ADUR DISTRICT COUNCIL

Mr Tim Hague
Shoreham Port Authority
Nautilus House
90-100 Albion Street
Southwick
Brighton
BN42 4ED

Our reference:	AWDM/0567/19
Please ask for:	Heather Kingston
Email:	Democratic.services@adur-worthing.gov.uk
Direct Line:	01903 221006
Date:	29th November 2019

Dear Mr Hague

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

Creation of WWI memorial training trench on land adjacent to Shoreham Fort.

Land North Of Shoreham Fort Forthaven Shoreham-By-Sea West Sussex

I am writing to inform you that the above planning application is due to be considered by the Adur Planning Committee at its next meeting at 7pm on 9 December 2019 at the Queen Elizabeth II Room, Shoreham Community Centre, Pond Road, Shoreham-by-Sea. The application and associated correspondence and the planning officer's report can be viewed on the Council's website.

The Planning Committee agenda is available to view on our website https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/planning/#meetings

The Council has provision for public speaking at Planning Committee meetings. If you would like to take this opportunity to make your representations verbally please register your intention to speak by contacting Democratic Services Officer, Heather Kingston on 01903 221006, by 12.00 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 the Council's agreed protocol, there will be a maximum of 3 minutes allowed for the applicant/agent/supporters to speak and a maximum of 3 minutes for objectors (collectively). Where the Committee Chairperson allows more than one objector to speak, the time will be divided equally between the objectors (unless they come to some other arrangement between themselves). In exceptional cases, the Chairperson may agree to extend the time periods.

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Further details of our public speaking procedures are available on the Council's website https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/planning/speaking/ or by contacting the Planning Services Section on 01903 221065.

Yours sincerely



Gary Peck
Planning Services Manager