



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

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Dear Sir/Madam,

MEETING OF THE PLANNING AND LICENSING COMMITTEE

I hereby give you Notice that a Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm on TUESDAY 28th AUGUST 2018.**

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** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

DATED this 20th day of AUGUST 2018

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. To note Committee membership as a result of resignation from Labour Group - Cllr. Enticott
3. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:
 - a) the item they have the interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary interest
 - c) the nature of the interest
 - d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 7th August 2018
 5. Adjournment for public question time
 6. Matters Arising from the Minutes which are not separate Agenda Items
 7. To consider Premises Licence Applications including any variations and any other Licence Applications
 8. To consider Planning Applications on Lists dated 10th, 17th and 24th August 2018
 9. To consider commenting on any significant Planning Applications outside the wards of Bognor Regis, that may impact on the infrastructure of Bognor Regis on Lists dated 10th, 17th and 24th August 2018
 10. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
 11. To receive Final Draft Methodology for the Non-Strategic Sites Development Plan Document and Neighbourhood Plans
 12. Correspondence

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND
MEMBERS ARE REMINDED THAT PLANS ARE AVAILABLE FOR
INSPECTION IN THE TOWN CLERK'S OFFICE

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 7th AUGUST 2018

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

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
1 member of the press (part of meeting)

The Meeting opened at 6.30pm

51. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the opening statement and the following announcements:

"Following a notification to the Clerk from the Leader of the Labour Group, Councillor Enticott has been suspended from taking up any committee seat held where he has been appointed by the Labour Group. On this basis, he will not be able to sit on the Committee at the meeting being held today."

The Chairman also advised that the meeting would be Chaired in strict accordance with The Town Council's Standing Orders and stated:

"In line with the National Association of Local Council's Legal Topic Note 1, item number 25 informs that Councillors attending meetings of Committees to which they have not been appointed may only speak during Public Question Time. They do not have the right to participate in the meeting at any other time, nor be permitted by the Committee to do so."

Apologies for absence were received from Cllr. Goodheart, who had another meeting to attend, and Cllr. Mrs. Daniells who had a prior commitment.

52. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

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

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Dillon stated that, as a Member of Arun District Council's Development Control Committee, he will be voting on the matters before him having regard only to such information as placed before the Town Council. If he should come to consider any matters again at the District Council, and further information may be available, he will consider the information available at that time and may come to a different decision

53. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th JULY 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 17th July 2018 as an accurate record of the proceedings and the Chairman signed them.

54. **TO RATIFY THE REPRESENTATIONS MADE UNDER DELEGATED POWERS BY THE TOWN CLERK IN RESPECT OF PLANNING APPLICATION BR/142/18/OUT ON LIST DATED 6th JULY AND TO ENDORSE THE RECOMMENDATION MADE IN THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th JULY 2018 (MIN. 43.3 REFERS)**

The Committee noted the observations, which had been made in respect of Planning Application BR/142/18/OUT on List dated 6th July 2018, when the meeting was non-quorate for this Planning Application only (Min.43.3 refers).

The Committee **RESOLVED** to **RATIFY** the observations and representations made under delegated powers by the Town Clerk.

55. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

56. **MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

There were none.

57. **TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO NOTICE OF REVIEW - PREMISES LICENCE 14603: TAO, 41/43 HIGH STREET, BOGNOR REGIS**

Licensing Act 2003

Premises: TAO - Sladebars Ltd, 41/43 High Street, Bognor Regis

Reference Number: 14603

The Civic & Office Manager's report was noted.

Members were concerned to learn of the ongoing issues at the premises and were of the opinion that it would be prudent for the Town Council to support ADC in their decisions regarding this matter.

Members spoke in favor of the premises licence holder and felt that some of these issues may have arisen due to a lack of licensing experience on the premises licence holder's part.

Members were hopeful that with the support offered to the premises licence holder by the Butlin's Bognor Regis Resort Director (as detailed in the report), and with clear guidance from the ADC Licensing Team, that all issues could be addressed and resolved satisfactorily within an agreed time i.e. three months.

58. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 20th, 27th JULY AND 3rd AUGUST 2018

58.1 The Committee noted that there were no views from Town Councillors to report.

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

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

58.4 The Committee noted that details of changes to previously advertised Planning Applications BR/229/17/PL, BR/166/18/HH and BR/167/18/HH had been received from ADC. Having considered the changes, Members **RESOLVED** to **AGREE** to submit no further comments on these applications.

59. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 20th, 27th JULY AND 3rd AUGUST 2018

There were none.

60. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING

There were none.

61. TO NOTE PROPOSALS SENT BY CLLR. GOODHEART TO THE JOINT WESTERN ARUN AREA COMMITTEE REGARDING SAFETY IMPROVEMENTS ON LONDON ROAD, BOGNOR REGIS AND TO CONSIDER ANY FURTHER SUGGESTIONS TO THE PROPOSALS

The Civic & Office Manager's report was noted.

Members noted and **AGREED** to support the proposals sent by Cllr. Goodheart to the Joint Western Arun Area Committee, having made no further suggestions.

62. TO NOTE A REQUEST SENT BY CLLR. GOODHEART TO THE JOINT WESTERN ARUN AREA COMMITTEE ASKING THAT TWO ITEMS BE INTRODUCED TO THE AGENDA AND DEBATED, WITH A VIEW TO GAINING SUPPORT FOR FUTURE DEVELOPMENT OF THESE ITEMS

The Civic & Office Manager's report was noted.

Members noted and, having made no further suggestions, **AGREED** to support the request sent by Cllr. Goodheart to the Joint Western Arun Area Committee for the inclusion of two items, namely the Bognor Regis Amenity Tip and the Bognor Regis Masterplan, to be introduced to a future agenda for debate.

63. TO CONSIDER CYCLE MATTERS AS REQUESTED BY CLLR. GOODHEART

The Civic & Office Manager's report was noted.

Members noted the letter submitted by Cllr. Goodheart regarding cycling matters pertinent to Bognor Regis.

Members **AGREED** that the matter relating to signage/by-laws to prohibit cycling along the London Road precinct should be included as an item to be discussed on the agenda of a future meeting of the Planning and Licensing Committee, but not the installation of cycle racks at the eastern end of Aldwick Road, Bognor Regis.

Members felt that Cllr. Goodheart should direct his request to repaint the bicycle sign stenciled on the ground of the subway from the London Road coach park and Upper Bognor Road to the JWAAC Highways & Transport Committee.

64. TO REVIEW ARUN DISTRICT COUNCIL'S DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT (SCI) AND TO CONSIDER THE TOWN COUNCIL'S RESPONSE TO THE PUBLIC CONSULTATION

The Civic & Office Manager's report was noted.

The draft revised Statement of Community Involvement (SCI) issued by ADC was noted and Members **RESOLVED** to **AGREE** to make no response to the public consultation.

65. TO APPROVE THE FORMAT OF A PROPOSED SURVEY TO BE CIRCULATED TO TRADERS ON THE HIGH STREET, BOGNOR REGIS REGARDING ROAD SCHEMES (MIN. 48 REFERS)

Members discussed the various formats that the survey could take, such as closed questions, multiple choice etc., and **AGREED** that an open question be put to traders on the High Street, Bognor Regis, as follows;

"As a trader/business owner on the High Street, what road schemes would you like to see considered in future regeneration proposals for the High Street i.e. one-way / two-way / closed to traffic? Please explain why you feel this way, and how you believe each option may be beneficial or detrimental to your business."

Furthermore, Members **AGREED** that the Civic & Office Manager should approach the Bognor Regis BID Board and ask for their support in circulating the survey to traders.

66. TO RECEIVE ARUN DISTRICT COUNCIL'S DRAFT STATEMENT OF GAMBLING LICENSING PRINCIPLES 2019-2022 AND TO CONSIDER ANY RESPONSE TO THE PROPOSED CHANGES

Members received ADC's draft Statement of Gambling Licensing Principles 2019-2022 and following consideration **AGREED** to make no response to the proposed changes.

67. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated and the following was brought to Members attention:

Additional correspondence included: -

- 67.1** SSALC - Neighbourhood Planning Briefing Awareness training event, various locations on various dates, at a cost of £60 plus VAT.
- 67.2** WSCC - West Sussex Minerals & Waste Planning Policy Update – adoption of Joint Minerals Local Plan.
- 67.3** CPRE - Fracking campaign.
- 67.4** Gov.uk - Government's new planning rulebook to deliver more quality, well-designed homes.
- 67.5** Rural Sussex - South East Community Led Housing Conferences 2018 dates and venues available.
- 67.6** ADC - Planning Peer Challenge Report. Circulated to Councillors.

The Meeting closed at 8.07pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th AUGUST 2018
REPRESENTATIONS ON LISTS DATED 20th, 27th JULY AND 3rd AUGUST 2018

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

<p>BR/174/18/HH 10 Annandale Avenue Bognor Regis PO21 2EU</p>	<p>Two storey side extension</p>	<p>NO OBJECTION</p>
<p>BR/139/18/OUT Rear of 94-100 Hook Lane Bognor Regis PO22 8AT</p>	<p>Outline application with some matters reserved for the demolition of 1 No. existing dwelling to form access for 6 No. residential dwellings. This application affects the setting of listed buildings & affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/181/18/HH 17 Sandymount Close Bognor Regis PO22 9EL</p>	<p>Single storey rear extension & replacement of rear window with a glazed door</p>	<p>NO OBJECTION</p>
<p>BR/185/18/T Nyewood C E Junior School Brent Road Bognor Regis PO21 5NW</p>	<p>Fell 1 No. Bird Cherry tree & reduce crown remaining 1-3m of branch end length to balance to 1 No. Common Ash tree</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p>BR/182/18/HH 11A Merrion Avenue Bognor Regis PO22 9DE</p>	<p>Rear single storey extension & new 2.1m high timber fencing to the north east & north west boundaries</p>	<p>NO OBJECTION</p>

<p>BR/186/18/L Office Accommodation 71 Upper Bognor Road Bognor Regis PO21 1HP</p>	<p>Listed building consent for the demolition of boundary wall & associated/linked 20th century outbuildings</p>	<p>NO OBJECTION on the grounds that the existing flint walls along Upper Bognor Road remain intact and that any repairs to these walls be in accordance with existing materials used.</p>
<p>BR/187/18/A The William Hardwicke 12 High Street Bognor Regis PO21 1SR</p>	<p>2 No. internally illuminated fascia signs, 1 No. non illuminated fascia sign, 3 No. non illuminated hoardings, 1 No. externally illuminated hoarding, 1 No. Lantern & 2 No. up down lights on front elevation</p>	<p>NO OBJECTION</p>
<p>BR/191/18/PL 2-4 Waterloo Square Bognor Regis PO21 1SU</p>	<p>Demolition of 2 & 3 storey building with mixed use (commercial & dwellings). This application affects the character and appearance of The Steyne, Bognor Regis Conservation Area</p>	<p>NO OBJECTION The Committee hoped that any future development on this site will reflect the character and style of the surrounding area. Members would welcome an opportunity to receive a presentation from the developers in regard to planning applications on this site.</p>
<p>BR/120/18/PL 2 Highfield Road Bognor Regis PO22 8BG</p>	<p>Conversion of existing ground floor flat into 3 No. self-contained apartments</p>	<p>NO COMMENT Members instructed the Civic & Office Manager to contact ADC to clarify whether this was a retrospective Planning Application, as 2018 images on Google Maps suggest the building work outlined in the application had already begun. Comments on this Planning Application are able to be made up until 31 August 2018, therefore Members AGREED to DEFER a decision on Planning Application BR/120/18/PL until the Planning and Licensing Committee Meeting to be held 28 August 2018.</p>

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL PLANNING AND LICENSING COMMITTEE MEETING - 28th AUGUST 2018

AGENDA ITEM 11 - TO RECEIVE FINAL DRAFT METHODOLOGY FOR THE NON-STRATEGIC SITES DEVELOPMENT PLAN DOCUMENT AND NEIGHBOURHOOD PLANS

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Members may recall that at the Neighbourhood Plan Committee Meeting held 20th April 2017, it was agreed to recommend to Council that there was no requirement for a review or update of the Neighbourhood Plan for Bognor Regis. Furthermore, Members were content for the District Council to produce a Site Allocation Plan for the area for the Local Plan Inspector to be informed.

The Arun Local Plan 2011-2031 (ALP 2011-2031) was adopted by resolution of ADC's Full Council on 18th of July 2018. Whilst the ALP 2011-2031 sets out the strategic pattern of growth and development in the District until 2031, it also recognises that further development is required to be identified. The ALP 2011-2031 includes a commitment to provide at least 1,250 dwellings in a separate Development Plan Document (DPD) with an input and contribution from revised Neighbourhood Development Plans (NDPs) where appropriate.

Paragraph 12.1.8 of the ALP 2011-2031 states that...*'The Council will commence the production of a Non-Strategic Site Allocations DPD immediately after the adoption of the Local Plan for those areas of the District which are not covered by, or committed to, the preparation of an up-to-date Neighbourhood Plan. Neighbourhood Plans and the Non-Strategic Site Allocations DPD will allocate sufficient sites to meet any identified shortfall, in accordance with the Local Plan housing trajectory...'*

As a consequence, the DPD will identify how the housing number will be distributed across the Local Planning Authority Area (LPAA) by Town and Parish administrative area.

The Final Draft Methodology for the Non-Strategic Sites DPD, that sets out how the global figure of 1,250 should be distributed across the LPAA, has now been published by ADC and Members are invited to provide any written comments by Monday 17th September 2018, prior to a Planning Workshop to be held by ADC on 3rd October 2018 to which Members will be invited.

DECISION

Members are invited to **RECEIVE** the Final Draft Methodology for the Non-Strategic Sites Development Plan Document and Neighbourhood Plans published by Arun District Council and to **AGREE** any comments for submission in writing by Monday 17th September 2018.

Methodology for distributing the housing figures Technical Advice Note

Distribution of Development

Introduction

The Arun Local Plan 2011- 2031 (ALP 2018 2018) was adopted on 18th July 2018. Whilst the ALP 2018 2018 sets out the strategic pattern of growth and development in the district until 2031, it also recognises that further development is required to be identified. The ALP 2018 includes a commitment to provide at least 1,250 dwellings in a separate Development Plan Document (DPD) with an input and contribution from revised Neighbourhood Development Plans (NDPs) where appropriate.

Paragraph 12.1.8 of the ALP 2018 2018 states that*'The Council will commence the production of a Non-Strategic Site Allocations DPD immediately after the adoption of the Local Plan for those areas of the District which are not covered by, or committed to the preparation of an up-to-date Neighbourhood Plan. Neighbourhood Plans and the Non-Strategic Site Allocations DPD will allocate sufficient sites to meet any identified shortfall, in accordance with the Local Plan housing trajectory..*

As a consequence, the DPD will identify how the housing number will be distributed across the Local Planning Authority Area (LPAA) by Town and Parish administrative area. This will enable the Council to actively manage the spatial distribution of development in order to ensure that it complies with both National and local policy (i.e. the strategic approach set out in Policy SD SP1a ALP 2018 2018) and importantly is properly scoped and assessed by the Sustainability Appraisal/SEA and Habitats Regulations.

Figures will be provided on an individual Town and Parish basis and will be used as part of the Neighbourhood Development Plan process as well as that of DPD production. The complete list of numbers by parish will be included within the DPD. Such an approach has been established as part of local plans prepared by other local planning authorities.

This paper sets out the methodology for establishing how the global figure of 1,250 should be distributed across the LPAA. Such an approach should demonstrate that the emerging NSS DPD offers a sustainable approach to development that is consistent with the Arun Local Plan as well as the character of the District and takes full account of local opportunities and constraints. Previous versions should be ignored.

The DPD is to be prepared to cover the same planning period 2011-2031 as the ALP 2018 at a scale consistent with the evidence and infrastructure to support the "at least 1,250 dwellings" distribution (hereto referred to as the global figure) but also to meet the need to ensure a 5 year housing land supply can be maintained following adoption of the ALP 2018. Anything significantly higher would risk requiring commissioning a wholly new evidence base.

Why do we need a Housing Distribution Methodology?

The Housing Distribution Methodology sets out the criteria and steps as well as the process as to how the global figure will be distributed across the LPAA. This needs to be made in the context of local and national policy and guidance.

Sustainable Development – National Policy

The principle of sustainable development underpins all aspects of planning policy as set out in the National Planning Policy Framework (NPPF). To plan development sustainably, it is important to

have an understanding of the character, role and function of different settlements and how they relate to each other within settlement hierarchies. It is also necessary to identify the future requirements of different communities and to assess their potential capacity for future growth and change.

We therefore, need to understand the role and function of places, so that we can direct new development to those places where intervention has the most chance of changing things for the better, and above all improving sustainability.

One of the core planning principles in the National Planning Policy Framework is to:

“actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which can be made sustainable.”

Arun Local Plan 2018

Policy SD SP1a establishes the strategic approach to development in the district until 2031.....which actively seeks to manage sustainable patterns of growth by directing housing and employment to those settlements with a good range of services and facilities, and is therefore in accordance with the NPPF.

It is therefore important that the distribution options are developed in the context of the existing strategic development approach, together with other local and national policies, to ensure they reflect a sustainable pattern of growth.

Like other authorities, ADC has established a settlement hierarchy.

Future Housing Distribution

The Housing distribution will be shaped by; a) what are we trying to achieve in certain areas in terms of sustainable development that new housing development can help deliver; and b) what are the limits and constraints in certain settlements that might impact on the number of new houses that can be built; c) what can be brought forward as a minimum, not a maximum.

It is worth remembering that the ALP 2018, as well as existing Neighbourhood Plans establishes a number of overarching policy messages/policy directions that need to be taken in to account. This will include known housing allocations but also other proposals related to issues such as regeneration and employment growth, infrastructure and environmental constraints.

Base date

The ALP 2018 covers the period 2011-2031. The base date for the Local Plan land supply runs from 2011 to a position as at April 2017 based on completions and outstanding commitments - as identified in the supporting evidence base (e.g. Housing and Employment Land Availability Assessment (HELAA)). However, this will need to be updated to April 2018. Parish Councils will also need to identify supply based on completions and commitments from the period April 2018 in order to cover the plan period to 2031 on which the overall 20,000 dwelling housing target is fixed. The 1,250 dwellings are a component which needs to be identified via a Neighbourhood Plan or the NSS DPD. A common base date is important because it will align monitoring of the authority's 5 year housing land supply. It is however, for the Neighbourhood body to determine whether they are preparing, reviewing (in whole or in part) their Neighbourhood Plan to cover 5, 10 or 15 years from any base date.

Need/OAN

The ALP 2018 includes the requirement for the 1,250 which is a component of the overall strategic assessment of Objectively Assessed Housing Need (OAN) within the District. This OAN has been thoroughly tested and found 'sound' following local plan examination hearings and an Inspector's Report.

Normally any development plan document will need to start with an OAN as part of demonstrating meeting the tests of 'soundness'. However, as the NSS DPD is being prepared under the overall policy framework of the ALP 2018 such a rigorous assessment of need in order to determine an allocation of housing numbers at the local level is not required and is indeed quite difficult without detailed local evidence preparation.

At the local level – Parish Council's and Neighbourhood Plans will still benefit from local intelligence on detailed local needs and will be able to use this to help test appropriateness and deliverability of any distribution of the global figure around particulate settlements and communities. The Draft National Planning Policy Framework and Planning Policy Guidance (NPPF and PPG) also indicate that Neighbourhood Plans may still need to consider local evidence on housing need to guide housing provision.

Indicative Housing Distribution

The draft NPPF/PPG has signalled that where a local authority has not yet allocated a housing figure for Neighbourhood Plans they may provide an indicative figure/distribution. Arun District has previously circulated an indicative figure based on the global 1,250 housing figure, to Parish Councils/Neighbourhood Plan bodies. The hybrid option 4 figures (circulated in August 2017), provide a useful starting point but is only based on a combination of factors such as Parish population, sustainable settlement structure, land availability (HELAA). The Council has listened to the views of Parishes expressed at the recent (15th June 2018) meeting and has re-examined the approach to consider issues of existing spatial policy; the need to take account of lead times for infrastructure delivery of Strategic Allocations and also other constraints and the diverse character of Parishes. The revised proposed indicative figure is set out in the appendix and the previously circulated figure is included for reference.

It must be strongly caveated that should the Parishes and Neighbourhood Planning bodies wish to test this indicative distribution, that because it originates from the Council as part of its plan making, the distribution will be subject to the Sustainability Appraisal/SEA and HRA process for the NSS DPD as well as the methodology outlined in this briefing paper on sieving locations against sustainable development policy. For example, the latter would need to consider availability of local facilities, accessibility including by road walking, cycling and public transport and known development constraints (e.g. landscape, strategic gaps, wildlife and functional flood plain). Another key consideration will be the likely availability of sites (drawing on the Housing Land Availability Assessment which is being updated with a 'call for sites').

In order for the NSS DPD to be found 'sound' it will also need to ensure that any housing figure allocated to the Parishes and Neighbourhood Plan areas is consistent with national and local policy and legally compliant (e.g. with Sustainability Appraisal SA/SEA and Habitats Regulation Assessment) but is also whether it is sustainable viable and deliverable – otherwise there is a risk that the global figure would not be achieved by the NSS DPD in combination with the Neighbourhood Plans. Neighbourhood Plan will also need to consider whether they require an SA/SEA and HRA and this will depend on the likelihood of there being any significant effects.

The implication is that the indicative figure may be amended or indeed redistributed after this process. The Council's preference would be for the Parishes to wait and engage in the initial strategic assessment with the benefit of early SA/SEA scoping and reasonable alternatives to inform the distribution. This process is expected to commence during the summer of 2018, with the development of reasonable alternatives expected to take place in November 2018.

Methodology Assessment

Essentially, the methodology is split in to 3 key parts:-

1. a strategic level, district wide assessment (related to the ALP 2018 and Sustainability Appraisal - scoping/initial reasonable options),
2. a detailed local level Town/Parish assessment related to need and constraints etc.
3. Final Assessment provided by way of individual Settlement Capacity Profiles

It is proposed that the figures allocated to town and Parish Councils via the NSS DPD and included within the DPD will be the culmination of a comprehensive assessment process which will include regular engagement with the Parishes and is discussed here.

There are a number of steps which as proposed below:

Stage 1: Strategic Level District Wide Assessment and SA/SEA/HRA

This stage will be undertaken by the District Council in association with the Town and parish Councils. All of the information discussed below shall be recorded by way of a stage one Settlement Capacity Profile proforma.

The first stage that the assessment will need to do is to review the strategic approach identified within the ALP 2018 policy SD SP1a: 'Strategic Approach', which sets the councils approach to achieving sustainable development in Arun district. This includes securing economic, social and physical regeneration, and providing sufficient homes, whilst protecting and enhancing Arun's unique character and environment. Essentially, it is an assessment of the function that different areas play in the future of the district.

The distribution of the global housing figure should therefore, reflect the strategic direction established in policy SD SP1a which is based on the existing characteristics of settlements and their intended role through the Local Plan period.

The policy focuses development around the coastal towns of Bognor Regis and Littlehampton in order to support their roles as the main service, employment, retail and employment centres within the district. Development should recognise the sustainable and historic character of the town of Arundel, and provide for growth of the sustainable villages, whilst maintaining their setting within the open countryside.

The ALP 2018 and the settlement sustainability study are useful starting points for the definition of a sustainable village within the district.

The approach could therefore be said to identify a form of settlement hierarchy in that development should be focused on all three the towns and the sustainable village settlements. Further consideration should be given to the scale of development which is proposed as a result and would need to take into account existing significant proposed development.

New housing should not be provided in isolation, but should be built where facilities already exist or could be upgraded or provided. Given the current state of the economy and Government intentions, it could be a sensible option to distribute housing to those areas with existing capacity within key services, as it is unlikely that there will be funding for new strategic facilities for some time. This could also help to maintain these facilities where they could be under threat of closure, particularly if we take a 'cluster' approach when looking at settlements. Equally, where there is already significant growth proposed there may be physical, economic, environmental and infrastructure limits to growth and this will need to be taken into account.

The result of this assessment will identify a potential spatial distribution of development at the district level. This establishes areas for development and those areas not suitable for development i.e. areas with important landscape or biodiversity constraints, or areas where different levels of growth/development would be expected (so as to accord with the strategic direction policy).

This will be informed by a review of supply (this is partly reflected in option 4 of the indicative housing distribution previously circulated) but will need to be reviewed and updated following the call for sites for the NSS DPD as well as the update of housing supply via the HELAA.

Understand the situations regarding permission, commitments and allocations to understand the future role of the area

Once a clear understanding has been identified with regards to which Town and Parish Council will potentially have some form of development based on policy SD SP1a, the next stage is to understand the situations regarding permission, commitments and allocations to understand the future role of the area.

This will enable the Council to have a better understanding of how the town/parish will change, based on current known levels of growth. Such information will enable a 'baseline' understanding of character of the district to be understood against potential development opportunities.

This information is available across the district and could be potentially disseminated down to parish level. This will include:

- Planning permissions
- Commitments
- Completions
- Strategic allocations
- NDP allocations

Assess issues related to potential supply

Assess the amount of land that is suitable, available and achievable for development. This will vary across the district and the presence or otherwise of sites will have a direct influence on the spatial distribution of development.

The Councils main source of sites is the HELAA, which is updated on an annual basis. It is currently being updated at the moment, and will be completed by the autumn.

In order to get a more realistic opinion of the capacity of sites in the district, the information in the HELAA will be taken one stage further and more realistic densities established for the sites (where needed). Whilst the density (and therefore capacity) of each site is included as part of the HELAA, a more realistic density may be identified where it is considered that the suggested density (based on the viability study) is not considered to be suitable. However, it must be acknowledged that the draft NPPF requires better consideration of proposed density in order to ensure that all land is used as efficiently as possible.

The figures will be developed and tested to ensure that they are realistic and achievable in terms of available and deliverable sites using the following criteria:

- Only included sites in or adjacent to towns, village etc. will be identified to ensure accordance with Policy SD SP1a of the ALP 2018.

- Both deliverable and developable SHLAA sites will be considered, with some sites included in the development of estimates where it was considered likely that evidence from landowners/developers/statutory consultees would indicate that constraints may be overcome
- Sites below 5 dwellings will not be considered.

The suitable capacity is then identified for each parish and town using the information from above in order to inform the more realistic capacity of the individual administrative areas established via a detailed local assessment.

Identify significant constraints

The Council has prepared an extensive evidence base as part of the ALP 2018. This includes evidence related to constraints such as landscape and flooding. It is acknowledged that this information may need to be updated, but provides a useful starting point.

The following constraints are identified as those which will prevent development from taking place, and will influence the amount of land available for development:

- Special Protection Areas (SPA)
- Special Areas of Conservation (SAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI)
- Regionally important geological and geomorphological sites
- Flood zone 3b
- Open space
- Ancient woodland
- Sites of Nature Conservation Interest (SNCI),
- Nature reserves,
- Historic parks and gardens, Scheduled Ancient Monuments (SAMs)
- Local Green Space

Infrastructure will also be a key consideration in terms of existing capacity and also the scope/feasibility and viability of enhancing or providing new infrastructure capacity.

Such information will be mapped to assist the identification of sites, whilst also enabling a more realistic site capacity figure to be identified.

Workshop

The Council plan to organise a workshop in September which will enable it to present this methodology in more detail, whilst also reviewing/discussing the content of the stage one proforma. All Town and Parish Councils will be invited to this workshop. This workshop will be useful to start filling the pro forma.

Stage One Outputs

One of the outputs from the stage one work will be a list of sites that can be assessed as part of the Sustainability Appraisal work. This list of sites will provide the starting point for the identification of reasonable alternatives, whilst also forming part of the Habitats Regulations assessment process.

This is a critical stage in the housing distribution methodology and will need Parish/Neighbourhood engagement. The aim will be to undertake this phase of scoping of reasonable alternatives for the

distribution of development/identification of sites with the Parish and Neighbourhood Plan bodies at a further workshop planned to take place in November to coincide with the SA timetable. This will be in association with the consultants undertaking the Sustainability Appraisal.

It is important to note that at the end of this stage of the methodology, certain Town or Parish Council areas may not be allocated a potential housing number. As such, they will be discounted from the remainder of this process. Where areas are to be discounted, justifications will be provided by the district council explaining the reasons behind such a decision.

The remainder of the Town and Parish areas will then be considered under the stage 2 assessments.

Stage 2: Detailed local level Town/Parish assessment and SA/SEA HRA

The stage 2 assessment shall be undertaken by either those Town or Parish Councils who have confirmed that they wish to review their Neighbourhood Development Plan or by Arun District Council for those areas to be covered by the NSS DPD. In this instance, this will be undertaken with the involvement of the relevant Town and Parish Council as they will have local knowledge.

All of the work discussed below will be recorded by way of a stage 2 Settlement Capacity Profile proforma and will entail further SA/SEA and HRA discounting of options. Where there are potential significant effects the Parish Council then undertake further more detailed local SA/SEA of their Neighbourhood Plan options and sites.

A proforma and guidance note will be provided to those Town and Parish Councils preparing the stage two assessment in order to assist them with their work. Parishes may also wish to refer to the Draft PPG toolkit in testing and assessing their indicative housing allocations:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/687239/Draft_planning_practice_guidance.pdf

Character assessment, local capacity and constraints

A detailed assessment of the character and infrastructure issues of the individual Town and Parish areas should be undertaken in order to understand what the characteristics of the areas are like, along with any known constraints which will influence where development could be located within particular settlements and land plots.

The NSS DPD will do this for the Parishes affected by the global housing figure distribution, except where Neighbourhood Plans are being reviewed wholly or in part (as necessary) or newly prepared.

Extant existing local Neighbourhood Plans/policies will shape such an assessment.

Assess issues related to need

As set out under the OAN text above, need is not an overriding factor in determining any local distribution of the global housing figure at the strategic level as it has already been tested through the Local Plan examination. Consultation on national policy (NPPF) indicate that any further proving of local need will not be necessary in order to inform a strategic allocation of a housing figure via the NSS DPD.

However, the issue of need is likely to be an important local factor for Parishes and Neighbourhood Plans when considering the detailed allocation of the distribution of the global housing numbers and whether further disaggregated amongst settlements and communities is required, according to the size, form, tenure and type of housing to be provided. This is also recognised by the draft NPPF/PPG I terms of preparation of Neighbourhood Plans.

Information related to need is available at the district level in the form of the Housing waiting list but may require further updating with bespoke local surveys. Indeed locally commissioned evidence was prepared to support some of the made NDP's. Therefore, in preparing/updating Neighbourhood Plans, Town and Parish Councils which are allocated a housing figure via the NSS DPD methodology should be prepared to undertake/refresh such assessments (or commission consultants to prepare them on their behalf). This will in turn assist the preparation of the NSS DPD.

The Draft NPPF and PPG indicate that Neighbourhood Plans should regard any allocated figure (or indicative) figure to be a minimum and where possible to exceed the requirement, for example through allocating reserve sites for choice and flexibility.

This is an important point because the Inspector examining the Arun Local Plan considers that the 1,250 global figure is "at least" on the basis that allocation DPD's tend to yield more housing. In addition it should also be understood that the Council's 5 year housing land supply (5.3 years at April 2017) is vulnerable and affected by the delivery rates of Strategic Allocations which depend on significant infrastructure with long lead times.

In addition to meeting and exceeding the housing allocation within the chosen Neighbourhood Plan period (which may be over 5, 10 or 15 years), it may also be prudent to identify options for safeguarded land beyond the Neighbourhood Plan period where it is relatively short, and it would be appropriate to do so.

Stage 3: Final assessment

The final stage is to conclude on the outputs of the strategic and local assessment stages outlined above. For each parish, Settlement Capacity Profiles shall be prepared which will set out conclusions for NSS DPD policy, presenting a summary of future development potential. It is proposed that this stage will be shaped by a further workshop with the Parish councils and Neighbourhood Plan bodies in December 2018.

Consultation

The Council's assessment of the potential and capacity for housing development in each parish will be refined through consultation, which will seek the views of parish and town councils, and other key stakeholders on the proposed indicative parish number methodology.

Appendix 1 Option Indicative Distribution

Parish	1,250 split	HELAA Deliverable	50% deliverable	Developable	10% Developable	Total deliverable and developable	parish population	strategic	FINAL FIGURE	Comments
Aldingbourne	63	110	55	251	25.1	361	3820	Yes	70	Provision of infrastructure as part of propose developments allow for more sustainable development.
Aldwick	63	0	0	0	0	0	11280		0	No land supply.
Angmering	63	303	151.5	545	54.5	848	7615	Yes	135	30% reduction due to significant lead time for infrastructure and strategic allocations present.
Arundel	63	0	0	238	23.8	238	3475		50	Land Supply suggests some sustainable growth located here.
Barnham /	63	135	67.5	146	14.6	281	1390	Yes	75	Provision of infrastructure as poart of propose developments allow for more sustainable development.
Eastergate	63	0	0		0		3415	Yes	0	Provision of infrastructure as part of propose developments allow for more sustainable development.
Bersted	63	0	0	0	0	0	8495	Yes	0	Zero figure due to the level of development and infrastructure lead times.
Bognor Regis	63	153	76.5	208	20.8	361	24065		300	The Town is a sustainable location which is considered suitable for development. Development will also assist with the economic regeneration of the town in accordance with the aims of the ALP. No strategic allocation proposed, therefore a 200% increase based on potential land supply.
Climping	63	0	0	67	6.7	67	770	Yes	10	Low figure to reflect the character of the area and proposed allocation and infrastructure lead times.
East Preston	63	0	0	0	0	0	5490		10	Windfall and exceed.
Felpham	63	0	0	0	0	0	9745		10	Windfall and exceed.
Ferring	63	66	33	0	0	66	4480		25	Based on supply issues and the 10% discount.
	63		0		0					
Ford	63	0	0	0	0	0	1690	Yes	0	No figure due to the character of the area, exsiting strategic allocation and infrastructure lead in times.
Kingston	63	48	24	0	0	48	625		24	Low figure character but some potential land supply within the parish.
Littlehampton	63	275	137.5	104	10.4	379	27795	Yes	200	The Town is a sustainable location which is considered suitable for development. Development will also assist with the economic regeneration of the town in accordance with the aims of the ALP. Also a strategic allocation is located with in the parish.
Middleton on Sea	63	144	72	1221	122.1	1365	5075		200	Significant potential and supply but moderate based on character, site availability and significant constraints.
Pagham	63	0	0	124	12.4	124	5490	Yes	10	Existing allocations and significant infrastructure lead in times. Environmental sensitivity.
Rustington	63	13	6.5	7	0.7	20	13885		10	Site provision and windfall exceed.
Walberton	63	412	206	263	26.3	675	2175	Yes	60	The parish has potential land supply, however there is an exsiting allocation and a permission which sugggest a modest figure is established.
Yapton	63	540	270	399	39.9	939	3570	Yes	90	The parish has potential land supply, however there is an exsiting allocation and a permission which sugggest a modest figure is established.
Lyminster & Crossbush/	63	0	0	0	0	0	370		10	Character suggests a low figure, however may be the oppportunity for sustainable development to meet local need.
Poling	63	0	0	0	0	0			10	Character suggests a low figure, however may be the oppportunity for sustainable development to meet local need.
Total		2,199	1,100	3,573	357	5,772			1299	

BOGNOR REGIS TOWN COUNCIL

**PLANNING AND LICENSING COMMITTEE MEETING
28th AUGUST 2018**

AGENDA ITEM 12 - CORRESPONDENCE

FOR INFORMATION

- 1.** WSCC - Latest Planned Roadworks Report dated 8th-22nd August 2018. Emailed to Councillors and shared on Facebook.
- 2.** ADC - Notification that the Ford Neighbourhood Development Plan has successfully passed examination, with Examiner's Report provided. Circulated with Committee Members.
- 3.** Westminster Briefing - Neighbourhood Planning: Policy and Practice event to be held in London on 13th September 2018.
- 4.** WSCC - request for Temporary Traffic Regulation in North Bersted Street, proposed for 10th September 2018 for two weeks.
- 5.** CPRE - Campaigns Update, 11th August 2018.
- 6.** WSCC - Latest Planned Roadworks Report dated 15th-29th August 2018. Emailed to Councillors and shared on Facebook.