ADUR DISTRICT COUNCIL

Technical Services
Adur & Worthing Councils
Worthing Town Hall
Chapel Road
Worthing
West Sussex
BN11 1HA

Our reference: AWDM/1705/23

Please ask for: Katy McMullan

Email: Democratic.services@adur-worthing.gov.uk

Direct Line: 01903 221006

Date: 4th January 2024

Dear Technical Services,

Town and Country Planning Act 1990 (as amended by the Planning and Compensation Act 1991)

Replacement windows and doors to North elevation

Eastbrook Manor Community Centre West Road Southwick West Sussex

I am writing to inform you that the above planning application is due to be considered by the Planning Committee at its next meeting at **6:30pm** on **15 January 2024** at the Queen Elizabeth II Room, Shoreham Community Centre, Pond Road, Shoreham-by-Sea. The application can be viewed on the Council's website under – Planning Committee and Reports.

The Council allows public speaking at Planning Committee meetings. If you would like to take this opportunity to make your representation at the meeting please register your intention to speak by contacting the Democratic Services Team, Kate McMullan on 01903 221006, by 12 noon on the working day before the Committee meeting (i.e. normally the Friday prior to the Committee meeting on the Monday).

In accordance with our agreed policy, there will be a maximum of 3 speakers allowed in support of the recommendation and 3 speakers against. Each speaker will be allowed a maximum of 3 minutes. The places will be allocated on a first come, first served basis and, therefore, you are strongly advised to register your intention to speak at your earliest convenience.

It is important that any representations made to the Committee should be on relevant planning considerations. For your assistance examples of relevant and irrelevant planning considerations that the Council can consider in assessing proposals and those which it cannot are set out below:

Examples of **relevant** planning considerations are:-

Planning policies
Previous decisions
Highway safety, traffic and parking
Noise, disturbance, traffic and smells
Design, appearance, materials, character
Overlooking, loss of privacy and light
Effect on trees

Effect on Listed Buildings and Conservation Areas

Examples of **irrelevant** planning considerations are:-

Matters controlled by other legislation, e.g. licensing, private property rights/covenants
Effect on value of property
Personal or financial circumstances
Loss of view
Moral or religious issues

Yours faithfully



Gary Peck
Planning Services Manager