



# BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

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 Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **4pm on TUESDAY 27<sup>th</sup> JUNE 2023.**

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). Any written question received by 9am on Tuesday 27<sup>th</sup> June from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

## **PLEASE NOTE START TIME**

**DATED this 19<sup>th</sup> day of JUNE 2023**

**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, Other Registrable 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, Other Registrable 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 or Other Registrable 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 6<sup>th</sup> June 2023
  4. Adjournment for public question time and statements
  5. To consider Planning Applications on Lists dated 2<sup>nd</sup>, 9<sup>th</sup> and 16<sup>th</sup> June 2023
  6. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
  7. To consider Premises Licence Applications including any variations and any other Licence Applications
  8. To consider any response to ADC's consultation in relation to Draft Local Orders
  9. To receive details of planning application WSCC/020/23 (Edward Bryant Junior and Infants School, London Road, Bognor Regis) and to agree any comments to be submitted in response
  10. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED**



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

### **HELD ON TUESDAY 6<sup>th</sup> JUNE 2023**

#### **PRESENT:**

Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett, S. Goodheart, Miss. C. Needs, P. Ralph, B. Waterhouse and Mrs. G. Yeates

#### **IN ATTENDANCE:**

Mrs. J. Davis (Assistant Clerk)  
Mr. M. Hall (Projects Officer)  
Mrs. S. Miah (Committee Administrator)

*The Meeting opened at 4.00pm*

#### **12. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

No apologies for absence were received from Cllr. Woodall.

#### **13. DECLARATIONS OF INTEREST**

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable 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, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting 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, Other Registrable 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.

**14. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23<sup>rd</sup> MAY 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 23<sup>rd</sup> May 2023 as an accurate record of the proceedings and the Chairman signed them.

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

There were no questions or statements from those seated in the public gallery, therefore, the meeting was not adjourned.

**16. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19<sup>th</sup> AND 26<sup>th</sup> MAY 2023**

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

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

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

**17. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

There were no Pavement Licence application representations to be ratified.

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

There were no Premises Licence applications to be considered.

**19. CORRESPONDENCE**

The following correspondence was brought to Members attention and was **NOTED**: -

- 19.1** ADC – Notification that planning application BR/64/23/PL (Town Hall, Clarence Road, PO21 1LD), in regard to a defibrillator, is expected to be determined by ADC's Planning Committee on 7<sup>th</sup> June 2023. Due to the applicant being Arun District Council, the planning department is unable to make a decision on this application using delegated powers.
- 19.2** WSCC – Notification of works to be carried out during Phase 2 of the Bus Stop Improvements Plan. At this current stage, general arrangement designs are in the process of being created of which a further consultation will be held at a later date.

***The Meeting closed at 4.16pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 6<sup>th</sup> JUNE 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 19<sup>th</sup> AND 26<sup>th</sup> MAY 2023)**

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

<a href="#"><u>BR/90/23/PL</u></a> <a href="#"><u>21 Whitfield Close</u></a> <a href="#"><u>Bognor Regis</u></a> <a href="#"><u>PO22 8DY</u></a>	Variation of conditions 2 and 3 imposed under BR/73/17/HH relating to approved plans and materials	<b>NO OBJECTION</b>
<a href="#"><u>BR/106/23/A</u></a> <a href="#"><u>The William Hardwick</u></a> 12 High Street Bognor Regis PO21 1RJ	Installation of 1 x externally illuminated hanging sign, 1 x aluminium car park sign, 1 x externally illuminated fascia sign, 4 x amenity signs, 1 x chalkboard and 1 x coffee bar lettering and associated lighting	<b>NO OBJECTION</b>
<a href="#"><u>BR/109/23/PL</u></a> <a href="#"><u>The Regis School Campus</u></a> Westloats Lane Bognor Regis PO21 5LH	Refurbishment of a 3G Football Turf Pitch (3G FTP) and associated features including replacement of artificial grass pitch surface (3G football turf), replacement 4.5m high ball stop fencing with entrance gates forming an enclosure around the facility, new 1.2m high pitch barriers with entrance gates to the Southern side of the 3G football turf surfaced pitch, new 2.6m high maintenance equipment storage container within the facility enclosure, replacement 15m high floodlight masts (6no.) with LED floodlights (14no.) around the facility perimeter, replacement hardstanding areas around the facility perimeter for player/pedestrian circulation and viewing, portable goals storage, as well as vehicular access. This application is in CIL Zone 4 (zero rated) as other development	<b>NO OBJECTION</b>

<p align="center"><b><u>PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 27<sup>th</sup> JUNE 2023 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 2<sup>nd</sup>, 9<sup>th</sup> AND 16<sup>th</sup> JUNE 2023)</u></b></p>		
<p><b><u>BR/111/23/PL</u></b>  <a href="#"><u>9 Annandale Avenue</u></a>  Bognor Regis  PO21 2ES</p>	<p>Alterations to the ground floor layout to create a new side entrance, replacement of the existing front door with a window, removal of existing chimney to the rear of the property and removal of small window on the 2nd floor (N E Elevation)</p>	<p><i>Comment by 29-JUN-23</i></p>
<p><b><u>BR/114/23/PL</u></b>  <a href="#"><u>Unit 7 Durban Road Business Centre</u></a>  Durban Road  Bognor Regis  PO22</p>	<p>Change of use from B2 (General Industrial) and B8 (Storage &amp; Distribution) to Class E (Commercial, Business and Service). This application is in CIL Zone 4 (zero rated) as other development</p>	<p><i>Comment by 06-JUL-23</i></p>
<p><b><u>BR/117/23/PL</u></b>  <a href="#"><u>19 High Street</u></a>  Bognor Regis  PO21 1RJ</p>	<p>Erection of single storey rear extension to first floor</p>	<p><i>Comment by 06-JUL-23</i></p>
<p><b><u>BR/124/23/HH</u></b>  <a href="#"><u>19 Sandymount Close</u></a>  Bognor Regis  PO22 9EL</p>	<p>Demolition of garage and conservatory. Single storey rear and side extension. Loft conversion. Raised deck to rear with screening</p>	<p><i>Comment by 06-JUL-23</i></p>
<p><b><u>BR/126/23/CLE</u></b>  <a href="#"><u>1b Ground Floor Rear Flat</u></a>  148 Aldwick Road  Bognor Regis  PO21 2PA</p>	<p>Lawful development certificate for existing use as a 1 bedroom flat</p>	<p><i>Comment by 06-JUL-23</i></p>

<p><b><u>BR/127/23/HH</u></b>  <u>52 Corbishley Road</u>  Bognor Regis  PO22 9HS</p>	<p>Ground floor rear extension</p>	<p><i>Comment by 13-JUL-23</i></p>
<p><b><u>BR/133/23/CLE</u></b>  <u>60 Ockley Road</u>  Bognor Regis  PO21 2HR</p>	<p>Lawful development certificate for existing use as a HMO property comprising of 5 bedsits with shared communal areas for a maximum of 8 people and a maximum of 5 households</p>	<p><i>Comment by 13-JUL-23</i></p>
<p><b><u>BR/134/23/T</u></b>  <u>Eagle House, Norfolk Close</u>  Bognor Regis  PO21 2DJ</p>	<p>Various works to various trees</p>	<p><i>Comment by 13-JUL-23</i></p>





Tel:

Fax:

DX:

Minicom:



8<sup>th</sup> June 2023

Please ask for:  
Amber Willard  
Senior Planning Officer

Our Ref: LDO

Dear Sir/Madam

As you may be aware the District Council's Development Control Committee approved the Draft Local Development Orders for Public Consultation at the following sites;

- Butlins Complex, Bognor Regis.
- The University of Chichester, Bognor Regis.

The Local Development Orders if adopted will provide limited permitted development rights to small scale development within the Butlins Complex and the University of Chichester Campus. The Local Development Order is proposed to last for a period of 3 years.

The Draft Local Development Orders will be the subject of a 28 day period of formal public consultation from the 14<sup>th</sup> June to the 12<sup>th</sup> July 2023.

Representations should be received no later than 5.00 pm on the 12<sup>th</sup> July 2023.

Comments should either be submitted in writing, and it made clear which LDO the comments relate to at:

Planning Policy, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Or by email to: [planning.policy@arun.gov.uk](mailto:planning.policy@arun.gov.uk)

The draft orders, maps and statement of reasons can be viewed on the Council's website at [www.arun.gov.uk/local-development-orders-ldo-and-community-right-to-build-order-crtbo](http://www.arun.gov.uk/local-development-orders-ldo-and-community-right-to-build-order-crtbo)

And are also available to view at the below locations:

- 1) Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF  
Open weekdays 9am to 4pm with the exception of Wednesdays (open at 11am).
- 2) Bognor Regis Town Hall, Clarence Road, Bognor Regis, West Sussex, PO21 1LD  
Open weekdays 9am to 4pm with the exception of Wednesdays (open at 11am).

All representations made will be taken into consideration in preparing the final Draft of the Local Development Order.

We would very much welcome your comments on the Draft Local Development Orders.

Yours sincerely

Amber Willard MRTPI  
Senior Planning Officer



# Butlins, Bognor Regis Local Development Order

## **Arun District Council Local Development Order: Statement of Reasons**

### **Summary**

- Arun District Council (ADC) wishes to create a Local Development Order (LDO) to help facilitate development within the Butlins holiday complex, a Strategic Development site within the Arun District. The intention is to take a flexible approach to small scale development proposals, which will be centrally located within the sites and as such, not visible from outside the site.
- The LDO would have the effect of providing limited permitted development rights to small scale development.
- This area is located within the defined Built-up Area Boundary for Bognor Regis, within the designated Bognor Regis Town Centre Regeneration Area. Felpham is to the east and Bognor Town Centre to the west. Most of the Butlins site is located within Flood Zones 2 and 3, as identified by the Environment Agency's Flood Risk maps.

- 1.1. Article 34 8 (1) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015 (DMPO) requires that 'where a local planning authority propose to make a local development order (LDO) they shall first prepare— (a) a draft of the order; and (b) a statement of their reasons for making the order'.
- 1.2 A draft of the LDO is provided in Appendix A of this document.
- 1.3 Article 348 (2) of the DMPO states that 'the statement of reasons shall contain— (a) a description of the development which the order would permit; and (b) a plan or statement identifying the land to which the order would relate'.
- 1.4 The text in this document acts as the statement of reasons for making the LDO. A plan identifying the land to which the LDO relates is attached in Appendix B of this document.
- 1.5 This guidance would apply to any existing or new building, structure, or enclosure within the Butlins Complex which is defined as being within the red edge on the map that accompanies the Local Development Order.
- 1.6 Consequently, anyone who wanted to erect a single storey extension to any existing building, structure, or enclosure within the Butlins Complex or erect a new building, structure, or enclosure, within the site that is identified by a red edge on the map that accompanies the Local Development Order, would be able to do so subject to the criteria outlined below, without the need to apply for planning permission.
- 1.7 This would be on the condition that the materials used in any exterior work shall be of a similar appearance to those used in the construction of the exterior of the existing building, structure or enclosure.

## **2 Justification for creation of LDO**

- 2.1 The Butlins complex is a strategic development site within the Arun District, with a total site area of 21.16ha.

- 2.2 The ultimate objective for the LDO is to assist in reducing the number of applications which are received for small scale developments within the Butlins Complex which are not visible from outside the site.

### **3 Statement of the Policies which the LDO would implement**

- 3.1 The LDO would implement Policy D DM1 (Aspects of Form & Quality) of the Arun District Local Plan and Policy 8d of the Bognor Regis Neighbourhood Plan.
- 3.2 Further, ADC believes that the LDO would assist with the regeneration of Bognor Regis Town Centre, by helping to facilitate development on this site.
- 3.3 Also, that it would accord with government policy contained within the National Planning Policy Framework.

### **4 Lifetime of the LDO**

- 4.1 It is intended that the LDO should be active for a period of three years following the date of its adoption. This is to allow Arun District Council to monitor the effectiveness of the LDO. Following the end of this three-year period, the LDO would cease to apply. The Council would then have the following options:
- Renew the LDO under the same terms/ conditions as previously;
  - Renew the LDO but modify its terms and conditions; or
  - Choose not to have an LDO on the site.
- 4.2 Development which has started under the provision of the LDO will be allowed to be completed in the event that the LDO is revoked or revised.
- 4.3 Development which has started under the provision of the LDO can be completed following the expiry of the LDO after the end of the three-year period. Any development that has taken place under the LDO will be allowed to remain, but no new development will be allowed under the terms of the LDO following its expiry without planning permission.

### **5 Monitoring the LDO**

- 5.1 It is intended that the LDO will be subject to continuous monitoring to assess its effectiveness. This will be carried out by annual site visits to assess what development has taken place and how many planning applications have been avoided. Regular liaison between ADC and the LDO sites will also be carried out to enable the Local Planning Authority to keep up to date with any development that is taking place on site.
- 5.2 It will also be the subject of a section in the Annual Monitoring Report, which will discuss further the impact of the LDO on the Butlins Complex and on the reduction in planning applications received, if any.

### **6 Residential Amenity issues**

- 6.1 The Butlins complex is self-contained, with no residential properties within the immediate vicinity.
- 6.2 Butlins is bordered by the sea to the south side, Gloucester Road to the west and Upper Bognor Road to the north side. There is a row of 6 No. detached

dwellings to the north-east side of the site, as well as some residential properties immediately to the east of the application site. To prevent any adverse impact upon any of these residential properties, no development will be allowed within 5 metres of the boundary of the Butlins complex. The site boundary is clearly identified by a red edge on the map that accompanies this Local Development Order.

## **7 Environmental Impact Assessment (EIA) screening**

- 7.1 The proposed LDO has been considered against the relevant tests set out under the Town & Country Planning (Environmental Impact Assessment) Regulations 2017 and the Local Planning Authority has formally adopted an opinion that an EIA is not required.
- 7.2 It is considered that, subject to the appropriate conditions, the proposed Local Development Order is not likely to result in significant effect on the environment.

## **Appendix A: Butlins Complex, Bognor Regis Draft Local Development Order**

Section 61 A-D and Schedule 4A of The Town and Country Planning Act 1990 and

Articles 38 and 41 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

Arun District Council

Local Development Order Butlins Bognor Regis

1. This Local Development Order (“LDO”) is made by Arun District Council (“the Council”) under Section 61A of the Town and Country Planning Act 1990 (as amended).
2. Within the areas of Butlins, Bognor Regis (set out and shown edged with a bold red line on the attached map at Appendix A), planning permission is hereby granted for the development listed below.
3. This LDO takes effect on the date it is adopted by the Council and is limited to a three-year period following which the LDO shall lapse.

### **PERMITTED DEVELOPMENT TYPE I**

The enlargement, improvement or other alteration of a building, structure, or enclosure within the Butlins Complex.

#### **Development not permitted**

Development is not permitted if –

- A. The height of the part of the building, structure or enclosure enlarged, improved, or altered would exceed the height of the highest part of the roof of the existing building, structure, or enclosure;
- B. The enlarged part of the building, structure or enclosure would:
  - i. extend beyond any elevation of the building, structure, or enclosure by more than 10 metres, or
  - ii. exceed 10 metres in height;
- C. It would consist of or include –
  - i. the construction or provision of a veranda, balcony or raised platform except those accessed from the ground floor of any building.
  - ii. an alteration to any part of the roof of the building, structure, or enclosure.
- D. The enlarged part of the building, structure or enclosure is within 5 metres of the boundary of the site.

- E. The proposal will lead to noise arising from or due to the development being audible beyond the boundary of the site at any time. Noise would be considered inaudible when it is at a sufficiently low level that it is not recognisable as emanating from the source in question and does not alter the perception of the ambient noise environment that would prevail in the absence of the source in question.
- F. If the proposal will be used for the provision of guest or staff accommodation.

**Development is permitted by Type I subject to the following conditions**

- (a) The materials used in any exterior work shall be of a similar appearance to those used in the construction of the exterior of the existing building, structure, or enclosure.

**PERMITTED DEVELOPMENT TYPE II**

The addition of Solar Panels, including Photovoltaic Panels to the roof of any existing building, structure, or enclosure within the Butlins Complex.

**Development not permitted**

Development is not permitted if –

- A. The alteration would protrude more than 150 millimetres beyond the plane of the slope of the original roof when measured from the perpendicular with the external surface of the original roof;
- B. It would result in the highest part of the alteration being higher than the highest part of the original roof.

**PERMITTED DEVELOPMENT TYPE III**

The provision within the curtilage of the Butlins complex of a building, structure or enclosure required for purposes incidental to the enjoyment of residents and staff of the complex, or the maintenance, improvement, or other alteration of such a building, structure, or enclosure.

**Development not permitted**

Development is not permitted if –

- A. The building, structure or enclosure would have more than one storey;
- B. The height of the building, structure or enclosure would exceed –
  - i. 4 metres in the case of a building, structure, or enclosure with a dual-pitched roof,
  - ii. 3 metres in any other case.
- C. It would include the construction or provision of a veranda, balcony or raised platform.
- D. No part of any building, structure or enclosure shall be within 25 metres of the boundary of the site.
- E. The proposal will lead to noise arising from or due to the development being audible beyond the boundary of the site at any time. Noise would be considered inaudible when it



is at a sufficiently low level that it is not recognisable as emanating from the source in question and does not alter the perception of the ambient noise environment that would prevail in the absence of the source in question.

#### **PERMITTED DEVELOPMENT TYPE IV**

Development of sports facilities and funfair consisting of the installation of plant, machinery, or structures to be used for or in connection with the entertainment of the clientele within the area

#### **Development Not Permitted**

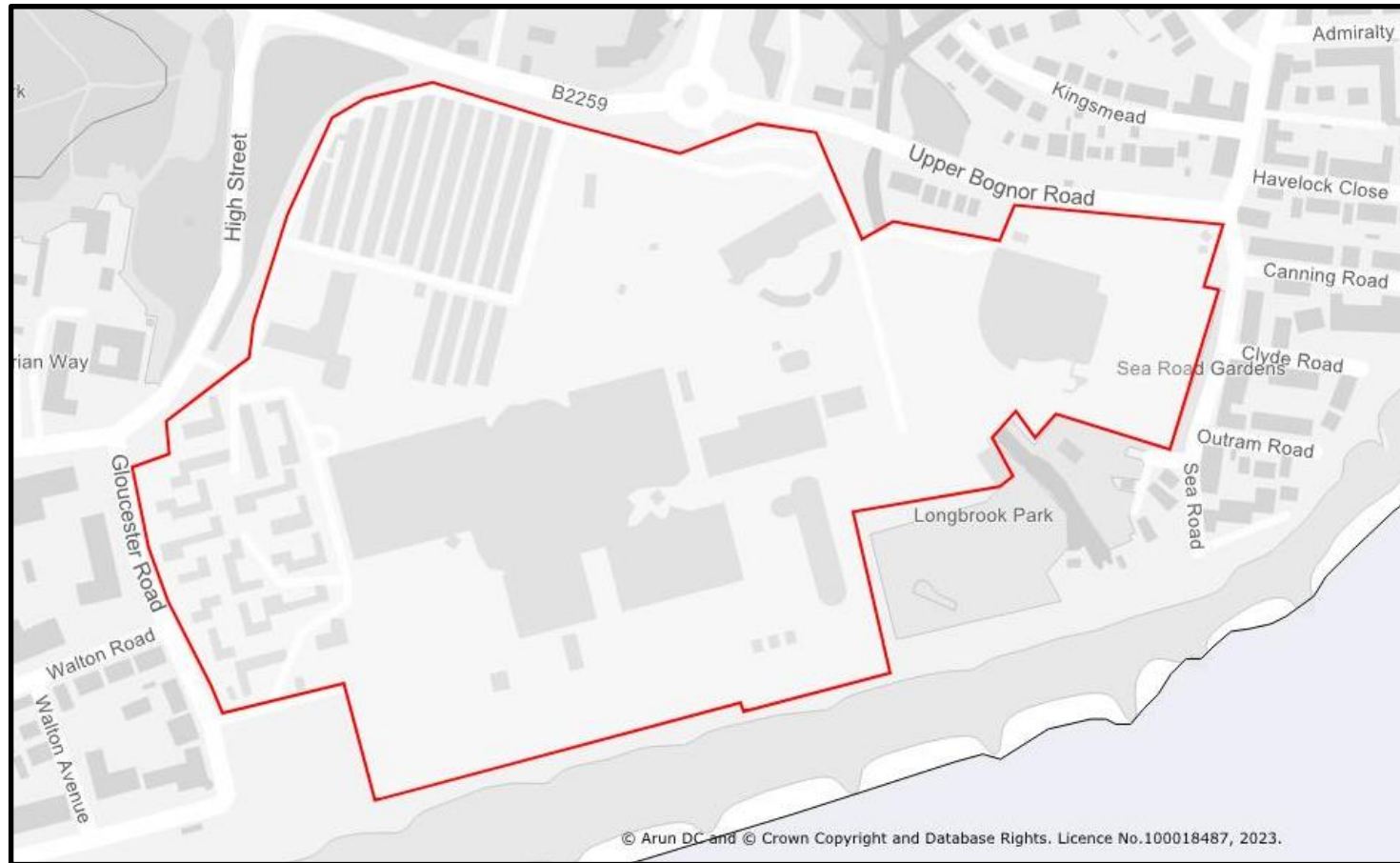
Development is not permitted if the plant or machinery would:

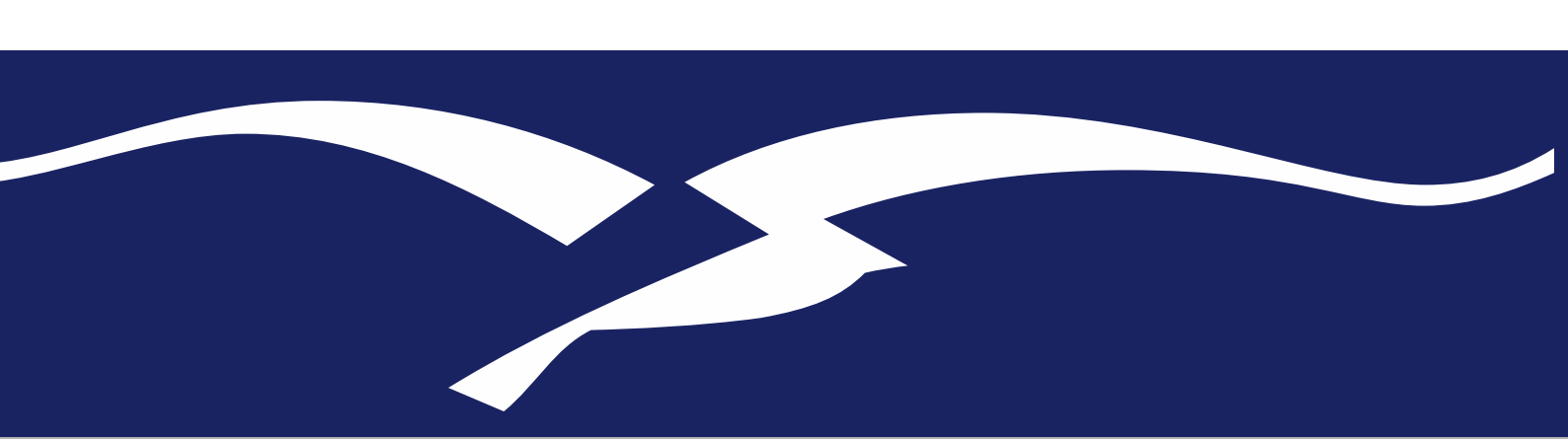
- A. Exceed a height of 12 metres from ground level;
- B. Be located within 100 metres of the boundary of the property;
- C. Cause noise audible from outside the property to reach a level whereby it becomes a statutory nuisance

#### **INFORMATIVES**

1. This LDO does not remove the requirement for advertisement consent where appropriate.
2. This LDO does not remove the requirement for consents required under other legislations, such as licensing regulations.
3. This LDO is confined to the parts of Butlins Bognor Regis shown edged with a bold red line on the map attached as Appendix B
4. Should you require confirmation that the proposed use falls within the use classes permitted by the LDO it is recommended that a certificate of lawfulness be applied for from the Council.

## Appendix B: Butlins Complex, Bognor Regis Local Development Order Map





# University of Chichester

## Local Development Order

## **Arun District Council Local Development Order: Statement of Reasons**

### **1. Summary**

- Arun District Council (ADC) wishes to create a Local Development Order (LDO) to help facilitate development within The University of Chichester, Bognor Regis campus. The intention is to take a flexible approach to small scale development proposals, which will be centrally located within the sites and as such, not visible from outside the site.
- The LDO would have the effect of providing limited permitted development rights to small scale development.
- This area is located within the defined Built-up Area Boundary for Bognor Regis, within the designated Bognor Regis Town Centre Regeneration Area. Felpham is to the east and Bognor Town Centre to the west. The southeast of the site is located within Flood Zones 2 and 3, as identified by the Environment Agency's Flood Risk maps. The site is also located within the Upper Bognor Road and Mead Lane Conservation Area.

- 1.1 Article 34-8 (1) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015 (DMPO) requires that 'where a local planning authority propose to make a local development order (LDO) they shall first prepare— (a) a draft of the order; and (b) a statement of their reasons for making the order'.
- 1.2 A draft of the LDO is provided in Appendix A of this document.
- 1.3 Article 348 (2) of the DMPO states that 'the statement of reasons shall contain— (a) a description of the development which the order would permit; and (b) a plan or statement identifying the land to which the order would relate'.
- 1.4 The text in this document acts as the statement of reasons for making the LDO. A plan identifying the land to which the LDO relates is attached at Appendix B.
- 1.5 This guidance would apply to any existing or new building, structure, or enclosure within the University of Chichester, Bognor Regis Campus which is defined as being within the red edge on the map that accompanies the Local Development Order.
- 1.6 Consequently, anyone who wanted to erect a single storey extension to any existing building, structure, or enclosure within the campus or erect a new building, structure, or enclosure, within the site that is identified by a red edge on the map that accompanies the Local Development Order, would be able to do so subject to the criteria outlined below, without the need to apply for planning permission.
- 1.7 This would be on the condition that the materials used in any exterior work shall be of a similar appearance to those used in the construction of the exterior of the existing building, structure or enclosure.

## **2. Justification for creation of LDO**

- 2.1 The University of Chichester, Bognor Regis Campus is located within the Arun District, with a total site area of approximately 10.8ha.
- 2.2 The ultimate objective for the LDO is to assist in reducing the number of applications which are received for small scale developments within the University Campus which are not visible from outside the site.

## **3. Statement of the Policies which the LDO would implement**

- 3.1 The LDO would implement Policy D DM1 (Aspects of Form & Quality) of the Arun District Local Plan and Policy 8d of the Bognor Regis Neighbourhood Plan.
- 3.2 Further, ADC believes that the LDO would assist with the regeneration of Bognor Regis Town Centre, by helping to facilitate development on this site.
- 3.3 Also, that it would accord with government policy contained within the National Planning Policy Framework.

## **4. Lifetime of the LDO**

- 4.1 It is intended that the LDO is active for a period of three years following the date of its adoption. This is to allow Arun District Council to monitor the effectiveness of the LDO. Following the end of this three-year period, the LDO would cease to apply. The Council would then have the following options:
  - Renew the LDO under the same terms/ conditions as previously;
  - Renew the LDO but modify its terms and conditions; or
  - Choose not to have an LDO on the site.
- 4.2 Development which has started under the provision of the LDO will be allowed to be completed in the event that the LDO is revoked or revised.
- 4.3 Development which has started under the provision of the LDO can be completed following the expiry of the LDO after the end of the three-year period. Any development that has taken place under the LDO will be allowed to remain, but no new development will be allowed under the terms of the LDO following its expiry without planning permission.

## **5. Monitoring the LDO**

- 5.1 It is intended that the LDO will be subject to continuous monitoring to assess its effectiveness. This will be carried out by annual site visits to assess what development has taken place and how many planning applications have been avoided. Regular liaison between ADC and the LDO sites will also be carried out to enable the Local Planning Authority to keep up to date with any development

that is taking place on site.

- 5.2 It will also be the subject of a section in the Annual Monitoring Report, which will discuss further the impact of the LDO on The University of Chichester and on the reduction in planning applications received, if any.

## **6. Residential Amenity issues**

- 6.1 The University of Chichester campus contains buildings which are used for student accommodation.
- 6.2 The University campus is boarded by Upper Bognor Road to the south and east of the site. Residential properties are located to the north of the site at Hook Lane. To prevent any adverse impact upon any of these residential properties, no development will be allowed within 5 metres of the boundary of the site. The site boundary is clearly identified by a red edge on the map that accompanies this Local Development Order.

## **7 Environmental Impact Assessment (EIA) screening**

- 7.1 The proposed LDO has been considered against the relevant tests set out under the Town & Country Planning (Environmental Impact Assessment) Regulations 2017 and the Local Planning Authority has formally adopted an opinion that an EIA is not required.
- 7.2 It is considered that, subject to the appropriate conditions, the proposed Local Development Order is not likely to result in significant effect on the environment.

## **Appendix A: The University of Chichester, Bognor Campus, Draft Local Development Order**

Section 61 A-D and Schedule 4A of The Town and Country Planning Act 1990 and

Articles 38 and 41 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

Arun District Council

Local Development Order University of Chichester, Bognor Regis

1. This Local Development Order ("LDO") is made by Arun District Council ("the Council") under Section 61A of the Town and Country Planning Act 1990 (as amended).
2. Within the areas of the University of Chichester, Bognor Regis (set out and shown edged with a bold red line on the attached map at Appendix A), planning permission is hereby granted for the development listed below.
3. This LDO takes effect on the date it is adopted by the Council and is limited to a three-year period following which the LDO shall lapse.

### **PERMITTED DEVELOPMENT TYPE I**

The enlargement, improvement or other alteration of a building, structure, or enclosure within the University of Chichester, Bognor Regis complex.

#### **Development not permitted**

Development is not permitted if –

- A. The height of the part of the building, structure or enclosure enlarged, improved, or altered would exceed the height of the highest part of the roof of the existing building, structure, or enclosure;
- B. The enlarged part of the building, structure or enclosure would:
  - (i) extend beyond any elevation of the building, structure, or enclosure by more than 10 metres, or
  - (ii) exceed 10 metres in height;
- C. It would consist of or include –
  - (i) the construction or provision of a veranda, balcony or raised platform except those accessed from the ground floor of any building.
  - (ii) an alteration to any part of the roof of the building, structure, or enclosure.
- D. The enlarged part of the building, structure or enclosure is within 5 metres of the boundary of the site.
- E. The building or structure is a designated listed building.
- F. The enlarged part of the building, structure or enclosure is within 10m of the boundary of a listed building.

- G. The proposal will lead to noise arising from or due to the development being audible beyond the boundary of the site at any time. Noise would be considered inaudible when it is at a sufficiently low level that it is not recognisable as emanating from the source in question and does not alter the perception of the ambient noise environment that would prevail in the absence of the source in question.
- H. If the proposal will be used for the provision of student or staff accommodation.

**Development is permitted by Type I subject to the following conditions**

- (a) The materials used in any exterior work shall be of a similar appearance to those used in the construction of the exterior of the existing building, structure, or enclosure.

**PERMITTED DEVELOPMENT TYPE II**

The addition of Solar Panels, including Photovoltaic Panels to the roof of any existing building, structure or enclosure within the University of Chichester, Bognor Regis campus.

**Development not permitted**

Development is not permitted if –

- A. The alteration would protrude more than 150 millimetres beyond the plane of the slope of the original roof when measured from the perpendicular with the external surface of the original roof;
- B. It would result in the highest part of the alteration being higher than the highest part of the original roof.
- C. The building on which the solar panels are to be located is a listed building.

**PERMITTED DEVELOPMENT TYPE III**

The provision within the curtilage of the University of Chichester, Bognor Regis campus of a building, structure or enclosure required for purposes incidental to the enjoyment of residents and staff of the complex, or the maintenance, improvement, or other alteration of such a building, structure, or enclosure.

**Development not permitted**

Development is not permitted if –

- A. The building, structure or enclosure would have more than one storey;
- B. The height of the building, structure or enclosure would exceed –
  - (i) 4 metres in the case of a building, structure, or enclosure with a dual-pitched roof,
  - (ii) 3 metres in any other case.
- C. It would include the construction or provision of a veranda, balcony or raised platform.

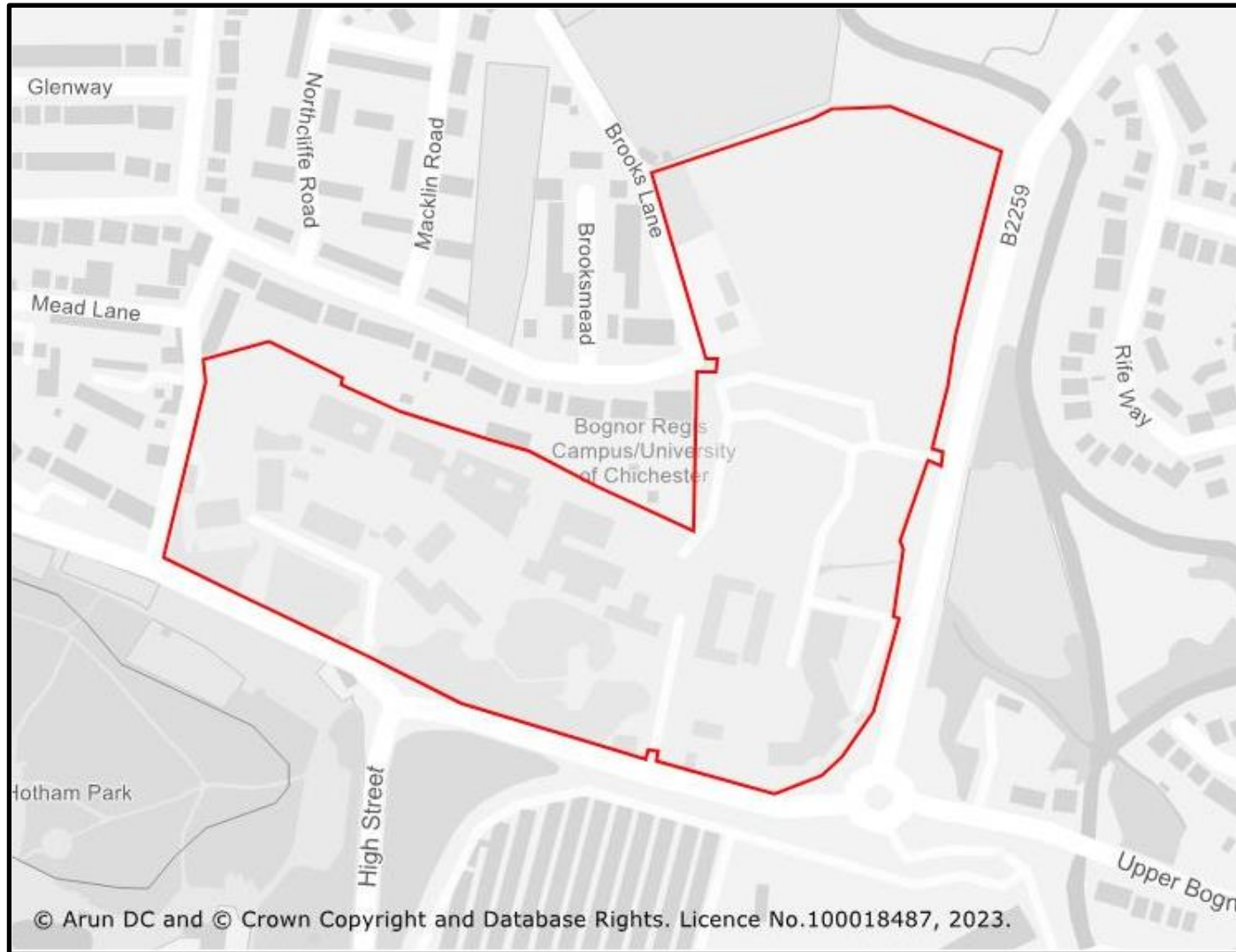


- D. No part of any building, structure or enclosure shall be within 25 metres of the boundary of the site.
- E. The proposal will lead to noise arising from or due to the development being audible beyond the boundary of the site at any time. Noise would be considered inaudible when it is at a sufficiently low level that it is not recognisable as emanating from the source in question and does not alter the perception of the ambient noise environment that would prevail in the absence of the source in question.
- F. The building, structure or enclosure is within 10m of the boundary of a listed building.

## **INFORMATIVES**

- 1. This LDO does not remove the requirement for advertisement consent where appropriate.
- 2. This LDO does not remove the requirement for consents required under other legislations, such as licensing regulations.
- 3. This LDO is confined to the parts of the University of Chichester, Bognor Regis Campus shown edged with a bold red line on the map attached as Appendix B
- 4. Should you require confirmation that the proposed use falls within the use classes permitted by the LDO it is recommended that a certificate of lawfulness be applied for from the Council.
- 5. The site falls within the Upper Bognor Road and Mead Lane Conservation Area.
- 6. The development proposed should not result in harm upon a listed building or its setting.

## Appendix B: University of Chichester, Bognor Regis Campus, Local Development Order



BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
27<sup>th</sup> JUNE 2023

**AGENDA ITEM 9 - TO RECEIVE DETAILS OF PLANNING APPLICATION WSCC/020/23 (EDWARD BRYANT JUNIOR AND INFANTS SCHOOL, LONDON ROAD, BOGNOR REGIS) AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

In accordance with the WSCC Special Education Needs Strategy, it is proposed to create a new single storey Specialist Support Centre at Edward Bryant School to accommodate 12 children with communication and interactive needs. This will allow WSCC to accommodate and integrate pupils at the school, instead of sending them to specialist independent provision.

The development will comprise two extensions, the refurbishment and re-purposing of a classroom and the library within the existing building and some additional parking, paths and hard play area (see **Appendix 1** for further information.)

**DECISION**

Members are invited to **AGREE** any comments to be submitted in response to planning application WSCC/020/23.

# EDWARD BRYANT SCHOOL

# DESIGN & ACCESS

# STATEMENT

Rev D: 31.05.23

# 0.01 PROJECT CONTACTS & REVISION HISTORY

64-68 Brighton Road  
Worthing  
West Sussex  
BN11 2EN

75 Great Suffolk Street  
London  
SE1 OBL

Beacon Tower  
Colston Street  
Bristol  
BS1 4XE

Telephone  
Sussex 01903 248777  
London 0207 928 2773  
Bristol 0117 2141101

[sussex@eearchitecture.com](mailto:sussex@eearchitecture.com)  
[London@eearchitecture.com](mailto:London@eearchitecture.com)  
[bristol@ecwestorks.com](mailto:bristol@ecwestorks.com)

[www.eearchitecture.com](http://www.eearchitecture.com)

## Revision History

Rev	Notes	Date	Author	Checked
--	First Issue	13/02/2023	DMac	SE
A	BCD 21 Checklist updated.	21/02/2023	DMac	SE
B	Cycle and accessible space numbers added to travel plan. Site plan updated with additional trees for Sketch Plan Panel	26/04/2023	DMac	SE
C	P18; erroneous image titles update. External lighting added	10/05/2023	JS	DMac
D	P13: minor wording changes to pass validation	31/05/2023	JS	DMac

## Project Team

Client	West Sussex County Council
Architect	ECE Architecture
Employers Agent	Faithfull & Gould
Main Contractor	Neilcott Construction Ltd
Structural Engineer	Scott White & Hookins
MEP Consultant	Pope Consulting
Landscape Consultant	Lizard Landscape Design and Ecology
Ecological Consultant	Lizard Landscape Design and Ecology
Arboriculture Consultant	Lizard Landscape Design and Ecology

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# 1.0

# INTRODUCTION



# 1.01 INTRODUCTION

## Introduction

In accordance with the WSCC Special Education Needs Strategy, it is proposed to create a new single storey Specialist Support Centre at Edward Bryant School to accommodate 12 children with communication and interactive needs. This will allow WSCC to accommodate and integrate pupils at the school, instead of sending them to specialist independent provision.

The development will comprise two extensions, the refurbishment and re-purposing of a classroom and the library within the existing building and some additional parking, paths and hard play area.

In detail:

- i) SSC accommodation on the southern end of the school, adjoining the existing Scola building
- ii) 2no. small infill extensions to form a library in the existing lodge/communal room to the east of the school
- iii) The internal refurbishment of the existing library to accommodate the Year 2 classrooms affected by the construction of the SSC area
- iv) Associated landscaping, including re-locating the cycle store to the north boundary and providing four additional parking spaces and an EV space (the latter subject to funding).



1. New SEN Extension
  2. Y2 Classroom Refit
  3. New Library Extension
- Development Boundary
- Other Land Controlled by Applicant



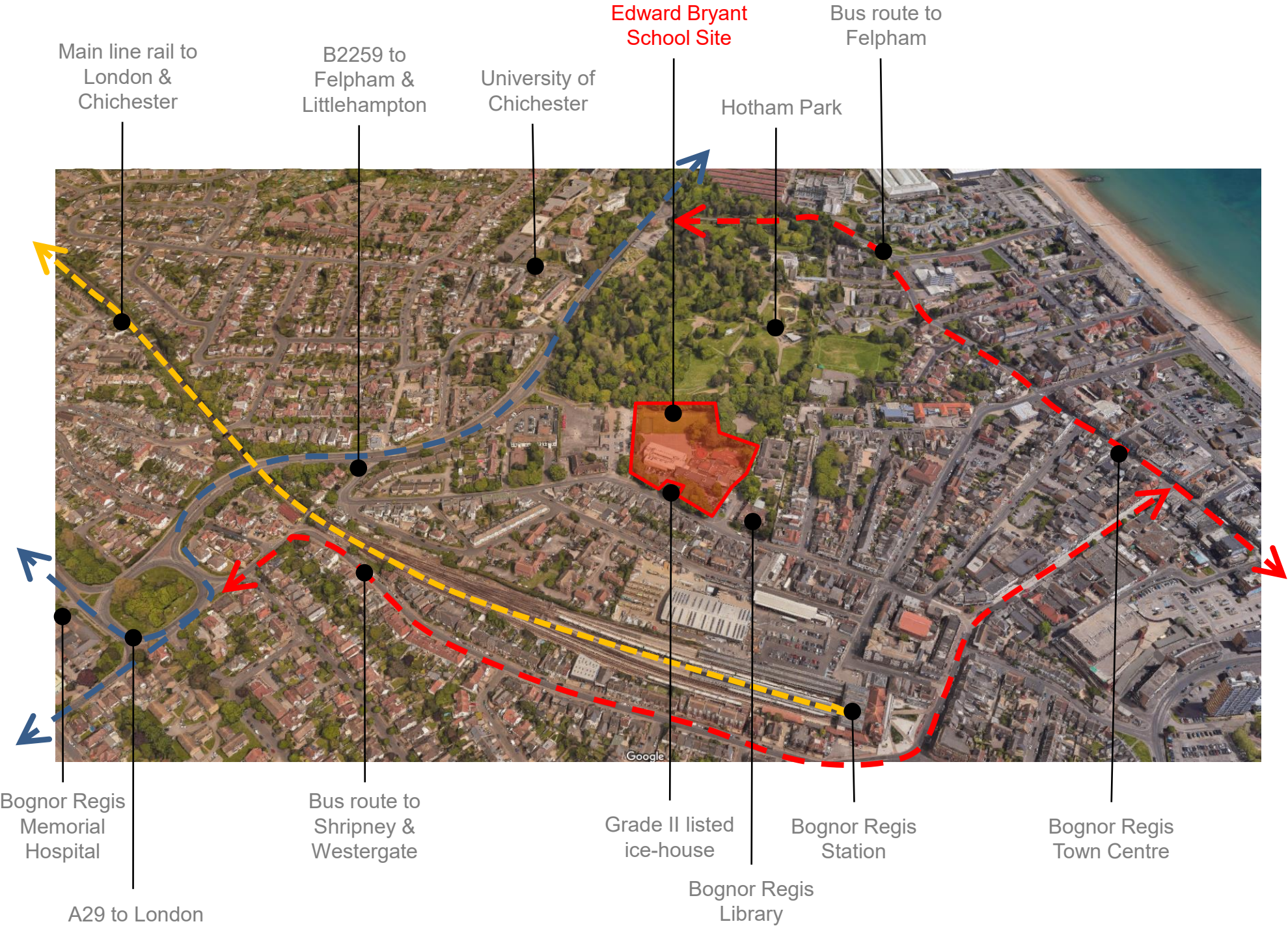
# 1.02 SITE LOCATION & ACCESS

## Site Location and Access

Edward Bryant Primary School sits off London Road within the town of Bognor Regis. It is centrally located within the development boundary, in a highly sustainable location within 10 minutes walk of Bognor Regis Station, town centre and main bus routes.

There is a public car park to the north of the site and Sarajevo Road to the south, which provides a car park for library users and staff of Edward Bryant School. There is also a vehicular access off London Road to the car park at the front of the school for evening and weekend events.

Edward Bryant school directly borders Hotham Park to the east.





# 1.03 SITE FEATURES





# 1.04 VISUAL CHARACTER

## Site Character Assessment

Edward Bryant School was originally developed in the late 1960's/Early 1970's on land previously occupied by the Hotham Estate. The site itself is characterized by significant mature trees fronting onto London Road, in a semi parkland setting.

The original building was developed using the SCOLA (Second Consortium of Local Authorities) system building method. This comprised a lightweight steel frame and cladding panels with a flat roof. Edward Bryant school forms part of an informal 'campus' of public buildings, with Bognor Library to the south and Bognor Police station and London Road Car park to the north, both developed in similar flat roofed early 20<sup>th</sup> century 'civic' styles.

A three classroom Keystage I extension with resource area was developed in more traditional dark brick and pitched roof style by the County Architect in the late 1980's or early 1990's

'The Chestnuts' daycare centre to the south east of the site was probably developed around the same time in a buff brick and pitched roof style.

A significant expansion of the school was carried out in 2013 by ReFormat architects, in a contemporary flat roofed style which was more respectful of the original style of Bognor Library and the SCOLA buildings on the site. This extension increased the capacity of the school from two form entry to three form entry.

There is a grade II listed icehouse on the west boundary of the school fronting London Road, and the schools east boundary is shared with Hotham Park.



Site for the SEN extension adjacent to SCOLA building



Site for the SEN extension adjacent to SCOLA building



Front entrance to the school



1980's/1990's extension



# 1.05 EDUCATIONAL NEED STATEMENT

## Supporting Statement for Planning Application for Special Support Centre at Edward Bryant School, Bognor Regis West Sussex County Council: February 2023

West Sussex County Council currently places a high number of pupils with social communication difficulties in independent and non-maintained educational provision. This provision is not only more costly than local maintained options but it is also, often, further away from the pupil's homes, meaning they are educated outside of their local community. The West Sussex SEND Strategy sets out a vision for establishing increased access to specialist support within our locally maintained mainstream schools in the form of Special Support Centres (SSCs). The Strategy supports plans to open new SSCs and to amend the designation of existing SSCs to enable them to accommodate pupils with social communication needs (one of the growth areas of need in West Sussex and also nationally). The authority has implemented a new place planning tool to enable them to review need and map required provision.

Edward Bryant School will be broadening its SEND provision to include a SSC to allow them to support up to 12 pupils with social communication needs from September 2023. The SSC will carefully balance the specialist support alongside the benefits of mainstream integration. This SSC will enable them to support more pupils and support West Sussex in keeping children with social communication needs in their local communities. West Sussex has pupils with significant social communication needs travelling to a variety of settings from all areas of the county.

West Sussex have undertaken a detailed feasibility study exploring the opportunities to facilitate the required accommodation on site. This proposal is the only viable option to meet the requirements of Building Bulletin 104 (Department for Education Accommodation Guidelines) and accommodate the places required.

Further information on the SEND Strategy and its priorities can be found here:

[https://westsussex.local-offer.org/information\\_pages/585-send-strategy-2019-2024](https://westsussex.local-offer.org/information_pages/585-send-strategy-2019-2024)

### Contact

Should you require any further assistance in respect of the content of this supporting statement please contact;

Leigh Hunnikin, Education Capital Programme Manager  
Tel. 0330 22 23051  
[Leigh.hunnikin@westsussex.gov.uk](mailto:Leigh.hunnikin@westsussex.gov.uk)

# 1.06 HISTORIC CONTEXT

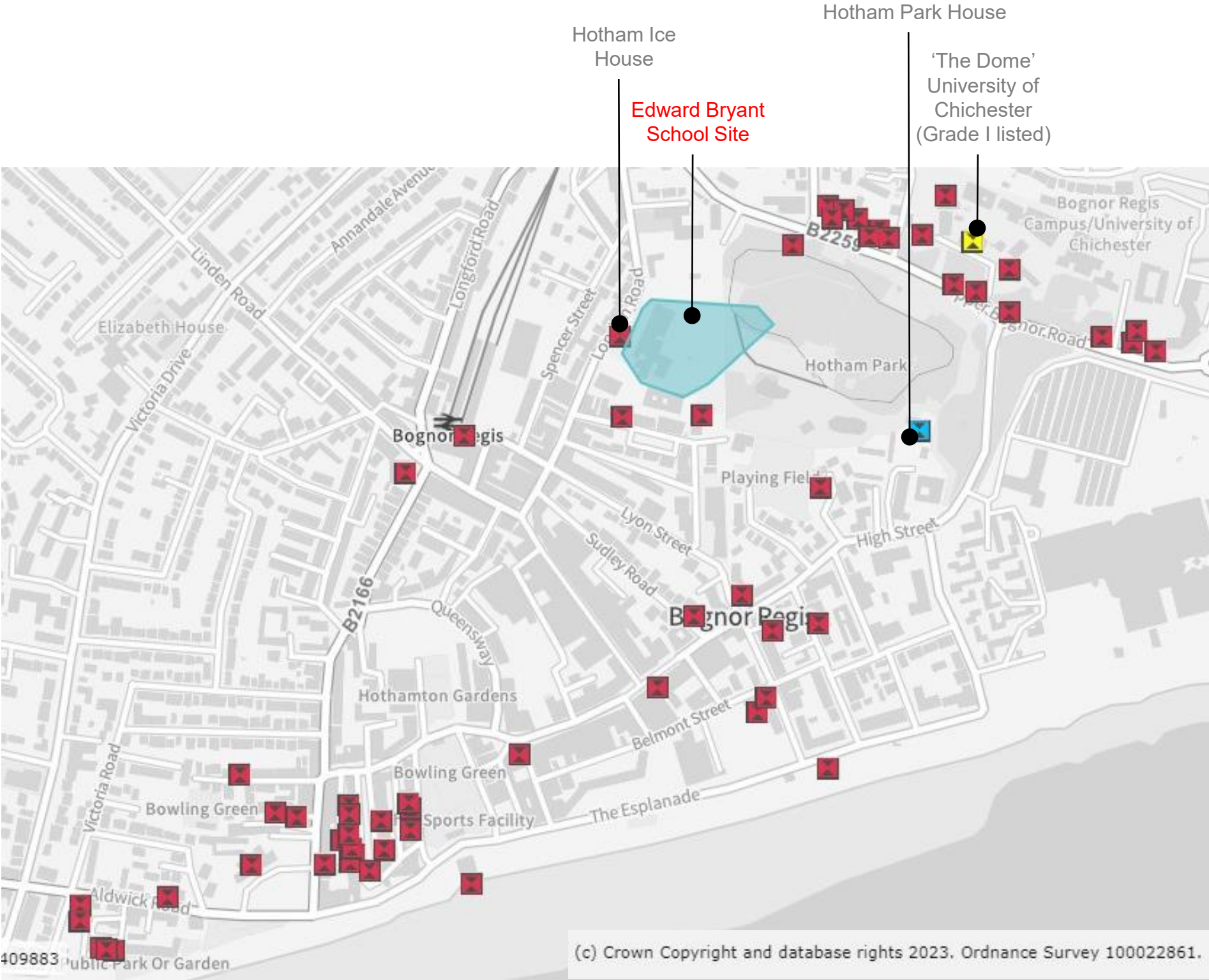
## Historic context assessment

The site is not classed as a Special Area of Conservation or Special Protection Area and is not within an Area of Outstanding Natural Beauty. The nearest Conservation Area adjoins the land to the north-east of the site. Adjoining land to the east of the school and partially to the southeast, is the nearest Listed Area, being Hotham Park and The Laurels, with part being a Conservation Area.

The site does not contain any Listed Buildings, however there are 14 Grade II listed buildings recorded within 250m of the school, including the Icehouse of Hotham House, which is five metres to the west.

The Ice was built circa 1792 for Sir Richard Hotham who led the development of Bognor as a seaside resort. It was used to store ice for domestic use and to keep food and wine chilled. Blocks of ice were separated with straw. The construction consists of a 28ft. deep central area from the dome to the floor, which is below ground level, and the diameter of the chamber is approximately 12ft. The circular exterior wall is of brickwork. It is considered one of the best examples of its type in Sussex.

The development proposals will form an extension to existing 1970's and 1980's/1990' buildings, and will not have any impact on the nearby listed buildings.



	I	Grade I listed building or structure
	II	Grade II listed building or structure
	II*	Grade II* listed building or structure



# 1.07 FLOOD RISK

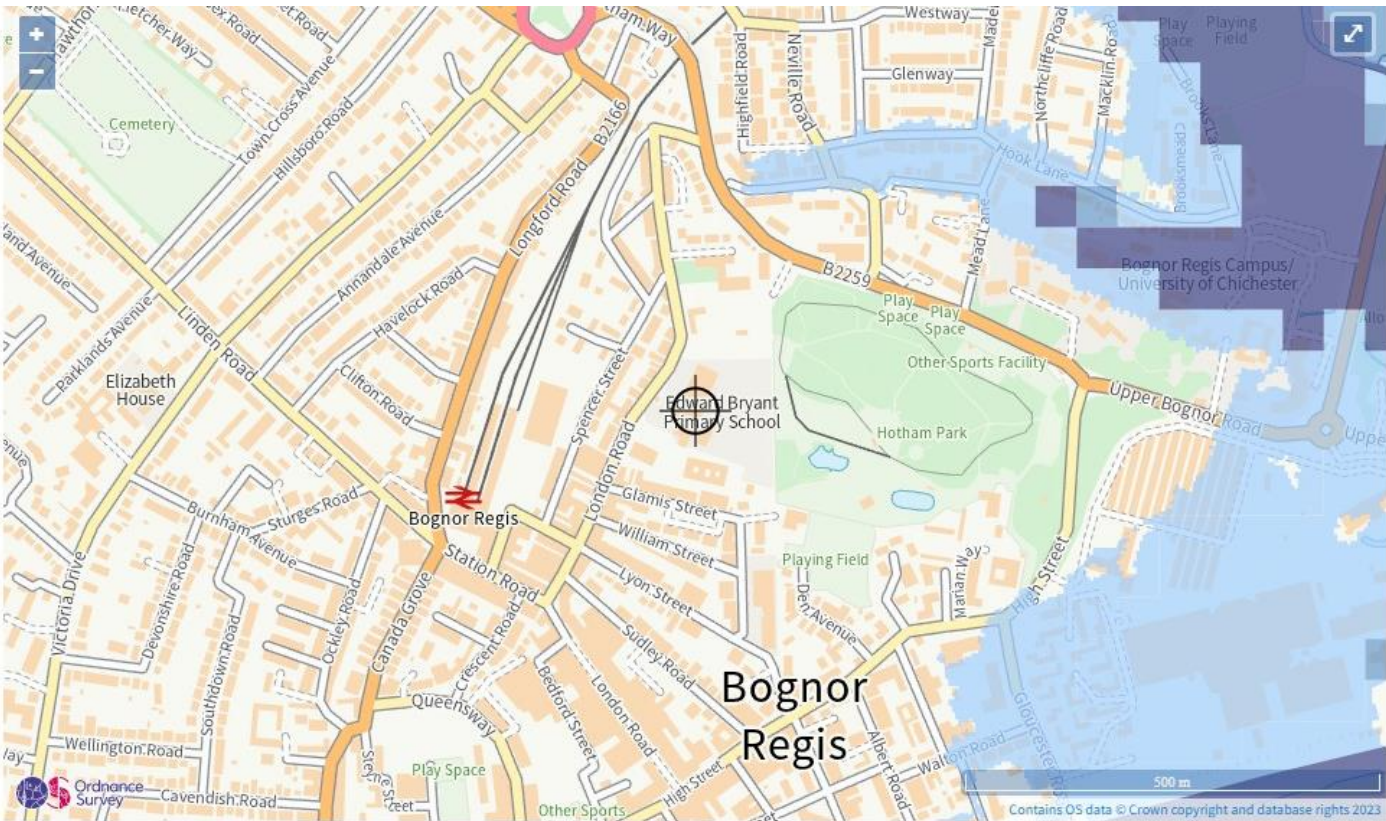
## Flood Risk Assessment

The site is within an area of Flood Zone 1 as can be seen from The Environment Agency online flood map below. The NPPF describes Flood Zone 1 as “land assessed as having less than 1 in 1000 annual probability of river or sea flooding (less than 0.1%)” and also states that all land uses are appropriate in this zone.

A Strategic Flood Risk Assessment has been undertaken by West Sussex County Council covering Bognor Regis. This indicates a peak water level at Bognor Regis for the 1/100 year storm event would be 5.13m AOD.

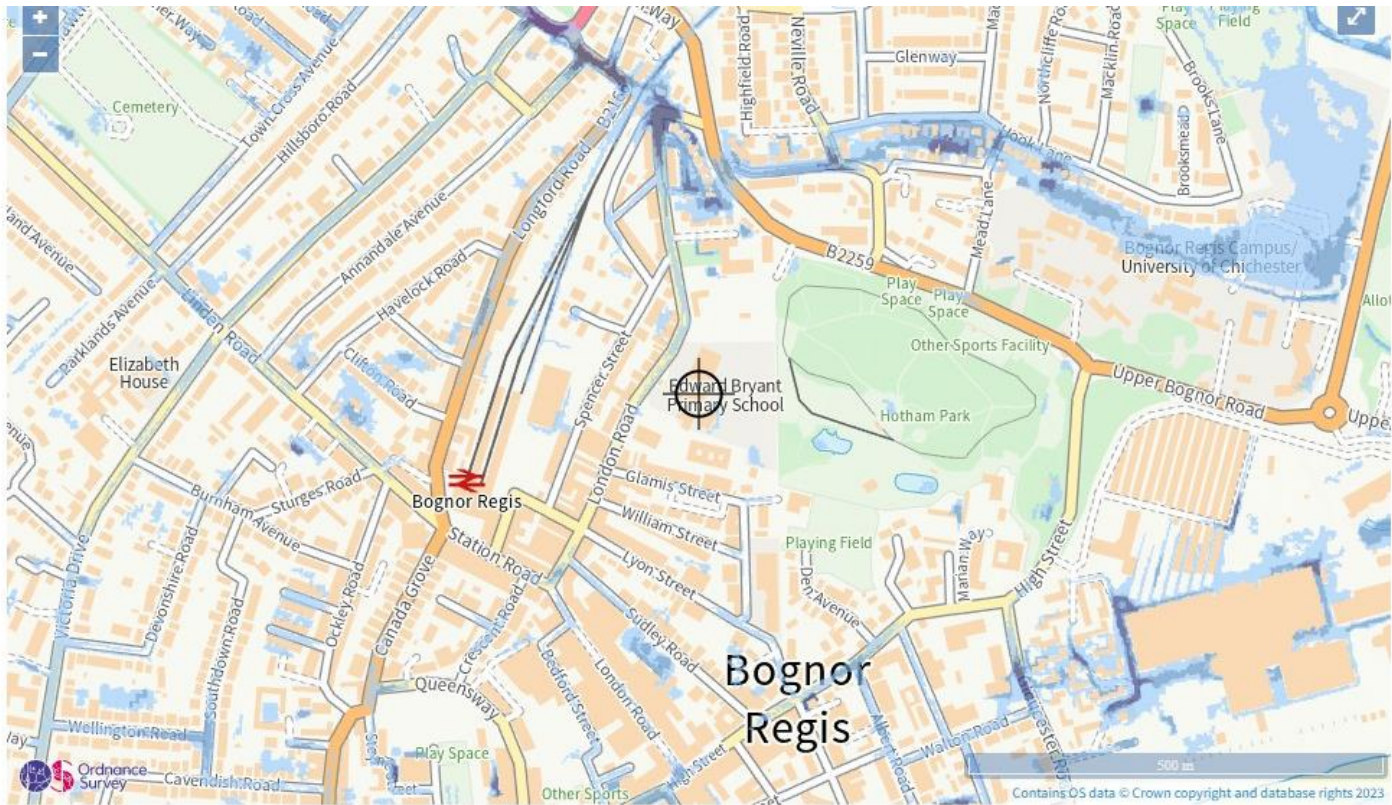
As site levels are in the order of 6.5m AOD, it can be seen that inundation of the site is not predicted; therefore risk from sea flooding can be considered to be low.

As there are no significant risks raised by the EA or the SFRA document the site can be considered at a low risk of flooding from all sources.



Extent of flooding from rivers or the sea

● High ● Medium ● Low ● Very low ⊕ Location you selected



Extent of flooding from surface water

● High ● Medium ● Low ● Very low ⊕ Location you selected



# 1.08 GROUND CONDITIONS

## Ground Conditions Assessment

The site originally formed part of the Hotham Estate and was undeveloped until 1967-70, when it was developed as a school, with further extensions in the late 1980's/early 1990's and a significant expansion in 2013.

Ground investigations undertaken in 2013 indicate there is no contamination, radon or ground gas risk on the site.

Ground conditions are either tarmac or a thin mantle of topsoil or made ground overlying sandy clays and sands fo the Brickearth over the clay of the Reading Formations.

Shallow excavations into the more cohesive parts of the Brickearth should remain relatively stable in the short to medium term. The more granular parts of the Brickearth or longer deeper excavations are likely to become unstable, and will therefore require either battering to a safe angle or some form of temporary support.

Foundations will need to take into account that the proposed new extension is going to be linking into existing structures, and the presence of shrinkable soils and mature trees in close proximity of the proposed building footprint.



### Legend

#### Superficial Deposits

	ALLUVIUM
	BRICKEARTH
	RIVER TERRACE DEPOSITS (UNDIFFERENTIATED)
	TILL
	SAND AND GRAVEL OF UNCERTAIN AGE AND ORIGIN
	CLAY-WITH-FLINTS
	Crag Group
	RAISED MARINE DEPOSITS (UNDIFFERENTIATED)

#### Bedrock

	BRACKLESHAM GROUP AND BARTON GROUP (UNDIFFERENTIATED) - SAND, SILT AND CLAY
	THAMES GROUP - CLAY, SILT, SAND AND GRAVEL
	LAMBETH GROUP - CLAY, SILT, SAND AND GRAVEL
	THANET SAND FORMATION - SAND, SILT AND CLAY
	WHITE CHALK SUBGROUP - CHALK
	GREY CHALK SUBGROUP - CHALK
	GAULT FORMATION AND UPPER GREENSAND FORMATION (UNDIFFERENTIATED) - MUDSTONE, SANDSTONE AND LIMESTONE
	LOWER GREENSAND GROUP - SANDSTONE AND MUDSTONE
	WEALDEN GROUP - MUDSTONE, SILTSTONE AND SANDSTONE
	WEALDEN GROUP - SANDSTONE AND SILTSTONE, INTERBEDDED

# 1.09 PLANNING POLICY CONTEXT

## Type of Application

Because this is a school expansion of less than 1000sqm, we believe the development is 'MINOR DEVELOPMENT' which will be determined by West Sussex County Council under regulation 3 of the Town and Country Planning act 1990. Arun District Council will be a statutory consultee for the application but will not be the determining authority.

## Policy Context

The planning policy guidance and development plan policies that we believe apply to this development are:

- NPPF National Planning Policy Framework
- Bognor Regis Neighbourhood Plan 2015
- Adopted Arun Local Plan 2018 (2011-2031) including:
  - DDM1 D DM1 Aspects of form and design quality
  - DSP1 D SP1 Design ECCSP1
  - ECC SP1 Adapting to Climate Change
  - ECCSP2 ECC SP2 Energy and climate change mitigation
  - DM5 Development and biodiversity
  - HERDM1 Listed Buildings
  - QE DM1 Noise Pollution
  - QEDM2 Light pollution
  - QESP1 QE SP1 Quality of the Environment
  - SDSP1 Sustainable Development
  - TDM1 Sustainable Travel and Public Rights of Way
  - TSP1 Transport and Development

- WDM2 Flood Risk
- WDM3 Sustainable Urban Drainage Systems

Whilst the Development Plan is the starting point for decision making, Part 8, paragraph 94 of the NPPF advises Local Planning Authorities to give great weight to the need to create, alter and expand Schools.

Policy HER DM1 requires proposals protect and enhance the setting of Listed Buildings. The grade II listed icehouse is 30m from the proposed building, and screened by a high wall and trees. We do not believe the development will harm the setting of the icehouse.

Policy D DM1 of the Local Plan requires the Council seek to make the best possible use of land by reflecting or improving upon the character of the site and the surrounding area. Section 2 of this report describes how the proposed development achieves this.

Policy SP1 seeks to ensure development: provides safe access on to the highway network; contributes to highway improvements & promotes sustainable transport, including the use of low emission fuels, public transport improvements and the cycle, pedestrian and bridleway network. Policy TDM1 requires development be located in easy access of established non-car transport modes/routes and also seek to contribute to the improvement of such routes & facilities. The scale of this development will lead to only a marginal increase in vehicle movements to the site. The development is located within the built up area boundary, in a highly sustainable location. It is within 10 minutes walking distance of Bognor Regis Railway Station, main bus routes and the town centre: A travel plan is included within this report that demonstrates that the school is implementing sustainable transport measures.

ALP policy ENV DM5 states: "Development schemes shall, in the first instance, seek to achieve a net gain in biodiversity and protect existing habitats on site. Biodiversity and arboricultural reports

accompany this application and demonstrate how this policy has been addressed.

Policies ENV DM5. NOISE AND LIGHT POLLUTION: and QE DM1 and QE DM2 seek to protect residential properties from adverse effects of light and noise pollution: The new building extensions will be situated 50m away from the nearest houses, and an acoustic assessment will be carried out to ensure that surrounding houses are not impacted by noise.

## Consultation

The school and the West Sussex County Council tree officer have been consulted.

Pre-application advice has been obtained from WSCC planners.

Because this is minor development and the nearest houses are 50m away, a full public consultation has not been undertaken.

## Conclusion

We believe that the development proposals are full compliant with national and local planning policy.



# 2.0

# DESIGN



# 2.01 PROPOSED SITE PLAN

## Site plan

To facilitate the development a chestnut tree will need to be removed. However replacement trees will be planted in the north east corner of the site, as set out in the landscape plan and arboricultural statement.

The development will include a re-organisation of main entrance path and re-orientation of the parking to provide and additional 4 parking spaces together with an EV space (The latter will be subject to the available budget). Further detail of the parking arrangements is set out in section 3.02 'School Travel Plan'.

The cycle spaces will be relocated to the rear of the site. Some footpaths will be within tree root protection zones and these will be in no-dig construction. A landscape plan; an arboricultural method statement and tree protection plan will accompany the planning application.





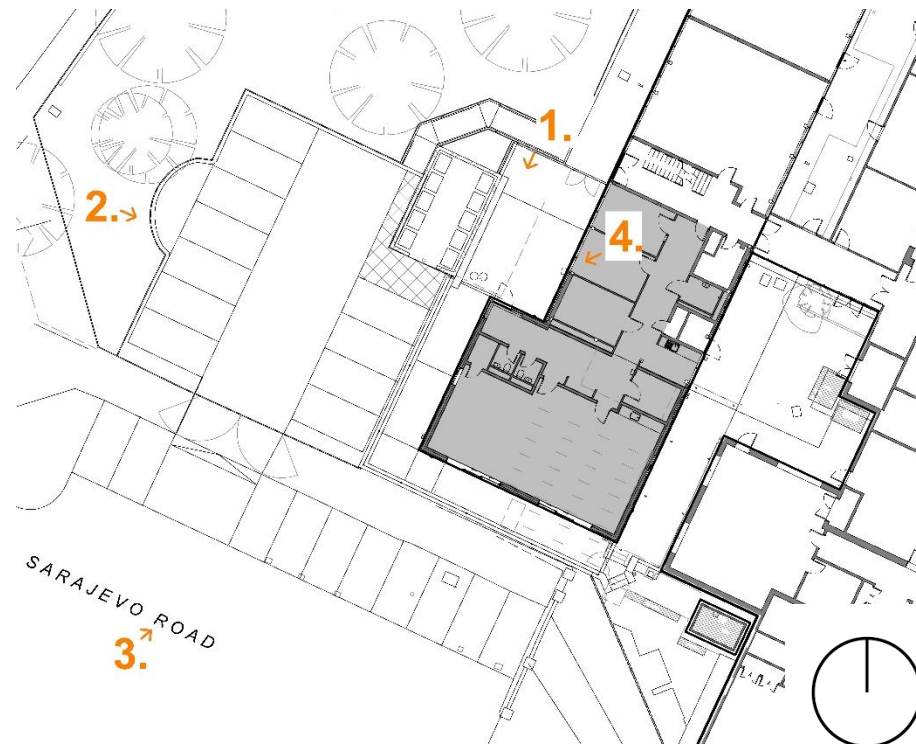
## 2.02 PROPOSED SEN EXTENSION: 3D VIEWS

### SEN Extension

The SEN extension will be a single storey flat roofed two classroom extension with two classrooms, and toilets. An existing year 2 classroom will be adapted to provide a hygiene room, SEN office, sensory room and quiet room.

The form and the materials of the extension take their cues from the 2013 expansion project, which in turn is respectful of the flat roofed system build original building. The old and new extensions will 'bookend' the new building.

The new extension will have a low parapet with roof mounted air source heat pumps to provide low carbon heating. The air source heat pumps will be mounted away from the edge of the roof to mitigate their visual appearance.



1. SEN main entrance approach from north



3. SEN as viewed from Sarajevo Road



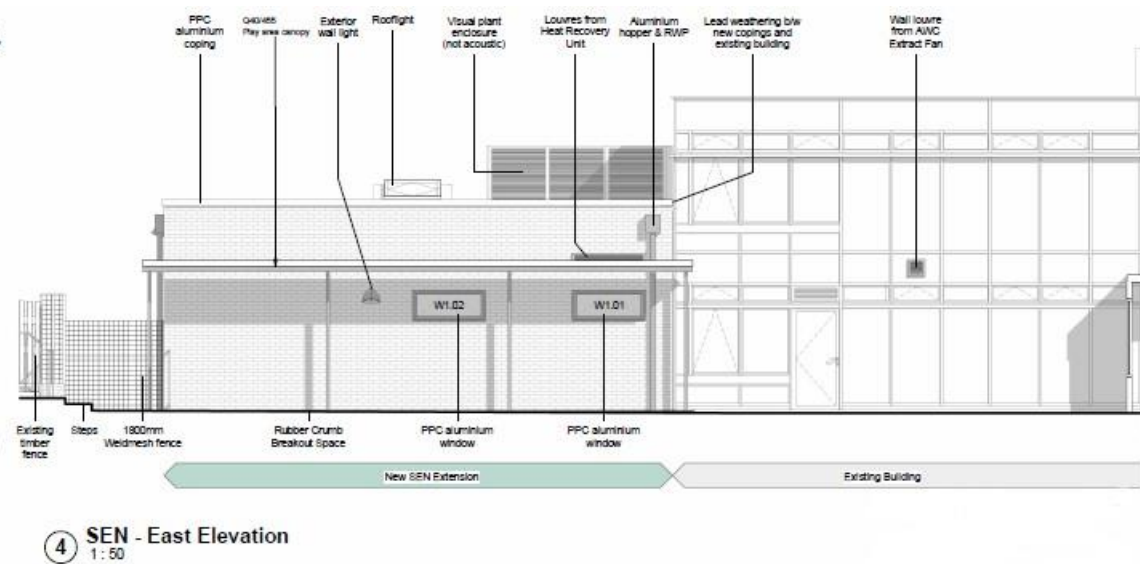
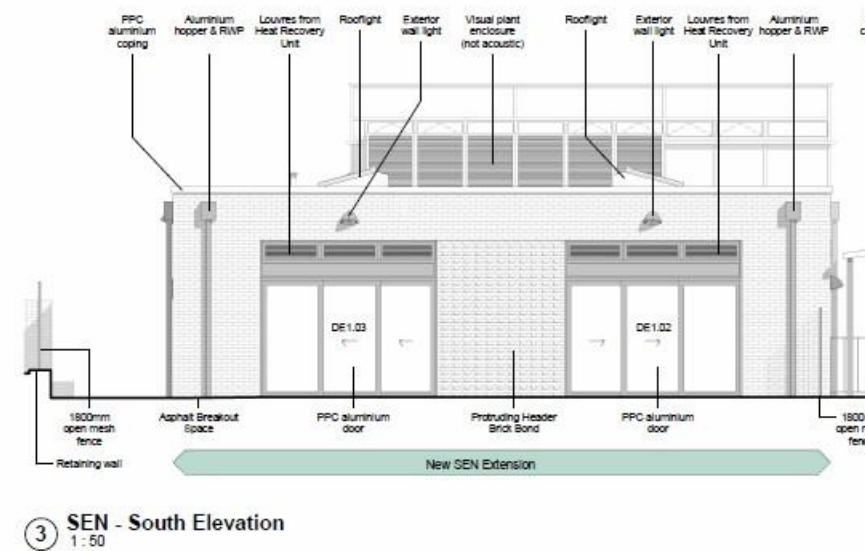
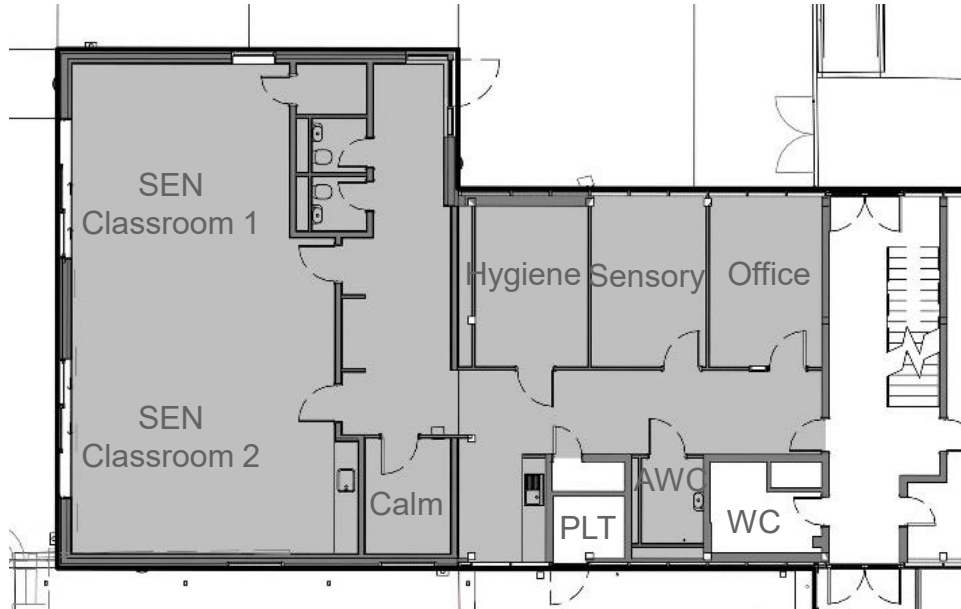
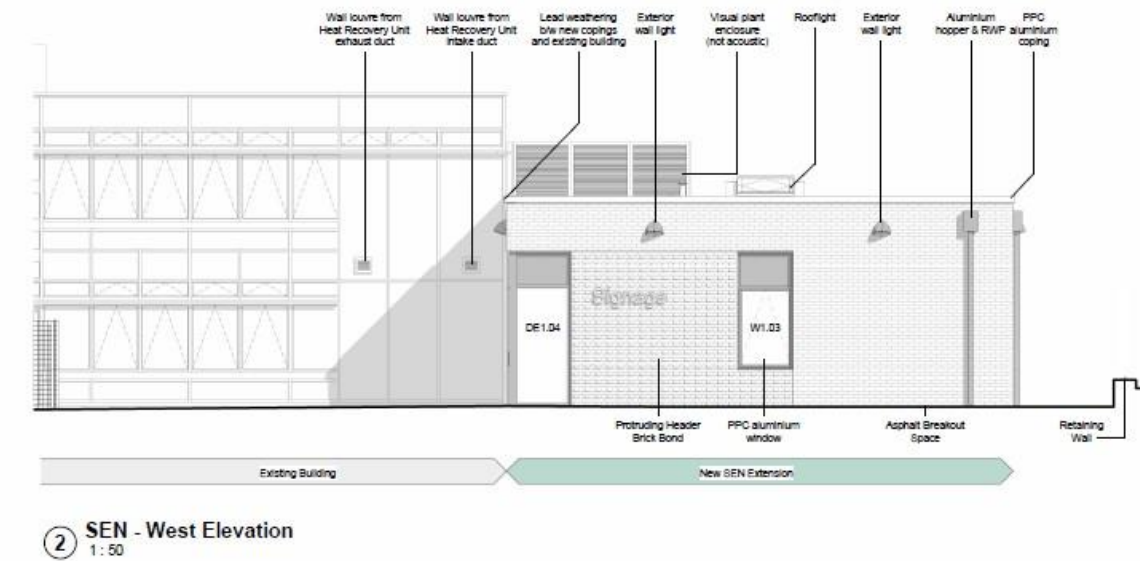
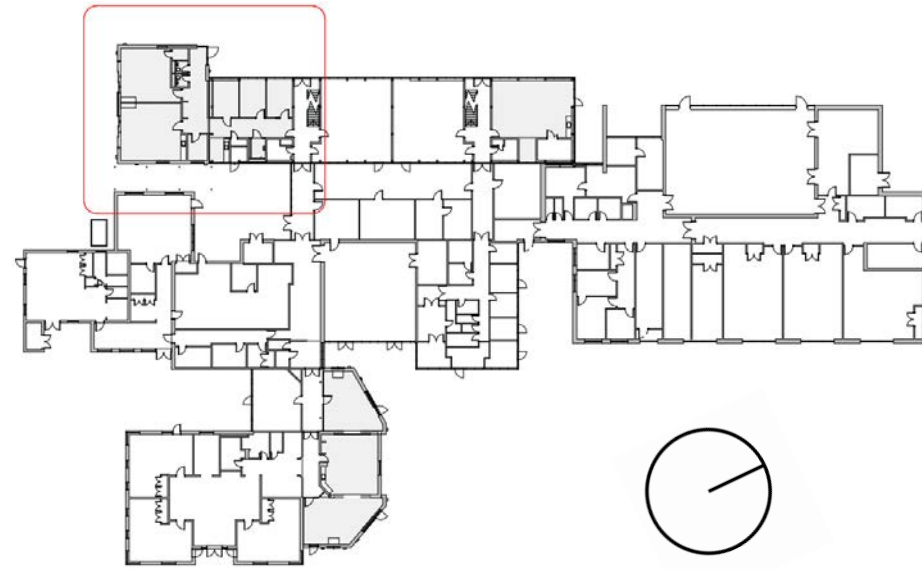
2. SEN as viewed from London Road



4. SEN as viewed from first floor classroom



## 2.03 PROPOSED SEN EXTENSION: PLANS & ELEVATIONS





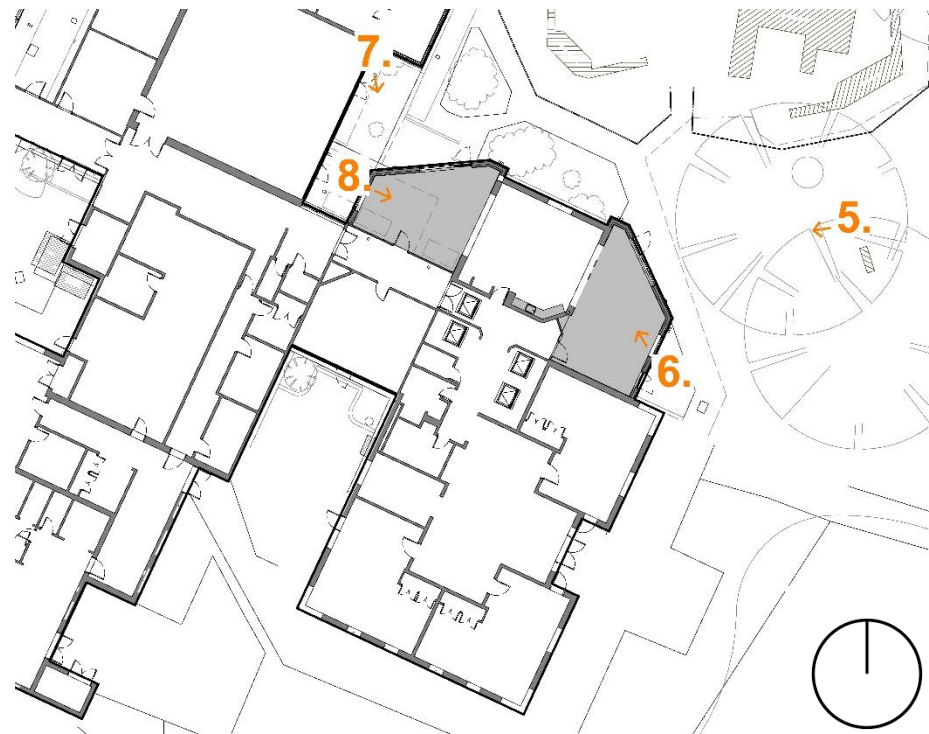
## 2.04 PROPOSED LIBRARY EXTENSION: 3D VIEWS

### Library Extensions

Two small flat roofed extensions will be added to the existing resource in the Y1 wing. The flat roofs compliment the main buildings in the school, which are predominantly flat roofed, are subservient to the pitched roof Y1 wing, and allow the cleresorey glazing to the cloaks area to be retained.

The extensions will have PPC aluminium windows, downpipes and coping flashings. They will be traditionally constructed in matching facing brick to the 1990's building.

They will have MVHR to ensure good internal air quality and will be heated by extending the existing wet radiator circuit.



5. Library view from north-east



7. Library view from north-west



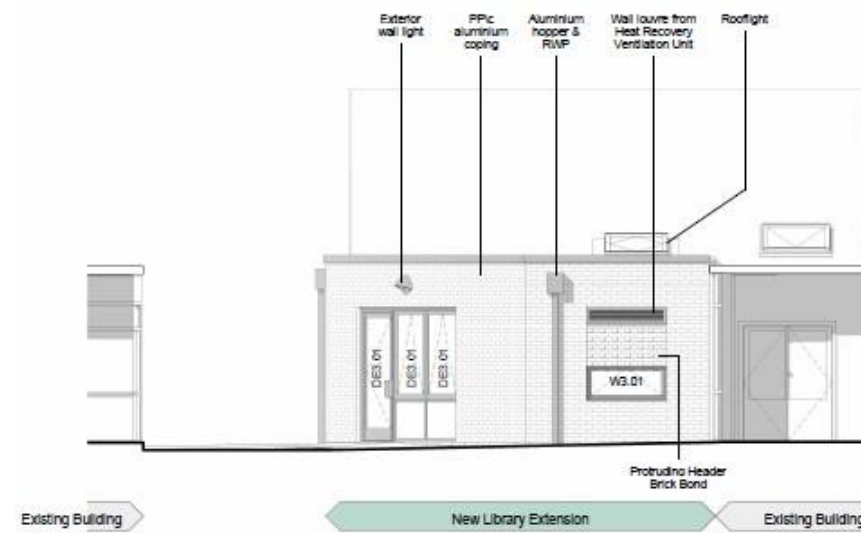
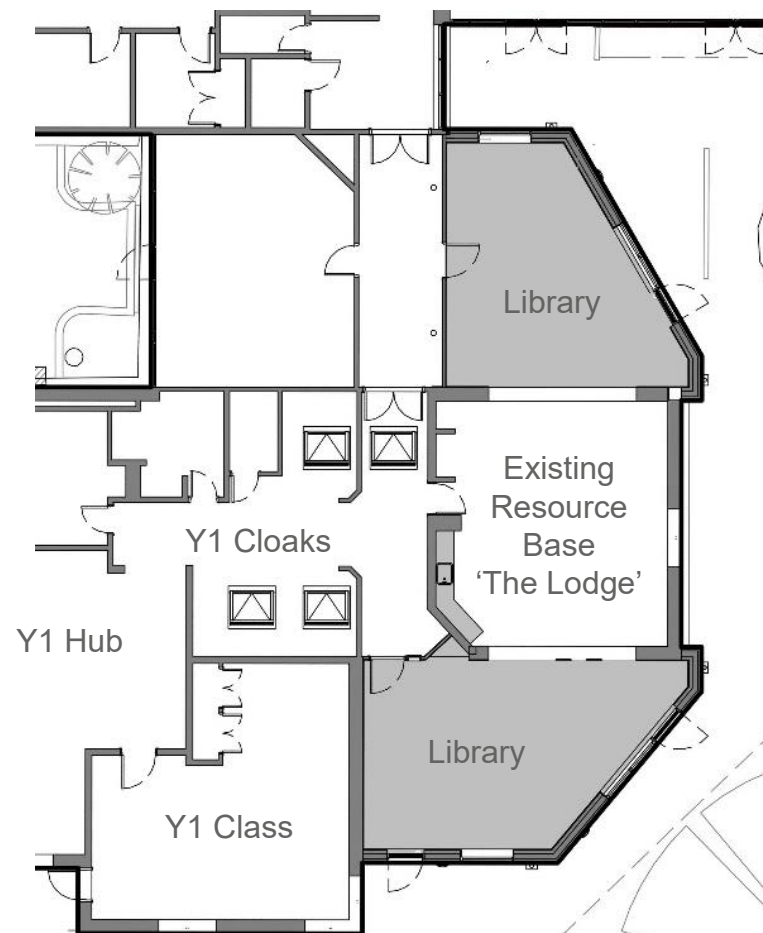
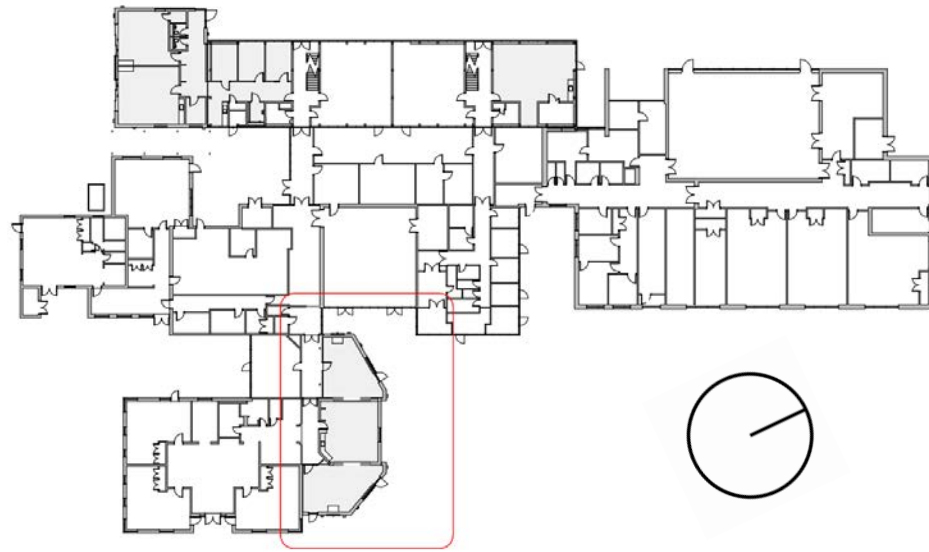
6. Library extension internal view



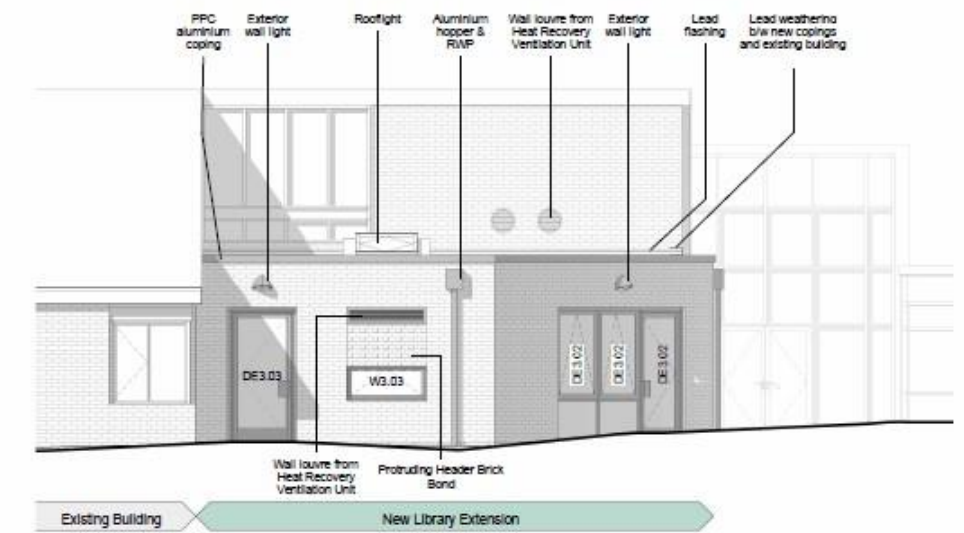
8. Library extension internal view



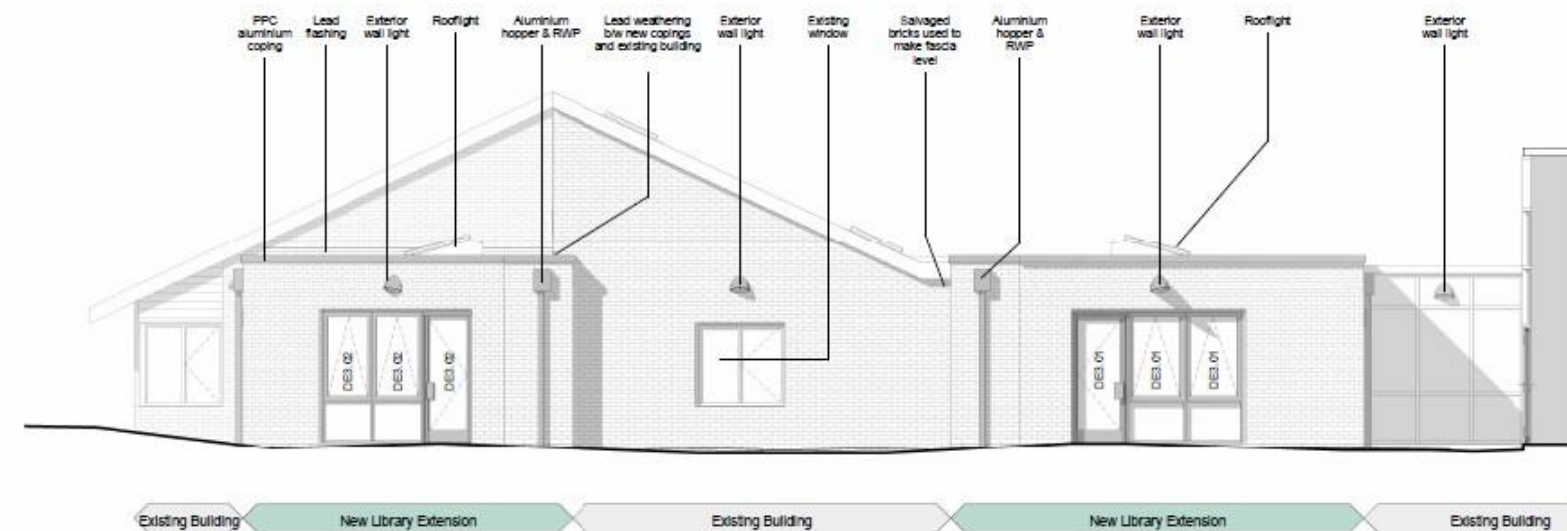
## 2.05 PROPOSED LIBRARY EXTENSION: PLANS & ELEVATIONS



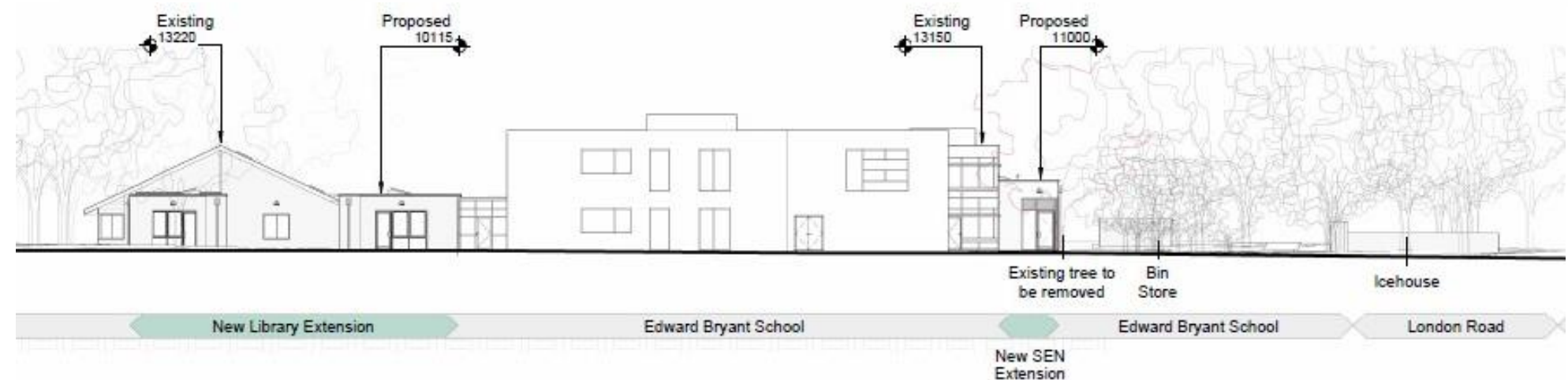
① Library - West Elevation  
1:50



② Library - East Elevation  
1:50



③ Library - North Elevation  
1:50

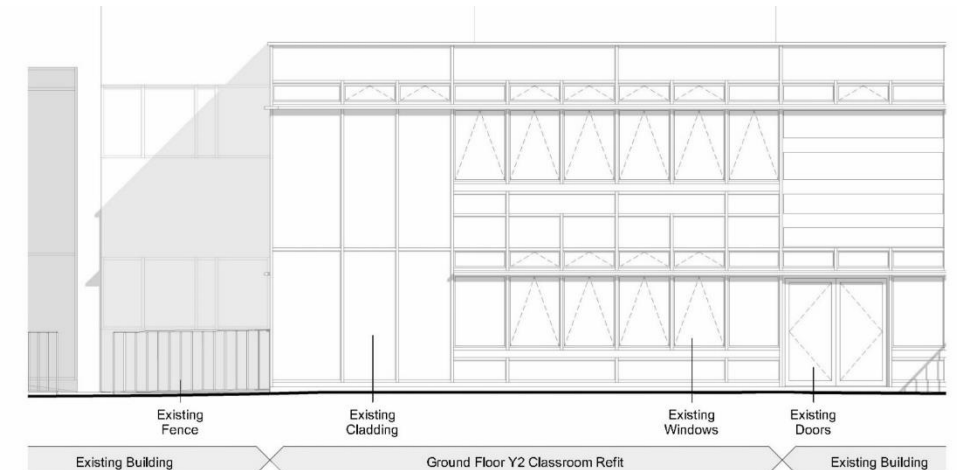
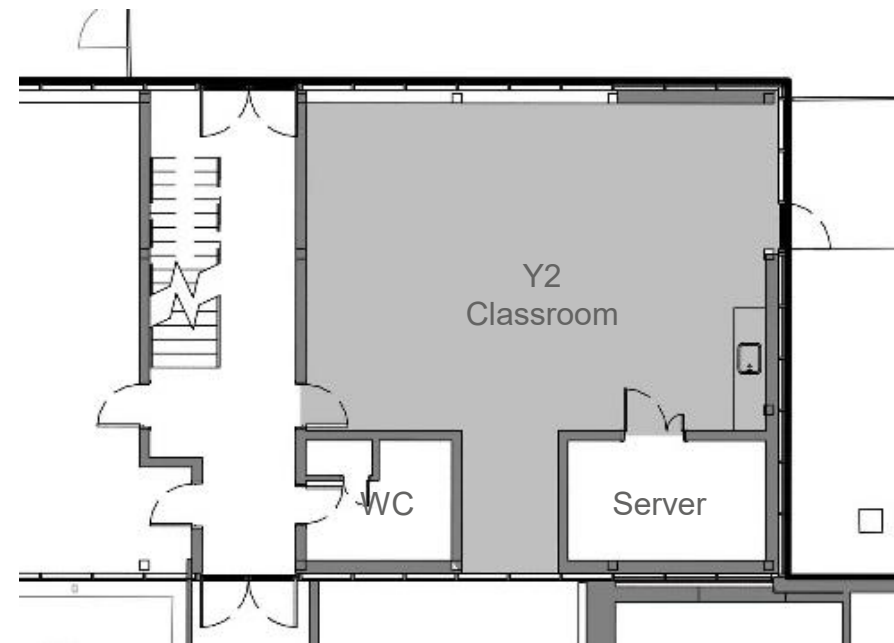
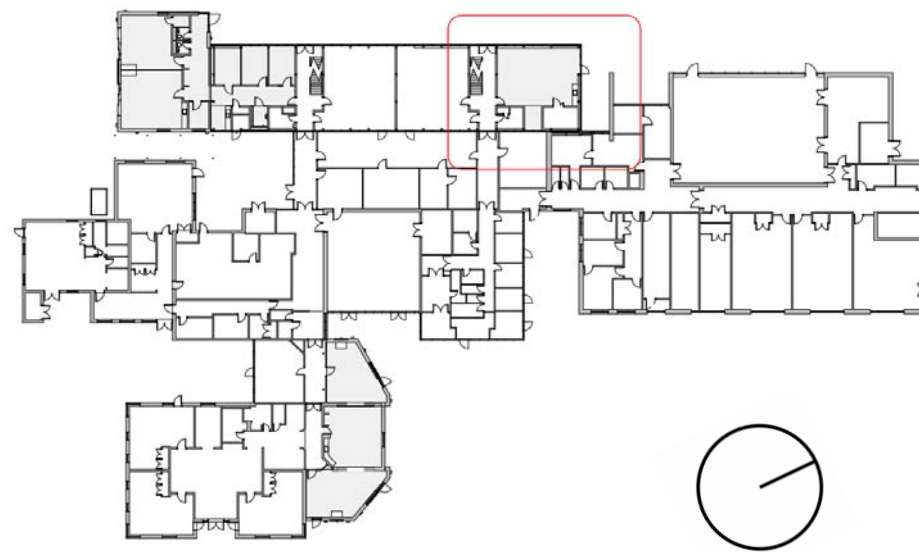


## 2.06 EXISTING LIBRARY TO YEAR 2 CLASSROOM ROOM CONVERSION

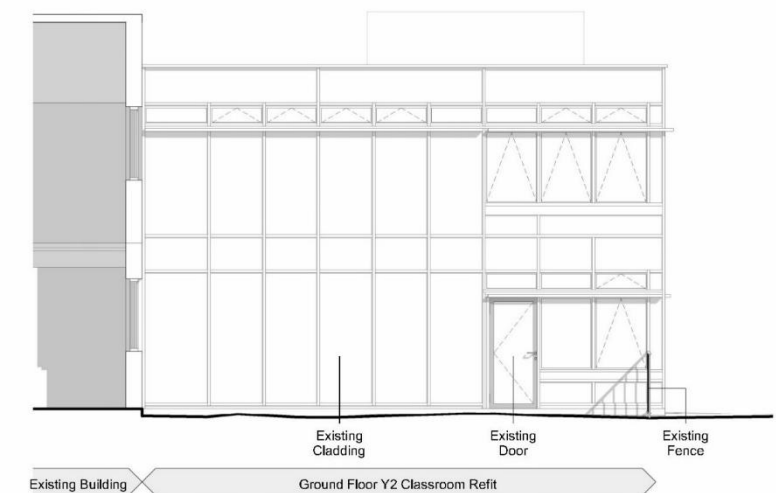
### Y2 Classroom

To facilitate the new extension, the existing library will be relocated from within the existing building to an extended library at the rear of the building. The old library space will be refurbished and house the year 2 classroom which has been re-purposed as part of the SEN extension.

This works will not affect the appearance of the building and does not require planning permission.



1 Y2 Classroom - West Elevation  
1 : 50



2 Y2 Classroom - North Elevation  
1 : 50



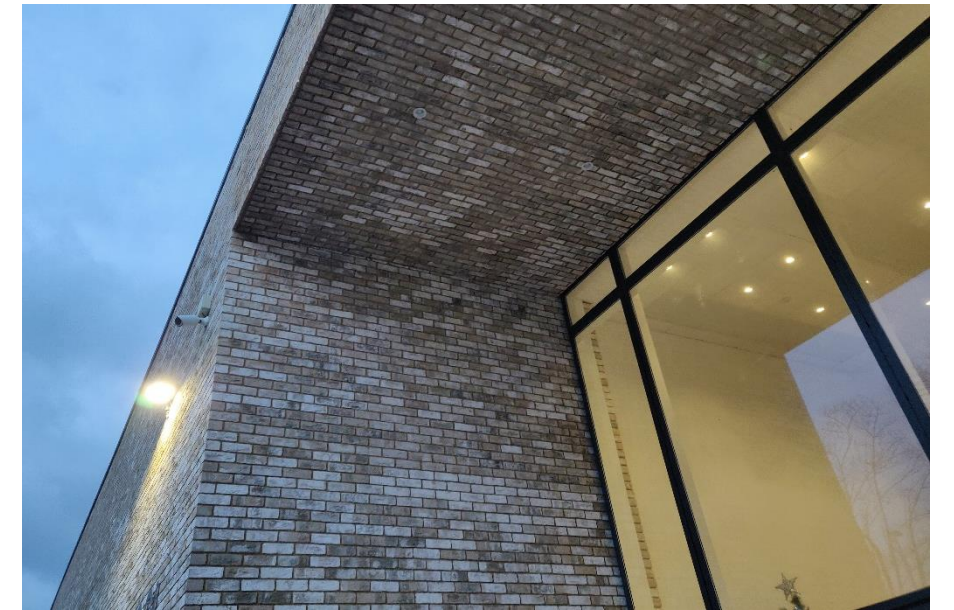
## 2.07 MATERIALS: BUILDING



SEN & Library: Bituminous felt flat roof



Library Extension: Red/Brown stock brick to match existing



SEN Extension: Buff stock brick to match 2013 expansion



SEN & Library: PPC Aluminium windows, coping cappings and rainwater goods



Library Extension: Red/Brown stock brick to match existing



SEN Extension: Buff stock brick to match 2013 expansion

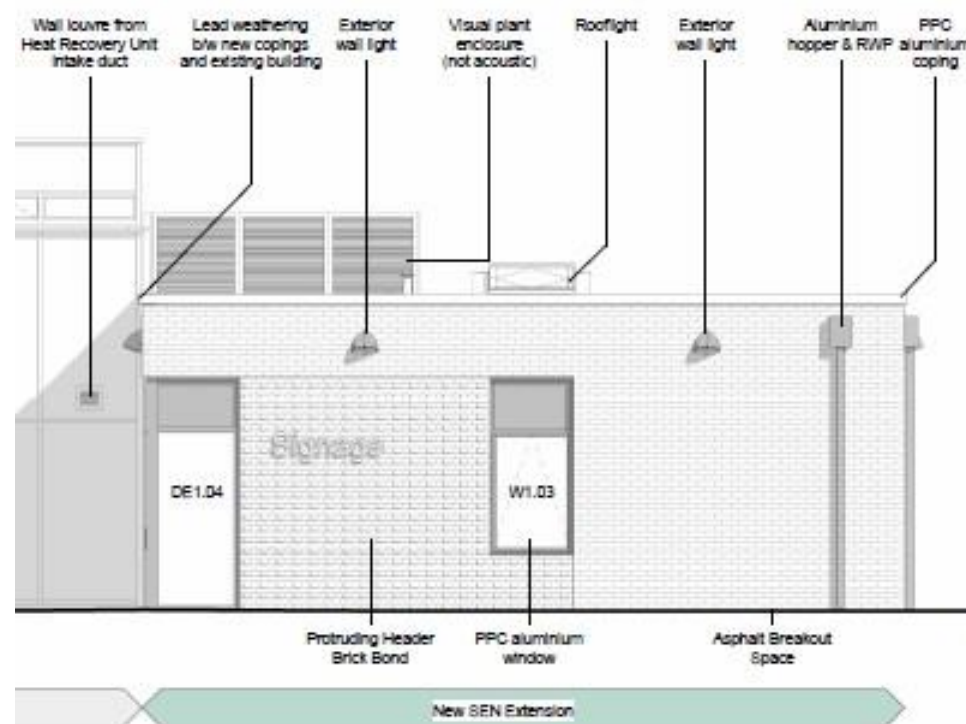
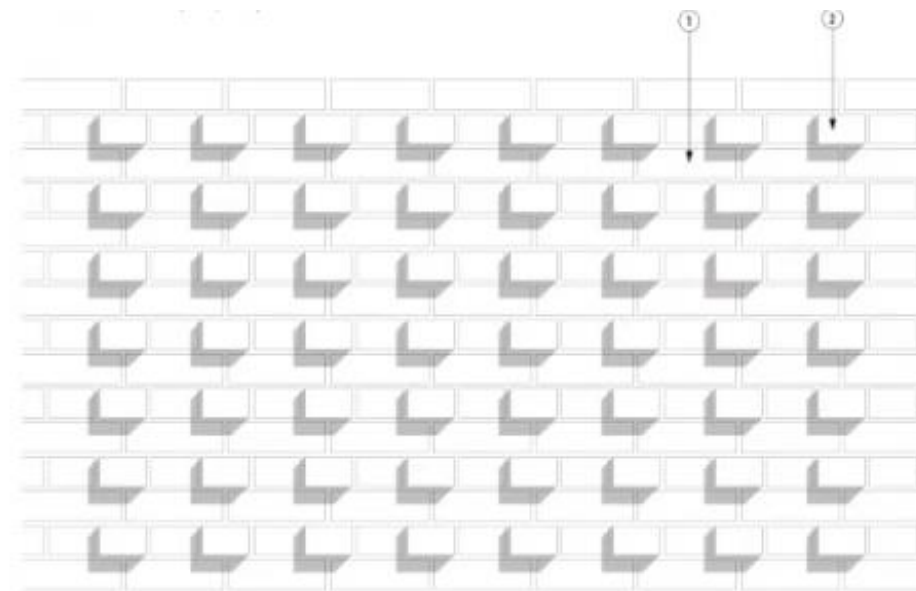


## 2.08 MATERIALS: FEATURE BRICK PANELS

### Projecting brick detail

The new SEN extension will have feature brick panels to add architectural interest to the elevations.

1. Buff facing brick matrix to match 2013 expansion: English Bond
2. Buff facing brick projecting headers
3. Insulated cavity
4. Stainless steel wall ties
5. Medium density blockwork inner leaf
6. Plaster



5. SEN main entrance approach from north



6. SEN as viewed from London Road

7. SEN as viewed from Sarajevo Road



8. SEN as viewed from first floor classroom



# 2.09 MATERIALS: LANDSCAPE



iFlex Single Car Park Barrier ([www.asafe.com](http://www.asafe.com))



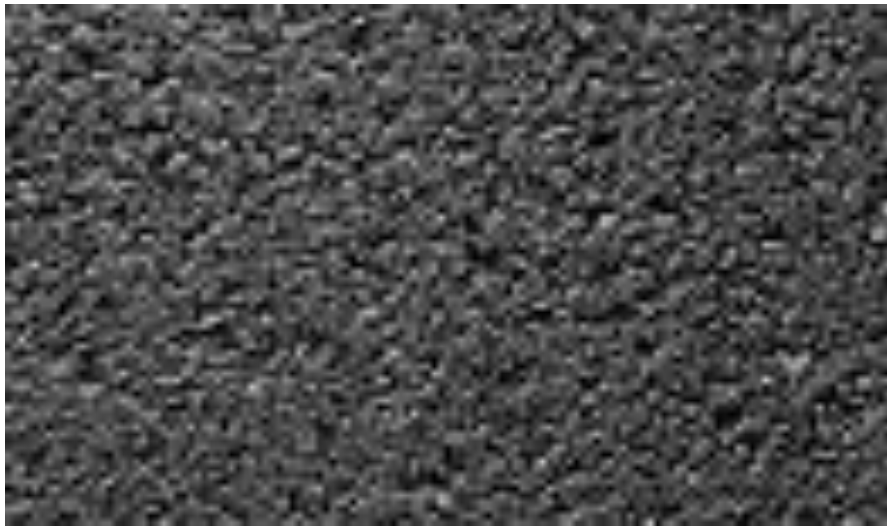
Coloured tarmac for paths and HPA extensions (light buff)



Weldmesh fence panel (required for child protection) (Black)



New cycle shelters (north boundary): Broxap Apollo (Black)



Standard tarmac for parking area extensions (Black)



Galvanised and PPC flat topped railings (Black)



Wet poured rubber crumb play surface replacement to reception class HPA

# 3.0

# TECHNICAL ASPECTS



## 3.01 SUSTAINABILITY CHECKLIST 1/3

On WSCC projects, sustainability criteria are set down in Building Contract Directive 21 checklist. We have populated the BCD 21 checklist for Edward Bryant School below:

WSCC Building Design and Construction Sustainability Requirements Checklist		BCD 21: Appendix A		
The following checklist should be completed and submitted at the end of the design stage of the project to the overseeing WSCC Project Manager for forwarding to the Sustainability Team. On traditionally procured projects the lead consultant should ensure that the checklist is completed and on non- traditionally procured projects the Design and Build Contractor should ensure that the checklist is completed.				
		Yes	No	Notes
1	Have options for maximising opportunities to reduce energy consumption, increase energy efficiency and integrate energy generation been explored and costed?	X		
2	Has information about the expected savings over the lifetime of the building been presented alongside expected cost of investment?		X	
3	Has a BREEAM Pre Assessment been carried out and Very Good mark achieved? (£1.5m + Value only)		X	Not required by WSCC or ADC for minor application under £1.5M
4	Has an EPC and DEC been provided on qualifying projects.			This will be carried out at handover
5	Does the building have low U and W/mK values?	X		As Approved Document L, Conservation of fuel and power, Volume 2: Buildings other than dwellings, 2021 edition incorporating 2023 amendments; Table 4.1:
				Flat Roof 0.18
				Pitched Roof 0.16
				Wall 0.26
				Floor 0.18
				Windows 1.6
				Rooflights 2.2
				Doors 1.6
				High Usage Entrance Door 3
				Air Permeability 8
6	Does the roof design allow safe access for maintenance?	X		
7	Do materials meet industry standards, including FSC wood and National Building Specifications?	X		

## 3.01 SUSTAINABILITY CHECKLIST 1/3

WSCC Building Design and Construction Sustainability Requirements Checklist		BCD 21: Appendix A		
		Yes	No	Notes
7	Do materials meet industry standards, including FSC wood and National Building Specifications?	X		
8	Has a building management system been included?		X	
9	If yes, is it Multi and open protocol compatible with and directly connectable to: LON, BACnet, Modbus, SNMP, Crestron and iLight?		X	
10	Have AMR meters been installed for all utilities?	X		Utility intakes are metered. Submetering is proposed in line with L2A
11	Has the BRE Selected lighting controls Digest been followed to select appropriate lighting controls?	X		Dali controlled with presence detection
12	Are light lamps LED Class A?	X		Yes, LED
13	Is heating zoned?		X	Existing heating systems are being adapted as is. No additional zoning controls proposed.
14	Has space heating been set to 20oC?	X		This will be included at commisioning stage.
15	Has only passive cooling and natural ventilation been used (no air conditioning units)?		X	Reversible heat pumps are provided to the SEN classrooms, sensory room and calming room for space heating AND cooling
16	Are boilers condensing A++ ?		X	Reversible heat pumps are provided to the SEN classrooms, sensory room and calming room for space heating AND cooling. Existing boilers remain as is. Sclar block is older Cast Iron boiler Non-condensing. Library block is recently replaced condensing boilers. .

## 3.01 SUSTAINABILITY CHECKLIST 1/3

WSCC Building Design and Construction Sustainability Requirements Checklist		BCD 21: Appendix A		
		Yes	No	Notes
17	Have solar photo voltaics been included?			This is being considered as part of a 'consequential improvement' strategy for building regulations compliance.
18	Are taps aerated, with easy push percussion taps, with maximum flow rates of 4 litre/min in kitchens or 5 l/min in other areas	X		
19	If showers are installed, are heads aerated with maximum flow rates of 6 litre / min?	X		
20	Has the need for a Flood Risk Assessment been considered and does it satisfy the criteria of section 13?	X		
21	Has the need for a Drainage Strategy been considered and does it satisfies the criteria of section 14?	X		
22	Has highways drainage been designed according to the Highway Drain Criteria document and S278/38?	X		
23	Has the Environment and Heritage Team been consulted?	X		
24	Has a Green Infrastructure Audit been completed, and a Green Infrastructure Strategy produced?		X	No, because the site is extremely constrained, and the scheme is a minor planning application and extensions to existing buildings.
25	Has a Site Construction Environment Management Plan, GI Management and Maintenance Plan been produced?			This will be addressed at construction stage, as part of considerate contractors scheme.
26	Have at least 70% of surplus construction materials been recovered?			This will be addressed at construction stage, as part of considerate contractors scheme.
27	Were the County Highways Manager, Flood Risk Manager, County Parking Team, Safer Routes to School team, and Area Highways Managers consulted at the concept and feasibility stage?		X	
28	Have the criteria been met at no or minimal extra cost when compared with a more traditional build approach?	X		

## 3.02 SCHOOL TRAVEL PLAN & ADDITIONAL PARKING PROVISION

### Edward Bryant School Travel Plan

The overall aim of this school travel plan is to ensure that pupils, parents and staff who are currently at the school, and will attend in the future, are able to make informed decisions about their travel to and from school. Through the travel plan it is hoped the school community will be able to continue to choose more sustainable modes of travel and therefore minimise the impact of a large school on the local environment.

#### Aims

- To sustain, and where possible, encourage a greater use of more sustainable modes of travel for journeys to and from school, and therefore reduce the impact of travel to school on the local community, particularly as the school expands
- To increase awareness of the importance of safe travel to and from school
- To raise travel awareness amongst the whole school community and integrate sustainable school travel within the curriculum and school ethos
- To promote and enable sustainable travel for staff and visitors

#### Objectives

- To encourage and enable more children and parents to walk to and from school
- Encourage and enable more pupils who have bicycles or scooters to consider cycling / scootering to school and back with parents
- Where appropriate, encourage car sharing between parents of the school
- To ensure parents and pupils feel safer walking or cycling to school
- To ensure that Road Safety education is provided to all to ensure safer journeys to and from school
- To raise awareness of the benefits of leaving the car at home, and the alternatives, amongst children and parents
- To communicate in a proactive manner with residents
- To promote and enable alternatives to the car and reduce car use (for staff and visitors)

### Current Provision and adaptations made since our last travel plan was produced:

The school provides bike racks for pupils to lock their bikes against and a scooter park. The staff have a cycle shed in which they may lock their bikes.

#### Staff car parking is limited in comparison to the number of staff at the school with 33 spaces provided across 3 different areas

Parking for parents is provided by a public car park adjacent to the school. The local council allow parents to park for free during drop off and pick up times. The car park holds approximately 120 cars.

We have closed one of our pedestrian access gates to discourage parents from parking inappropriately. This has worked well.

We have had 'No Waiting' marked on the main road in front of the school and have asked coach companies to pick up and drop off in the local Coach Park instead of at the front of the school.

### Ongoing Actions:

School Community Council (Governors) involved heavily in continually assessing safety of the site in relation to cars and parking. Surveys carried out and items written on newsletter to encourage safe actions from parents.

Pupil School Council involved in discussions on safety. Use of social media and posters to encourage parents to act safely.

Links to the community will be used, including PCSO and Traffic Warden planned visits. Local support groups involved.

Assemblies and Circle Times with a focus on road safety. Including use of local pedestrian crossings

We will review our provision annually with our SCC.

### Expanded parking provision as part of this development, and AD-M spaces:

Currently there are 33 designated staff car parking spaces, divided between the north and south car parks. Of these one dedicated bay is fully compliant with the accessibility requirements of Approved Document M and two bays are partially compliant with approved document M (i.e. they have rear access zones, but not side access zones).

Because of the high ratio of specialist teachers required for SEN students, it is proposed to provide an additional four parking spaces in the north car park.

The new SEN extension will mean the south car park access from Sarajevo Road will need to be moved west, and the parking in the south car park and off Sarajevo Road will be reconfigured with no loss of parking spaces.

One space in the south car park can be re-designated as an approved document M compliant parking space.

In addition, and subject to finance, there is an aspiration to provide a consequential improvement, by providing an EV space at the north end of the existing buildings, directly adjacent to the school building. A building mounted EV charger from the existing school power supply will provide the most cost effective way to facilitate this.

There are currently 60 cycle spaces on site, configured in 30 uncovered Sheffield hoops within the footprint of the new SEN building. These spaces will be re-provided at the north end of the site adjacent to the MUGA, and London Road car park boundary. 32 Sheffield hoops will be provided, which will provide 62 cycle spaces (reprovision of 60 spaces + 2 additional spaces for SEN staff). The re-provision will be covered using 7 nr. Broxap 'Apollo' cycle shelters; 3 shelters x 5 hoops at 830mm centres for smaller bikes/scooters and 4 shelters x 4 hoops for full sized adult bicycles.

The school also has a legacy lockable shed for staff cycles.



## 3.03 CONSTRUCTION LOGISTICS PLAN

### Construction Logistics Plan

Subject to planning, the build will start in Summer 2023, and will finish no later than Easter 2024 with a targeted completion of December 2023.

For the duration of the build, the school parking in Sarajevo Road will be suspended and used for site offices and welfare facilities. Some of the south school car park will be used to store construction materials.

Construction access for the SEN extension will be from Sarajevo Road.

Construction access for the library extension will be from the main London Road entrance, via the hard play at the rear of the school.

During the building contractors and displaced staff will be encouraged to park in the London Road car park.

Braced and netted 'Herras' fencing will be used to segregate the construction site from the school.

Hours of work will be 8am-5pm Monday – Friday and 8am–1pm on Saturday.

There are a large number of mature trees on the school site: A tree protection plan will accompany this application.

A dedicated wheel washing zone will be provided with vehicle tires jet washed before leaving site. Occasional highway cleaning may be provided depending on conditions.





## 3.04 LIGHTING

### External Lighting

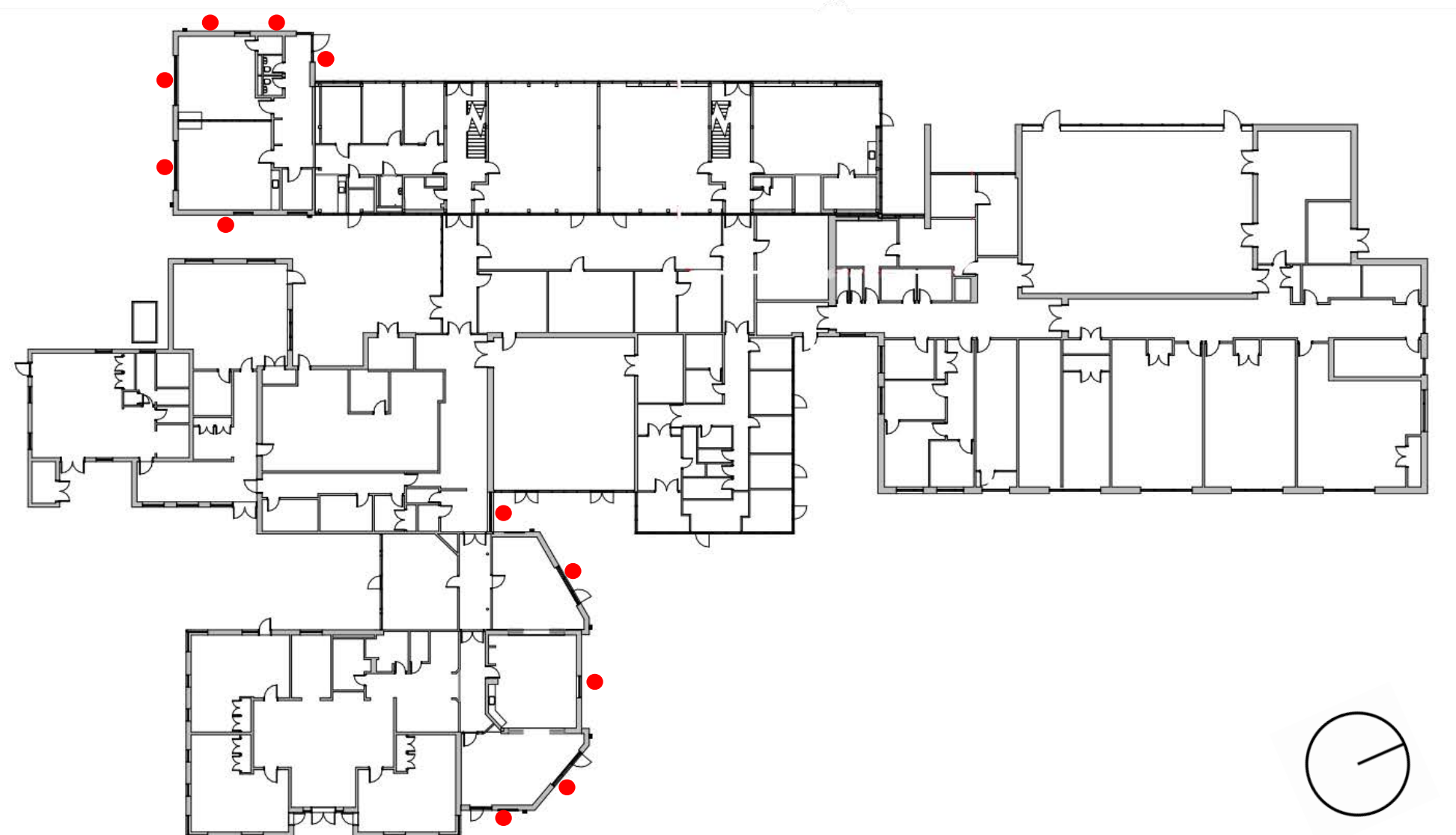
Building mounted lighting will be provided on the SEN and classroom extensions.

These will be 20w (2840lumen) LED 'smart' lighting with photocell control to prevent the lights being illuminated during daylight hours, Bluetooth time clock control to limit the hours of lighting and integrated emergency battery back up for emergency lighting.

Illumination will be downward facing, and area distributed to mitigate the skyglow component of light pollution, with less than 2% upward lighting component.



Indicative area distributed 20w LED light fitting with photocell



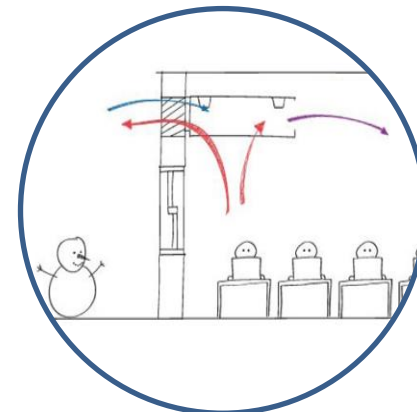
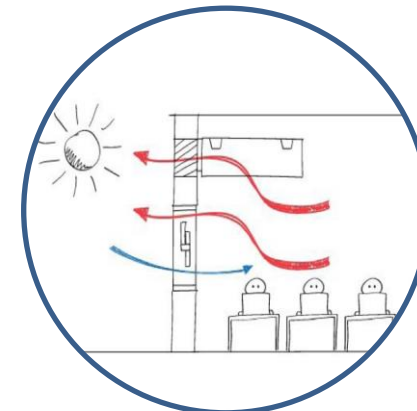
Locations for new building mounted lighting

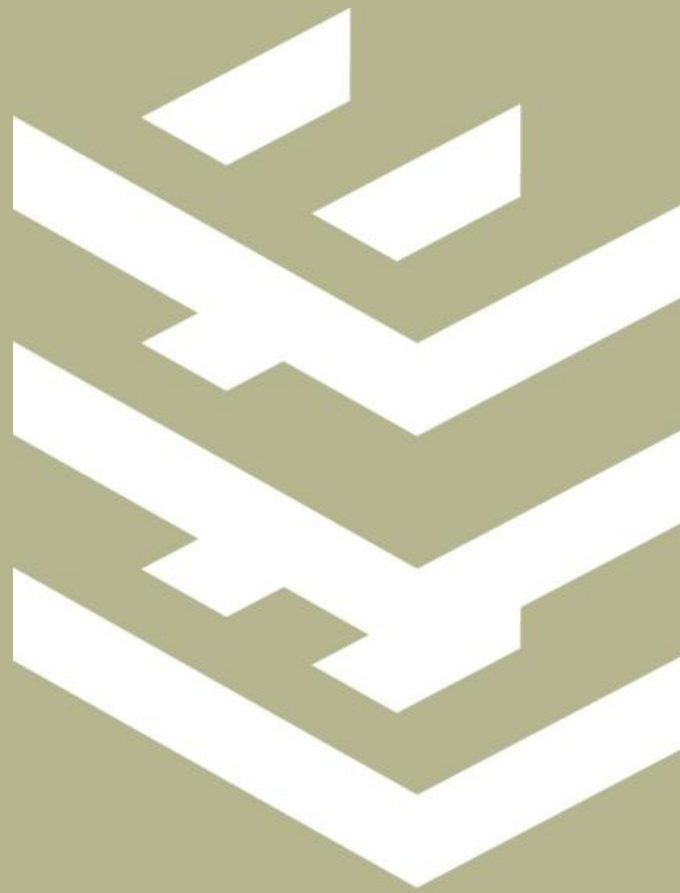
## 3.05 VALIDATION REQUIREMENTS

### Validation drawings and reports provided separately to Design & Access Statement:

- Application form and ownership certificate.
- Drawings/Plans/Sections
- Elevations
- Site Layout Plans
- Topographic Surveys and Existing/Proposed cross sections
- Ecological Appraisal
- Foul and Surface Water Drainage drawings
- Noise Assessment
- Tree (Arboricultural) Survey & Tree protection plan.
- Landscape plans.

A copy of the national and local validation checklist has been populated and included as part of the application to allow easy access to all the drawings and reports required for validation. The validation requirements have been agreed with WSCC Planning.





**ECE Architecture**

**AGENDA ITEM 10**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
27<sup>th</sup> JUNE 2023**

**AGENDA ITEM 10 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. University of Chichester - notification the University is planning to submit a revised section 73 application, following that presented in February 2022 proposing a minor amendment to a consented 176 bed student accommodation scheme at the Bognor Regis campus. Emailed to all Committee Members.
2. WSCC - Highways, Transport and Planning Newsletter, 9<sup>th</sup> June 2023. Shared with Committee Members.
3. ADC - Decision Statement for Yapton Neighbourhood Plan 2011-2031.
4. Copy of email sent from Felpham Parish Council to Arun District Council regarding land off Brooks Lane.
5. ADC - Travellers in Arun, 14<sup>th</sup> June 2023.
6. ADC - details of Additional HMO Licensing Consultation. Circulated to Members and shared on social media.
7. ADC - Travellers update, 16<sup>th</sup> June 2023.