways**

This proposal has been considered by means of a desktop study, using the information and plans submitted with this application, in conjunction with other available WSCC map information. A site visit can be arranged on request.

I refer to your consultation in respect of the above planning application and would provide the following comments.

This part of the B2140 (Sea Road) and nearby roads are subject to significant levels of on street parking at peak time. Whilst it is likely that the proposal could add to on street parking in the area the scale of the development is not such that a highway safety concern would result.

**Ecology**

No ecological objection

**Jamie Brown  
Local Development**

# ACTION SHEET

APPLICATION NUMBER LW/5/11

OFFICER NAME Peter Cleveland

SUBSTITUTE PLANS/FORMS YES/NO DATE RECEIVED 26-1-11

SUPERSEDE PREVIOUS PLANS (please give details e.g. plan number or type)

Please scan the attached as substitute to the existing plan. Sub existing DAS with the attached + amended DAS.

MINOR AMENDMENT YES/NO DATE RECEIVED

SUPPLEMENTARY PLANS YES/NO DATE RECEIVED

ADDITIONAL PLANS YES/NO DATE RECEIVED

LANDSCAPING YES/NO DATE RECEIVED

RE-ADVERTISEMENT YES/NO

If YES, reason for re-advertisement

LIST No.

CHANGE DESCRIPTION/ADDRESS TO READ:

NOTIFY PARISH COUNCIL YES/NO

NOTIFY REPS YES/NO if yes, No. of days to reply

SIGNED  DATED 27-1-11

ACTIONED:- SIGNED  DATED 1.2.11

ARUN DISTRICT COUNCIL  
26 JAN 2011  
RECEIVED PC

# TIM CORDING

*Architectural and Planning Services*

"Kingshead", 140 High Street, Steyning, West Sussex BN44 3LH

Planning Office.  
Arun District Council.  
Civic Centre,  
Maltravers Road,  
Littlehampton.  
West Sussex.  
BN17 5LF.

For the attention of P.Cleveland.- LU/5/11/

Dear Mr Cleveland,

**RE: Seating Shelter, The Promenade, Sea Road, Littlehampton.**

With regard to the above application I enclose revised design and Access Statement and floor plans showing café and seating area.

Please note it is not intended to have a café / restaurant but café/ teas/ snacks.

I trust this is in order but if you require further clarification please come back to me.

Yours sincerely,

Tim Cording.

Mary Campling  
Arun District Council  
The Civic Centre  
Maltravers Road  
Littlehampton  
BN17 5LF

Your Ref: Inet 000010074  
Our Ref: LU/5/11/  
Please ask for:  
Mr P Cleveland

18th January 2011

Dear Sir/Madam

**The Town and Country Planning Act 1990 (as amended)**

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Conversion of shelter to kite surfing centre (D2) including cafe facilities (Revision of LU/173/10)

Seating Shelter The Promenade Sea Road Littlehampton

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Thank you for your internet representation made on 18th January 2011 which has been recorded as **no objection** with the comments as follows:

*To change this rather delapidated Kiosk into an Kite Surfing School and to provide light refreshments will be a great improvement, and to no cost to the tax payer.*

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 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

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

Your Ref:  
Our Ref: LU/5/11/  
Please ask for:  
Mr P Cleveland

19th January 2011

Dear Sir/Madam

**The Town and Country Planning Act 1990 (as amended)**

---

Conversion of shelter to kite surfing centre (D2) including cafe facilities (Revision of LU/173/10)

Seating Shelter The Promenade Sea Road Littlehampton

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Thank you for your internet representation made on 19th January 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 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.

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Yours faithfully

Karl Roberts  
Assistant Director Planning Services & Housing Strategy



Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning & Building Control General Enquiries  
Tel: (01903) 737756 Fax: (01903) 716019  
Dx: 57406 Littlehampton  
Minicom: 01903 732765  
e-mail: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

Mr T Cording  
140 High Street  
Steyning  
West Sussex  
BN44 3LH

**Your Ref:**

**Our Ref:** LU/5/11/

**Please ask for:** Mr P Cleveland  
01903 737500 Ext 37370

7th January 2011

Dear Mr Cording

**The Town and Country Planning Act 1990 (as amended)**

Conversion of shelter to kite surfing centre (D2) including cafe facilities (Revision of LU/173/10)  
Seating Shelter The Promenade Sea Road Littlehampton

Thank you for your recent application, which was accepted as valid on 6th January 2011. It is being dealt with by Mr P Cleveland who will be able to help you by telephone should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer unless a prior appointment has been arranged.

This Council is now legally obliged to publicise all planning applications received. I would be grateful if you would display the enclosed notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public. A decision cannot be made until 10th February 2011 which is the end of the advertising period.

If you have not received a decision by 3rd March 2011 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Town and Country Planning Act within 6 months from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Planning Inspectorate, Temple Quay House, 2 The Square, Bristol, BS1 6PN.

**Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.**

Please submit amended floor plans showing the proposed cafe area. The design & access statement does not refer to the cafe, please submit an amended statement accordingly

I trust this of assistance to you.

Yours sincerely

W/5/11

|                                                                                                                                                            |                     |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---|
| WSSC Local Development Division (Includes ROW/Archaeology/ Ecology/ Highways/Reg3/4/Strategic).                                                            | WSE                 | ✓ |
| WSD Design Section ( Listed Building Consultations only)                                                                                                   | WSD                 |   |
| Agricultural Appraisal                                                                                                                                     | WAA                 |   |
| West Sussex Waste Disposal                                                                                                                                 | WWD                 |   |
| Trading Standards                                                                                                                                          | WTS                 |   |
| Commission for Social Care Inspection                                                                                                                      | RHU                 |   |
| Playschool Registration Unit                                                                                                                               | PRU                 |   |
| Highways Agency and Consultants Interoute                                                                                                                  | HA & MO             |   |
| English Heritage (Parks/Gardens Special Interest only)                                                                                                     | EH2                 |   |
| West Sussex Health Authority (Eastern Area)                                                                                                                | WHA                 |   |
| West Sussex Health Authority (Western Area)                                                                                                                | CHA                 |   |
| Southern Water                                                                                                                                             | SWW                 |   |
| Environment Agency (Zone 2, 3 or 2/3)                                                                                                                      | EA                  |   |
| Portsmouth Water Co.                                                                                                                                       | PW                  |   |
| South Downs Joint Committee                                                                                                                                | SCB                 |   |
| Railway consultee                                                                                                                                          | RP                  |   |
| English Nature                                                                                                                                             | EN                  |   |
| Sussex Police                                                                                                                                              | POL                 |   |
| English Heritage (for apps affecting grade 1 or 2* LB's)                                                                                                   | EH                  |   |
| Garden History Society                                                                                                                                     | GHS                 |   |
| Health & Safety Executive                                                                                                                                  | HSE                 |   |
| Government Office for the South East                                                                                                                       | MFF                 |   |
| Sport England South East                                                                                                                                   | SPO                 |   |
| West Sussex Fire and Rescue(Water And Access Management)                                                                                                   | WFW                 |   |
| Department for Environment, Food & Rural Affairs                                                                                                           | DEF                 |   |
| The Countryside Agency                                                                                                                                     | COA                 |   |
| South East England Regional Assembly                                                                                                                       | SEE                 |   |
| Commission for Architecture & the Built Environment                                                                                                        | CAB                 |   |
| Western Sussex Primary Care Trust                                                                                                                          | PCT                 |   |
| South East Economic Development Agency                                                                                                                     | ECD                 |   |
| Ofcom Wind Farm Enquiries                                                                                                                                  | OFC                 |   |
| The Theatres Trust                                                                                                                                         | TTT                 |   |
| Estates Property                                                                                                                                           | PS                  | ✓ |
| Adjoining Council ( Worthing/ Chichester/Horsham/ North Mundham Parish Council)                                                                            | WOR/CHI/HOR/<br>NMP |   |
| Landscapes                                                                                                                                                 | LDS                 |   |
| Arboriculturist                                                                                                                                            | HOR                 |   |
| Environmental Health                                                                                                                                       | FS                  | ✓ |
| Leisure Services                                                                                                                                           | TL                  |   |
| Concessions Officer                                                                                                                                        | CON                 | ✓ |
| Engineers – All to go to Brian Holland + Fluvial flooding (Simon Power) END or Coastal Protection (Roger Spencer) ENC or Structural (Bruce Taunton) ENS    | ENG                 |   |
| Council Tax                                                                                                                                                | CTR                 |   |
| Building Control                                                                                                                                           | BC                  |   |
| Economic Regeneration                                                                                                                                      | ER                  |   |
| Housing Policy                                                                                                                                             | HOU                 |   |
| Housing Management                                                                                                                                         | CHO                 |   |
| Local Plans                                                                                                                                                | FP                  |   |
| Conservation Officer                                                                                                                                       | CO                  |   |
| Planning Solicitor                                                                                                                                         | LEG                 |   |
| Elections                                                                                                                                                  | EL                  |   |
| Bognor Regis Task Force                                                                                                                                    | BTF                 |   |
| Car Parks                                                                                                                                                  | CAR                 |   |
| Environmental Amenities and Community Safety                                                                                                               | EAC                 |   |
| Parish Council                                                                                                                                             |                     | ✓ |
| TSU WILL ALWAYS DO:                                                                                                                                        |                     |   |
| CAAC - any app falling within a Conservation Area (enter group code CAA)                                                                                   |                     |   |
| Six Societies - any demolition to a listed building (AMS, CBA, GG, SPA, VS + EH for principle demolition + LOCAL GROUPS ABS, LVC, FVS, AS, EPK, FCG, FNV ) |                     |   |
| Mark Everson - any tree applications (HOR)                                                                                                                 |                     |   |
| Environment Agency – if development in a flood plain                                                                                                       |                     |   |
| Southern Water - development over a public sewer or If in Barnham Drainage Area                                                                            |                     |   |
| Adjoining Parish/Town Council if Dual Parish application                                                                                                   |                     |   |
| Applying with a wind turbine consult NATS (use code WFC)                                                                                                   |                     |   |