



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

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Dear Sir/Madam,

## **MEETING OF THE PLANNING AND LICENSING COMMITTEE**

I hereby give you Notice that a Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held in The Yard at the Track, Bognor Regis Station, Station Road, Bognor Regis, PO21 1QF at **4pm on TUESDAY 21<sup>st</sup> SEPTEMBER 2021.**

All Members of the Planning and Licensing Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee).

**DATED this 13<sup>th</sup> day of SEPTEMBER 2021**

**CLERK TO THE COUNCIL**

### **THE AGENDA and BUSINESS to be TRANSACTED is:**

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.  
Members and Officers should make their declaration by stating:
  - a) the item they have the Interest in
  - b) whether it is a Disclosable Pecuniary or Ordinary Interest
  - c) the nature of the Interest
  - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

3. To approve the Minutes of the Planning and Licensing Committee Meeting held on 31<sup>st</sup> August 2021
4. Adjournment for public question time and statements
5. To consider Planning Applications on Lists dated 27<sup>th</sup> August, 3<sup>rd</sup> and 10<sup>th</sup> September 2021
6. To consider Premises Licence Applications, including any variations and any other Licence Applications
7. To consider and agree any response to the WSCC consultation in relation to the Draft West Sussex Transport Plan 2022-2036
8. To receive details of, and consider any response to, Arun District Council's Review of the Arun Local Plan Development Management policies
9. Correspondence

**ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**



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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

### **HELD ON TUESDAY 31<sup>st</sup> AUGUST 2021**

**PRESENT:** Cllr Mrs. J. Warr (Chairman), Cllrs: J. Barrett and P. Woodall

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)  
No members of the public

*The Meeting opened at 4.05pm*

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 4<sup>th</sup> MAY 2021**

It was noted that Cllr. Mrs. J. Warr was elected Chairman and Cllr. Barrett was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 4<sup>th</sup> May 2021.

2. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire.

Apologies for absence had been received from Cllrs. Cunard, who was working, Mrs. Daniells who was on annual leave, and Mrs. Staniforth due to family commitments. No apologies had been received from Cllr. Erskine.

3. **DECLARATIONS OF INTEREST**

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

***There were no declarations of Interest***

**4. TO APPROVE THE MINUTES OF THE ONLINE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 27<sup>th</sup> APRIL 2021**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Online Meeting held on 27<sup>th</sup> April 2021 as an accurate record of the proceedings and the Chairman signed them.

**5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no members of the public present.

**6. TO CONSIDER THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE**

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Planning and Licensing Committee with no amendments.

**7. TO NOTE THE PLANNING APPLICATIONS RATIFIED AT THE COUNCIL MEETING HELD 5<sup>th</sup> JULY 2021**

The Civic and Office Manager's report was **NOTED**.

Members **NOTED** that the comments agreed by the Planning and Licensing Committee in reference to planning applications on lists dated between 23<sup>rd</sup> April and 18<sup>th</sup> June were ratified at the Full Council Meeting held 5<sup>th</sup> July 2021.

**8. TO RATIFY RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 25<sup>th</sup> JUNE 2021 AND 30<sup>th</sup> JULY 2021, MADE UNDER DELEGATED AUTHORITY**

The Civic and Office Manager's report and Appendix detailing the relating applications was **NOTED**.

Due to the expiration of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, on Friday 7<sup>th</sup> May 2021, the Planning and Licensing Meetings scheduled to be held on 20<sup>th</sup> July and 10<sup>th</sup> August were cancelled. Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 25<sup>th</sup> June and 30<sup>th</sup> July 2021, and corresponding comments, as detailed in the report, were submitted to Arun District Council by the Town Clerk under their Delegated Authority.

The responses made to planning applications on lists dated between 25<sup>th</sup> June 2021 and 30<sup>th</sup> July 2021, made under Delegated Authority, were **RATIFIED**.

**9. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6<sup>th</sup>, 13<sup>th</sup> AND 20<sup>th</sup> AUGUST 2021**

**9.1** The Committee noted that there were no views from other Town Councillors to report.

**9.2** The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.

**9.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

**10. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

There were no Premises Licence applications to consider.

**11. TO CONSIDER AND AGREE ANY ATTENDANCE AT A WSCC CONSULTATION WEBINAR IN RELATION TO THE DRAFT WEST SUSSEX TRANSPORT PLAN 2022-2036**

The Civic and Office Manager's report was **NOTED**.

Members **AGREED** that the Civic & Office Manager would email details of the webinar to all Committee Members asking those able to take part at 2pm on Wednesday 8<sup>th</sup> September to register for the event.

It was **NOTED** that Members will be asked to consider and agree any response to the WSCC consultation, in relation to the Draft West Sussex Transport Plan 2022 – 2036, at the Planning and Licensing Committee Meeting to be held 21<sup>st</sup> September 2021.

**12. CORRESPONDENCE RECEIVED SINCE THE LAST MEETING HELD ON 27<sup>th</sup> APRIL 2021**

The Committee noted receipt of correspondence previously circulated.

***The Meeting closed at 4.38pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 31<sup>st</sup> AUGUST 2021**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 6<sup>th</sup>, 13<sup>th</sup> AND 20<sup>th</sup> AUGUST 2021**

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

<a href="#"><u>BR/184/21/HH</u></a> 39 Pevensey Road Bognor Regis PO21 5NS	Erection of single storey side extension	<b>NO OBJECTION</b>
<a href="#"><u>BR/190/21/HH</u></a> 57 Chichester Road Bognor Regis PO21 2XH	Hip to gable extension with rear flat roof dormer	<b>NO OBJECTION</b>
<a href="#"><u>BR/172/21/HH</u></a> 41 Ash Grove Bognor Regis PO22 9JT	Erection of an outbuilding following demolition of existing outbuildings	<b>NO OBJECTION</b>
<a href="#"><u>BR/189/21/HH</u></a> 2A Merchant Street Bognor Regis PO21 1QH	Installation of 1 x rear dormer	<b>NO OBJECTION</b>
<a href="#"><u>BR/198/21/HH</u></a> 88B Nyewood Lane Bognor Regis PO21 2TT	Single storey rear extension	<b>NO OBJECTION</b>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 21<sup>st</sup> SEPTEMBER 2021  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 27<sup>th</sup> AUGUST, 3<sup>rd</sup> AND 10<sup>th</sup> SEPTEMBER 2021)**

<a href="#"><u>BR/199/21/HH</u></a> 38 Victoria Drive Bognor Regis PO21 2TE	Erection of 6-foot fence in front garden following the removal of existing hedge and wall and extend existing dropped kerb	<i>Comment by 30-SEP-21</i>
<a href="#"><u>BR/203/21/T</u></a> Melanies Gardens Mead Lane Bognor Regis	Oak (T1) - Reduce crown by 1.5m back to previous pruning points and remove basal epicormic growth. To stop excessive overhang to neighbouring property and touching adjacent building	<i>Comment by 30-SEP-21</i>
<a href="#"><u>BR/194/21/HH</u></a> 21 West Street Bognor Regis PO21 1XA	Erection of first floor home office above existing outbuilding. This application may affect the character and appearance of The Steyne, Bognor Conservation area. This application may affect the setting of a Listed Building	<i>Comment by 07-OCT-21</i>
<a href="#"><u>BR/215/21/HH</u></a> 38 Southdown Road Bognor Regis PO21 2JR	Erection of single storey rear extension following the demolition of existing rear conservatory	<i>Comment by 07-OCT-21</i>





**Licensing Act 2003 – Notice**

**Reference Number: 115278**

**Picturedrome Dining Room,  
1A Linden Road, Bognor Regis  
West Sussex, PO21 2AL**

has made an application for a Premises Licence under the Licensing Act 2003

Proposed licensable activities are as follows:

Supply Of Alcohol for consumption on & off the premises -  
Monday – Thursday 08.00 – 23.00 & Sunday 08.00-23.00  
Friday & Saturday 08.00- 00.00

Late Night Refreshment Indoors & Outdoors –  
Friday & Saturday 23.00 -00.00

Performance of Live Music Indoors Monday – Sunday 09.00-23.00

Performance of Recorded Music Indoors –  
Monday - Sunday 09.00-23.00

The application is open to representation from interested parties and responsible authorities between 01-09-2021 and 29-09-2021

All representations should be made in writing and sent to:  
Licensing Team, Environmental Health,  
Arun District Council, Arun Civic Centre, Maltravers Road,  
Littlehampton, West Sussex BN17 5LF

or emailed to [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk)

Relevant representations will be shared in full with the applicant for consideration as well as being provided for consideration at a public hearing where necessary

It is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for this offence is £5,000

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
21<sup>st</sup> SEPTEMBER 2021**

**AGENDA ITEM 7 - TO CONSIDER AND AGREE ANY RESPONSE TO THE  
WSCC CONSULTATION IN RELATION TO THE DRAFT WEST SUSSEX  
TRANSPORT PLAN 2022-2036**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

At the Planning and Licensing Committee Meeting, held 31<sup>st</sup> August 2021, Members were advised that the West Sussex Transport Plan (WSTP) is being reviewed to update the County Council's strategic approach to investment in, and management of, the transport network. They are consulting on this draft version of the [Plan](#) to get feedback on its content and the strategies that it sets out. Subject to the consultation feedback it is expected that the plan will be adopted in early 2022.

WSCC's pre-existing West Sussex Transport Plan 2011-2026 is available to view at: [www.westsussex.gov.uk/ltp\(External link\)](http://www.westsussex.gov.uk/ltp(External link)). They have also published a [snapshot](#) of the draft Plan as well as some background documents including a [Sustainability Appraisal](#) and associated [Scoping Report](#), [Habitats Regulation Assessment](#) report, an [Evidence Base Document](#) and a [Frequently Asked Questions](#) document.

Members were informed that a webinar was being hosted by WSCC on Wednesday 8<sup>th</sup> September 2021, from 2pm until 3.30pm, and the Civic & Office Manager circulated joining instructions to all Committee Members.

The **consultation closes on 8<sup>th</sup> October 2021** and Members are invited to consider and agree any response to the survey (questions attached as **Appendix 1**) to be submitted on the [survey form](#).

**DECISION**

Members are invited to **CONSIDER** and **AGREE** any comments to be submitted in response to the WSCC consultation webinar on 8<sup>th</sup> September 2021 in relation to the Draft West Sussex Transport Plan 2022-2036.

*(Questions 1 – 10 are information gathering in relation to the survey respondent)*

Key issues

The draft plan identifies key issues including pressures, challenges and opportunities for the environment, economy, people and the transport network that have influenced the development of the vision and objectives of the draft plan. Please click on the link to view an extract of the [key issues](#) section of the draft plan in a new window.

- Climate Change (sections 4.2 - 4.4)
- Local Environmental Impacts (sections 4.5 - 4.6)
- Variable Economic Performance (sections 4.7 - 4.11)
- Development and Regeneration Pressures and Opportunities (sections 4.12 - 4.14)
- Growing and Ageing Population (section 4.15)
- Public Health and Wellbeing (sections 4.16 - 4.20)
- Access to Services (sections 4.21 - 4.22)
- Transport Network Performance Issues (sections 4.23 - 4.62)

**Question 11 - How much do you agree with the list of key issues highlighted within the draft plan?**

1.

Fully

2.

Partially

3.

Not at all

4.

Not sure

5.

Cannot say as I have not seen the issues

**Question 12 - Do you have any comments on these key issues? Are there any other key issues you think that are missing? Please provide your comments in the box below.**

Our vision for the West Sussex Transport Plan 2022-2036

The vision sets out what we want the transport network to look like in 2036. It is intended to be ambitious but achievable if the plan is implemented as intended.

*Vision*

Our vision is:

"A West Sussex transport network in 2036 that works for communities in the Coastal West Sussex, Gatwick Diamond and Rural West Sussex economic areas by helping to address the spatial economic challenges of the County, level up the coastal economy and provide access to employment and services countywide.

The transport network will be on a pathway to net zero carbon by 2050 through mass electrification, reduced use of fossil-fuels and local living. It will also be safer and more efficient overall with more walking, cycling and use of public or shared transport and less congestion on major routes that connect West Sussex towns with Gatwick Airport, London and nearby cities.

The transport network will connect communities and allow residents to live healthy lifestyles with good access to the West Sussex coast and the protected South Downs, High Weald and Chichester Harbour.

Active travel modes, public or shared transport will be attractive options in built up areas and between towns, and rural communities will have access to the services they need.

Transport impacts such as air pollution, noise and rat-running on adjacent communities and the environment will be minimised to protect a quality of life that reflects the characteristics of the County."

**Question 13 - How much do you support this vision?**

1.

Fully

2.

Partially

3.

Not at all

4.

Not sure

**Question 14 - Do you have any comments on the content of the vision? Please provide your comments in the box below.**

Objectives

The draft plan identifies a series of objectives relating to economic, social, environmental and transport issues. Please click on the link to view an extract of the [objectives](#) section of the draft plan in a new window.

- Prosperous West Sussex (sections 5.9 - 5.12)
- Healthy West Sussex (sections 5.13 - 5.16)
- Protected West Sussex (sections 5.17 - 5.20)

- Connected West Sussex (sections 5.21 - 5.26)

**Question 15 - How much do you support the draft West Sussex Transport Plan objectives?**

1.   
 Fully

2.   
 Partially

3.   
 Not at all

4.   
 Not sure

5.

Cannot say as I have not seen the objectives

**Question 16 - Do you have any comments on the objectives? Please provide any specific comments in the box below and refer to the specific objective number.**

Transport Theme Strategies

The draft plan contains transport theme strategies and priorities for the following (to view extracts of the specific strategies in a new window please click on the links):

- [Active Travel Strategy](#)
- [Shared Transport Strategy](#)
- [Rail Strategy](#)
- [Access to Gatwick Airport Strategy](#)
- [Road Network Strategy](#)

**Question 17 - How much do you support the transport theme strategies and priorities?**

	Fully	Partially	Not at all	Not sure	Cannot say as I have not seen the strategy
Active Travel Strategy	Active Travel Strategy Fully <input type="radio"/>	Active Travel Strategy Partially <input type="radio"/>	Active Travel Strategy Not at all <input type="radio"/>	Active Travel Strategy Not sure <input type="radio"/>	Active Travel Strategy Cannot say as I have not seen the strategy <input type="radio"/>

	Fully	Partially	Not at all	Not sure	Cannot say as I have not seen the strategy
Shared Transport Strategy	Shared Transport Strategy Fully <input type="radio"/>	Shared Transport Strategy Partially <input type="radio"/>	Shared Transport Strategy Not at all <input type="radio"/>	Shared Transport Strategy Not sure <input type="radio"/>	Shared Transport Strategy Cannot say as I have not seen the strategy <input type="radio"/>
Rail Strategy	Rail Strategy Fully <input type="radio"/>	Rail Strategy Partially <input type="radio"/>	Rail Strategy Not at all <input type="radio"/>	Rail Strategy Not sure <input type="radio"/>	Rail Strategy Cannot say as I have not seen the strategy <input type="radio"/>
Access to Gatwick Airport Strategy	Access to Gatwick Airport Strategy Fully <input type="radio"/>	Access to Gatwick Airport Strategy Partially <input type="radio"/>	Access to Gatwick Airport Strategy Not at all <input type="radio"/>	Access to Gatwick Airport Strategy Not sure <input type="radio"/>	Access to Gatwick Airport Strategy Cannot say as I have not seen the strategy <input type="radio"/>
Road Network Strategy	Road Network Strategy Fully <input type="radio"/>	Road Network Strategy Partially <input type="radio"/>	Road Network Strategy Not at all <input type="radio"/>	Road Network Strategy Not sure <input type="radio"/>	Road Network Strategy Cannot say as I have not seen the strategy <input type="radio"/>

**Question 18 - Do you have any comments on the specific transport strategies? Please provide any specific comments in the box below and refer to the specific transport strategy.**

Area Transport Strategies

The draft plan includes area transport strategies for each of the eight local planning authority areas in West Sussex (to view extracts of the specific strategies in a new window please click on the links):

- [Area Transport Strategy for Adur](#)
- [Area Transport Strategy for Arun](#)
- [Area Transport Strategy for Chichester](#)
- [Area Transport Strategy for Crawley](#)
- [Area Transport Strategy for Horsham](#)

- [Area Transport Strategy for Mid Sussex](#)
- [Area Transport Strategy for South Downs National Park](#)
- [Area Transport Strategy for Worthing](#)

**Question 19 - How much do you support the area transport strategies and priorities?**

	Fully	Partially	Not at all	Not sure	Cannot say as I have not seen the strategy
Area Transport Strategy for Adur	Area Transport Strategy for Adur Fully <input type="radio"/>	Area Transport Strategy for Adur Partially <input type="radio"/>	Area Transport Strategy for Adur Not at all <input type="radio"/>	Area Transport Strategy for Adur Not sure <input type="radio"/>	Area Transport Strategy for Adur Cannot say as I have not seen the strategy <input type="radio"/>
Area Transport Strategy for Arun	Area Transport Strategy for Arun Fully <input type="radio"/>	Area Transport Strategy for Arun Partially <input type="radio"/>	Area Transport Strategy for Arun Not at all <input type="radio"/>	Area Transport Strategy for Arun Not sure <input type="radio"/>	Area Transport Strategy for Arun Cannot say as I have not seen the strategy <input type="radio"/>
Area Transport Strategy for Chichester	Area Transport Strategy for Chichester Fully <input type="radio"/>	Area Transport Strategy for Chichester Partially <input type="radio"/>	Area Transport Strategy for Chichester Not at all <input type="radio"/>	Area Transport Strategy for Chichester Not sure <input type="radio"/>	Area Transport Strategy for Chichester Cannot say as I have not seen the strategy <input type="radio"/>
Area Transport Strategy for Crawley	Area Transport Strategy for Crawley Fully <input type="radio"/>	Area Transport Strategy for Crawley Partially <input type="radio"/>	Area Transport Strategy for Crawley Not at all <input type="radio"/>	Area Transport Strategy for Crawley Not sure <input type="radio"/>	Area Transport Strategy for Crawley Cannot say as I have not seen the strategy <input type="radio"/>
Area Transport Strategy for Horsham	Area Transport Strategy for Horsham Fully <input type="radio"/>	Area Transport Strategy for Horsham Partially <input type="radio"/>	Area Transport Strategy for Horsham Not at all <input type="radio"/>	Area Transport Strategy for Horsham Not sure <input type="radio"/>	Area Transport Strategy for Horsham Cannot say as I have not seen the strategy <input type="radio"/>

	Fully	Partially	Not at all	Not sure	Cannot say as I have not seen the strategy
Area Transport Strategy for Mid Sussex	Area Transport Strategy for Mid Sussex Fully	Area Transport Strategy for Mid Sussex Partially	Area Transport Strategy for Mid Sussex Not at all	Area Transport Strategy for Mid Sussex Not sure	Area Transport Strategy for Mid Sussex Cannot say as I have not seen the strategy
Area Transport Strategy for South Downs National Park	Area Transport Strategy for South Downs National Park Fully	Area Transport Strategy for South Downs National Park Partially	Area Transport Strategy for South Downs National Park Not at all	Area Transport Strategy for South Downs National Park Not sure	Area Transport Strategy for South Downs National Park Cannot say as I have not seen the strategy
Area Transport Strategy for Worthing	Area Transport Strategy for Worthing Fully	Area Transport Strategy for Worthing Partially	Area Transport Strategy for Worthing Not at all	Area Transport Strategy for Worthing Not sure	Area Transport Strategy for Worthing Cannot say as I have not seen the strategy

**Question 20 - Do you have any comments on the area transport strategies? Please provide any specific comments in the box below and refer to the specific area transport strategy.**

Implementation and monitoring

The draft plan contains details about the intended [implementation \(Chapter 8\)](#) and [monitoring \(Chapter 9\)](#) approaches to the plan (to view extracts of the specific sections in a new window please click on the links).

**Question 21 - Do you have any comments on the implementation and monitoring sections of the draft plan? Please provide any specific comments in the box below and refer to the specific section of the draft plan.**

Short Term Action Plan

The draft plan contains an [Action Plan](#) to bring forward priority measures that will cover the first five years of the plan period (to view an extract of the action plan in a new window please click on the link).

**Question 22 - Do you have any comments on the Action Plan measures in Appendix A of the draft plan? Please provide any comments in the box below and refer to the specific actions.**



Other issues

**Question 23 - Do you have any other comments you would like to make about the draft plan, or any comments on the background documents published with the draft plan, including the Sustainability Appraisal? Please provide any specific comments in the box below.**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
21<sup>st</sup> SEPTEMBER 2021**

**AGENDA ITEM 8 - TO RECEIVE DETAILS OF, AND CONSIDER ANY  
RESPONSE TO, ARUN DISTRICT COUNCIL'S REVIEW OF THE ARUN LOCAL  
PLAN DEVELOPMENT MANAGEMENT POLICIES**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

Notification has been received that at Arun's Planning Policy Committee Meeting, held on 1<sup>st</sup> August 2021, it was agreed that early engagement should commence on a draft list of Development Management (DM) policies – where the Council's proposed Local Plan update would initially focus. The context being to ensure that Arun is best placed with respect to national policy and best practice to ensure that its design standards policies are addressing the 'Climate Change Emergency'.

The link to the cover report item is here and the table list of DM policies the authority intends to progress which will eventually be included with the matter of the overall plan strategic policies: -

<https://democracy.arun.gov.uk/documents/s8052/Arun%20Local%20Plan%20Update%20-%20Development%20Management%20Policies.pdf>  
<https://democracy.arun.gov.uk/documents/s8054/Appendix%201%20-%20Review%20of%20the%20Arun%20Local%20Plan%20DM%20policies.pdf>

As part of the early engagement, Bognor Regis Town Council are invited to consider Arun's approach and answer a few simple questions. At this stage, they are only seeking a high-level steer from the Town Council and would, therefore, seek an opinion even if very general or informal at this stage (there will be a fuller consultation as an Issues and Options consultation later in the year).

The questions are detailed below, and a simple tick list attached (see **Appendix 1**), should Members wish to complete it.

**Question 1 - What do you feel about the Climate Change Emergency approach the Council is taking in prioritising Development Management policies dealing with design standards (e.g. carbon/energy efficiency performance of development, flood risk etc)?**  
(answer in one paragraph please)

**Question 2 - Do you consider the Council has identified the key areas of Development Management Policy?– e.g. is there anything missing?**  
(answer one paragraph please)

**Question 3 What would your priorities be for DM policies and design standards?**  
(answer one paragraph please)

**Question 4 - Any other comment?  
(answer one paragraph please)**

Members are invited to consider Questions 1-4 above and provide a response. Furthermore, Members are also invited to consider a response to the attached tick list, should they so wish. All responses should be emailed to [kevin.owen@arun.gov.uk](mailto:kevin.owen@arun.gov.uk) by 16<sup>th</sup> September, however, an extension has been agreed for the Town Council in order that the matter may be considered by Members at this meeting.

**DECISION**

Members are invited to **AGREE** any response to Arun District Council's Review of the Arun Local Plan Development Management Policies.

**Review of the Arun Local Plan DM policies – August 2021**

<b>Please put an x to indicate your response and any brief comment if necessary</b>					
<b>Policy Title</b>	<b>Council's view on whether polices need updating.</b>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>	<b>Comment</b>
LAN DM1 Protection of Landscape Character	<b>Partial update</b> – National policy and guidance highlight shaping places in positive ways that contribute to radical reductions in greenhouse gas emissions, climate resilience and low carbon energy and associated infrastructure. The role of countryside and rural economy is likely to change in some places e.g. decentralised energy sources and storage. Evidence should be commissioned to inform this approach to allocate land in the right places while conserving protective and sensitive landscapes. The policy text may need a full or partial update.				
LAN DM2 The Setting of Arundel	<b>'Other actions'</b> – consider any evidence through consultation with stakeholders on whether any updates needed.				
EMP DM1 Employment Land: Development Management	<b>Partial update</b> – <b>DM*</b> clarification of _minor wording issue to ensure integration of protected species.				
EMP DM2 Enterprise Bognor Regis	<b>No update</b> – the policy appears to be compliant with national policy and guidance.				
TEL DM1 Telecommunications	<b>Partial policy update</b> – <b>DM*</b> policy is little used. However, likely to be of increasing importance. National policy update emphasises setting out a strategic policy – e.g. pattern and scale and quality [and other DM requirements.				
RET DM1 Retail development	<b>Full Review</b> – <b>DM*</b> frequently used policy – needs review of :- <ul style="list-style-type: none"> <li>· reuse of vacant retail floorspace (including upper floors)</li> <li>· primary and secondary shopping frontages</li> <li>· Include re-use of vacant buildings to the rear of shops in</li> </ul>				

	<p>policy RET DM1 5.</p> <ul style="list-style-type: none"> <li>· impact assessment for new development of over 200sqm and 1000sqm</li> <li>· Overall further technical work needed to assess this policy approach.</li> </ul>				
TOU DM1 Tourism related development	<p><b>Partial policy update – DM*</b> frequently used, effective policy however, clarify application of policy in relation to all types of caravan/tent site e.g. caravans replaced with lodges for example which have the same level of residential impact.</p>				
SO DM1 Soils	<p><b>Partial policy update – DM*</b> frequently used policy however, not effective because of ambiguity over application of policy criteria; avoidance and mitigation of best soils; and assessing conflicting development and the need for a sustainability and options appraisal.</p>				
HOR DM1 Horticulture	<p><b>Partial policy update – DM*</b> policy not frequently used. Potential to include NPPF requirement to ‘enhance’.</p>				
RET DM2 Garden Centres	<p><b>No update – DM*</b> policy not frequently used. Not directly addressed by national policy or guidance, no local evidence requiring change.</p>				
EQU DM1 Equine Development	<p><b>Partial Policy update – DM*</b> wording clarification needed i.e. the meaning of “Non-residential planning permission will be granted...” in the context of stabling horses.”</p>				
H DM1 Housing mix	<p><b>No update – DM*</b> update;-</p> <ul style="list-style-type: none"> <li>· definition self-build homes compliant with national policy</li> <li>· including role of up-to-date SHMA for special accommodation needs.</li> </ul> <p><b>Other actions’</b> – further clarification of supporting text for need categories (Affordable housing, Older and disabled, gypsy and travellers, Student housing, Rural housing, Self-build and custom</p>				

	build etc..				
H DM2 Independent living and care homes	<b>Partial policy update</b> - updated national policy and guidance providing more emphasis on needs of older people and special needs – this needs further clarification wording on how the authority will consider such provision and scale of provision as part of plan making and viability.				
H DM3 Agricultural, forestry and horticultural Rural workers' dwellings	<b>Partial policy update</b> - updated national policy and guidance providing further clarification on criteria to consider - determining whether provision is necessary to the business/operation, viability, animal welfare, security, scope for improvements to existing accommodation or temporary dwellings, excluding assembly/seasonal workers.				
H DM4 Conversion of rural buildings for residential use	<b>Partial policy update</b> – National guidance updates link between strategic policies to determine degree of restrictive policies based on evidence of local need. Also, some potential opportunity to improve references to residential curtilage size and protected species.				
D DM1 Aspects of form and design quality	<b>Partial policy update</b> - <b>DM*</b> policy well used and effective at appeal. However, recommend including reference to Masterplan making. This will allow where necessary, masterplans to be required to be adopted as supplementary planning documents where necessary. Consider whether this is included in Policy D DM1 or whether a new policy is needed.				
D DM2 Internal space standards	<b>No update</b> – complaint with national policy and guidance (no recent updates). However, should ADC have data which suggest that internal space standards beyond the nationally described space standard is required then this policy may require updating. <b>'Other actions'</b> – establish monitoring of local evidence on standards being achieved.				
Paragraph 13.3.5 External space standards	<b>No update</b> –The Arun Design Guide SPD includes guidance on external space standards.				

D DM4 Extensions and alterations to existing buildings (residential and non-residential)	<b>No update</b> –compliant with national policy and guidance, no local evidence requiring change.				
<b>The following two Policies are Strategic Policies in the greyed-out rows</b>					
ECC SP1 Adapting to Climate Change	<b>Partial policy update</b> – updated national policy and guidance on adaptation and mitigation measures:- <ul style="list-style-type: none"> <li>· Spatial strategy on natural flood management,</li> <li>· Land provision for physical protection measures and</li> <li>· Future relocation of vulnerable development and infrastructure from flood risk/climate change</li> <li>· Sequential approach in Policy W DM2 is likely to need updating as when further updated climate change allowances are published by Environment Agency (e.g. Coastal flooding March 2020).</li> </ul>				
ECC SP2 Energy and climate change mitigation	<b>Partial update</b> - compliant with updated national policy and guidance however:- <ul style="list-style-type: none"> <li>· Climate Change Emergency and Zero Carbon 2050 will need to be accommodated;</li> <li>· Government initiatives (10 point plan) to deliver COP18 commitments;</li> <li>· ADC Council commitment to contribution to net zero carbon by 2030 and steps towards a district wide target.</li> </ul>				
ECC DM1 Renewable Energy	<b>Partial policy update</b> – updated national policy and guidance:- <ul style="list-style-type: none"> <li>· Scope to delivering co-location of developments and facilities (e.g. CHP/district heating)</li> <li>· Additional compatibility of energy policy with amenity/heritage - impact and significance and important to their setting</li> <li>· Protecting local amenity and cumulative impact be given</li> </ul>				

	proper weight in planning decisions.				
OSR DM1 Protection of open space, outdoor sport, community and recreation facilities	<b>No update – DM*</b> policy frequently used effective. Compliant with national policy and guidance, no local evidence requiring change.				
T DM1 Sustainable Travel and Public Rights of Way	<p><b>Partial policy update – DM*</b> clarification needed on operation of criteria (e.g. closed or inclusive list) and overlap with Policy T SP1.</p> <p>Scope for;-</p> <ul style="list-style-type: none"> <li>· “Active Travel” reference, the Design Guide and reference to Healthy Lifestyles and carbon emission reductions.</li> <li>· Monitor EV technology and prepare updates to Parking SPD where required/include new policy.</li> <li>· Offsite infrastructure projects will be funded by CIL</li> </ul> <p>Consolidating text from TSP1 (Transport and Development) and TDM1</p>				
T DM2 Public Parking	<b>Partial policy update</b> – compliant with national policy and guidance – however as for T DM1 above – scope to balance the use of public car parks in town centres with improvements to public transport hubs/connectivity with town centres.				
HER DM1 Listed Buildings	<b>No update</b> – compliant with national policy and guidance. However, keep under review.				
HER DM2 Locally Listed Buildings or Structures of Character	<p><b>Partial policy update</b> – compliant with national policy and guidance. However, scope to improve the future proofing of the policy to deal with the issue of placing criteria outside of the policy to allow for change.</p> <p><b>‘Other action’</b> – supporting text to list criteria and scope for other evidence and SPD.</p>				
HER DM3 Conservation Areas	<b>No update</b> – compliant with national policy and guidance.				



HER DM4 Areas of Character	<b>Partial policy update</b> - compliant with national policy and guidance. However, scope to improve the future proofing of the policy to deal with the issue of placing criteria outside of the policy to allow for change. <b>'Other action'</b> – supporting text to list criteria and scope for other evidence and SPD.				
HER DM5 Remnants of the Portsmouth and Arundel Canal	<b>No update</b> – no updated national policy and guidance or no local evidence requiring change.				
HER DM6 Sites of Archaeological Interest	<b>Partial Update – DM*</b> more concise policy wording needed. National policy emphasis on 'significance of assets. Review to ensure concise and that the policy to include references to 'significance'				
ENV DM1 Designated Sites of Biodiversity or geographical importance	<b>No update</b> - compliant with national policy and guidance. [Net gains in bio-diversity see ENV DM5]				
ENV DM2 Pagham Harbour	<b>No update but keep under review – DM*</b> well used, effective. Compliant with national policy but minor addition required for purposes of clarity on Zone A mitigation requirement where no impact and clarify reference to ENV DM1 test criteria. <b>'Other actions'</b> - keep under review local evidence on efficacy and scope of the policy. with regard to mitigation, nitrates and water quality.				
ENV DM3 Biodiversity Opportunity Areas	<b>No update</b> - compliant with national policy and guidance. <b>'Other actions'</b> – review scope for specific enhancement/management actions for specific corridors/networks – perhaps SPD.				
ENV DM4 Protection of trees	<b>Partial policy update</b> – compliant with national policy and guidance. However, scope for integration with net bio-diversity gain policy				

	objectives in policy ENV DM5.				
ENV DM5 Development and biodiversity	<b>Partial policy update</b> - compliant with national policy and guidance. However, does not include a measurable metric on net gains in biodiversity e.g. 10% (pending Government policy) and may also need habitat establishment and maintenance element.				
W DM1 Water supply and quality	<b>Partial policy update – DM*</b> modest use, effective. However, national policy and guidance updated. Emphasise need for WFD objectives to achieve ‘good’ status for water bodies and reference to 25-year Environment Plan (e.g. groundwater and abstraction SPZs etc) design considerations (e.g. Permeable surfaces of green infrastructure multiple benefits) and site wastewater treatment/connection. <b>‘Other actions’</b> – strengthen cross boundary and duty to cooperate actions.				
W DM2 Flood Risk	<b>Partial policy update – DM*</b> well used and effective although scope to include clearer reference to need for sequential assessment to take into account future climate change. Broadly compliant with national policy and guidance directly covering flood risk but makes no reference to requirement for specific allocation of land for natural flood relief. Scope for rationalising with policy W DM4.				
W DM3 Sustainable Urban Drainage Systems (SuDS)	<b>No update</b> - compliant with national policy and guidance.				
W DM4 Coastal Protection	<b>Partial policy update</b> – compliant with national policy and guidance. However, review local evidence to determine need to designate any Coastal Change Management Areas (CCMA) and integrate with policy W DM2 or create new policy.				
Natural resources and minerals safeguarding	<b>‘Other action’</b> – the adopted Joint Minerals Local Plan 2018 provides the policy framework for minerals safeguarding in Arun. Arun will liaise under the ‘Duty to Cooperate’ with the joint Minerals				

	Planning Authorities (West Sussex County Council and South Downs National Park) on any requirements for the Arun Local Plan review.				
WM DM1 Waste Management	<p><b>No update</b> - compliant with national policy and guidance.</p> <p><b>'Other action'</b> – the adopted Joint Waste Local Plan 2014 was recently reviewed and found not to need updating. This plan provides the up to date policy framework for waste disposal in Arun. Arun will liaise under the 'Duty to Cooperate' with the joint Waste Planning Authorities (West Sussex County Council and South Downs National Park) on any requirements for the Arun Local Plan review.</p>				
QE DM1 Noise Pollution	<p><b>Partial Policy update</b> – DM* well used effective. Updated national policy and guidance introduces:</p> <ul style="list-style-type: none"> <li>· Early acoustic design considerations,</li> <li>· levels of impact significance (including cumulative and sensitive uses and noise exposure hierarchy table) and</li> <li>· Mitigation – improved local environmental conditions,</li> <li>· 'agent of change' principle.</li> </ul>				
QE DM2 Light Pollution	<p><b>Partial Policy update</b> - DM* well used effective. Updated national policy and guidance introduces</p> <ul style="list-style-type: none"> <li>· lighting design considerations,</li> <li>· addressing impacts (including cumulative and sensitive uses) and</li> <li>· mitigation – 'agent of change' principle.</li> </ul>				
QE DM3 Air Pollution	<p><b>Partial policy update</b> – updated national policy and guidance - include reference to:-</p>				

	<ul style="list-style-type: none"> <li>green infrastructure and tree planting as a mitigation measure for all developments to reduce air quality impacts.</li> </ul> <p>This also relates to updates mentioned above to Policy T DM1.</p>				
<p>QE DM4 Contaminated Land</p>	<p><b>Partial policy update</b> – compliant with update to national policy and guidance – but could clarify:-</p> <ul style="list-style-type: none"> <li>That allocation of land known to be contaminated will only be for appropriate forms of development and</li> <li>Clarity on the approach to remediation and responsibility of developers for monitoring - including future remedial action.</li> </ul>				

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
21<sup>st</sup> SEPTEMBER 2021**

**AGENDA ITEM 9 - CORRESPONDENCE**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

1. WSCC - Public Notice that West Sussex County Council will temporarily close to all traffic Linden Road, Bognor Regis (between the junction with Hawthorn Road to Town Cross Avenue), on 17<sup>th</sup> September 2021 for up to 5 days (It is estimated to be completed on 17<sup>th</sup> September 2021). The closure is required for the safety of the public and workforce while carriageway repairs are undertaken. The restriction will be in place off-peak only from 09:30 until 15:00. An alternative route will be signed and access for emergency service vehicles and pedestrians will be maintained at all times during the closure.
2. WSCC - Public Notice that Highfield Road (Orchard Way roundabout), Bognor Regis, will be temporarily closed on 20<sup>th</sup> September 2021 for up to 5 days (It is estimated to be completed on 22<sup>nd</sup> September 2021) and is required for the safety of the public and workforce while BT replace a decayed pole. The restriction will be in place day-time only from 09:30 until 16:00. An alternative route will be signed and access for emergency service vehicles and pedestrians will be maintained at all times during the closure.
3. WSCC - Notification that the following road closures will be in place to allow for carriageway resurfacing. The road closure will be in place from 08:00 until 16:00 and an alternative route for traffic will be signed on site - please note that these works are weather dependant: - Aldwick Road roundabout (13<sup>th</sup> September); Den Avenue (14<sup>th</sup> September); Gordon Avenue (15<sup>th</sup> September).
4. WSCC - News Release: Traffic light upgrade ahead at busy Bognor Regis junction.