

R. E. OSBORNE

Building Consultant

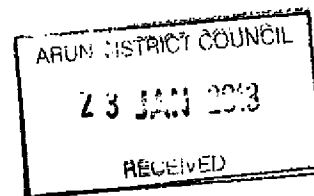
Est. 1976

The Retreat
Southover Way
Hunston
Chichester PO20 1NY

Survey
Consultation
Planning and
Design
Drawings



Planning Dept
Arun Civic Centre
Maltravers Road
Littlehampton BN17 5LF
For the attention of Catherine Rawlins



22nd. January 2013

Dear Ms. Rawlins,

RE: **NON-MATERIAL AMENDMENTS AND LISTED BUILDING SUBMISSION (retrospective) FOR ALTERATIONS TO ANNEXE AND CONSTRUCTION OF NEW GLAZED LINK TO MAIN BUILDING**
WA/62/09, WA/62/09/L, WA/13/11/NMA, WA/14/11/L

Following our recent telephone conversation I have pleasure in enclosing the above submissions which include a new drawing showing the elevations 'as built' together with a photo montage, as discussed.

Because some time has elapsed since construction began and both Amelia Stroud and Jon Parsons no longer work at Arun DC it would be helpful if I gave some background to the changes that have occurred. The building itself still needs work to be done internally but externally is all but complete despite the difficulty of trying to find good conditions to allow decoration over this last year. Naturally, my clients are keen to get the amendments and listed building aspects of the work approved. So, a brief résumé:

- 15.03.2011 – I discussed with Amelia Stroud the prospect of losing the west wall and she said that a flint wall with brick dressings would most likely be acceptable.
- 29.06.2011 – I tried to discuss the need to raise the eaves by 6" – 8" with Amelia Stroud who was by then on maternity leave. Subsequently, I had a preliminary discussion with Tim Nicholson who was duty officer. Mr. Nicholson advised that a non-material amendment and listed building submission would be required and we discussed the fact that it was unrealistic to stop work until those submissions were processed, as he said "the system, taking four to six weeks is not geared for it".
- 11.08. 2011 – I visited Arun DC offices to drop off samples of slate and brick and by coincidence met Jon Parsons and discussed the above issues. He kindly called in to site to see the building with its raised eaves, flint walling and new roof and rang me the following day to say "the job is fine", and the slate and brick were satisfactory too.
- 1.09.2011 – I make a submission for approval of reserved details.

I trust the above résumé is useful in charting the events preceding the current submissions. Please ring me if I can help further.

Yours sincerely,

