

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL ON 14th MAY 2019.

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE PLANNING & LICENCING ADVISORY COMMITTEE &
NEIGHBOURHOOD PLAN COMMITTEE**

held at **Felpham Community Hall** on **Tuesday 9th April 2019** at 6.15 p.m.

PRESENT: Councillors: Mrs M Harvey, M Harvey, G Matthews, Mrs R Kissell, Miss A Barker,
Mrs G Moss, G Grundy, P English & D Smart.

PL 154. APOLOGIES FOR ABSENCE:

Councillors: Mrs J Wild & G Hewlett.

No other apologies had been received.

PL 155. ABSENCES WITHOUT APOLOGIES:

There were no absences without apology.

PL 156. DECLARATIONS OF INTEREST:

FP/57/19 – Councillor Mrs R Kissell knows the owner.

FP/28/19 – Neighbours of Councillor Mrs R Kissell.

FP/32/19/ - Applicant known to Councillor Mrs G Moss.

There were no other declarations of interest.

PL 157. QUESTION TIME:

There were 5 members of the public present. No issues or questions were raised.

**PL 158. TO RECEIVE THE MINUTES OF THE PLANNING & LICENCE ADVISORY COMMITTEE
AND THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON
12th MARCH 2019:**

The minutes of the meeting held on the 12th March 2019 were **APPROVED** as a true and accurate record and these minutes were ratified at Main Council on 2nd April 2019.

PL 159. MATTERS ARISING:

There were no matters arising.

PL 160. CORRESPONDENCE:

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

- FP/262/18/PL – Land adjacent to The Gun Post, Clyde Road, Felpham PO22 7AH – 4 No. beach huts with sleeping accommodation & 4 No. car parking spaces for use with the Beachcroft Hotel.
- FP/263/18/PL – Timberly, The Ridgeway, Felpham PO22 7JX – Demolition of existing chalet dwelling & erection of replacement dwelling.
- FP/2/19/HH – 20 Flansham Lane, Bognor Regis PO22 6AB – Remove existing timber gates & brick piers, move forward to create wider opening, supply & fit new electric sliding gate with iron frame with timber cedar slates.
- FP/11/19/HH – 39 Limmer Lane, Felpham PO22 7HD – Single storey front extension, side extension and addition of a rear dormer.
- FP/12/19/HH – 12 Summerley Lane, Felpham PO22 7HP – Two storey side extension.
- FP/18/19/HH – 19 Wansford Way, Felpham PO22 7NL – First floor extension to create an ensuite bathroom and small dressing room.
- FP/22/19/HH – 4 Sea Drive, Felpham PO22 7NB – Conversion of the loft space with the provision of a new front facing dormer, roof lights and second floor 'Juliet' balcony to form two new bedrooms and en suite and bathroom facilities.
- FP/24/19/HH – 7 Ivanhoe Place, Felpham PO22 7QN – Single storey side extension including demolition of existing conservatory.
- FP/27/19/HH – 29 Blackthorn Avenue, Felpham PO22 8GA – Single storey rear extension, re-siting of boundary wall & new vehicular access.
- FP/39/19/T – Gateway Lodge, Felpham Road, Felpham PO22 7NS – Various work to various trees.

FPC's comments conformed with ADC's decisions regarding the above

- (ii) Members noted that there was 1 application that had been **refused** by Arun District Council since the last meeting: FP/23/19/HH – 6 Firs Avenue West, Felpham PO22 8PZ
- Roof alterations to provide part new first floor. **FPC had not objected to this application.**
- (iii) Members noted that there were no applications that had been **withdrawn** by the Applicant, since the last meeting:

- (iv) Members had been forwarded an email from Neil Crowther at ADC regarding the planning scheme of delegation. For clarity, the report that accompanied the changes clarified that Major or Minor applications that end in the PL suffix are those that involve the creation of new dwellings or new commercial floorspace. They do not include changes of use. Therefore, not all applications with a PL suffix will go to committee where the Parish/Town Council/Meeting comment is in conflict with the officer recommendation.
- (v) Members noted correspondence received from Kevin Owen – Planning Policy & Conservation Team Leader – ADC – regarding REGULATION 16: NOTICE OF PUBLICATION OF A DRAFT CHARGING SCHEDULE FOR THE ARUN DISTRICT COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL) – for consultation from 21st March 2019 until 5pm on 2nd May 2019. The timetable for the examination and adoption of a charging schedule is set out in the Local Development Scheme adopted by the Council on 9th January 2019 and subsequently uploaded to the Council's web site. Hard copies of Draft Charging Schedule, evidence and response forms can be found at the libraries within Arun District and the reception desks at Bognor Regis Town Hall and the Arun Civic Centre, Littlehampton. They are also available on the council's website:- www.arun.gov.uk/cil
- (vi) Members noted email from Nicola Spencer from ADC regarding a draft of Revised Local Validation Requirements List.

The main changes that are proposed are:

- Bringing the plan/drawing requirements to the front of the list so that they are more prominent.
- Grouping similar requirements together in topic areas eg all flood and drainage requirements are grouped together for ease of reference.
- Amendments to all sections to make the requirements clearer for applicants and removing the requirements which are not deemed necessary in order for the application to be treated as valid.
- Updating references to current legislation, the new adopted local plan policies and ensuring that all links and guidance information are current.

PL 161. AGENDA ITEMS FOR NEXT JWAAC MEETING (19th JUNE 2019):

There were no items put forward for the next JWAAC meeting.

PL 162. PLANNING APPLICATIONS:

Application Number	Address	Planning Application	FPC Decision/Comments
FP/28/19/HH	12 Thirlmere Way, Felpham PO22	Proposed Side Extension.	Objection – insufficient information provided.

	8NQ Grid ref: 495741 100533		
FP/32/19/PL	107 Felpham Way, Felpham PO22 8QB Grid ref: 495833 100238	Conversion of part retail unit & storage area to form 9 No. residential units consisting of 3 No. 1 bed & 6 No. 2 bed dwellings & new access to rear.	<p>Objection – Neighbourhood Plan objections – contrary to policies BT2/BT4/ESD2/ESD6 and EA4. Other objections: -</p> <ul style="list-style-type: none"> • Overlooking of properties in Flax Mean • No parking provision on site • Loss of retail and employment contrary to ADC Local Plan • Out of character with the area • Poor access & egress • No notices put up with regard to the application so that residents in Flax Mean were not aware of the application i.e lack of consultation • Access would not be adequate for vehicles such as emergency vehicles etc.
FP/46/19/PL	28 Sea Drive, Felpham PO22 7NE Grid ref: 496658 99666	Application for variation of condition no 2 imposed on planning reference FP/205/18/HH relating to amended design.	<p>Objection –</p> <ul style="list-style-type: none"> • Rear of adjoining properties overlooked, causing lack of privacy • Overdevelopment of the site • Out of keeping with adjoining properties and street scene

			including frontage "creeping" <ul style="list-style-type: none"> • Less than 1m at second floor level between the property and No 27
FP/55/19/HH	5 Normans Drive, Felpham PO22 8LW Grid ref: 495886 100661	Proposed Ground and First Floor Extensions and alterations (Resubmission).	No objection.
FP/57/19/PL	Ye Old Malt House Restaurant, Waterloo Road, Felpham PO22 7EH Grid ref: 495065 99736	Conversion of existing restaurant (A3 Food & Drink) & flat into 2 No. flats. This application affects the character & appearance of the Felpham Conservation Area.	No objection.
FP/59/19/T	54 Outerwyke Road, Felpham PO22 8NF Grid ref: 495519 100741	Fell 3 No. Monterey Cypress trees and various works to 1 No. Silver Birch tree and 4 No. Monterey Cypress trees.	Tree Warden advises work to go ahead – to be carried out by a professional and experienced Tree Surgeon.
FP/62/19/HH	7 Bursledon Close, Felpham PO22 8HP Grid ref: 95295 00160	Single storey front, side & rear extension.	No objection.
FP/64/19/PL	Mow Cottage, Worms Lane Felpham Grid ref: 496607 101164	Replace burnt down cottage with a similar sized single storey property – This is a Departure from the Development Plan.	No objection.
FP/66/19/HH	45 Downview Road, Felpham PO22 8HH Grid ref: 495109 100454	Single storey rear extension and part single part two storey side extension.	No objection.
FP/67/19/HH	7 Sea Drive, Felpham PO22 7NE Grid ref: 496598 99696	Two storey rear extension including demolition of existing conservatory and single storey extension.	No objection.

PL 163. PLANNING APPLICATIONS RECEIVED AFTER PUBLISHED AGENDA:

- **FP/70/19/PL** – 19 Rife Way, Felpham PO22 7BN – Grid ref: 494570 99766 – Change of use of 2 No. flats into 1 No. dwelling house. **FPC – No objection.**
- **FP/74/19/HH** – 8 Ferring Gardens, Felpham PO22 8HW – Grid ref: 495182 100420 – Single storey extension to existing conservatory and replacement of existing conservatory roof. **FPC – No objection.**

There were no other applications received after the published agenda.

PL 164. Neighbourhood Plan and Design Guide Review:

Now the initial public consultation had been completed (the results of which had been circulated to Councillors, prior to the meeting), the Council's Neighbourhood Plan Advisor had made the following report to the Council:

"Report to : Felpham Parish Council
Title of Report : Felpham Neighbourhood Plan
Purpose of Report : Update for the Planning Licensing and NP Committee
Date of Report: April 2019

1 Introduction

1.1 The NP survey period has ended and there are 34 responses. 4 were received as a result of the use of social media and 30 via the website.

1.2 None of the questions received an overall negative response. Many comments were made, some of which relate directly to the NP, but mostly they are Community Aspirations and need to be channeled through that process.

2 Next steps

2.1 The Plan will be updated to reflect any relevant comments none of which are of such significance that they require Council ratification.

2.2 The Plan will then proceed to consultation under Regulation 14. This requires a full copy to be submitted to the LPA as well as to a list of statutory consultees such as English Heritage and a local list such as adjoining parishes and local clubs and groups.

2.3 The consultation lasts for a statutory 6 weeks after which the Plan will be reviewed again and any suggested changes made. Throughout this period the Plan will be advertised on the website and through social media.

2.4 The Plan will then return to the Planning Licensing and NP Committee for their final approval before proceeding to the next statutory consultation period at Reg 15.

3 Possible Timetable

3.1 Reg 14 consultation period - 15th April to 26th April 2019.

3.2 21st May 2019 - amended Plan submitted to Planning Licensing and NP Committee for agreement and recommendation to Full Council.

- 3.3 4th June - Full Council ratification and agreement to submit at Reg 15.
- 3.4 Reg 15 Consultation - approx 17th June to 28th July (this is dependent upon ADC).
- 3.5 Possible Examination during August and if needed Referendum in October (this is dependent upon ADC).

PL 165. MATTERS OF URGENT PUBLIC IMPORTANCE (with the prior consent of the Chairman):

The Clerk was requested to contact ADC with regard to the recently erected railings on the western greensward of the Felpham seafront and the lack of consultation / information on this.

There were no further matters of urgent public importance.

PL 166. BUSINESS AT CHAIRMAN'S DISCRETION:

There was no business at the Chairman's discretion.

PL 167. DATE OF NEXT MEETING: 21st May 2019 at 6:15pm

The meeting closed at 7.32pm

Signed.....

Date.....