



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

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 6th AUGUST 2024**.

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 6th August from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

PLEASE NOTE START TIME

DATED this 29th day of JULY 2024

CLERK TO THE COUNCIL

AGENDA AND BUSINESS

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. 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
4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 16th July 2024
 5. Adjournment for public question time and statements
 6. Clerk's report from previous Minutes
 7. To consider Planning Applications on Lists dated 12th, 19th and 26th July 2024
 8. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
 9. To consider Premises Licence Applications including any variations and any other Licence Applications
 10. To agree any comments to be submitted in response to ADC's Conservation Area Character Appraisals Public Consultation
 11. To consider ADC's proposals to install additional beach huts across the Arun coastline and agree any comments to be submitted as feedback in response
 12. 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 16th JULY 2024

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes,
P. Ralph and P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)

The Meeting opened at 4.00pm

39. WELCOME BY CHAIR

The Chair 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.

40. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. Goodheart, Waterhouse and Mrs. Yeates with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

41. DECLARATIONS OF INTEREST

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

Cllr. Woodall declared an Ordinary Interest in Agenda item 7, in relation to planning application BR/98/24/PL, as the address at which he was employed

42. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25th JUNE 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 25th June 2024 as an accurate record of the proceedings and the Chair signed them.

43. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the public gallery, therefore, the meeting was not adjourned.

44. CLERK'S REPORT FROM PREVIOUS MINUTES

- 44.1 31st October 2023 – Min. 95 – Appointment of a Representative and Reserves to the Arun-Chichester Neighbourhood Planning Network**
Following an invitation from Middleton-on-Sea Parish Council for representatives of the Town Council to join the Arun-Chichester Neighbourhood Planning Network, Cllrs. Ralph, Mrs. Warr and Waterhouse were appointed and subsequently attended a seminar held on 24th November 2023. Since that time, there has been no communication relating to the Network received and this point was made by Cllr. Ralph at the Council Meeting held on 8th July 2024, under the Agenda item to receive reports from Representatives to Outside Bodies. The Assistant Clerk followed this up with Middleton-on-Sea Parish Council and has established that the focus of the Network, in regard to sewerage infrastructure related to planning, has been largely superseded by the CPRE campaign calling upon Local Planning Authorities in our area to make adequate sewerage infrastructure a prerequisite to development. Therefore, with there being no future plans for the Arun-Chichester Neighbourhood Planning Network to meet again, Cllrs. Ralph, Mrs. Warr and Waterhouse will be removed, as Representatives and Reserves to this group, from the Council's list of Representatives to Outside Bodies.

44.2 **25th June 2024 – Min. 37 – Query concerning potholes arising from Public Question Time**

Following the Committee agreeing to write to West Sussex County Council, enquiring whether there was an onus on utility companies carrying out works on the highway to repair the road surface to a satisfactory standard, and asking who enforces this, the following response was received from WSCC's Streetworks Compliance Team: -

"Thank you for your e-mail, I can confirm that it is the responsibility of any utility company completing excavation work on highway land to reinstate any openings to the required standard and in the correct materials.

Under The New Roads and Street Works Act 1991 (NRSWA) and the Traffic Management Act 2004 (TMA), the Code of Practice for Streetworks Inspections requires us to inspect a sample of each utility's works on live sites, at 6 months after reinstatement, and after 2 years (the end of the standard guarantee period). The sample size varies for each utility and is based on the number of works they undertake in the County and their previous performance (poor performers are inspected more frequently). We also complete as many routine ad hoc inspections as possible, however due to the level of works in the County, it is not possible to inspect every reinstatement that has been completed.

Our Inspectors check that the work meets the standards set out in the Specification for the Reinstatement of Openings in the Highway (SROH). Any non-compliances found are recorded as a high or low risk defect depending on severity. Defects are issued to the utility company via their permit and then remain in our cycle of inspections until remedial works have been carried out to bring the reinstatement up to the required standard.

We also rely on information from members of the public to advise us when issues with reinstatements arise. These are then investigated and if found to be defective, will also fall into the above defect cycle process."

45. **TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21st, 28th JUNE AND 5th JULY 2024**

- 45.1 The Committee noted that there were no views from other Town Councillors to report.
- 45.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.

Cllr. Woodall redeclared his Ordinary Interest in relation to planning application BR/98/24/PL

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

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

There had been no Pavement Licence applications received for Bognor Regis.

47. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There had been no Premises Licence applications, including any Variations or other Licence applications, received.

48. TO RECEIVE DETAILS OF ADC'S PUBLIC CONSULTATION IN RELATION TO REVISED HOUSING AND HOMELESSNESS STRATEGIES, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

The Assistant Clerk's report was **NOTED**.

Prior to the meeting, Cllr. Mrs. Yeates had emailed Committee Members proposing that consideration of any response to ADC's Housing and Homeless Strategies public consultations be deferred until consultation events, including a Members Briefing at the Civic Centre, had taken place. With the next Committee Meeting scheduled for 6th August, the Assistant Clerk emailed ADC to ask for an extension to the consultation deadline of 4th August. However, this was refused on the grounds that ADC would be on a tight deadline to finalise the strategies and write the reports to take them back to their Housing and Wellbeing Committee on 10th September 2024.

Having considered the consultation documents for the Arun Homelessness and Rough Sleeping Strategy – Draft June 2024, Members **AGREED** to respond to the survey, on behalf of the Town Council, and, having gone through each question, these responses were submitted online to ADC during the meeting.

Members **AGREED** to respond individually to ADC's Housing Strategy 2024-2029 – Draft July 2024 consultation survey, at a time of their choosing, by the deadline of 4th August 2024.

49. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated.

Additional correspondence included: -

- 49.1** WSCC – Public Notice that the use of **Victoria Drive Bognor Regis** from the junction with Aldwick Road to Sylvan Way is temporarily prohibited from 15th July. The restriction will be in place 24hrs. This emergency closure is necessary to allow Southern Water to carry out replacement of frame and cover safely. It is anticipated the works will be completed by 16th July. Emergency vehicle, Residential and Pedestrian access will be

maintained at all times. The alternative route for traffic will be signed on site. This notice will be effective for a maximum of 21 days from the date given above. Any queries about the effect of the closure on traffic using the highway please contact the West Sussex Contact Centre on 01243 642105. Any queries about the nature of works please contact Southern Water on 01903 272167.

- 49.2** ADC – Notification that ADC has issued an Enforcement Notice in respect of 1 Somerset Gardens, Bognor Regis, because it appears to them that there has been a breach of planning control under Section 171A(1)(a) of the above act at the land described above, following a refusal for the retention of a 7 bed HMO.

The Meeting closed at 5.09pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 16th JULY 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 21st, 28th JUNE AND 5th JULY 2024)**

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

<p><u>BR/84/24/PL</u> <u>3 Gordon Avenue</u> Bognor Regis PO21 9LG</p>	<p>Subdivision of 5-bedroom detached dwelling into 1 No. 1 bedroom flat, 1 No. 2 bedroom flat and 1 No. 3 bedroom flat, with changes to fenestrations. This application is in CIL zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/98/24/PL</u> <u>36-38 London Road</u> Bognor Regis PO21 1PY</p>	<p>Change of use of the existing 1st floor from Commercial to C3 residential, installation of windows along the northwest and southeast elevations, conversion of existing first floor to provide 1 No. studio, 4 No. 1-bed flats and 1 No. 2 bed flat, along with reconfiguration of part of the ground floor including the provision for refuse, recycling facilities and cycle storage. The existing ground floor commercial will remain. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/101/24/PL</u> <u>Winslade Court</u> 10 Cavendish Road Bognor Regis PO21 2JW</p>	<p>Construction of single storey rear extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/103/24/PL</u> <u>Southview Cottage</u> High Street Bognor Regis, PO21 1HA</p>	<p>Change of use from single dwelling house into residential unit for short term holiday lets. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/106/24/A</u> <u>7 London Road</u> Bognor Regis PO21 1PQ</p>	<p>Installation of 1 No. internally illuminated fascia sign and 1 No. internally illuminated projecting sign.</p>	<p>NO OBJECTION</p>

<p>BR/108/24/HH 93 Pevensey Road Bognor Regis PO21 5PB</p>	<p>Single storey front extension.</p>	<p>NO OBJECTION</p>
<p>BR/110/24/PL 9 Park Road (Flat 1) Bognor Regis PO21 2PX</p>	<p>Replacement windows and front door. (This application may affect the character and appearance of the Aldwick Road, Bognor Conservation Area).</p>	<p>NO OBJECTION</p>
<p>BR/114/24/CLE Winslade Court 10 Cavendish Road Bognor Regis PO21 2JW</p>	<p>Lawful development certificate for the existing use of a house in multiple occupation for more than 6 persons.</p>	<p>NO OBJECTION On the proviso that any Licence to use a Property as a House in Multiple Occupation granted mirrors that of Licence Number: 112604, whereby the limitation is that the maximum number of households be 7, and the maximum number of occupants be 8.</p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 6th AUGUST 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 12th ,19th AND 26th JULY 2024)**

<p><u>BR/118/24/PL</u> <u>7 London Road</u> Bognor Regis PO21 9LG</p>	<p>Installation of 7 No. AC condenser units to flat roof area of the rear elevation. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development</p>	<p><i>COMMENT BY 08-AUG-24</i></p>
<p><u>BR/119/24/HH</u> <u>44 Wood Street</u> Bognor Regis PO21 2PJ</p>	<p>Single storey rear extension</p>	<p><i>COMMENT BY 08-AUG-24</i></p>
<p><u>BR/76/24/PL</u> <u>33 West Street</u> Bognor Regis PO21 1XA</p>	<p>Construction of a 3-storey residential development comprising of 5 apartments with associated facilities, following demolition of the existing building. This application is in CIL zone 4 (zero rated) as other development, and may affect the setting of listed buildings and the character and appearance of The Steyne, Bognor Regis conservation area</p>	<p><i>COMMENT BY 15-AUG-24</i></p>
<p><u>BR/111/24/PL</u> <u>8 Argyle Road</u> Bognor Regis PO21 1DY</p>	<p>Change of use of 1 No. two storey terraced three bed house and workshop to 5 bed HMO (house in multiple occupation). This application is in CIL Zone 4 and is CIL Liable as new dwelling</p>	<p><i>COMMENT BY 15-AUG-24</i></p>
<p><u>BR/100/24/PL</u> <u>1B York Road</u> Bognor Regis PO21 1LW</p>	<p>Retention of a change of use from 4 No self-contained flats on first and second floors to a 13 No. bed HMO (Sui Generis) on first and second floors. This application is in CIL Zone 4 and may be CIL Liable</p>	<p><i>COMMENT BY 22-AUG-24</i></p>

<p><u>BR/121/24/HH</u> <u>12 Cavendish Road</u> Bognor Regis PO21 2JW</p>	<p>Construction of rear orangery and side extension</p>	<p><i>COMMENT BY 22-AUG-24</i></p>
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**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
6th AUGUST 2024**

**AGENDA ITEM 10 - TO AGREE ANY COMMENTS TO BE SUBMITTED IN
RESPONSE TO ADC'S CONSERVATION AREA CHARACTER APPRAISALS
PUBLIC CONSULTATION**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

ADC have announced a period of public consultation that is taking place from Thursday 18th July until Thursday 15th August 2024. This consultation relates to two draft Conservation Area Character Appraisals which have been prepared for the following conservation areas within Bognor Regis. These are:

- Bognor Regis Station Square Conservation Area
- Hotham Park Conservation Area.

Conservation Area Character Appraisals

In order to fully protect a conservation area, the Local Planning Authority (ADC) should demonstrate an in-depth understanding of what makes its conservation areas special. This derives from an assessment of those elements that contribute or detract from it. This assessment is known as a Conservation Area Character Appraisal.

Conservation Area Character Appraisals sit independently of the Arun Local Plan. However, as such documents identify the distinctive character of the most important parts of the district, they link with an objective of the local plan which is to "Protect and enhance Arun's outstanding landscape, coastline, historic, built and archaeological environment, thereby reinforcing local character and identity".

The information contained in this appraisal is aimed at advising householders, property owners and developers when considering proposals in the conservation area. ADC will use it to assist it in its development management function i.e. in the determination of planning, advertisement and Listed Building Consent applications. Further, it will also be used as part of the ADC's pre-application service.

The draft Conservation Area Character Appraisals have been prepared based on guidance from Historic England as part of a rolling programme of work. Once adopted, the appraisals will replace the current conservation area statements for the two conservation areas which are contained within the Conservation Areas Supplementary Planning Guidance Note (2000).

All of the consultation information is available to view on ADC's website and includes copies of the draft appraisals and a response form (a copy of the response form is attached to this report as **Appendix 1**). They can be viewed using the following link: <https://www.arun.gov.uk/conservation-areas>.

Paper copies of both of the appraisals can also be viewed in the Bognor Regis Town Hall and the Bognor Regis Library.

Once the consultation period has finished, all of the comments received shall be reviewed and the appraisal revised accordingly. Once amended, the appraisal shall be adopted for use by ADC.

DECISIONS

Members are invited to **AGREE** any comments to be submitted as a corporate response to ADC's Public Consultation in relation to their Draft Bognor Regis Station Square Conservation Area Character Appraisal.

Members are invited to **AGREE** any comments to be submitted as a corporate response to ADC's Public Consultation in relation to their Draft Hotham Park Conservation Area Character Appraisal.



Arun District Council Planning Policy Draft Bognor Regis Station Square & Draft Hotham Park Conservation Area Character Appraisals Response Form

Arun District Council would like to hear your views on the following draft consultation documents:

- Draft Bognor Regis Conservation Area Character Appraisal
- Draft Hotham Park Conservation Area Character Appraisal

The consultation will run from Thursday 18 July until Thursday 15 August 2024.

The Draft Conservation Area Character Appraisals can be found at:

<https://www.arun.gov.uk/conservation-areas>

Instructions

Once completed please either save, along with a signed privacy notice and attach to an email titled "Draft Bognor Regis Station Square & Draft Hotham Park Conservation Area Character Appraisals Response Form", sent to Conservation.officer@arun.gov.uk

Or alternatively send hard copies into:

Arun District Council
Conservation Area Character Appraisals Response Form,
Planning Policy
Arun Civic Centre,
Maltravers Road
Littlehampton BN17 5LF

If you are filling in this consultation response form by hand and run out of space, please continue on another sheet of paper making clear the question that is being continued.

Data Protection and Privacy

Personal information such as telephone numbers, addresses, and email addresses will not be published. By submitting a representation, you are confirming that you understand that your consultation response will be published in full, together with your name, including on our website. Please see the Planning Policy Consultation Privacy Notice, attached at the back of this form or viewable at [Privacy notice planning policy consultations | Arun District Council](#), for more details about how we use your information.

The information collected via this response form will be used by Arun District Council to inform preparation of the Arun Local Plan 2023-2041, including future stages of consultation and engagement. All information shall be kept and used in line with the Privacy Notice (attached at the back of this form) which should also be returned with your response, to record your agreement.

Respondent Details

Title		Initial		Surname	
Organisation (if applicable)					
House no. / name				Street	
Town/Village					Postcode
Email					

If you are an agent, please give the name of the person/company/organisation you are representing.

Name:

Preferred means of future contact

- Email
- Post

Q.1 Which conservation area character appraisal are you providing comments on?

Draft Bognor Regis Station Square Conservation Area Character Appraisal	
Draft Hotham Park Conservation Area Character Appraisal	

Q.2 What is your main interest in the Conservation Area Appraisal?

Owner or occupier		Representing an interest group	
Representing an owner or occupier		Business Interest	
Other - please specify.			

Q.3 In general, do you think that, when read as a whole, the appraisal sufficiently describes the special character and qualities of the conservation area?

Yes		No	
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Please explain your answer:

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Q.4 Do you think the Conservation Area has any additional features or aspects (positive or negative) which should be identified in the Appraisal?

Yes		No	
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Please explain your answer:

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Q.5 As part of the appraisal process the council has undertaken a review of the existing conservation area boundary. This includes recommendations to revise the boundary. Do you agree with the recommendations?

Yes		No	
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Please explain why you agree or disagree:

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Q.6 Do you feel that there is sufficient conservation guidance to guide development proposals (however small or large)? If no, what would you like to see?

Q.7 Do you have any other comments about the draft Conservation area Appraisal?

The consultation will run from Thursday 20 June until Thursday 18 July 2024. Any responses received by this date will be taken into account to inform the final version of the appraisals.

Privacy Notice (Planning Policy and Conservation Consultations)

Arun District Council collects information about you in order to provide you with the following service: to enable the planning policy team to undertake public consultation at various stages in the preparation of planning policy documents.

Information Collected

The Council uses a database to hold contact details of those who wish to be consulted on the preparation of planning documents, such as the Arun Local Plan.

Contacts include statutory consultees e.g. West Sussex County Council; as well as members of the public who have asked to be kept informed or have responded to a consultation by submitting a representation. Contact data for the consultation bodies are collected including residents/interest groups who also request to be added to the database on an ad-hoc basis.

The data the Council collects is as follows: name, company, position; home/business address, email address, telephone number, interest group or who representing (if applicable), category of consultee e.g. specific consultation body/resident/agent/landowner, and any representation/s made. We also collect general data such as age range and ethnicity, to ensure conformity with the Equalities Act 2010. This data is kept anonymously.

Why We Collect This Information

Under The Town and Country Planning (Local Planning) (England) Regulations 2012, there is a statutory requirement to consult "general" and "specific" consultation bodies and "such residents or other persons carrying out business in the local planning authority's area from which the local planning authority consider it appropriate to invite representations" as part of the preparation of a Local Plan/Development Plan Documents/other planning policy documents. The collection of this information enables us to perform this function and ensure that the Council can notify those interested in consultations on the Local Plan and other planning policy documents.

Who We Might Share Your Information With

At each stage of the consultation process, representations are stored as a record on the database and / or sent to the Planning Inspector or Programme Officer (an independent officer appointed to work under the Inspector's direction).

Only your name, company, interest group (if applicable), category of consultee and the detail of your representation/s will be made publicly available through the database. Postal addresses, email addresses and telephone numbers will not be made publicly available. All information can be viewed by Planning Policy Officers of the Council in an un-redacted form internally on the planning database. Other internal departments at Arun District Council may wish to access planning policy

information and all information from the public domain will be shared with other internal departments.

What We Do With Your Information

The contact data is held on the database and used for mail outs (letter and email) notifying contacts of consultations on the Local Plan and other planning policy documents. Subsequently, contact details are linked to representations which (at certain stages of the consultation process) are sent to the Planning Inspector or Programme Officer (an independent officer appointed to work under the Inspector's direction) and / or stored as a record on the database.

How Long We Keep Your Information

Data will be retained in line with the Council's Data Retention Policy, which is normally two years. However, you are able to inform us at any time to remove yourself from the database.

What rights do you have?

You do have some legal rights in respect of the personal information we collect from you. Please see our website for further details <https://www.arun.gov.uk/privacy-policy>

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at: <https://ico.org.uk/concerns/>

If you don't want to hear from us anymore, you don't need to do anything. By not responding, we will take it that you wish for your details to be removed from the consultation database.

If you have any questions or still want to hear from us about the topics and decisions you care about, please opt in by completing the slip below and returning as an attachment to localplan@arun.gov.uk

If you have further questions, please contact the council's Data Protection Officer: data.protection@arun.gov.uk

I confirm that I have read the Privacy Notice and I would like to be kept on the Planning Policy database.

Name:

Date:

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
6th AUGUST 2024**

**AGENDA ITEM 11 - TO CONSIDER ADC'S PROPOSALS TO INSTALL
ADDITIONAL BEACH HUTS ACROSS THE ARUN COASTLINE AND AGREE
ANY COMMENTS TO BE SUBMITTED AS FEEDBACK IN RESPONSE**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Following previous reports to ADC's Economy Committee on the subject of beach huts, officers worked to identify any potentially viable sites for new beach hut installations across the Arun coastline. Included in the ten sites identified was Bognor Regis Promenade (shingle) between the Pier and Alexandra Theatre (site map attached as **Appendix 1**), Bognor Regis Promenade (shingle) between Albert Road and Gloucester Road (site map attached as **Appendix 2**) and Bognor Regis Promenade (rear of prom) between Gloucester Road and Longbrook Park (site map attached as **Appendix 3**). An appraisal of the sites was undertaken, including consultation with ADC's coastal engineers, planners, ecologist, Parks & Greenspace and solicitors.

The site identified between the Pier and Alexandra Theatre, although deemed as potentially viable from a practical perspective, was considered unsuitable in relation to the negative aesthetic impact beach huts in this area may have on this busy and popular section of beach and would not be in keeping with the intended zoning of the Bognor Regis Seafront Delivery Plan. The same opinion was reached in relation to the site between Albert Road and Gloucester Road.

The site between Gloucester Road and Longbrook Park was deemed to be located on a section of promenade that is wide and, therefore, it was felt that beach huts could be accommodated at the rear of the promenade against the boundary with Butlin's.

A report (attached as **Appendix 4**) was brought back to the Economy Committee on 16th April 2024, in which six of the sites were recommended as prioritised sites and included the site identified between Gloucester Road and Longbrook Park. However, during the meeting, a concern raised by several Members was the lack of consultation with Town/Parish Councils and Ward Members at an early stage of this work with disappointment expressed that they had not been approached to seek their opinions before any shortlisting of viable sites had progressed.

Following discussion, it was agreed to undertake Ward Councillor and Town/Parish Council consultations on the proposed ten sites and report back to ADC's Economy Committee with its findings.

Consequently, ADC have contacted the Town Council seeking feedback on their proposals to install additional beach huts across the Arun coastline, with plans for the matter to be considered again by ADC's Economy Committee in October. To allow time for drafting of the necessary report, it is requested that any comments on these proposals be submitted by no later than 16th August 2024. Any responses to this consultation will be included as an appendix to the October report.

Any sites approved for further consideration by the Economy Committee in October will then be subject to public consultation ahead of final decision by Committee.

DECISION

Do Members **AGREE** to submit any comments in response to ADC's proposals to install additional beach huts across the Arun coastline, specifically in relation to the three sites identified within the Wards of Bognor Regis?



NOTES:
1. DO NOT SCALE FROM THIS DRAWING



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Arun District Council 100018487.

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AMENDMENTS BY DATE

JOB TITLE:
Additional Beach Huts Study

DRAWING TITLE:
Indicative Site Plan 3

SCALE: NTS

PROPERTY:

DRG. No.: REV.:

DRAWN BY: SH

TRACED BY:

CHECKED BY:

DATE: March 2024

Sam Horwill
Property, Estates, and Facilities Manager
Arun District Council
Arun Civic Centre
Maltravers Road
LITTLEHAMPTON
West Sussex
BN17 5LF

Arun District Council

REPORT TO:	Economy Committee 16/04/24
SUBJECT:	Additional Beach Huts
LEAD OFFICER:	Karl Roberts, Director of Growth & Interim Joint Chief Executive
LEAD MEMBER:	Councillor Roger Nash, Chair of Economy Committee
WARDS:	Pagham, Aldwick West, Aldwick East, Marine, Hotham, Felpham West, Felpham East, Middleton-On-Sea, Yapton, River, Beach, Rustington West, Rustington East, East Preston, Ferring
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
To consult on the provision of additional beach huts in the Arun District will support the Council's Vision in respect of fulfilling Arun's economic potential. Encouraging the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.	
DIRECTORATE POLICY CONTEXT:	
This report is produced by the Property, Estates, and Facilities Manager and follows from the Provision of additional Beach Huts in Arun District Progress Report, presented to the Economy Committee in November 2022.	
FINANCIAL SUMMARY:	
The recommendations of this report have no direct financial implications. If viable sites are brought forward and delivered, this will be supported by business case to ensure any scheme is financially sustainable.	

1. PURPOSE OF REPORT

- 1.1. To update members on any potentially viable sites for new beach hut installations.

2. RECOMMENDATIONS

That Committee give their approval for officers to:

- 2.1. Undertake a focussed market research exercise by surveying the Councils beach hut waiting list to establish market interest in the following prioritised sites:
- a) Bognor Regis Promenade (rear of prom) between Gloucester Road and Longbrook Park
 - b) Longbrook Park
 - c) Overstrand Avenue greensward
 - d) South Strand shingle beach
 - e) West Kingston shingle beach and greensward
 - f) Ferring Rife to Sea Lane greensward

- 2.2. Explore potential for introducing beach huts on the putting green at Marine Park Gardens.
- 2.3. Complete legal due diligence on the above sites prioritised in accordance with the market survey response.
- 2.4. Undertake public consultation on the proposed sites.
- 2.5. Report back to Committee with the findings of the focused market research, public consultation and legal due diligence, with draft scheme layouts and outline business cases for those sites considered viable.

3. EXECUTIVE SUMMARY

- 3.1. To consider identified opportunities to introduce additional beach huts in the district.

4. DETAIL

- 4.1. Following previous reports to committee on the subject of beach huts, officers have been working to identify any potentially viable sites for new beach hut installations.
- 4.2. An appraisal of Arun District Councils owned coastline and foreshore sites has been undertaken, including consultation with the Councils coastal engineers, planners, ecologist, Parks & Greenspace and solicitors.
- 4.3. A tabulated summary of the study can be found appended to this report, along with a graphical representation of the Arun coastline which shows an overall position in terms of viability. All are subject to full title review.
- 4.4. Sites considered to be potentially viable following the study are as follows, and it is from this list that the recommended shortlist at 2.1 is generated:
 - 4.4.1. Bognor Regis Promenade (shingle) between Pier and Alexandra Theatre
Although potentially viable from a practical perspective, beach huts in this area may have a negative aesthetic impact on this busy and popular section of beach, and would not be in keeping with the intended zoning of the Bognor Regis Seafront Delivery Plan. This site is therefore not included in the recommended shortlist at 2.1.

Refer to Indicative Site Plan 1.

4.4.2. Bognor Regis Promenade (shingle) between Albert Road and Gloucester Road

Although potentially viable from a practical perspective, beach huts in this area may have a negative aesthetic impact on this busy and popular section of beach, and would not be in keeping with the intended zoning of the Bognor Regis Seafront Delivery Plan. This site is therefore not included in the recommended shortlist at 2.1.

Refer to Indicative Site Plan 2.

4.4.3. Bognor Regis Promenade (rear of prom) between Gloucester Road and Longbrook Park

This section of promenade is wide and beach huts could be accommodated at the rear of the promenade against the boundary with Butlins. This site is therefore included in the recommended shortlist at 2.1.

Refer to Indicative Site Plan 3.

4.4.4. Longbrook Park, Felpham

Arun District Council does not own the shingle beach in this area, and the promenade may not be wide enough to accommodate beach huts. However, there is potential to site beach huts along the southern edge of Longbrook Park. This site is therefore included in the recommended shortlist at 2.1.

Refer to Indicative Site Plan 4.

4.4.5. Blakes Road and Culver Road greensward areas, Felpham

The assessment of this area is positive, however the greenswards already accommodate beach huts at a relatively high density. Although the shingle beach could possibly accommodate additional huts, it is not considered appropriate to include this site area in the recommended shortlist at 2.1 due to the existing density of huts on the greensward.

Refer to Indicative Site Plan 5.

4.4.6. Littlehampton Promenade (shingle) between Beach Crescent and Hendon Avenue

The assessment of this area is positive, however the shingle beach already accommodates beach huts at a relatively high density, and the ecological consultation for this area makes reference to "priority habitat".

Refer to Indicative Site Plan 6.

4.4.7. Overstrand Avenue greensward, Rustington

This site is potentially viable. Although amenities are limited, beach huts in this location may be attractive to the market. This site is therefore included in the recommended shortlist at 2.1.

Refer to Indicative Site Plan 7.

4.4.8. South Strand shingle beach, East Preston

This site is potentially viable. There are privately owned and managed beach huts at the rear of the shingle beach. The shingle beach in front of Pattersons Walk Community Toilet is stable and amenities are fair. Additional beach huts at this location may compliment the existing huts, and may be attractive to the market. This site is therefore included in the recommended shortlist at 2.1.

Refer to Indicative Site Plan 8.

4.4.9. West Kingston shingle beach and greensward

This site is potentially viable, with huts located either on the shingle beach or the seaward edge of the greensward. Amenities are fair. Additional beach huts at this location may be attractive to the market. This site is therefore included in the recommended shortlist at 2.1.

Refer to Indicative Site Plan 9.

4.4.10. Ferring Rife to Sea Lane greensward, Ferring

This site is potentially viable, with huts located either on the shingle beach or the greensward. Amenities are fair. Additional beach huts at this location may be attractive to the market. This site is therefore included in the recommended shortlist at 2.1.

Refer to Indicative Site Plan 10.

4.5. Another site which has not yet been subject to the above assessment is the putting green at Marine Park Gardens, Marine Drive West, Aldwick. This is considered worthy of exploration of its suitability for hosting beach huts.

4.6. Any potentially viable sites are subject to legal due diligence and any necessary consents.

4.7. It is recommended that a focused market research exercise is undertaken by surveying the Councils beach hut waiting list to establish market interest in any potentially viable sites before committing resource and developing schemes.

4.8. Through recent preparation of the delivery of new huts at Littlehampton it is known that the total installed cost per standard hut should be budgeted at £15,000.00, a wheelchair accessible hut should be budgeted at £33,000.00. The annual rent set for new beach hut tenants taking a lease in 2024/25 is £1,214. Officer time in procuring and works to existing infrastructure will also

need to be estimated. An initial assumed mix of 5%-10% wheelchair accessible huts for all new installations therefore suggests that new schemes will break even in the fourteenth year. This high level analysis makes it clear that a more comprehensive business case including borrowing costs and minimum revenue provision needs to be considered.

- 4.9. Recent experience has shown that procurement and delivery of new beach hut schemes is a lengthy process. Carrying out the recommendations of this report and bringing forward any viable schemes is unlikely to see any new huts delivered on site ahead of the 2026 summer season.

5. CONSULTATION

- 5.1. This study has required engagement with a range of internal service departments, effectively amounting to additional internal consultation.
- 5.2. Ecology:- The Eastern side of the District has the greatest potential for locating huts. Ecological assessment and screening of the huts with complementary planting is advised. If planning permission is required please note Biodiversity Net Gain (BNG) is also mandatory but guidance is awaited on how these proposed developments would be captured by the BNG regime.
- 5.3. Planning:- It would not be contrary to planning policy to install beach huts at any of the proposed sites per se. Consideration will need to be given to general policies concerning character and landscape, but these are not specific to any location.
- 5.4. Coastal Engineering:- The Coastal Engineers have been engaged throughout the process providing expert analysis on the stability of each section of coastline. The team also provided information on sites that would not be viable due to environmental designations and/or protected flora and fauna. The shortlisted sites contained within this report accord with the assessment and as such the recommendations are supported from a technical perspective. However, as with any asset adjacent to the shoreline there always remains some residual risk in extreme events.
- 5.5. Parks and Greenspace:- Input has been obtained on the proposals from the Greenspace who have highlighted a number of site specific constraints which have been taken account of in developing the recommendations. Their input will continue to be sought as draft scheme layouts are prepared.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1. Do nothing:- This option is not recommended as it would be contrary to the previously expressed wish of this committee, and would not explore the opportunities to support the Council Vision and potential of delivering increases to the Council's income stream.

- 6.2. Propose an alternative selection of sites:- The study presented in this report has identified a list of potentially viable sites for recommendation. Members may amend this list having considered the study.
- 6.3. Include a wider public consultation to establish interest in leasing beach huts in the proposed locations:- The recommendations of this report include targeted consultation with individuals currently on the Councils beach hut waiting list. However, the existing waiting list is held only in respect of existing beach hut locations at Felpham and Littlehampton. A wider public consultation may reach a greater audience and identify markets which are as yet unknown to the Council. This option is not recommended due to the increased resource required.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 7.1. Market testing costs are within current budgets with a business case / financial viability appraisal to be completed in due course.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1. There is a risk that if market research and legal due diligence is not carried out thoroughly, that the delivery of schemes may be ill informed resulting in inappropriate commitment of resource and/or delivery of an unsustainable scheme.
- 8.2. There is a risk that surveys returned from the Councils beach hut waiting list indicate that there is little or no demand for some or all of the sites proposed at 2.1 of this report.
- 8.3. There is a risk that legal due diligence against any of the sites proposed at 2.1 of this report identifies barriers to delivery – see also Exempt Appendix.
- 8.4. There is a risk that business case appraisals against any or all identified sites do not provide a favourable return on investment.
- 8.5. There is a risk that variable market influences negatively impact the expected viability of any of the sites proposed at 2.1 of this report.
- 8.6. There is a risk that the beach huts could be damaged through overtopping of the shingle beach in an extreme event. With this in mind, we should aim to reduce the length of time to recover our costs as the risk of occurrence slightly increases every year with respect to the base year.

9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 9.1. This is an early stage report and recommendation 2.2 seeks committee approval to carry out legal due diligence. Such due diligence will include an evaluation of each site on whether any existing easements or covenants will prevent a proposal or whether such incumbrances (if any) can be mitigated. Each proposed letting will then need to comply with the disposal of open space requirements of Section 123 of the Local Government Act 1972 and any other statutory consents (such as planning permission).

10. HUMAN RESOURCES IMPACT

- 10.1. The recommendations of this report can be delivered within existing resource.

11. HEALTH & SAFETY IMPACT

- 11.1. There are no direct health and safety impacts from the proposals in this report. Should any sites progress appropriate health and safety risk assessments and arrangements will be implemented.

12. PROPERTY & ESTATES IMPACT

- 12.1. The delivery of this work will be lead by the Property, Estates, and Facilities service, and will require continued input from other Council services. The work required is significant but it is not anticipated that outsourcing will be necessary.
- 12.2. Follow on work for the delivery of any viable sites and the ongoing management of any new beach huts is beyond the scope of this report.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1. Consideration has and will continue to be taken as design schemes are developed regarding the entire access chain - parking, toilet provisions, access between the facility and other supporting infrastructure etc. Some modifications to existing infrastructure may be needed and locations that would be best suited to wheelchair accessible huts will be identified as part of the scheme design and business case. Proportion of beach huts to be wheelchair accessible huts will be informed by how the wheelchair accessible beach huts perform at Littlehampton.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 14.1. It is not currently thought that the installation of beach huts in the above locations will have negative impacts on emissions produced by the Council. However as mentioned by 5.2 if planning permission is required BNG must be considered. Additionally, before construction goes ahead on the chosen site more consideration should be taken on how construction is undertaken, materials sourced and mitigation measures incorporated.

15. CRIME AND DISORDER REDUCTION IMPACT

- 15.1 There are no direct adverse implications for crime and disorder. However, it must be noted that the Council has an obligation to consider the impact on crime and disorder, and public safety, in any development plans.

16. HUMAN RIGHTS IMPACT

- 16.1. Under The Human Rights Act 1998 it is unlawful for the Council to act in a way which is incompatible with the European Convention on Human Rights. The aim of Human rights is the individual – it is about putting the individual centre stage. This will sometimes mean consulting individuals or groups of individuals before designing services. Individuals are then able to point out how a proposal would affect their dignity, freedom independence etc before the proposal is adopted.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

- 17.1. There are no specific FOI or Data Protection implications arising out of these recommendations.

CONTACT OFFICER:

Name: Sam Horwill

Job Title: Property, Estates, and Facilities Manager

Contact Number: 01903 737516

BACKGROUND DOCUMENTS:

[November 2022 Beach Hut Progress Report to Economy Committee](#)
[Bognor Regis Seafront Delivery Plan](#)

Equality Impact Assessment

Exempt Appendix - Not for publication Note: This appendix contains exempt information as defined in paragraph no. 3 of Schedule 12a to the Local Government Act 1972.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
6th AUGUST 2024**

AGENDA ITEM 12 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. ADC - notification that The Planning Inspectorate has dismissed the appeal made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission under section 73 of the Town and Country Planning Act 1990 (as amended) for the development of land without complying with conditions subject to which a previous planning permission was granted in relation to planning application BR/41/23/PL (Rocks Bar & Restaurant, 41-43 High Street, Bognor Regis, PO21 1RX).
2. ADC - notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to planning application BR/4/24/HH (Pebbles, 60 Highcroft Crescent, Bognor Regis, PO22 8DU), to which the Town Council objected the proposals.
3. CPRE - Newsletter, July 2024.
4. The Planning Inspectorate – notification of the Procedural Decision made by the Examining Authority (ExA) following the change request made by Rampion Extension Development Limited (the Applicant) submitted to the ExA on Monday 22 July 2024 [AS-024-AS-046]. In summary, the ExA is satisfied that all nine changes as set out in the formal request, taken individually and cumulatively, would amount to a reduction in land take required, and/or a reduction in the use of the land. As this would not likely raise any materially new or different issues to those already before the Examination, the ExA is minded to accept proposed changes would not lead to the Proposed Development being different in nature or substance to that which was originally applied for, and all can be accepted into the Examination.
5. ADC - notification that ADC is currently undertaking a 'Call for Sites' and updating its Housing and Economic Land Availability Assessment (HELAA) to help inform their new Local Plan (2023 – 2041). The council will only accept sites with full detailed information provided (e.g. that the site is suitable, available and achievable with willing permission of the landowner).