WORTHING BOROUGH COUNCIL

Mr Christopher Harding
AECOM
Aldgate Tower, 2 Leman St
London
London
E1 8FA
United Kingdom

Our reference: AWDM/1339/24

Please ask for: Katy McMullan

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

Direct Line: 01903 221006

Date: 13th January 2025

Dear Mr Harding,

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

Installation of double glazing to ground floor windows.

Assembly Hall And Richmond Room Stoke Abbott Road Worthing 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 on **22 January 2025** starting at **6.30pm** in The Gordon Room, Town Hall, Chapel Road, Worthing, BN11 1HA. The application can be viewed on the Council's website under - Committee Meetings and Papers.

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 Tuesday prior to the Committee meeting on the Wednesday). The committee meeting will also be live streamed. The Planning Committee agenda is available to view on our website: https://democracy.adur-worthing.gov.uk/ieListMeetings.aspx?CommitteeId=168

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