

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 2<sup>nd</sup> NOVEMBER 2021.**

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE PLANNING & LICENCING ADVISORY COMMITTEE &  
NEIGHBOURHOOD PLAN COMMITTEE  
on Tuesday 12<sup>th</sup> OCTOBER 2021 at 6.15 p.m.**

**PRESENT:** Councillors: Glen Hewlett, Graham Matthews, Anne Barker, Bob Budd, George Grundy, Paul English, Mary Harvey, Michael Harvey, Ros Kissell, Jaine Wild, Dave Smart & Gloria Moss (Ex Officio)  
Councillor Kevin Watson was also in attendance in the public gallery.

**PL 58. APOLOGIES FOR ABSENCE:**

Councillor Paul English and Councillor Ros Kissell

**PL 59. ABSENCES WITHOUT APOLOGIES:**

There were no absences without apology.

**PL 60. DECLARATIONS OF INTEREST:**

Councillor Bob Budd and Councillor Gloria Moss declared an interest in applications FP/206/21/HH and FP/107/21/HH (owners known to Councillors) and Councillor Michael Harvey and Mary Harvey declared an interest in Caffee Grey – Notice Reference Number 115321 (owners of flats above premises known to councillors).

**PL 61. QUESTION TIME:**

There were no members of the public present, although Cllr Watson was in attendance in the Public Gallery, no questions were received, or comments made.

**PL 62. TO RECEIVE THE MINUTES OF THE PLANNING & LICENSING COMMITTEE AND THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 14<sup>TH</sup> SEPTEMBER 2021:**

The minutes of the meeting held on the 14<sup>th</sup> September 2021 were **APPROVED** as a true and accurate record and these minutes were ratified at the Main Council meeting on the 5th October 2021.

**PL 63. MATTERS ARISING:**

There were no matters arising.

#### PL 64. CORRESPONDENCE:

(i) Members noted that the following applications had been **approved** by Arun District Council since the last meeting:

- FP/167/21/HH - 126 Flansham Lane Felpham PO22 6BB - Two storey side extension.
- FP/169/21/HH - Sand Martins 87 Crossbush Road Felpham PO22 7NA - Single storey rear extension, first floor extension and replacement of existing lean-to utility space with new construction.
- FP/170/21/PL - Land North of Felpham Bognor Regis - Retention of guard rails (chicane) in place of bollards, and the retention of the 1.2 metre high post and rail fencing adjacent to the emergency access gate.
- FP/172/21/T - 25 Lindsey Court Felpham PO22 8JQ - Remove back to fence line 2 No. branches from Ash tree.
- FP/177/21/HH - 5 Eleanor Gardens Felpham PO22 6BP - Erection of single storey side extension, replacement rear conservatory and installation of front and rear rooflights
- FP/176/21/T - 35 Bereweeke Road Felpham PO22 7EG - 1 No. Oak tree - Prune branches as necessary to achieve a maximum of 3m clearance from building. Crown lift (over garden of 35 Bereweeke Road) on West aspect only, to achieve a maximum of 5m overhead clearance
- FP/178/21/T - Junction of Wyke Lane North/Roundle Rd and Roundle Square, o/s 1 & 2 Roundle Avenue and West side of Roundle Square Felpham PO22 8LB - Various works to various trees.
- FP/192/21/PDH - 23 Lindsey Court Felpham PO22 8JQ - Notification under extended permitted development rights for a single storey rear extension measuring 6m from beyond the rear wall of the original dwelling house, with maximum height of 2.76m and eaves height of 2.475m.

(ii) Members noted that there were no applications that had been **refused** by Arun District Council since the last meeting.

(iii) Members noted that the following applications had been **withdrawn** since the last meeting:

**PL 65. LICENCING ACT 2003 – NOTICE REFERENCE NUMBER: 115321 CAFFE GREY –  
OLDCORN BATHROOMS BUILDING IN FELPHAM VILLAGE. 26A FELPHAM RD**

Councillor Glen Hewlett outlined the nature of the application received from Caffe Grey for a Premises Licence under the Licensing Act 2003.

Councillor George Grundy enquired on the exact licensing hours which were confirmed as: Supply of alcohol for consumption on the premises between the hours of 10am and 4pm Mon to Wed, 10am to 11pm Thurs to Sat and 10am to 4pm Sundays with later hours on Bank Holidays and opening to 2.30am on New Year's Eve.

Councillor Dave Smart outlined concerns over car parking as there was no extra capacity outside the premises with poor lighting and vehicles already reversing into the road.

Councillor Bob Budd noted the poor appearance of the current premises and the fact that it had remained closed for a few years. He commented that the free car park would have spaces and that as patrons would be consuming alcohol the need for car parking may be less than anticipated.

Councillor George Grundy and Councillor Jaine Wild voiced concerns over the proposed licensing times. Councillor George Grundy enquired whether the application for extensions to Bank Holidays could be treated as a separate extension. Councillor Glen Hewlett confirmed that the Arun District Council Licensing Committee would consider this matter. Councillor Graham Matthews advised that although there may be concerns over the proximity to local takeaways and cafes, there was no application for a change of use and any objections would need to be on planning issues. He also noted the ventilation that would be required when serving hot food and the affect that this may have on residents in the flats above. Councillor Glen Hewlett advised that under new planning regulations, no change of use application was necessary and that any noise abatement issues would be dealt with by Arun District Council's appropriate departments.

Councillor Anne Barker stated that this would be a positive change for the area with tourists able to use the facilities and the later hours catering for demand. Councillor Gloria Moss confirmed that a similar venture operates very successfully in Rustington.

Councillors voted unanimously in favour of the application.

**PL 66. PLANNING APPLICATIONS:**

<b>FP/198/21/HH</b>	19 Pennyfields Felpham PO22 6BN	Erection of two storey side extension, single storey rear extension and external alterations following the demolition of existing single storey side extensions	No objection
<b>FP/202/21/CLP</b>	18 Pennyfields Felpham PO22 6BN	Lawful development certificate for the proposed demolition of existing lean-to	No objection

		outbuilding and erection of single storey side extension	
<b>FP/206/21/HH</b>	10 Old Manor House Gardens Felpham PO22 8QR	Single storey front porch/garage extension	No objection
<b>FP/208/21/NMA</b>	14 Davenport Road Felpham PO22 7JR	Non material amendment following the grant of FP/113/21/HH to increase structural openings of the windows on the first & second floors on the south elevation & raise second-floor balcony	No objection
<b>FP/209/21/HH</b>	5 Drake Park Felpham PO22 7QG	Erection of single storey rear conservatory	No objection
<b>FP/199/21/T</b>	Land to rear of Flats 1-5 12 Limmer Lane Felpham	Crown Reduction of 1 No. Sycamore tree to height 18m and spread 10m	No Objection - Assessment of Felpham Parish Council Tree Warden: crown reduction seems appropriate, particularly given the position of the tree (e.g. canopy overhang) over the garages (note that one is asbestos) and neighbouring car park. The sycamore is also inhibiting growth of the neighbouring holm oak which is a slower growing specimen, meaning a reduction to the sycamore would avoid possible damage to this tree.
<b>FP/107/21/HH</b>	4 Derwent Grove Felpham PO22 8NE	Erection of front porch	No objection

**PL 67. PLANNING APPLICATIONS RECEIVED AFTER PUBLISHED AGENDA:**

<b>FP/214/21/HH</b>	23 First Avenue Felpham PO22 7LG	Single storey link extension	No objection
<b>FP/218/21/T</b>	28 Outerwyke Road Felpham PO22 8HX	Fell to ground level 1 No. Sycamore tree (T1).	Objection – Assessment of Felpham Parish Council Tree Warden: the proposal to fell this sycamore to ground level seems extreme when other less intrusive, precautionary measures could be carried out in the first instance to help preserve it. My suggestion would be to reduce this sycamore by a third (max) to reduce risk of limbs cracking in high winds, which the homeowner stresses is a key concern - particularly when in full leaf. In terms of the cavity at the base of the tree - regular monitoring should be carried out to ensure it doesn't get worse and lead to weakening of the main trunk.
<b>FP/212/21/HH</b>	9 Ramillies Gardens Felpham PO22 7QH	Installation of front ramp	No objection.

**PL 68. NEIGHBOURHOOD PLAN AND DESIGN GUIDE REVIEW:**

Should councillors have anything to bring up as part of a future review, please raise these in preparation.

**PL 69. BUDGET SETTING**

It was agreed that no budget was required for this committee and that any expenditure eg. Neighbourhood Plan, would come from reserves. Any expenses incurred by the Tree Warden would fall under the Allotments and Open Spaces Committee.

**PL 70. MATTERS OF URGENT PUBLIC IMPORTANCE (with the prior consent of the Chairman):**

Councillor Dave Smart outlined the review of committee remits and invited questions. Councillors commented that the new remits would add clarity and Councillor Glen Hewlett thanked Councillor Smart for his work on this. Councillors unanimously voted in favour of the new remit and it will now be brought to main council for ratification.

Councillor George Grundy expressed concerns over the number of applications that are received after the agenda is published. Councillor Glen Hewlett advised that it is not possible to align the meetings with Arun District Council as decisions are made by individual officers and we generally only have 21 days to comment on an application. It was agreed that applications received after the agenda is published will be shown on screen at the Planning Meeting to allow councillors adequate time to view the applications. Councillor Graham Matthews volunteered to investigate Arun District Council's planning meeting dates and advise councillors accordingly.

Councillor Anne Barker advised that the colour of the yellow paper used for the Planning Committee may not be accessible to all for ease of reading. It was agreed that a paler yellow paper would be sourced once current stocks were depleted.

Councillor Glen Hewlett proposed an item for the next agenda brought by Graham Matthews as a ten-year review of Community Assets including buildings.

**PL 71. BUSINESS AT CHAIRMAN'S DISCRETION:**

None.

**PL 72. DATE OF NEXT MEETING: Tuesday 9<sup>th</sup> November 2021.**

The meeting closed at 7.15 pm

**Signed.....**

**Date.....**