Arun District Council
Arun Civic Centre
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Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Ridge and Partners LLP
3rd floor
Regent House
65 Rodney Road
Cheltenham
GL50 1HX

9th July 2026

Please ask for: Management Support Officer
Telephone: 01903 737512

Dear Mr Smith,

Notification of a Planning Committee Meeting at 2:00 pm on the 22nd July 2026

Application Number: **P/30/26/OUT**

Site Address: Land North of Summer Lane Pagham

As the applicant/agent, you are able to ask to speak at the Committee.

Those wishing to speak must formally register their wish to speak by no later than 9 am on 20 July 2026 by telephoning 01903 737512. A list of those wishing to speak will be prepared on a first come, first served basis up to the maximum allowed by the procedure at the end of this letter.

The Council recognises that not everyone who would like to attend the meeting can or wants to attend the meeting at this time. If you have registered to speak but you would prefer that a written statement is read out on your behalf, please confirm when registering. Please email the statement you intend to have read out on your behalf to planning.speaking@arun.gov.uk marked 'written submission for Planning Committee 22 July 2026'. The deadline for receipt of statements is by 11:30am on the working day before the meeting where the application you are making a representation on will be considered.

To avoid possible confusion, the Council regrets that it cannot accept the registration of speakers and written submissions in any other manner (by letter or e-mail) and those invited to speak must first register their wish to do so in the way prescribed as the Committee will not be able to hear any party who has not formally registered.

Further information on the planning committee and a copy of the committee agenda, containing the officer's report and recommendation, are published on the website at least 5 working days before the meeting: https://democracy.arun.gov.uk/mgCommitteeDetails.aspx?ID=137

Yours sincerely

Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website https://www.arun.gov.uk/privacy-policy/

Please Note: If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to https://www1.arun.gov.uk/planning-application-finder

Public Speaking at Planning Committee.

The Committee welcomes public speaking on agenda items, but Committee Meetings often have agendas that run to 150 pages and take more than three hours to complete. It is important to ensure that decisions on applications are taken at a reasonable pace and it is therefore necessary to limit the number of people who can speak on any one item and how long they can speak for.

Who can speak?

Any person who has made a written submission in support of or in opposition to the proposal, including the applicant or agent, can speak at a Committee meeting but only if:-

* They have formally registered to speak before 9:00 am on **20 July 2026**
* There is a vacant slot for speaking

How many people can speak?

There are restrictions on how many people can speak on an individual item:

* Two people may speak in support (inclusive of the applicant/agent);
* Two people may speak in opposition; and
* A representative of the relevant Town or Parish Council is also permitted to speak.

Note: Only one person per household or official postal address may speak on a particular side of the debate. Arun District Council Members and Officers are the only others allowed to speak at Committee.

How long can I speak for?

The maximum time allowed for short-listed speakers and Town and Parish Councillors is three minutes, and this is rigorously enforced.

When can't I speak?

The public are not allowed to speak on any item that is to be considered in private session or where an application has been considered at an earlier Committee and been deferred.

Can I display material, PowerPoint slides, hand-out notes, petitions, or photographs?

No. Your written submission forms part of the application file, and it is therefore a matter of public record, and is reported on by the Planning Officers. You are offered the opportunity to explain the submission you have made but not to add further material. Petitions will not be accepted at Committee meetings.

What is the procedure at Committee?

A separate chair will be provided for those who have registered to speak. You will be called when it is your turn to speak and the Chair of the Committee will then invite you to address the Members and will remind you that you have three minutes. A member of the Committee's team will let you know when your three minutes is complete at which point the Chair will thank you for your comments and you will need to return to your seat in the public gallery.

Polite Reminder: The meeting is a public meeting and the Committee expect any public speaker to be polite. Inappropriate or offensive remarks, direct criticism of individual Councillors, officers, applicants, their agents, allegations about the behaviour of neighbours will be disregarded by the Committee Members in considering the application. Any speaker behaving in such a way will also be asked to stop and will lose the opportunity to make any further comments.