



Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF

Tel: 01903 737500  
Fax: 01903 730442  
DX: 57406 Littlehampton  
Minicom: 01903 732765

Please ask for Neil Crowther  
Direct Dial 01903 737839  
e-mail: [neil.crowther@arun.gov.uk](mailto:neil.crowther@arun.gov.uk)

19 May 2016

Dear Town/Parish Council Clerk

I would like to remind you that you and a representative from your Neighbourhood Plan Group are invited to a Parish Clerk Liaison Meeting on 21 June 2016 at Barnham Community Hall, Yapton Road, Barnham PO22 0AY from 10.00am – 12.30pm.

To assist us in preparing for the meeting, and to ensure that we can address as many points as possible that you would like to raise, I would like to invite you to submit in advance any questions you may have in relation to the emerging Local Plan or evidence base. Please could you send your question(s) through to [caroline.pattenden@arun.gov.uk](mailto:caroline.pattenden@arun.gov.uk) by 7 June 2016, along with confirmation of your attendance if you haven't done this already. An agenda will then follow in due course.

For reference, I have attached the original correspondence regarding this meeting sent from Karl Roberts, Director of Planning & Economic Regeneration on 12 April 2016. As stated in Karl's letter, it is important to ensure continued liaison with Parish and Town Councils regarding the emerging Arun Local Plan, and particularly the additional work that officers are currently undertaking to test development capacity. The letter makes clear that the additional work being undertaken will be particularly important in the context of ensuring that Neighbourhood Plans can be considered up to date in the future.

Please note that we are in the process of arranging a drop-in session for any Town / Parish Council Clerks or representatives from your Neighbourhood Plan Group in relation to the informal consultation which is currently underway on the HELAA update and call for sites. This will provide an opportunity to assist you with any specific queries you may have in relation to the consultation or documentation. Due

to the time constraints imposed by the informal consultation, two drop-in sessions have been organised on Wednesday 25 May at 2:00 and Tuesday 31 May at 10:00. Both sessions will take place in the Council Chamber at the Arun Civic Centre. Please can you confirm to Caroline Pattenden if you are able to attend.

I would like to take this opportunity to stress that the HELAA informal consultation which the Council is undertaking is in order to ensure that site information included within the document is as accurate as possible, and that all potential sites have been included within the assessment. Following the informal consultation, the Council will undertake further work to update site assessments included within the document in order to ensure that it is as up to date and robust as possible. This will then greatly assist in terms of progressing the emerging Arun Local Plan, and forms a key element of the additional work which the Council must undertake in order to fully assess the full development capacity of the District.

Yours sincerely

A solid black rectangular box used to redact the signature of Neil Crowther.

Neil Crowther  
Head of Planning Policy & Strategic Development