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## CABINET AGENDA

**Membership:** Councillor Cheshire (Chairman)

Councillors Bains, Pike, Briggs, Guest, Turner and Wilson

**Meeting:** Cabinet

**Date:** Wednesday 28 June 2017

**Time:** 2.00 pm

**Venue:** Hollybank Room, Public Service Plaza, Civic Centre Road,  
Havant, Hants PO9 2AX

The business to be transacted is set out below:

Nick Leach  
Monitoring Officer

20 June 2017

Contact Officer: Penny Milne 02392446234  
Email: [penny.milne@havant.gov.uk](mailto:penny.milne@havant.gov.uk)

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### PART 1 (Items open for public attendance)

**1 Apologies for Absence**

To receive and record any apologies for absence.

**2 Minutes**

1 - 4

To confirm the minutes of the last meeting held on 17 May 2017.

**3 Matters Arising**

To consider any matters arising from the minutes of the last meeting.

<b>4</b>	<b>Declarations of Interests</b>	
<b>5</b>	<b>Chairman's Report</b>	
<b>6</b>	<b>Cabinet Lead Delegated Decisions, Minutes from Meetings etc.</b>	<b>5 - 24</b>

The Cabinet to note the following decisions taken under the scheme of delegations to Cabinet Leads:

(1) South Hayling Beach Management Plan

(2) Purchase of Vehicles for Neighbourhood Quality Service

<b>7</b>	<b>Appointment of Panels</b>	<b>25 - 26</b>
<b>8</b>	<b>Recommendations from the Scrutiny Board</b>	
<b>8a</b>	<b>Review of Safer Havant Partnership Troubled Families</b>	<b>27 - 34</b>
<b>8b</b>	<b>Review of Beach Huts</b> This item has been withdrawn.	

### **Leader of the Council and Cabinet Lead for Corporate Strategy, Finance and Devolution**

<b>9</b>	<b>Corporate Strategy Update - 2017- 2022</b>	
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Report to follow.

<b>10</b>	<b>Financial Outturn 2016/17</b>	
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Report to follow.

### **Cabinet Lead for Economy, Planning and Development and Prosperity Havant**

<b>11</b>	<b>Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document</b>	<b>35 - 102</b>
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### **PART 2 (Confidential items - closed to the public)**

None.

## **GENERAL INFORMATION**

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# Havant

## BOROUGH COUNCIL

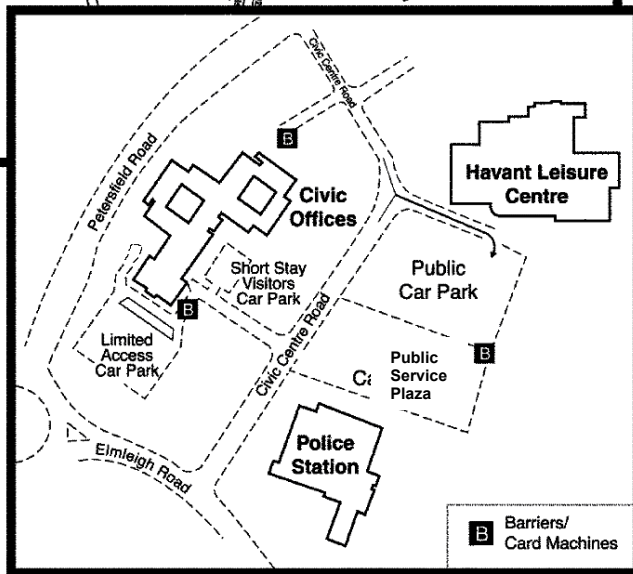
### PROTOCOL AT MEETINGS – RULES OF DEBATE

#### Rules of Debate

- Councillors must always address each other as “Councillor ...” and must always address the meeting through the Chairman;
- A motion must relate to the business included on the agenda or accepted by the meeting as urgent business
- A motion must be proposed and seconded before it is debated until it is either accepted or rejected by a vote;
- An amendment can be proposed to the original motion and this must be seconded before it is debated;
- An amendment cannot be considered if it is inconsistent with an amendment previously adopted or repeats an amendment previously rejected;
- The mover of an original motion may, with the consent of the mover of an amendment, incorporate an amendment into the motion;
- Only one amendment may be moved at a time. No further amendments can be moved until the previous amendment has been dealt with;
- Each amendment must be voted on separately;
- If an amendment is carried, the amended motion becomes the substantive motion to which further amendments may be moved;
- If an amendment is lost, other amendments may be moved to the original motion.
- The mover may withdraw an amendment at any time
- After an amendment has been carried, the Chairman will read out the amended (substantive) motion, before accepting any further amendment, or if there are none, put it to the vote.

#### Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Chairman;
- Councillors may not vote unless they are present for the full duration of the item;
- Where there is an equality of votes, the Chairman may exercise a second (casting) vote;
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A recorded vote will always be taken in respect of approval of the Annual Budget
- Councillors may not vote unless they are in the meeting for the full debate on any particular item
- A Councillor may request that his/her vote be recorded in the minutes



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## HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 17 May 2017

Present

Councillor Cheshire (Chairman)

Councillors Bains, Pike, Briggs, Guest and Wilson

### **1 Apologies for Absence**

Apologies were received from Councillor Turner.

### **2 Minutes**

The minutes of the meeting of the Cabinet held on 15 March 2017 were approved as a correct record.

### **3 Matters Arising**

There were no matters arising.

### **4 Declarations of Interests**

There were no matters arising.

### **5 Chairman's Report**

The Chairman gave an update on Councillor Turner's progress following her recent surgery and, on behalf of the Cabinet, wished her a full and speedy recovery.

### **6 Cabinet Lead Delegated Decisions, Minutes from Meetings etc.**

RESOLVED that the following be noted:

- (1) Minutes of the meeting of the Portchester Crematorium Joint Committee held on 20 March 2017; and
- (2) Delegated decision – Forest End and Rockville Drive Traffic Regulation Order.

### **7 Appointments to Outside Organisations**

Councillor Cheshire presented a report and schedule setting out the appointment of Council representatives on the various outside organisations. In accepting a delegation from Cabinet to finalise outstanding appointments, the Leader undertook to monitor the ability of individual Councillors to undertake additional responsibilities and appoint deputies as needed.

RESOLVED that

(1) Members be appointed to represent the Council on those outside organisations set out in Appendix A to the report; attendance at meetings of the organisations concerned to qualify as an approved duty and all appointments to have effect until the first meeting of the Cabinet in the 2018/19 municipal year;

(2) that Councillor Mrs Gwen Blackett be appointed as Council Lead for Representation on Outside Organisations for the 2017/18 municipal year, with the following roles and responsibilities:

“To oversee and take an active and informed role in the management of the Council’s appointments to outside organisations; the role to include monitoring the receipt of agendas and minutes of meetings; monitoring Councillors’ attendance at meetings and collating feedback from Councillors representing the Council on Outside Organisations and to report back to Cabinet as appropriate.”; and

(3) authority be delegated to the Leader of the Council to vary or finalise and confirm any outstanding appointments.

## **8 Exclusion of the Press and Public**

RESOLVED that the press and the public be excluded from the meeting during the consideration of the following item as:-

- (i) it was likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information as specified in paragraph 3 of Part I of Schedule 12A (as amended) to the Local Government Act 1972; and
- (ii) in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The report to be considered was exempt under Paragraph 3 – Information relating to the financial affairs or business affairs of any particular person (including the Authority holding that information).

## **9 Delegated Decisions (Exempt)**

*(This item was taken in camera)*

RESOLVED that the following exempt delegated decision be noted:



(1) One Public Estate Feasibility Study.

**The meeting commenced at 2.00 pm and concluded at 2.10 pm**

.....

**Chairman**

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## Havant Borough Council Record of Decision

### Non Key Decision

1. **TITLE:** South Hayling Beach Management Plan (2017 - 2022)

2. **PURPOSE OF DECISION**

The Cabinet Lead approves the recommendations of the new South Hayling Island Beach Management Plan (2017 - 2022).

3. **DECISION MADE BY:** Cabinet Lead for Economy, Planning, Development and Prosperity Havant

4. **DECISION:**

That:

- 1) The Cabinet Lead approves the findings and recommendations from the South Hayling Island Beach Management Plan to implement a 5 year programme of sustainable beach management activities that manage coastal flood and erosion risk to the South Hayling Island beach frontage for the period 2017/18 to 2021/22, subject to securing the funding from the Environment Agency.
- 2) The Cabinet Lead instructs the Director of Operations to submit an Application for Funding (FCERM2) to the Environment Agency under the Land Drainage Act (1991) for £3.3 million of Flood Defence Grant in Aid to fund the 5 year South Hayling Island Beach Management Plan programme. This is at no cost to Havant Borough Council.

5. **DOCUMENT CONSIDERED:** Report

Decision Status	Date of Decision Made	Call In Expiry Date
For Determination	16 May 2017	23 May 2017

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# HAVANT BOROUGH COUNCIL

## Delegated Decision by Cabinet Lead

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**Decision By: Cllr Guest – Cabinet Lead for Economy, Planning and the Built Environment.**

**Issue Title: South Hayling Beach Management Plan (2017 – 2022)**

**Report by: Samantha Cope**

**Key Decision: Yes**

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### **1.0 Purpose of Report**

1.1 That Cabinet adopts the recommendations of the new South Hayling Island Beach Management Plan (2017 - 2022).

### **2.0 Decision Required**

2.1 That:

- 1) The Cabinet Lead approves the findings and recommendations from the South Hayling Island Beach Management Plan to implement a 5 year programme of sustainable beach management activities that manage coastal flood and erosion risk to the South Hayling Island beach frontage for the period 2017/18 to 2021/22, subject to securing the funding from the Environment Agency.
- 2) The Cabinet Lead instructs the Director of Operations to submit an Application for Funding (FCERM2) to the Environment Agency under the Land Drainage Act (1991) for £3.3 million of Flood Defence Grant in Aid to fund the 5 year South Hayling Island Beach Management Plan programme. This is at no cost to Havant Borough Council.

### **3.0 Summary**

3.1 In 1985 the first Hayling Island Beach Replenishment Scheme was implemented to protect the Eastoke residents from coastal flood and erosion risk. Over 1500 homes and 170 commercial properties are currently at risk of coastal flooding and erosion on the Eastoke Peninsula. The Eastoke Point Sectoral Strategy Study (2006) recommends Beach Management as the preferred option for delivering coastal flood and erosion risk management to a 1 in 200 year return period safe standard of protection. The North Solent Shoreline Management

Plan which was approved in 2010, also recommends a policy of 'Hold the Line' for the whole of the South Hayling Island coastline.

- 3.2 The South Hayling Beach Management Plan (BMP) has now been prepared to identify a clear strategy and programme to delivering a robust and sustainable beach management approach along the Hayling open coast (Black Point Spit to The Ferryboat Inn) over the next five years.
- 3.3 Officers submitted an Outline Business Case to the Environment Agency on the 20<sup>th</sup> January 2017 requesting £3.3 million of Flood Defence Grant in Aid funding. Technical approval from the Environment Agency's National Project Assurance Board (NPAB) was received on the 27<sup>th</sup> February 2017 and confirmation of grant funding was received on the 6<sup>th</sup> April 2017. Once the Application for Funding (FCERM2) is submitted, Havant Borough Council can claim the funding.

#### **4.0 Subject of Report**

##### **BEACH MANAGEMENT PLAN OBJECTIVES**

- 4.1 The key technical objectives of the South Hayling BMP are as follows:
- Reduce the risk of coastal flooding to 1,555 households and 170 commercial properties from wave overtopping.
  - Provide a defence against a 1 in 200 year storm event
  - Provide a scheme which is adaptable to sea level rise and climate change
  - Work with natural coastal processes to maintain movement of material along the frontage
- 4.2 The key environmental objectives are as follows:
- Avoid damage to human health in the form of danger to life during flooding and adverse impact following flooding
  - Where appropriate enhance the human environment (Human Health, Population and continued Flood and Coastal Erosion Risk Management)
  - Maintain the amenity value of the beach over the whole frontage for both the local population and the holidaymakers who visit the area
  - Protect and where possible enhance biodiversity (Flora and Fauna), water quality, existing infrastructure (Material Assets), cultural heritage features (Cultural Heritage) and landscape character / visual amenity (Landscape)
  - Minimise disturbance to the community and natural environment through construction activities.

The BMP aims to identify how to deliver the above objectives in the most cost effective and environmentally acceptable manner with the minimum of disruption to the public and the environment.

##### **Key Recommendations**

- 4.3 ***The preferred option for maintaining the Eastoke nourished frontage is Beach Recycling from the open beach. This includes bringing material back into the system from the Chichester Harbour approach channel as***

**well as a new source of material at Gunner Point, pending landowner agreement and planning approval.** Where additional material is required, it will be sourced through recharge from offshore licenced aggregate sites. Small quantities of recharge will be brought in by road, whilst larger quantities of recharge will be dredged and rainbowed ashore.

- 4.4 **The overall cost of the BMP operations is £3.3 million over 5 years.** This figure includes the full cost of the recycling and recharge operations and the associated monitoring, analysis & reporting. It is anticipated that the full cost of the beach management operations, including staff costs, will be funded by Flood Defence Grant in Aid.
- 4.5 **The Beach Management Activities are programmed for March each year with campaigns in September where necessary.** Ongoing monitoring of beach levels is carried out throughout the year to inform the ongoing beach management activities.
- 4.6 **Appropriate trigger levels for emergency works are identified in the BMP.** A rapid and sustained reduction in beach levels due to extreme conditions will require emergency works to re-establish an acceptable standard of protection. Any additional funding required due to emergency works will be sought from Flood Defence Grant in Aid.
- 4.7 It is proposed to continue to let annual contracts for land based beach recycling and recharge by road and to tender for a further 5 year term dredging contract in accordance with Havant Borough Council Standing Orders and Financial Regulations.

## 5.0 Implications

### 5.1 Resources:

- 5.1.1 All staff costs will be covered by this capital grant so there will be no net increase in revenue expenditure. Capital grant for the BMP is allocated on the Environment Agency's Medium Term capital Programme which will allow, subject to the availability of capital grant, the Eastern Solent Coastal Partnership to claim for all grant eligible costs upon approval of the BMP business case as indicated by the spend profile below (Table 5.1).

**Table 5.1: Summary of projected spend profile (inc inflation and contingency)**

Annualised funding needs (£k)	Yr 1 2017 /18	Yr 2 2018 /19	Yr 3 2019 /20	Yr 4 2020 /21	Yr 5 2021 /22	Total
Grant in Aid	953	563	677	563	571	3,327

### 5.2 Legal:

- 5.2.1 There are no known legal implications of adopting the South Hayling Beach Management Plan. The BMP replaces a previous version produced in 2012, and recommends a continuation of the existing programme of works. Any works are

carried out under the Land Drainage Act 1991, where Havant Borough Council have permissive powers to act in the public interest; doing so only when there is:

- a clear economic benefit;
- an appropriate engineering solution can be achieved; and,
- no contravention of environmental legislation.

The planning application for the 2012 Beach Management Plan is in place until 2019. While current beach management practices can continue under the current consents, a new planning application and Marine Licence have been submitted to cover the whole south side of Hayling Island. This will open up a new source of material at Gunner Point, pending agreement from the landowner prior to extraction.

### 5.3 Strategy:

5.3.1 The Beach Management Plan is in line with the Havant Borough Council Core Strategy, "Caring for our Borough". As mentioned in Section 3.1, the Eastoke Point Sectoral Strategy Study (2006) recommends Beach Management as the preferred option and the North Solent Shoreline Management Plan (2010) also recommends a policy of 'Hold the Line' for the whole of the South Hayling Island coastline.

### 5.4 Risks:

5.4.1 The works proposed as part of the Beach Management Plan are a continuation of existing practices, therefore the risks are well known and have been compiled into a Risk Register for the project. Measures have been put in place to manage and mitigate these and an Environmental Impact Assessment has been submitted as part of the planning application.

### 5.5 Communications:

5.5.1 A communications plan, including strategies for managing communications / public relations, has been produced for the BMP. This will be a live document that will be maintained over the five year period.

### 5.6 For the Community:

5.6.1 The project will deliver direct benefits to 1,555 households and 170 commercial properties for the community on Eastoke Peninsula by reducing flood and coastal erosion risk.

5.7 The Integrated Impact Assessment has been completed and concluded the following:

5.7.1 The Beach Management Plan has been in operation since 1992 and has evolved to produce the most technically, economically and environmentally sustainable solution. In doing so, the plan works with nature and potential climate change impacts by promoting a 'soft engineering' solution, using the beach as the main form of coastal defence to reduce the risk of flooding and erosion to the properties at Eastoke. In doing so, this supports the amenity value of the area



and sustains economic development. Operationally, this 5 year phase of the BMP will focus on recycling material from the open beach back to Eastoke, supplementing with recharge, thereby supporting environmental and sustainability issues.

#### 5.7.2 Other conclusions from the Integrated Impact Assessment:

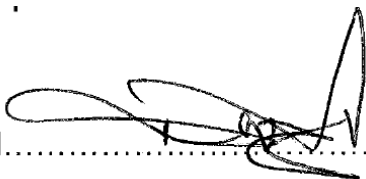
- Positive impacts for the health and well being for the local community in flood defence and beach access
- Positive impacts in retaining access to local shops and facilities
- Diversions have been assessed to ensure they are the safest most accessible routes whilst the beach is closed.
- Equality policies will be required by all contractors
- In-house staff will undertake mandatory e-learning Course on Equality and Diversity
- Customers will be fully informed of works in a timely fashion
- There will be an opportunity for the local community to be involved with beach cleaning activities
- There will be reduced erosion and flood risk to any new development over the life of the Beach Management Plan
- Positive impact on improving/supporting local education, training/ work experience opportunities
- Safeguarding children and vulnerable adults policy will be required by all contractors
- An assessment of the Eastern Solent Coastal Partnership website accessibility has been identified as an action from this assessment and is currently underway.

5.7.3 The proposed works will comply with the latest CDM Health and Safety regulations. This will address any potential health and safety implications for the general public as well as for those people directly involved in the works.

## 6.0 Consultation

6.1 Key statutory consultees, such as the Environment Agency, Natural England and the Marine Management Organisation, as well as other interested parties and landowners have been consulted during preparation of the BMP. The BMP Communications Plan identifies all of the consultation carried out during the preparation of the BMP report and also proposed for each element of the ongoing operations.

Agreed.....



Councillor David Guest

Date 16<sup>th</sup> May 2017

## **Appendices:**

**Appendix A - Cabinet Lead Briefing note (2017):** Outlining a short summary of the South Hayling Beach Management Plan (2017) with diagrams of the location and extent of the works.

## **Background Papers:**

South Hayling Beach Management Plan (2017)  
South Hayling Beach Management Plan Outline Business Case (2017)  
North Solent Shoreline Management Plan (2010)  
Eastoke Sectoral Strategy (2006)

## **Signed off by:**

Legal Services: (1<sup>st</sup> March 2017) Nick Leach approved.  
Head of Service: (11<sup>th</sup> April 2017) Lyall Cairns approved.  
Estates: (22<sup>nd</sup> February 2017) Dina Pink approved.  
Finance: (24<sup>th</sup> February 2017) Al Tottle and Craig Smith approved.

**Contact Officer: Samantha Cope**  
**Job Title: ESCP Operations – Research Team Leader**  
**Telephone: 023 92 446381**  
**E-Mail: [sam.cope@havant.gov.uk](mailto:sam.cope@havant.gov.uk)**



# **APPENDIX A: SOUTH HAYLING BEACH MANAGEMENT PLAN**

**BRIEFING NOTE – May 2017**

**Lead Officer: Samantha Cope**



# South Hayling BMP – Project Overview

## Background to Beach Management Plans

A Beach Management Plan (BMP) is an important reference document containing all the relevant information about the beach in question and defining a detailed approach to achieve the agreed management policies. The objectives of the BMP are normally defined in an appropriate Strategy or Shoreline Management Plan, and include reducing the risk of flooding or erosion in conjunction with improving the natural environment. A BMP is a pre-requisite for obtaining Flood Defence Grant in Aid from the Environment Agency for ongoing beach management works to deliver flood and coastal erosion protection.

## South Hayling Beach Management Plan

The North Solent Shoreline Management Plan (2010) identifies a policy of Hold the Line for the entire Hayling open coast. The Eastoke Sectoral Strategy Study (2006) identifies Beach Management as the preferred option for delivering flood and erosion protection to a 1 in 200 year standard of protection. The current South Hayling BMP (2012-2017) has successfully managed flood and erosion risk through Beach Management Activities over the past 5 years (Plates 1-4). This note sets out the approach for delivering the next South Hayling BMP (2017-2022) (Figure 1).

The BMP covers maintenance, monitoring and emergency works to maintain the beach to an adequate standard of protection along the Eastoke southern frontage. The BMP is based on the methods and techniques developed and employed by HBC since the 1985 Beach Replenishment operation. These include beach recycling (moving beach material from areas of accretion to areas of erosion) and recharge via road import or a dredge. Following negotiations with Hayling Golf Club, Gunner Point will become a new source of beach material pending endorsement on quantities of material prior to extraction and planning approval (Figure 2).

The planning application for the existing BMP (2012-2017) is in place until 2019. However we have taken the opportunity to extend this to cover the whole south side of Hayling Island, including Gunner Point (Figure 3). A Marine Licence is also being applied for, to include the same area. While current beach management practices can continue under the current consents, the new planning application and Marine Licence will allow greater flexibility.

## Programme for Delivery

The ESCP developed the BMP in-house which included preparing and submitting an Outline Business Case to the Environment Agency on the 20<sup>th</sup> January 2017 for approval by their National Project Assurance Board (NPAB). The Outline Business Case applied for £3.3 million of funding over the next 5 years including provision for beach management activities, HBC staff and study costs. The costs will be fully funded by Flood Defence Grant in Aid at no cost to HBC. Technical approval from the Environment Agency's National Project Assurance Board (NPAB) was received on the 27th February 2017 and confirmation of grant funding was received on the 6<sup>th</sup> April 2017. Once the Application for Funding (FCERM2) is submitted, Havant Borough Council can claim the funding.



Plate 1: Storm damage to properties behind the seawall, December 1978



Plate 2: Wave overtopping adjacent to Creek Road car park, pre Beach Replenishment 1985



Plate 3: An excavator on site at Hayling



Plate 4: Trucks transporting material on site



Figure 1: Location of South Hayling Island Beach Management Plan

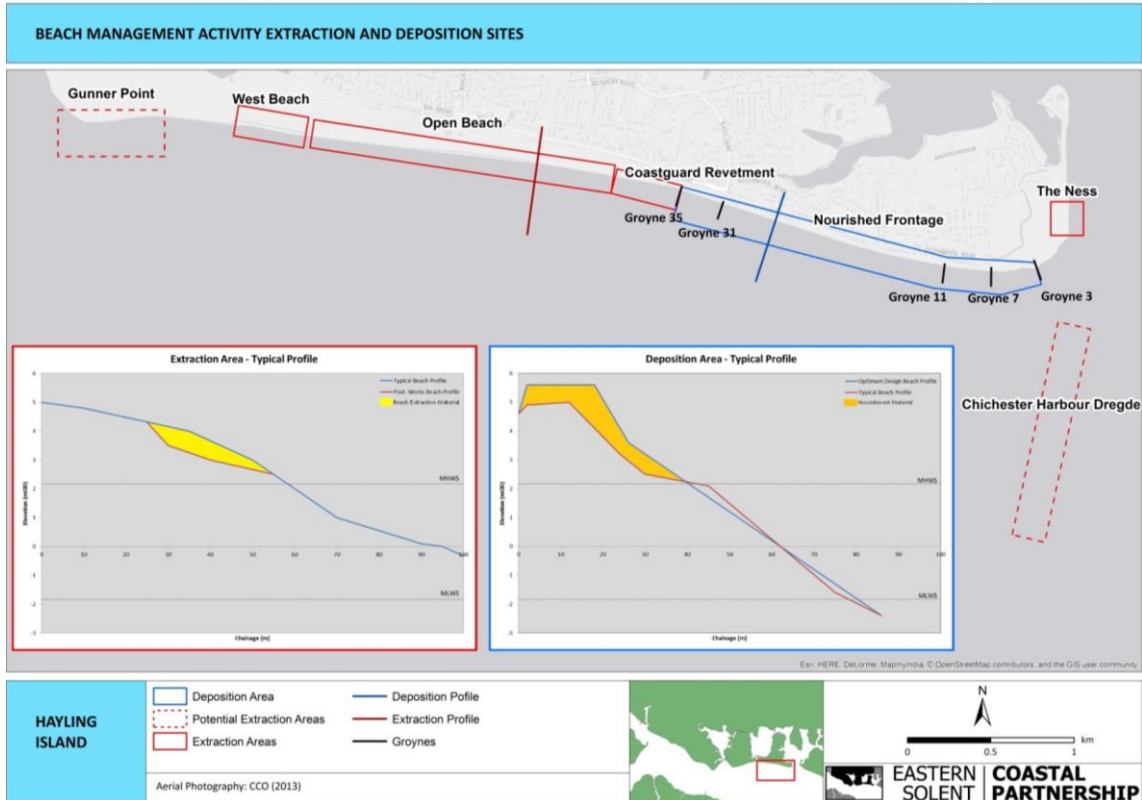


Figure 2: Extraction and deposition areas for the Beach Management Plan

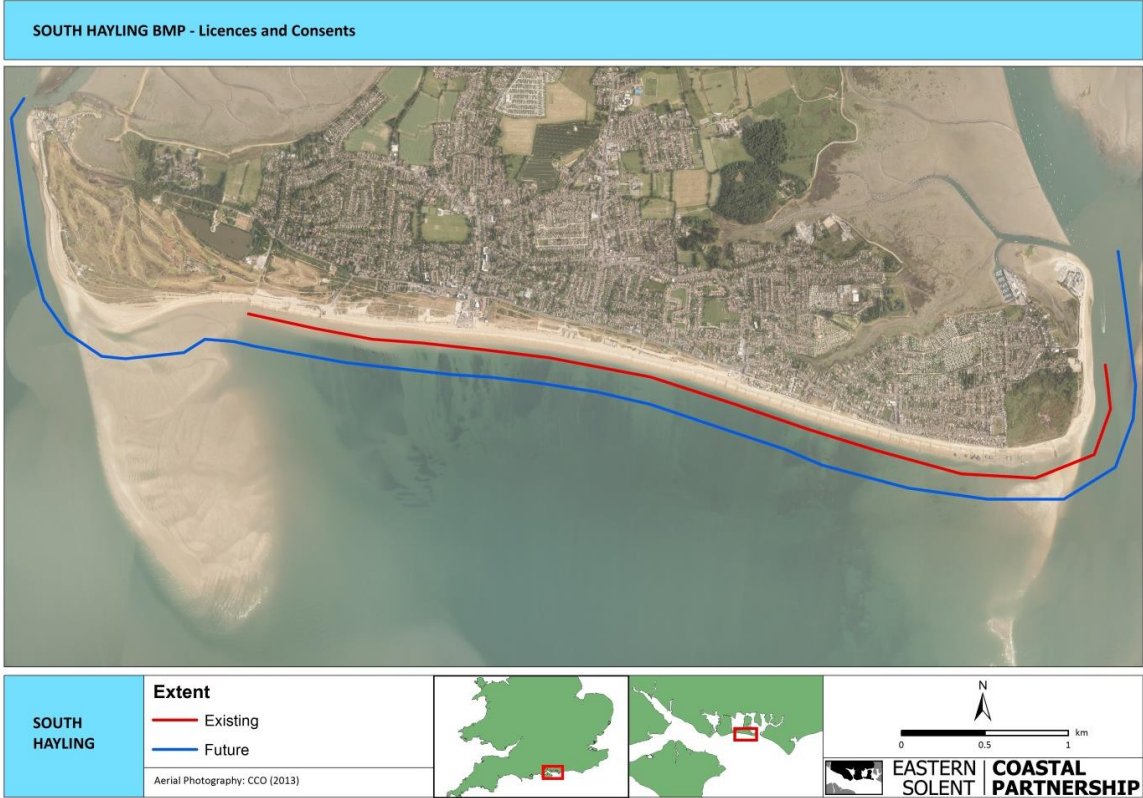


Figure 3: Extension of 2019 planning permission to cover whole sediment cell



**Havant Borough Council  
Record of Decision**

<b>Non Key Decision</b>
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1. **TITLE:** The purchase of replacement vehicles for the Neighbourhood Quality service

2. **PURPOSE OF DECISION**

To seek authority to replace three end of life vehicles with two new vehicles to be utilised by Neighbourhood Quality officers in providing a uniformed response to community issues.

3. **DECISION MADE BY:** Deputy Leader and Cabinet Lead for Operations, Environmental Services and NORSE

4. **DECISION:**

That the Head of Neighbourhood Support be authorised to initiate the purchase of two new vehicles to replace three end of life vehicles from the budgetary provision set aside at Full Council on 22 February 2017.

5. **DOCUMENT CONSIDERED:** Report

<b>Decision Status</b>	<b>Date of Decision Made</b>	<b>Call In Expiry Date</b>
For Determination	09 May 2017	16 May 2017

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## **HAVANT BOROUGH COUNCIL**

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### **The purchase of replacement vehicles for the Neighbourhood Quality service.**

**Report by Neighbourhood Development Team Leader**

#### **FOR DECISION**

**Cabinet Lead (HBC).....Councillor Tony Briggs**

**Key Decision: No**

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#### **1.0 Purpose of Report**

1.1 To seek authority to replace three end of life vehicles with two new vehicles to be utilised by Neighbourhood Quality officers in providing a uniformed response to community issues.

#### **2.0 Recommendation**

2.1 That the Head of Neighbourhood Support be authorised to initiate the purchase of two new vehicles to replace three end of life vehicles from the budgetary provision set aside at Full Council on 22 February 2017.

#### **3.0 Summary**

3.1 The Neighbourhood Quality service has undergone a service review which identified efficiencies including a rationalisation of the fleet from four to three liveried vehicles.

3.2 The vehicles are key to the delivery of flexible services in line with Neighbourhood Quality priorities.

3.3 The vehicles also provide a mobile platform to promote HBC priority areas and are a clear visible response to community concerns over Neighbourhood Quality issues.

3.4 The vehicles are also key to the delivery of support to areas during civil emergency

#### **4.0 Subject of Report**

4.1 The vehicles have been assessed by NORSE engineers and the following was recommended

## NON EXEMPT

*“We recently carried a Fleet review Quality Ranger Team vehicles (Plant 13,26 , 130 & 131) Outcome of review was that:*

- It was recommended that Plant 13 – HV58 ZYW is send to auction with no replacement in Winter 2016/17 – this has been done*
- Plant 130 – YB06 SVU recommend replacement in 2016/17 at estimated cost of £11,500.00 based over 7 years life (Estimated Capital £1,645.00 per year)*
- Plant 131 – YB06 SVW recommend replacement in 2016/17 at estimated cost of £11,500.00 based over 7 years life (Estimated Capital £1,645.00 per year)*
- Plant 26 – LG10 ACU to remain on fleet and review condition in autumn 2017*

*Both Plant 130 & Plant 131 are now at the end of life, and if any major components failures happen on these vehicles in the short term whilst considering replacements or decision not to replace in the recommended time scale would mean greater running cost and would not be cost effective to continue”*

### **5.0 Implications**

5.1 **Resources:** The cost of £23,000 was introduced and agreed subject to a business case at Council on the 22<sup>nd</sup> February 2017

5.2 **Legal:** No legal implications

5.3 **Strategy:** To provide “flexibility in delivering public services”

5.4 **Risks:** (Environmental, Health & Safety and Customer Access Impact Assessment)

5.5 **Communications:** The new vehicles provide a mobile platform to promote HBC in the community.

5.6 **For the Community:** The vehicles also provide a mobile platform to promote HBC priority areas and are a clear visible response to community concerns over Neighbourhood Quality issues.

5.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:** N/A

6.0 **Consultation:** n/a

**Appendices:** n/a

**Background Papers:** n/a

NON EXEMPT

**Agreed and signed off by:**

Head of Legal Services:..... Nick Leach (8<sup>th</sup> May 2017)  
Head of Finance: .....Craig Smith (25<sup>th</sup> April 2017)  
Relevant Head of Service: ..... Natalie Meagher (21<sup>st</sup> April 2017)  
Cabinet Lead (HBC)..... Tony Briggs (12<sup>th</sup> April 2017)

**Contact Officer: Tim Pointer**  
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**Telephone: 02392 446606**  
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## HAVANT BOROUGH COUNCIL

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**CABINET**

**28 June 2017**

### **APPOINTMENT OF PANELS**

**Report of Democratic Services Team Leader**

**Key Decision: No**

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#### **1.0 Purpose of Report**

1.1 To inform the Cabinet of the Panels that will be required during 2017/2018 and to appoint members to them as appropriate.

#### **2.0 Recommendation**

The Cabinet appoints the following Panels:

Panel	Membership
<b>Councillor Development Panel</b>	Cllr Wilson (Chairman) Cllr Branson (Vice Chairman) Cllr Lloyd Cllr Perry Cllr G Shimbart Cllr Francis Cllr Ponsonby Cllr Bowerman
<b>Coastal Defence Panel</b>	Cllr Guest (chairman) Cllr Branson Cllr K Smith
<b>Local Plan Panel</b>	All Councillors appointed to the Development Management Committee (Including Standing Deputies) All Scrutiny Board Members

#### **3.0 Summary**

3.1 Panels are needed from time to time throughout the Municipal Year to work on various projects and report back to parent Committees with any recommendations.

#### **4.0 Subject of Report**

4.1 Consultation has been undertaken with officer colleagues to ensure that only the required Panels are appointed to. To this end, the list set out below contains groups which will be required throughout the Municipal Year.

- 4.2 **Coastal Defence Panel** – still required by the Coastal Defence Team to inform and discuss with members coastal issues and ideas.
- 4.3 **Local Plan Panel** – The Planning Policy team requires the panel to contribute to the design and implementation of the Local Plan 2036 in order to enable members to guide the allocations process.
- 4.4 **The Councillor Development Panel** – To take the lead on Havant Borough Council's bid for accreditation with South East Employer's Charter for Elected Member Development.

## 5.0 Implications

5.1 Resources: None

5.2 Legal: None

5.3 Strategy: It is essential that the Council has input and considers matters of importance in a timely fashion. The panels enable thorough consideration of such matters.

5.4 Risks: Proper consideration of matters before the panels will ensure that adverse risk is minimised by allowing time to consider a range of options.

5.5 Communications: None

5.6 For the Community: None

Appendices: None.

Background Papers: Files held in Democratic Services

**Contact Officer:** Penny Milne  
**Job Title:** Democratic Services Team Leader  
**Telephone:** 02392 446234  
**E-Mail:** penny.milne@havant.gov.uk



## HAVANT BOROUGH COUNCIL

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CABINET

28 June 2017

### **Review of Safer Havant Partnership – Troubled Families Programme**

Report by: Scrutiny Board

For recommendation

Key decision: no

Portfolio and Cabinet Lead: Councillor Leah Turner

---

#### **1.0 Purpose of the Report**

1.1 At its meeting held on 4 April 2017, the Scrutiny Board considered a report (Appendix A) from the Crime and Disorder Panel, setting out its findings and recommendations following a review of the effectiveness of Safer Havant Partnership with regard to the Troubled Families Programme.

1.2 The Scrutiny Board endorsed the recommendations set out in the report.

#### **2.0 Recommendations**

2.1 It is recommended to Cabinet that:

2.1.1 Hampshire County Council be requested to relax the scheduled timescales for working with families within the Troubled Families Programme to allow for full support to be given;

2.1.2 Hampshire County Council be requested to extend the length of grant funding to be given over a three-year period to allow for long-term planning and resource allocation;

2.1.3 the Department of Work and Pensions be requested to allow for the access of data for agencies within the Troubled Families Programme; (d) the Leader of the Council be requested to seek the support of the local Members of Parliament for an extension of the funding for the Programme beyond 2020; and

2.1.4 an investigation be undertaken into the feasibility of requiring a contribution towards the Programme as part of the planning permission for certain developments.

#### **Appendices**

Appendix A – Report by the Communities and Housing Scrutiny and Policy Development Panel

**Background Papers**

[Findings pack](#)

**The Panel's report was agreed and signed off for publication by:**

**Head of Finance:** 13.06.17

**Head of Legal:** 09.06.17

**Contact:** Councillor Diana Patrick

**Title:** Scrutiny Lead for the Communities and Housing Scrutiny and Policy Development Panel

**Telephone:** 02392 482480

**E-Mail:** [diana.patrick@havant.gov.uk](mailto:diana.patrick@havant.gov.uk)

HAVANT BOROUGH COUNCIL

Scrutiny Board

4 April 2017

***Review of the Safer Havant Partnership – Troubled Families Programme***

FOR RECOMMENDATION

KEY DECISION NO

REPORT BY: Crime and Disorder Panel

**1.0 EXECUTIVE SUMMARY**

1.1 This review was undertaken to review the effectiveness of the Safer Havant Partnership with regard to dealing with troubled families.

**2.0 RECOMMENDATIONS**

2.1 The Scrutiny Board recommend to Cabinet that;

2.1.1 Hampshire County Council be requested to relax the scheduled timescales for working with families within the Troubled Families Programme to allow for full support to be given;

2.1.2 Hampshire County Council be requested to extend the length of grant funding to be given over a three year period to allow for long-term planning and resource allocation;

2.1.3 the Department of Work and Pensions be requested to allow for the access of data for agencies within the Troubled Families Programme;

2.1.4 the Leader of the Council be requested to seek the support of the local Members of Parliament for an extension of the funding for the programme beyond 2020; and

2.1.5 an investigation be undertaken into the feasibility of requiring a contribution towards the programme as part of the planning permission for certain developments.

**3.0 RESOURCES:**

3.1 The above recommendations can be delivered within the existing budget.

**4.0 LEGAL:**

4.1 The Department of Work and Pensions currently restricts the sharing of information on the grounds of confidentiality. It is unclear whether they would be willing to share this information within the Programme.

## **5.0 STRATEGY:**

5.1 The Troubled Families Programme is a key example of how the Council looks to work with partners to help ensure the health and well being of residents, while also promoting partnership working to realise financial efficiencies.

## **6.0 RISKS:**

6.1 There are no risks rising from the contents of this report.

## **7.0 COMMUNICATIONS:**

7.1 N/A

## **8.0 FOR THE COMMUNITY:**

8.1 The recommendations seek to improve the processes and procedures of the Troubled Families Programme and allow for better support for vulnerable families within the Borough.

## **9.0 METHODOLOGY**

9.1 The Council is required to review how the Havant Safer Partnership discharges its function every year. In view of the wide range of functions delivered by the Partnership it was decided to limit this year's review to the procedures and processes involved in the Troubled Families Programme

9.2 The Crime and Disorder Panel held an initial meeting with the Neighbourhood Development Team Leader and Community Safety Officer to discuss the procedures and processes of the Troubled Families Programme.

9.3 From this discussion, the Panel identified four agencies to interview further on their experiences of working within the Programme. Representatives from Barnardos, Motiv8 and the Department of Work and Pensions met with the Panel and held a detailed discussion with members on the Programme. There was no response to the invitation sent to Havant Academy.

9.4 Full details of the methodology of the project are set out in the separate Findings Pack.

## **10.0 KEY FINDINGS**

10.1 The Panel were pleased to note that there had been tangible successes to the Troubled Families Programme. All agencies interviewed felt that the aim for improved partnership working had been a big success that had allowed

for support to be delivered in a more effective manner to vulnerable families and individuals.

- 10.2 The multi-agency approach allowed for a wide range of support and advice to be available for vulnerable families, and also ensured that the relevant support was easier to access. The addition of the Department of Work and Pensions in particular had enabled access to important advice and guidance.
- 10.3 There were however areas within the Programme that could be improved. The criteria for evaluating the success rate of the Programme only measured outcomes by statistics (such as improvements in the percentage rate of school attendance), and did not consider other positive impacts on families.
- 10.4 The timescales set out in the Programme in some cases had proved inadequate. As of April 2016, agencies had a maximum timescale of 6 months engagement with a family, which raised concerns as some vulnerable families may not receive full support from the Programme due to these restrictions. Recommendation 2.1.1 seeks to relax these timescales to allow for families to receive a full support package.
- 10.5 One of the areas that the agencies identified for possible improvement is the timescales for the allocation of Hampshire County Council grants. Grants were allocated on an annual basis which inhibited the partnership agencies from making long term plans for this much needed service and made it difficult to properly allocate resources to this service.
- 10.6 Although the Programme had allowed for improved partnership working, it had proved difficult to access information held by the Department of Works and Pensions and in particular for the DWP to refer families who visit their job centres to this Programme.
- 10.7 The Panel consider that due to the importance and the success of the Programme, action is needed to secure the continuation of the work that the programme undertakes. For this, the Panel recommends that the Leader be requested to seek support from local Members of Parliament for an extension of funding for the programme, beyond the current end of 2020.
- 10.8 The Panel also feels that in looking to secure future funding for the Programme, an investigation should be undertaken to look into the feasibility of requiring a contribution towards the Programme as part of the planning permission for certain developments.
- 10.9 Full details of the findings of the project are set out in the separate Findings Pack.

## **Appendices**

Appendix A – Comments on the Final Report

## Background Papers

[Findings pack for the review](#)

**Contact:** Councillor Diana Patrick  
**Title:** Chairman of the Crime and Disorder Panel  
**Telephone:** 02392 482480  
**E-Mail:** [diana.patrick@havant.gov.uk](mailto:diana.patrick@havant.gov.uk)

## **APPENDIX A**

### **Comments On Final Report and Findings Pack**

**Tim Pointer – Neighbourhood Support Team Leader**

Happy with the report and findings pack

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**NON EXEMPT**

**HAVANT BOROUGH COUNCIL**

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**CABINET**

**28 June 2017**

## **Chichester Harbour AONB Supplementary Planning Document (SPD)**

**Report by: Jacqueline Boulter**

**FOR RECOMMENDATION  
TO COUNCIL**

**Cabinet Lead: Cabinet Lead for Economy, Planning, Development and Prosperity Havant**

**Key Decision: No**

---

### **1.0 Purpose of Report**

- 1.1 To propose the Chichester Harbour Area of Outstanding Natural Beauty (AONB) Supplementary Planning Document (SPD) for adoption by the Council.
- 1.2 The SPD consolidates existing guidance. It has been produced working in partnership with Chichester District Council so as to achieve a consistent approach for the AONB.
- 1.3 Adoption of the SPD will provide further guidance as to how Policy CS12 (Chichester Harbour Area of Outstanding Natural Beauty) of the Havant Borough Local Plan and its replacement will be implemented. It will provide clear guidance to applicants and planning officers across the two districts, which should
  - Allow speedier decision making process in relation to planning applications submitted for consideration;
  - Result in higher quality proposals for development
  - Assist in conserving and enhancing the character of the AONB.

### **2.0 Recommendation**

RECOMMENDED that the Cabinet recommends to the Council that it adopts the Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document.

### **3.0 Subject of the Report**

- 3.1 Chichester Harbour is a unique landscape comprising sheltered open water areas with contrasting narrow channels. The flatness of the landscape makes the AONB particularly vulnerable to visual intrusion from inappropriate development which can often be seen from significant distances across inlets, the main harbour channels or open countryside.

## NON EXEMPT

- 3.2 In 2007, Chichester Harbour Conservancy produced *Design Guidelines for New Dwellings and Extensions Chichester Harbour Area of Outstanding Natural Beauty*. This was revised in August 2010. These guidelines were endorsed by the Borough Council.
- 3.3 These guidelines have been successful and have influenced a large number of development management decisions in the AONB section of the borough. However, no statutory public consultation process was undertaken on the document and it currently therefore has limited weight as a material consideration.
- 3.4 To update the guidance and give it greater weight, it was agreed that a joint Supplementary Planning Document (SPD) should be produced with Chichester District Council, working closely with Chichester Harbour Conservancy. Like the design guidelines, the proposals within the SPD focus on small-scale householder applications such as extensions, but also apply to replacement dwellings.
- 3.5 The final version of the SPD proposed for adoption is at Appendix 1. These takes into account changes made following consultation (see section 5 of this report).
- 3.6 Once adopted the joint SPD will replace the 2010 design guidelines, and will become a material consideration in the determination of planning applications.

## 4.0 Implications

- 4.1 **Resources:** The production of the SPD has been covered within existing resources of both councils. The adoption of the SPD or application of its contents will not result in any additional costs being incurred by the Planning Service.
- 4.2 **Legal:** The process by which the Borough Council prepares Supplementary Planning Documents, including public consultation, is regulated by the provisions of The Town and Country Planning (Local Planning) (England) Regulations 2012 (“the Regulations”). Once adopted the joint SPD will replace the 2010 design guidelines, and will become a material consideration in the determination of planning applications.
- 4.3 **Strategy:** There are extensive links between the SPD and the Corporate Strategy. In particular, the strategy refers to “*enhance(ing) our area as a great place to live and work*”. This section describes enhancing our countryside, harbours and coastline as an asset to attract tourists and economic development whilst also treasuring and protecting it. The SPD would be a significant tool in the Borough Council’s drive to protect and enhance Chichester Harbour.
- 4.4 **Risks:** If this document is not taken forward then the adequacy of the existing guidance may be subject to challenge. As an SPD, the guidance will have more weight than the current informal guidelines. There was a risk in taking forward a

## NON EXEMPT

joint SPD with the neighbouring local authority, that the proposed approach towards the topic matters in the SPD could be different between the authorities. However, constant engagement between officers to discuss the content of the SPD has resulted in agreement on the SPD. Chichester District Council adopted the SPD on 16 May 2017.

- 4.5 **Communications:** The production of the SPD has been a joint project with Chichester District Council.
- 4.6 **For the Community:** please see the main body of the report.
- 4.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:** The SPD provides detailed design guidance for small scale development in the AONB. It has the potential to provide some positive effects on the matters considered in the IIA. No negative effects have been identified.

## 5. Consultation

- 5.1 The Cabinet Lead for Economy, Planning, Development and Prosperity Havant approved the draft SPD under delegated powers, and consultation on the draft SPD took place between 10 November 2016 and 22 December 2016. A total of 23 respondents commented, making a total of 66 representations.
- 5.2 All the representations have been considered and where appropriate amendments have been made to the SPD. Amendments made to the document do not make any change the draft fundamentally – rather they are textual changes with seek to improve the clarity of the wording. Full details of the representations received and the councils' responses are published in the Statement of Consultation at [www.havant.gov.uk/planning-policy/draft-chichester-harbour-area-outstanding-natural-beauty-spd](http://www.havant.gov.uk/planning-policy/draft-chichester-harbour-area-outstanding-natural-beauty-spd). The final version with these changes is at Appendix 1.

**Appendix:** Chichester Harbour AONB SPD proposed for adoption

### Agreed and signed off by:

Head of Planning: Andrew Biltcliffe, 14/06/2017

Director of Operations: James Hasset, 14/06/2017

Cabinet Lead for Economy, Planning, Development and Prosperity Havant: Cllr David Guest, 14/06/2017

Legal and Democratic Services: Abe Ezekiel, 30/05/2017

Finance: Craig Smith, 13/06/2017

**Contact Officer:** Jacqueline Boulter

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# Joint Chichester Harbour Area of Outstanding Natural Beauty

Supplementary Planning Document



**Havant**  
BOROUGH COUNCIL

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# 1 . Overview

## Purpose of the document

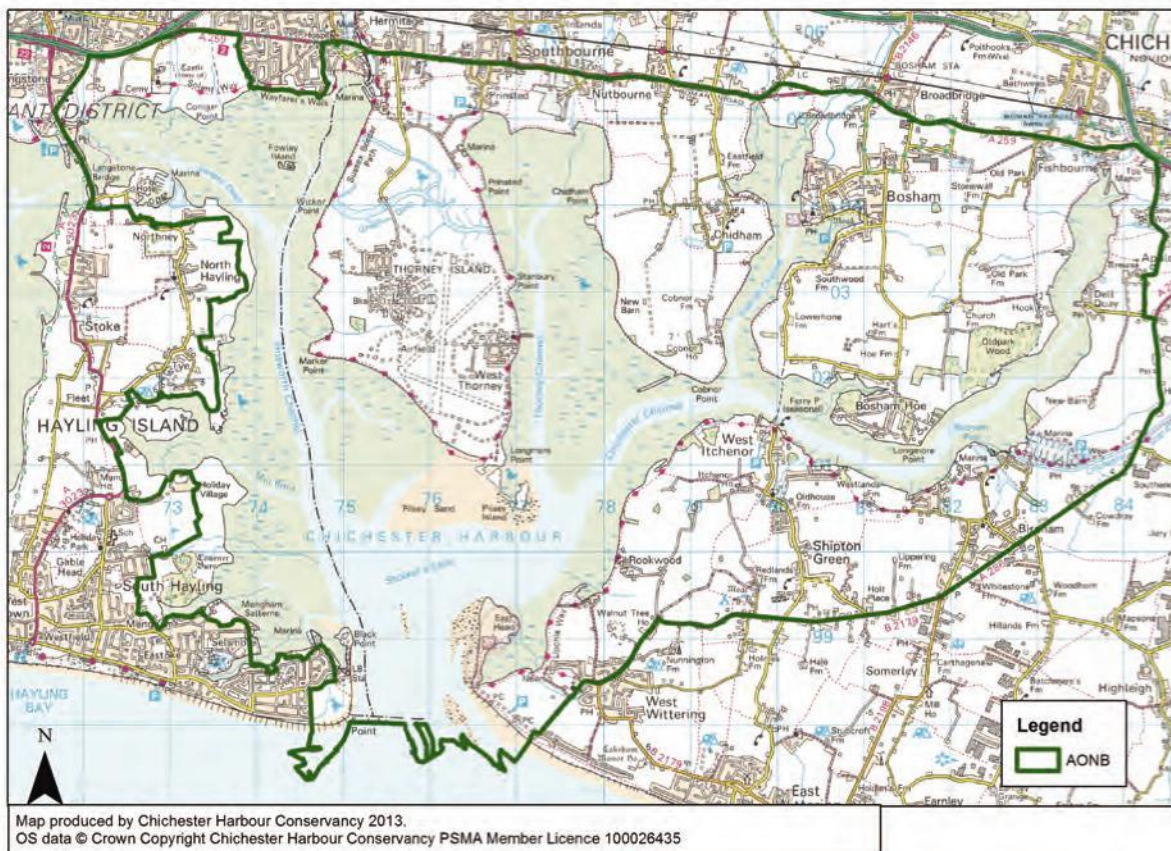
1.1 This document provides guidance for development proposals in the Chichester Harbour Area of Outstanding Natural Beauty (AONB), within Chichester District and Havant Borough. This SPD will be a material consideration when assessing planning applications or appeals and will be reviewed and updated periodically as necessary.

1.2 The information contained within the SPD will provide useful advice to those preparing planning applications to ensure that their development complies with planning policies applying specifically to the Chichester Harbour AONB. The document will also support the implementation of local planning policy and ensure a consistency of approach towards planning matters across the AONB.

1.3 It is specifically designed to provide further explanation to the planning policies relating to the AONB that are contained within the adopted Development Plan Documents for Chichester District Council and Havant Borough Council.

1.4 This document should be read in conjunction with the relevant local and national planning policies and Chichester Harbour AONB Management Plan. Further information on the relevant Local and Neighbourhood Plan policies, Management Plan, Sustainable Shorelines: General Guidance and Chichester Harbour Planning Principles can be found in Section 43.

Map 1. Chichester Harbour AONB



## Any further queries

1.5 If you have any further queries regarding any of the issues raised in this document, please contact the Planning Policy Team on 01243 785166 or [email planningpolicy@chichester.gov.uk](mailto:planningpolicy@chichester.gov.uk)

## Data Protection

1.6 All documents will be held at Chichester District Council, and representations will be published online. They will be handled in accordance with Data Protection Act 1998 and kept for three years following adoption of the Chichester Harbour Area of Outstanding Natural Beauty SPD. Personal contact details will be removed from copies of representations published electronically. Please be aware that representations made about this document (including your name and address) cannot be treated as confidential.

## Acknowledgement

1.7 The Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document updates and replaces the Design guidelines for new dwellings and extensions revised in August 2010, which was produced by The Terra Firma Consultancy. The photos included in this SPD have been kindly provided by The Terra Firma Consultancy.

## 2 . Overarching Principle

2.1 The landscape of Chichester Harbour was formerly recognised as being of national importance in 1964 when it was designated an Area of Outstanding Natural Beauty (AONB). Any development proposed in the AONB should be guided by these four principles:

### Protect, Conserve and Enhance Natural Beauty and Wildlife:

- To ensure that all development conserves and enhances the natural beauty of Chichester Harbour.
- To stimulate the highest standards of design, conservation and development.
- To consider where the development will be seen in the wider landscape and from the water and demonstrate how any adverse impacts have been positively mitigated to conserve and enhance the AONB.
- To ensure that development will effectively mitigate any adverse impacts on the AONB and to secure positive, sustainable, social, economic and environmental benefits to fulfil the purposes of the SPD.

2.2 There are important international, national and local statutory and non-statutory nature conservation and historic environment designations within the AONB, recognising the importance of the Harbour for wildlife, particularly over-wintering birds. There are also a number of heritage assets, both designated and non-designated, within the AONB. Public access is also important and needs to be managed in accordance with conservation and recreation objectives. More information can be found on [Havant Borough Council](#) and [Chichester District Council](#) websites.

**Table 2.1 Designations**

AONB	Area of Outstanding Natural Beauty, of which Chichester Harbour was designated in 1964.
Conservation Area	Conservation Area, which protects notable environmental and historical places of interest.
Local Nature Reserve	Local Nature Reserves are particularly appropriate for educational, research or public information purposes.
Local Wildlife Site	These are also known as SINCs or SNCIs
Ramsar	Ramsar Site, of which Chichester and Langstone Harbours were designated in 1987.
SAC	Special Area of Conservation, of which Solent Maritime was designated in 1994.
SPA	Special Protection Area, of which Chichester and Langstone Harbours were designated in 1979.

## 2 . Overarching Principle

SSSI	Site of Special Scientific Interest, of which Chichester Harbour was designated in 1970.
SINC/SNCI	In West Sussex, the equivalent of a Local Wildlife Site.

**2.3** As a general principle of design in the environment, all proposals should be informed by a clear process of contextual analysis, understanding the site, its features and surroundings. More particularly for the AONB, this will include an understanding of where the finished development will be seen from in the wider landscape, whether on land or water.

**2.4** Overall, it is the natural landscape and trees/vegetation which should predominate in rural/coastal locations. To take account of the AONB's landscape character, applicants are encouraged to refer to the conservation of cultural heritage, an important consideration in the AONB, where relevant, and to the advice and guidelines within the landscape capacity/sensitivity studies produced by Chichester District Council (CDC) and Havant Borough Council (HBC). These were produced as part of the evidence base to determine where new development might most appropriately be accommodated in their adopted Local Plans and are available on the local authority's websites.

**2.5** West Sussex County Council have also produced some local distinctiveness guidance which complements and expands upon the landscape character assessment of West Sussex and the associated land management guidelines. Further information can be found in Section 43.

**2.6** It would also be helpful for applicants to refer to the landscape character assessment of the AONB which Chichester Harbour Conservancy published in 2005. This assessment informs the character areas listed in Section 31, and is available to read on the Conservancy's website.

## 3 . Planning Permission

**3.1** In addition to the guidance within the main part of this SPD, there are a number of further issues to consider if you are proposing to undertake development or works within the Chichester Harbour Area of Outstanding Natural Beauty (AONB). You may need at least one of several consents. These include:

- Planning permission;
- Other local authority consents;
- Works licence from the Chichester Harbour Conservancy
- Marine Licence from the Marine Management Organisation;
- Approval from Natural England; and
- An environmental permit from the Environment Agency.

**3.2** Further details of these permissions, licences, and consents are detailed within this section of the SPD.

**3.3** The Chichester Harbour AONB covers an area of 3,700 ha, 2,700 of which are in Chichester District with the remaining 1,000 ha in Havant Borough. The part in Havant Borough includes land in southern Langstone, southern Emsworth, Northney, a number of sections of central and southeast Hayling Island as well as Emsworth and Chichester Harbour. In Chichester District it includes land primarily to the south of the A259, including part of Hermitage and Southbourne, Thorney Island, Prinsted, Nutbourne, Chidham, Bosham, Fishbourne, Dell Quay, Birdham, West Itchenor, Shipton Green and West Wittering.

**3.4** To ascertain whether your property or proposed development falls within the AONB, please refer to the map on page 4. Alternatively, there is a more detailed interactive map on the 'Where I live' section of Havant Borough Council's website (<http://52.17.42.98/ishare.hbc/havant.aspx>) or on Chichester District Council's website (<http://mydistrict.chichester.gov.uk/mycdc.aspx?tab=maps>) which you can use to check whether it is within the AONB boundary).

### Planning permission and permitted development

**3.5** The Secretary of State has granted permission for certain development. This is set out in the Town and Country Planning (General Permitted Development) (England) Order 2015 (GPDO), as amended. Otherwise, planning permission is generally required if you want to:

#### Build something new

- Make a major change to a building, such as building an extension
- Change the use of a building
- 

**3.6** To find out if you need planning permission, visit the government's Planning Portal (<http://www.planningportal.gov.uk/permission/>) which contains details of planning requirements for many common projects. Please note that there are a number of projects which would not require planning permission outside of the AONB but will require planning permission inside the AONB, because certain permitted development rights do not apply there. This is set out in the GPDO 2015, as amended. If you wish, you are able to make an application to a local planning authority for a formal determination as to whether your intended development is 'permitted development'. A Lawful Development Certificate will be granted when the proposed

## 3 . Planning Permission

development meets the requirement of the GPDO 2015, as amended. This provides legal proof that a proposal does not require planning permission, or that the existing use of a building is lawful for planning purposes. Applications of any kind can be submitted online through the Portal or by email to the relevant local planning authority.

**3.7** Links to application forms and accompanying guidance notes on submitting a planning application can be found on the websites of your local planning authority:

**Table 3.1**

Havant Borough Council:	<a href="http://havantstaging.webcurl.co.uk/making-planning-application/">http://havantstaging.webcurl.co.uk/making-planning-application/</a>
	how-do-i-make-planning-application
Chichester District Council:	<a href="http://www.chichester.gov.uk/planningadvice">http://www.chichester.gov.uk/planningadvice</a>

**3.8** Details of the information and documents needed to support a planning application in the AONB or elsewhere are set out on the above council's websites and also on the Planning Portal ([How to apply](#)). This may include a Flood Risk Assessment. Note that for certain developments involving minerals and waste, the local planning authority will either be Hampshire County Council or West Sussex County Council.

## 4 . Pre-application advice

**4.1** For general advice on the design and suitability of proposals for development, changes of use or extensions within the AONB, Havant Borough Council and Chichester District Council offer a professional pre-application advice service to developers and members of the public on a pre-paid basis. This can include advice on both the detail and broad principle of development and can also include whether a proposal for works would be treated as 'permitted development' i.e. would not require planning permission.

**4.2** Obtaining pre-application advice may be even more helpful if you are considering undertaking development or works in Chichester Harbour AONB as there are many design considerations that need to be taken into account to avoid adverse impact on the designation, as highlighted within this document. Depending on the type of proposal, the advice will generally take the form of a) a written response, or b) a meeting with a planner and, as necessary, other specialists, and a follow-up letter.

**4.3** Please follow the web links below for further information on the pre-application advice service for the Council area in which you live or are considering applying for planning permission. There are guidance notes available to download from these pages which set out how pre-application advice will be provided, the scale of charges for enquiries and the timescales in which the Councils aim to respond:

**Table 4.1**

Havant Borough Council:	<a href="http://havantstaging.webcurl.co.uk/planning-development-management/">http://havantstaging.webcurl.co.uk/planning-development-management/</a>
	<a href="#">planning-permission-and-advice</a>
Chichester District Council:	<a href="http://www.chichester.gov.uk/preapplicationchargingscheme">http://www.chichester.gov.uk/preapplicationchargingscheme</a>

**4.4** Members of the public or developers considering submitting a planning application within, on or outside but visible from the AONB boundary may also if they wish seek advice from Chichester Harbour Conservancy on the proposal's suitability in terms of landscape and nature conservation impacts and the potential effect on the AONB designation. The Conservancy may make a charge for pre-application advice. Please use the contact details below:

Chichester Harbour Conservancy: Tel:

01243 512301

[Email: info@conservancy.co.uk](mailto:info@conservancy.co.uk)

**5.1** A number of other consents may be required from the local authority of the area in which your proposal falls, as follows:

- Building Regulations Approval
- Works in a Conservation Area, including works to trees, even if they are not protected by a Tree Preservation Order
- Listed Building Consent / Certificate of Lawfulness of Proposed Works to a Listed Building

**5.2** There is also a requirement under Section 40 of the Chichester Harbour Act of 1971, whereby written consent of the Conservancy, in addition to any required from the local planning authority, is also required to moor a houseboat in the designated Harbour area.

**5.3** Most new building work requires approval under Building Regulations. Please see [https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission) which explains whether Building Regulations Approval is required for common projects. Building Regulations Approval is granted by either Havant Borough Council or Chichester District Council, depending on which part of the AONB your property is located in. For further information and application forms, please visit:

**Table 5.1**

Havant Borough Council:	<a href="http://havantstaging.webcurl.co.uk/building-control/building-regulation-approval">http://havantstaging.webcurl.co.uk/building-control/building-regulation-approval</a>
Chichester District Council:	<a href="http://www.chichester.gov.uk/buildingcontrolapplication">http://www.chichester.gov.uk/buildingcontrolapplication</a>

**5.4** Chichester Harbour includes a number of conservation areas. In Havant Borough there are four distinct conservation areas – Emsworth, Langstone, Wade Court and Warblington. There are six conservation areas in Chichester District – Bosham, Dell Quay, Fishbourne, Prinsted, West Itchenor and West Wittering. Planning permission may be required for demolition of a building in a conservation area. Details of how to apply are in Section 4.

**5.5** There are currently 271 listed buildings within Chichester Harbour AONB, seven of which are Grade I and five are Grade II\*. Listed building consent is required for demolition of and any extensions or alterations to, a listed building likely to affect its character as a building of special architectural or historic interest, irrespective of whether planning permission is required. Details of listed buildings and scheduled monuments are held on [Historic England's](#) website (1)

**5.6** An application for Certificate of Lawfulness of Proposed Works to a listed building may be submitted to establish whether proposed works to a listed building would be lawful, i.e. they would not require listed building consent.

1 There are presently four scheduled monuments within the AONB. The settings of both listed buildings and scheduled monuments are a material planning consideration.



## 5 . Consents

5.7 Applications for both of the above consents can be applied for through the Planning Portal. For application forms and further guidance, please visit: [Planning Portal - consent types](#)

**6.1** Any development falling within the AONB boundary which entails construction, alteration, renewal or extension of any works on, under or over tidal waters or tidal lands below the level of Mean High-Water Springs by law requires a works licence from the Conservancy.

**6.2** Applications for works licences must be made in writing to the Conservancy and must include any necessary plans, sections and drawings.

**6.3** For further information, or to download guidance notes and an application form, please visit <http://www.conservancy.co.uk/page/planning/365/>, along with details of any relevant required consents.

**6.4** Most proposed works in the AONB on sites that are on land would not fall into the above development categories and a works licence is therefore not required. There are exceptions however, for example development that extends into or over the sea, such as construction of a jetty, pontoon, bridge or sea wall. If you wish to seek advice or verification prior to submitting a planning application or an application for a works licence, then please contact the Conservancy:

Tel: 01243 512301

Email: [info@conservancy.co.uk](mailto:info@conservancy.co.uk)

Address: Harbour Office

West Itchenor

Chichester

West Sussex

PO20 7AW

### **Licences from other organisations**

**6.5** For sites on, under or over tidal waters or tidal lands below the level of Mean High-Water Springs, proposed works may require additional consents from other organisations. Depending on the nature of the works, these organisations may include:

- The Marine Management Organisation (MMO)
- Natural England
- Environment Agency

**6.6** For protected and coastal sites, developers must consult the above agencies early in the planning process for environmental advice on planning applications (i.e. at the pre-application stage). Please see below for information on the permissions and consents required by these organisations.

**6.7** Consent will required from the relevant County Council with regard to works to a right of way. More information can be found on Hampshire County Council and West Sussex County Council websites.

## 6 . Licences

### Marine Management Organisation

**6.8** The Marine Management Organisation (MMO) is responsible for marine licensing in inshore and offshore areas. Inshore areas include any area which is submerged at mean high water spring tide and includes estuaries, rivers or channels. Chichester Harbour has three main channels – The Emsworth Channel, Thorney Channel and Chichester Channel.

**6.9** There are six categories of coastal activities that generally need a marine licence from the MMO as follows:

- Construction, alteration or improvement
- Dredging Deposits Incineration of any
- substance or object
- Removal of any substance or object
- Scuttling of any vessel or floating container
- 

**6.10** Further guidance on whether a marine licence is required, including a list of exempt activities, can be found at the following website : <https://www.gov.uk/guidance/do-i-need-a-marine-licence.This> web page also includes a link to information on how to apply for a marine licence.

**6.11** To contact the MMO:

Tel: 0300 123 1032

Email: [info@marinemanagement.org.uk](mailto:info@marinemanagement.org.uk)

### Natural England

**6.12** Chichester Harbour has several important sites that are protected at national (SSSI's), European (SPA's and SAC's) and international (Ramsar) level for their nature conservation. For further information see:

<https://www.gov.uk/guidance/protected-sites-and-areas-how-to-review-planning-applications>

**6.13** Natural England is a statutory consultee for works in the AONB, therefore local authorities consult them on developments in the AONB if the development is in or likely to affect an SSSI or any of the above European designated sites.

**6.14** Developers may contact Natural England directly if they wish to ask about how to design or amend their proposal to reduce harm to the environment. Natural England responds to requests for advice from developers within an agreed timescale, although there is a charge for their non-statutory advice.

**6.15** To contact Natural England:

Tel: 0300 060 3900

Email: [enquiries@naturalengland.org.uk](mailto:enquiries@naturalengland.org.uk)

## Environment Agency

**6.16** You may need an environmental permit <sup>(2)</sup> for flood risk activities, for instance constructing or altering a coastal defence structure, dredging or diverting the flow of a main river. These permits cover specific activities:

- in, under, over or near a main river (including where the river is in a culvert)
- on or near a flood defence on a main river
- in the flood plain of a main river
- on or near a sea defence

**6.17** For a list of the specific activities that require a permit, along with application forms to download and details of how to apply, please visit: <https://www.gov.uk/guidance/flood-risk-activities-environmental-permits>

**6.18** The Environment Agency is a consultee in the decision process on licence applications and may be notified if a marine licence application is made.

**6.19** To contact The Environment Agency:

Tel: 03708 506 506

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

The Environment Agency, Marine Management Organisation and Natural England all have a service where applicants, land owners and consultants can obtain non-statutory pre-determination advice, for example prior to planning permission being granted. This is achieved through a cost recovery scheme called the Discretionary Advice Service. For further information see

<https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals>.

<sup>2</sup> As of 6<sup>th</sup> April 2016, environment permits replaced Flood Defence Consents. For further information, see

<https://www.gov.uk/guidance/changes-to-your-flood-defence-consent-after-6-april-2016>

## 7 . Design guidelines

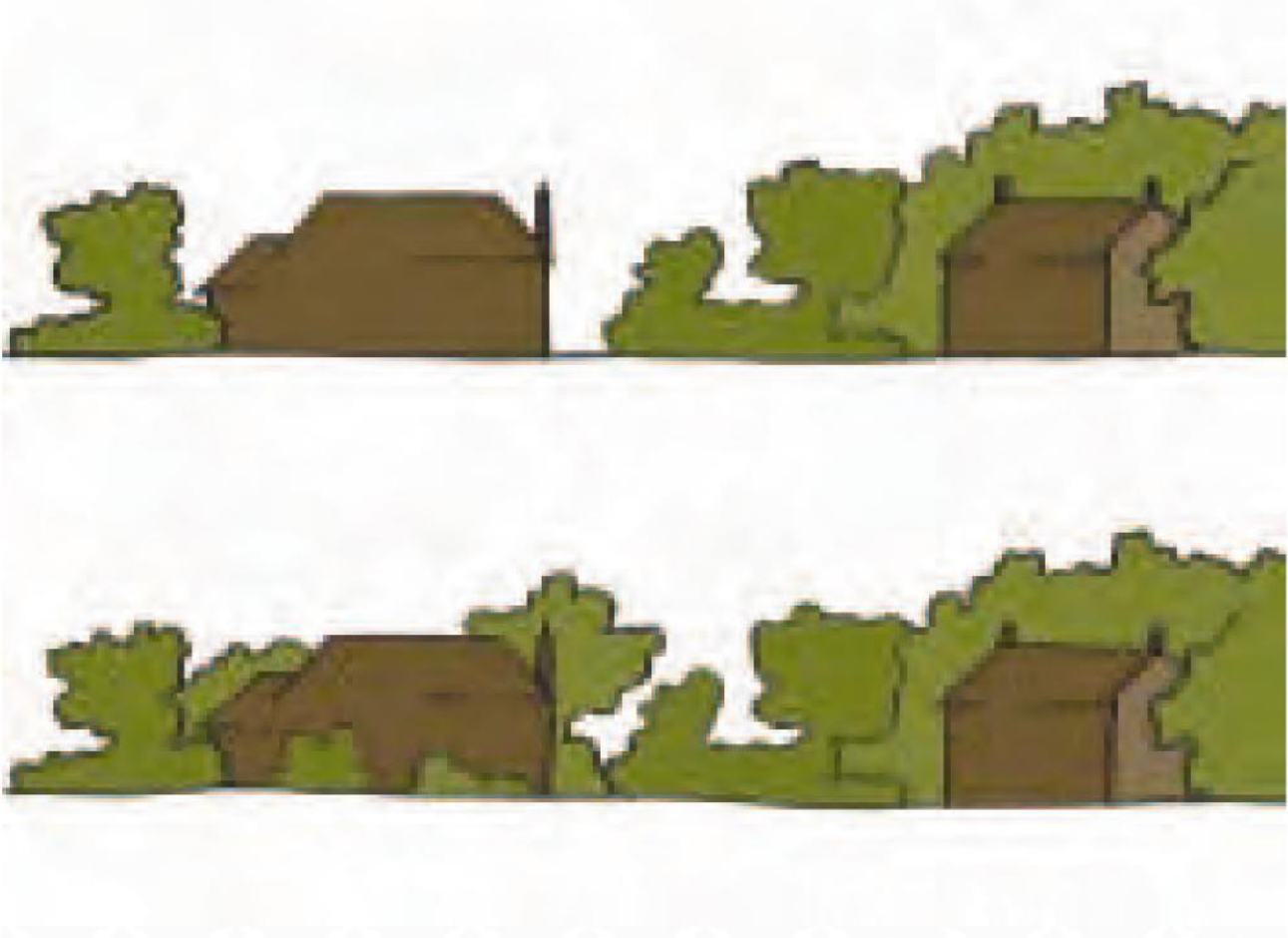
**7.1** These should not be regarded as prescriptive but rather as a reference to establish basic design principles considered appropriate for use throughout the AONB.

**7.2** Applicants are encouraged to submit a full written schedule of external facing and roofing materials, which are sympathetic to the host/adjacent building(s) and the general character of the area.

**8.1** In designing the new development consideration should be given to both the proposal and its setting in the AONB landscape and how the scheme will contribute to the overall character of the area. When proposals are considered, the impact of the new building or extension will be assessed from public vantage points. These can be from roads, public footpaths and/or from the water. A Landscape and Visual Impact Assessment may be required in more sensitive areas where the site is exposed in the wider landscape.

**8.2** Landscape features can play an extremely important role in the design of a new building and can help to reduce its visual impact in the wider landscape.

*House on the left: increased visual impact with a stark outline against the sky.*



*Less obtrusive: foreground and background vegetation retained or planted: helps to soften the visual impact of new houses or extensions.*

## 8 . Landscape

**Contemporary dwelling in Bosham: roofline is set lower than the vegetation backdrop, avoiding hard lines of the silhouette against the sky**



## 9 . Gardens and boundaries

**9.1** Loss of garden space and boundary vegetation may lead to adverse impacts on local character and biodiversity. Existing hedges and trees should be preserved wherever possible. They may be important visual screens or the subject of statutory protection, for example a Tree Preservation Order.

**9.2** New landscape proposals help to reduce the visual impact of a new development and the planting of native species can also have a positive impact on biodiversity.

**9.3** However, the proximity of trees and buildings can cause conflict in a number of ways. Root penetration can affect stability of foundations, and conversely foundation construction can affect the health and stability of existing trees if roots are damaged. Applicants are encouraged to seek the services of a specialist to help ensure that conflicts are kept to a minimum.

**9.4** New planting should adequately mitigate the impact of the development and/or the loss of natural features. Where trees are proposed to be removed a replacement ratio of 2:1 is advised (i.e. for every one tree felled, two must be planted), with replacements planted of an appropriate species and to heavy nursery standard.





## 10 . Plant Species

**10.1** The choice of plants should be appropriate to the setting of the proposal in the wider AONB landscape. Native species typical of Chichester Harbour AONB should be used. The following are suggested for any landscaping scheme or proposed boundary planting.

**10.2** Trees or hedgerow trees: English Oak (*Quercus robur*), Field Maple (*Acer campestre*), Holly (*Ilex aquifolium*; evergreen), Hawthorn (*Crataegus monogyna*; able to be coppiced to reduce height), Rowan (*Sorbus aucuparia*), Hazel (*Corylus avellana*; able to be coppiced to reduce height), Common Alder (*Alnus glutinosa*; able to be coppiced to reduce height)

**10.3** Hedgerow species: Hawthorn (*Crataegus monogyna*), Blackthorn (*Prunus spinosa*), Field Maple (*Acer campestre*), Hazel (*Corylus avellana*), Holly (*Ilex aquifolium*; evergreen), Dogwood (*Cornus Sanguinea*).





**11.1** The scale, mass and design of the house or extension will be critical to ensuring that the development is appropriate to the character of the AONB landscape. A very large building may often lead to loss of local and rural character.

**11.2** Where appropriate, the development proposals should complement surrounding development character. For example if the house plot is set within an area of predominantly

**11.3** The position within the plot is very important to consider, not only for the siting of the house or extension itself, but also to make sure that the privacy and amenities, such as light, of neighbouring properties are preserved.

## 11 . Scale and Massing



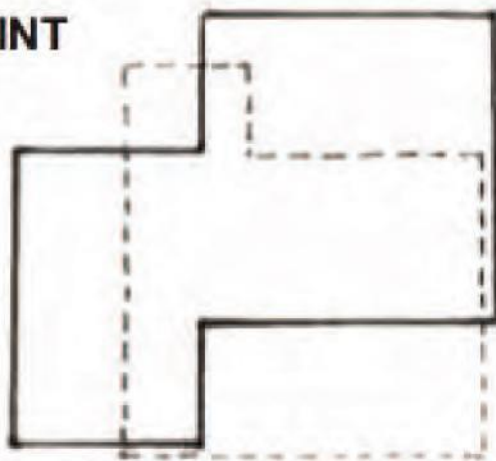
## 12 . Guidance on size increase

**12.1** House extensions or replacement dwellings can have a significant impact on the wider AONB landscape, particularly when a significant increase in size is proposed. When considering substantial increases, there should be no more than a 50% increase above the original footprint, or a 25% increase above the existing 'silhouette' (on any elevation visible from the wider landscape). (3)

**12.2** For replacement dwellings, applicants are encouraged to submit proposed elevations and plans with the outline of the existing house, superimposed on the plans, so that the proposed size increase is obvious. The increase will be assessed on its impact as viewed from the wider landscape. This might be from the water, footpaths and roads or across open countryside.

**Picture 12.1**

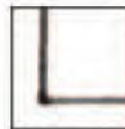
### FOOTPRINT



### Key

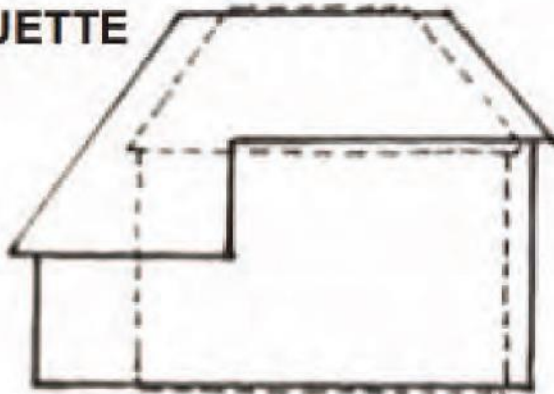


Existing dwelling



Proposed replacement dwelling

### SILHOUETTE



## 12 . Guidance on size increase

**12.3** The acceptability of any increase in size (whether within the guideline limits or not) will be dependent on whether the site can accommodate the increase while still respecting local character by reflecting the surrounding pattern of development and spaces between buildings.

**12.4** Acceptability will also depend on the setting of the site within the landscape, and the design, materials and finishes employed. Larger replacement dwellings or extensions will require careful thought about siting, silhouette, facing and roofing materials, including their colour and shade, height, massing and articulation, particularly of roof lines.

## 13 . Materials and finishes

**13.1** Appropriate materials may include: timber, naturally finished timber boarding, tiles, slate, shingles, brick, flint and appropriately coloured render. Muted and darker tones may help to reduce the visual impact.

### timber



timber



## 13 . Materials and finishes



brick and flint



## 13 . Materials and finishes

**render and paint**



**shingles**



**thatch**



**slate**





## 14 . Design of extensions



*Sensitive joint scheme design in Itchenor for the extension of a pair of semi-detached houses; before and after*

**14.1** In the design of an extension to an existing dwelling it is important to respect or complement the style of the main house. Repetition of vertical or horizontal elements can help to relate the extension to the main house.

**14.2** The scale and massing of an extension should generally be in scale and proportion to the main house, i.e. roof pitches should reflect the existing. Side extensions should be carefully designed and usually work best when they are subservient to the main building.

**14.3** Rear and side extensions should be carefully designed to avoid impact on neighbouring properties, ensuring that there is sufficient amenity or garden space left for the house. Loss of car parking spaces may also be unacceptable.

**14.4** When considering a front extension, the design should ensure that this does not impact on the character of the local area as well as on neighbouring buildings. It might be possible to consider a joint scheme with the neighbouring property, for instance a larger porch if the front doors are adjacent to one another.



## 15 . Ancillary buildings

**15.1** Careful thought should be given to the siting and scale of ancillary buildings so as to avoid impact on neighbouring properties and dominance over the dwelling. The setting should not be intrusive in the landscape or in public views from the land or water.

**15.2** Garages, car ports and boat houses should be set back from the front face of the building to avoid dominating the street scene and increasing the mass of a house. There should also be at least 6m of space so that a car can pull off the street.





this may serve to increase the apparent size of the building. The use of predominantly darker tones and matt finishes can ensure that the building 'blends into' its setting. This can be particularly important in minimising impact, for example, where a replacement dwelling would result in a significantly larger building than its predecessor. Dark roofs can also help to reduce the visual perception of size of a building and are less conspicuous from the wider landscape.

**16.1** The choice of colour and finish of materials can be one of the most important design factors in reducing the impact of the building on the landscape. Generally very light colours (such as white, cream and light grey) and large areas of intense strong colours do not blend well with the rural landscape of the AONB, which in general is characterised by subtler, darker colours.

**16.2** Large expanses of one colour can be undesirable as



**16.3** However, the use of lighter colours and render can be appropriate in some areas, where they reflect the general character of the surroundings, for example in the historic core of a village.

## 16 . Colour and appearance



## 17 . Choice of colours and materials

**17.1** The use of materials that complement the character of the surrounding area is particularly important in maintaining and enhancing the character of the AONB.



**17.2** The use of traditional, natural (preferably locally sourced) materials is generally more appropriate than man-made synthetic / pre-coloured materials, as these lack the variation in colour and texture found in natural materials. Painted or pre-coloured cladding such as the increasingly popular grey/ blue 'New England' style cladding is unlikely to be appropriate in relation to the more traditional local styles and materials found within the AONB, and can be highly visibly intrusive as an alien feature in a natural landscape setting.

**17.3** A small range of complementary materials can be used, however, too much variation can create disharmony. In general terms, to ensure that a replacement dwelling or extension is in keeping with the setting or original house, materials should be chosen that respond to the landscape setting and/ or match or complement the existing house. Materials which will weather well over time should be chosen.



## 18 . Windows and glazing

**18.1** Understandably most proposals for new dwellings and extensions include large amounts of glazing to maximise light and, particularly in waterside locations, views across the harbour. However the visual impact of glazing, in particular the issue of reflection, is a key concern in the AONB.



## 19 . Reducing the impact of windows

**19.1** The design of windows is an important part in the development of a new or extended dwelling and should be of complementary scale, style, materials and proportion to the original dwelling and / or the character of the setting.



**19.2** From the outside of most buildings glass often appears highly reflective, increasingly so when seen from an oblique angle. Almost every type of architectural glass under the right conditions reflects the sky, clouds, or nearby trees and surrounding landscape.

**19.3** Coated surface glass such as low emissivity and solar control glass can be seasonally useful in keeping heat in and sun radiation out, but these can be highly reflective and are unlikely to be appropriate in the wider landscape.

**19.4** Large expanses of glazing or picture windows can have a very unsympathetic appearance and will tend to draw the eye from the wider landscape. Likewise, light coloured window frames can accentuate the prominence of windows, thereby increasing the intrusiveness of a building in the wider landscape.

**20.1** Generally dwellings should be designed with windows that are proportionate in scale to the building elevation, i.e. there should be more building than window. The visual impact of larger windows can be reduced by the use of vertical subdivision of frames.



traditional colour for window frames, and is frequently found on older buildings such as those within the historic core of the villages in the AONB. White or other light colours can also be appropriate in other parts of built-up areas. However, careful consideration should be given to the colour of window frames where the building lies within a rural or natural setting and is visible in the wider landscape, i.e. from the road or the water. In these



instances it is usually more appropriate to choose a more muted, darker or non-contrasting colour for the elevations, so as to minimise the visual intrusion of the building within its natural landscape setting. This is particularly relevant where a replacement dwelling or extension results in a significantly larger building than its predecessor.



## 20 . Window frames

**20.3** The Chichester Harbour Education Centre at Dell Quay clearly illustrates the reduction in visual impact achieved through the use of non-contrasting window frames.



**21.1** Simple design techniques can be employed to reduce the impact of glazing, particularly from reflection, which will also maintain a good balance of natural light. These can include the use of brise soleil, louvres, overhanging eaves and canopies. These can also help to reduce the problems of solar gain by creating shade, which may be particularly appropriate in south facing locations where light levels may be higher.

**louvres**



**overhanging eaves**



## 22 . Dormers

**22.1** Dormer windows should be in keeping and proportionate to the design and materials of the building. They should not dominate the facade. The choice of colour(s) is also important, as the facing and roofing materials should match or at least complement the



## 23 . Soffits, fascias and guttering

**23.1** Where light coloured window frames are not appropriate, the colour of soffits, fascias and guttering should similarly be a subdued, dark or non contrasting colour to the elevations, or should match the colour of the window frames, as this also helps avoid increasing the prominence of the building in the AONB landscape.



## 24 . Marine Enterprise

**24.1** Marine and tourism uses are closely associated with the special qualities of the AONB. Once sites are lost from marine-related use it is extremely unlikely that they will be replaced by new ones. It is therefore vital that marine sites are retained for the long term viability of the Chichester Harbour's marine infrastructure and the boats and businesses that depend on it.

**24.2** All uses are encouraged to retain easy access to the water and special features of the building and demonstrate how the proposed uses are compatible with each other, so as to not constrain any retained marine business use in the future.

**24.3** Marine-related or other appropriate commercial/employment use(s) should not be marginalised within a redevelopment so as to affect its viability in the long-term (a sufficiently detailed Business Plan may be provided to help demonstrate this).

## 25 . Sustainable Shorelines: General Guidance

**25.1** The coastline of England has been subject to a strategic level planning process looking at opportunities for coastal defence as well as where techniques are best placed to address coastal flood and erosion risk management. Chichester Harbour is included within the [North Solent Shoreline Management Plan \(SMP2\)](#) as well as the proposed [Emsworth to East Head Flood and Coastal Risk Management Scheme](#).

**25.2** Applicants are encouraged to seek pre-application advice from the Environment Agency, Natural England and Chichester Harbour Conservancy, particularly where proposals involve works to the shoreline or new/altered intertidal structures and sea defences. This may require a range of consents, including a 'Works Licence' from the Conservancy and consent from the Marine Management Organisation.

**25.3** Proposals should consider the potential impacts of any shoreline defence works on navigation within the Harbour, both from direct impacts and those arising from any change in hydro-dynamics and sediment movement. The options available for managing shoreline frontages vary widely around the Harbour and depend on the local circumstances. The development of an appropriate option should not be undertaken in isolation. Consideration should be given to other nearby defences and wider 'cause and effect' implications on the Harbour.

**25.4** Having identified an appropriate option, the following steps are advised:

- Develop outline design with dimensional drawings, technical specifications and method statements.
- Obtain all the necessary consents and licences.
- Develop detailed design for construction stage.
- Undertake construction.

**25.5** In Chichester Harbour AONB, the North Solent Shoreline Management Plan recognises three ways in which the shoreline can be managed:

### **No Active Intervention / Adaptive Management of an Existing or Natural Defence**

**25.6** Let nature take its course. No further maintenance or repair work is undertaken except to manage health and safety at the site, allowing existing defences to deteriorate safely over time.

### **Managed Realignment**

**25.7** Improve shoreline performance by moving defences to a more suitable location further inland, allowing flooding to occur between the new and old lines of defence. If carefully managed, this can result in the creation of saltmarshes. Adaptive management can be applied to managed realignment and can result in a more gradual loss of backshore and the continued evolution of say natural dune habitat and land form.

## 25 . Sustainable Shorelines: General Guidance

### Hold the Line / Hold the Line (No Public Funding Available)

**25.8** Maintain: defences are maintained at their current levels, but as sea levels rise, flood risk increases over time.

**25.9** Sustain: existing defences are raised and strengthened as sea levels rise keeping the level of flood risk the same as it is now.

**25.10** Improved: new defences are installed or existing defences are improved. Managed realignment schemes allow controlled change in the shape of the Harbour's shoreline. The existing line of defence is removed or breached, and a new structure constructed landwards, allowing the land in-between to become inundated, creating new intertidal habitat.

**25.11** There are five discrete types of defence that can be used:

1. Surface layer structure - construction of a protective layer to a coastal slope that is otherwise naturally stable. The protective layer is sufficiently robust to resist tidal and wave action. It can apply to both erosion and flood protection and can be combined with bed formation and embankment formation.
2. Bed formation - the raising of foreshore levels using a compatible material to reduce the exposure of the coastal slope to wave action. This only applies to erosion protection but can be combined with a surface layer structure, an embankment formation, a gravity structure or a piled structure.
3. Embankment formation - the raising of ground levels using bulk materials to form a barrier against flooding. (A similar concept can be used to form groynes on the foreshore, constructed in natural stone). An embankment mainly applies to flood protection. It can be a secondary defence behind an existing defence and it can be combined with a gravity structure or a piled structure.
4. Gravity structure - a heavy-duty rigid construction that uses hard materials, relies on its weight for its stability, and forms a barrier against coastal erosion and flooding. It can be a secondary defence behind an existing defence or combined with a piled structure.
5. Piled structure - construction works that rely on their embedment into the underlying ground for their stability, and form a barrier against coastal erosion and flooding. (A similar concept can be used to form groynes on the foreshore). A piled structure can be a secondary defence behind an existing structure and can be combined with a surface layer structure or a gravity structure.

**25.12** Each one can be used as a standalone defence or in combination with others. They can be used in various sizes to suit the local situation or their combination with other types of defence. The overall difference between the various options mainly relates to the particular way in which they function and their general impact on the surrounding environment.

## 26 . New Moorings and Intertidal Structures

**26.1** Please see the section on Permissions, consents and licences. Applicants are encouraged to discuss their proposals with Natural England, the Local Planning Authority and Chichester Harbour Conservancy to ensure that all relevant issues and consents are identified and applied for.

**26.2** Intertidal structures will be assessed for their visual land/seascape, nature conservation and navigational safety impact. Structures should not cover more intertidal mud than the existing circumstance, unless mitigation measures or compensation in the form of new habitat or enhancement within the Special Protection Area is provided. The viability of existing marine enterprise may also be a consideration. Clear evidence should be presented by the applicant on these matters.

**26.3** It is advised that alterations to an intertidal structure demonstrate that the silhouette/footprint of the structure has not materially increased and the materials used are dark/muted/matt colour finishes.

**26.4** Applicants are encouraged to discuss proposals for new deep water moorings, new marinas and any new facilities which will provide new public access to the water for vessels, initially with the Chichester Harbour Conservancy.



## 27 . Signage

**27.1** Proposals should be of a size which does not dominate the setting or elevation of a building. The top of any projecting signage to a shop front should generally be contiguous with the top of any fascia signage. There is a presumption against illuminated signage. Applicants are encouraged to use wooden, hand painted and non-illuminated signage, avoiding the use of garish or day-glow colours.

**27.2** Signage should relate well to the setting of the host building(s) and/or be positioned on buildings to respect the elevational composition of the building, avoiding visual clutter.

**27.3** Opportunities should be sought for a single, co-ordinated sign at the common entrance to shared business premises.

**27.4** Chichester Harbour AONB is part of the wider Area of Special Advertisement Control (4). An Area of Special Control of Advertisements is an area specifically defined by the Council as it considers that its scenic, historical, architectural or cultural features are so significant that a stricter degree of advertisement control is justified in order to conserve visual amenity within that area.

**28.1** Renewable energy installations are on a small scale and typically located adjacent to residential properties and/or small businesses. They should meet the following criteria:

- be sited discreetly or out of view from public vantage points;
- be unobtrusive in relation to the wider landscape setting;
- as far as practicable, there should be minimal impact of the appearance of the installation on the site and/or building; and
- operate at noise levels not exceeding 10dB(A) above background noise levels, within 50 metres of the installation.

**28.2** It is now possible to obtain solar panels with dark as opposed to light aluminium surrounds/frameworks. Applicants are encouraged to use these.

**28.3** Applicants in conservation areas should note that permitted development is restricted in such areas. Indeed in many conservation areas within the AONB, such rights have been withdrawn through a special order known as an Article 4 Direction. This includes solar photovoltaic (PV) or solar thermal equipment in some instances. In Havant Borough, this applies to Langstone Conservation Area, whilst there are several Article 4 Directions to which this applies in Chichester District. Article 4 Directions covering conservation areas can be viewed on the websites of the relevant local authorities.

## 29 . Telecommunication development

**29.1** There is potential for telecommunication development, especially masts, to have a detrimental impact on the wider landscape of the AONB, whether they are located within or adjacent to the AONB boundary.

**29.2** Applicants are encouraged to consider reducing the impacts of these often intrusive vertical features in the landscape by considering their location along with the height, colour and design of the scheme. Where opportunities arise, mast sharing is also encouraged.

**30.1** Applicants are encouraged to develop lighting proposals that reduce the adverse impact of artificial light in Chichester Harbour. Smooth, reflective building materials, including large horizontal expanses of glass, particularly near the Harbour, have the potential to change natural light and to create polarised light pollution affecting wildlife.

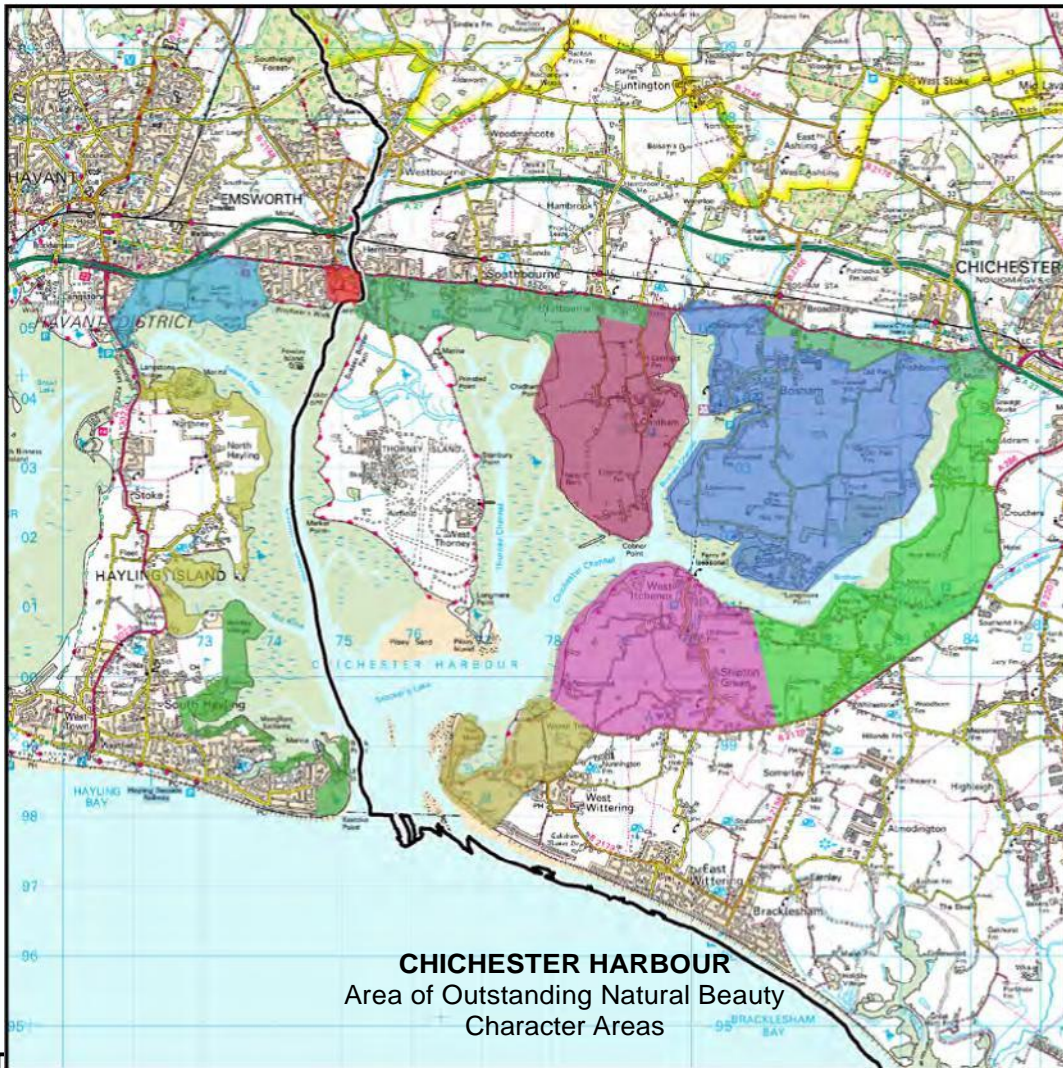
**30.2** A statement outlining where the light will shine; when the light will shine; how much light will shine; the possible ecological impact and a series of mitigation measures, if appropriate, should accompany a planning application.

**30.3** Applicants are encouraged to include evidence to demonstrate the following:

- The lighting proposals are the minimum needed for security and/or working purposes.
- Any obtrusive light from glare or light trespass is an acceptable level.
- Light beams will not be pointed out of windows.
- Security lights are fitted with passive infra-red detectors (PIRs) and/or timing devices so as to minimise nuisance to neighbours and are set so that they are not triggered by traffic or pedestrians passing outside the property or premises.
- Overall compliance with the published best practice guidance from the [Institution of Lighting Professionals](#).

# 31 . Character Area Map

Map 31.1



**Legend**

**Havant Borough**

Emsworth Historic Core

North Hayling Island

South Hayling Island

Bosham Peninsula

Chidham Peninsula

Dell Quay and Birdham

Hermitage to Fishbourne

West Itchenor

West Wittering

District Boundary

Langstone and Warblington **Chichester District**

**31.1** Thorney Island occupies a central position within the Harbour and has a distinct character, largely derived from its military use. There is currently a requirement for Thorney Island to be retained for military purposes and that the need for new development, as well as its design and location will therefore be heavily dictated by military requirements.

**31.2** The Local Planning Authority will work with the Ministry of Defence to identify areas of the site that are less sensitive for development and to identify measures that might help to mitigate any impact of new military development on the AONB.

## 32 . Coastal Strip: South Hayling Island

**32.1** The area is predominantly low lying and flat and is set within the context of extensive coastal urban development including bungalows, detached houses in larger plots and holiday villages.

**32.2** Generally dwellings are predominantly brick or render, with some timber clad buildings: mostly bungalows and detached two storey. Detached shore side Art Deco villas to the south of the area have a strong marine character and distinctive flat roofs. Single storey shore side dwellings shelter behind with boundary vegetation.

**32.3** Gardens are mostly open to the harbour with no fenced boundaries. There are a few trees on the shore side; taller trees tend to form a backdrop to the houses on the inland side.

### Key Issues:

- Avoid the removal of mature trees and planting.
- Resist the pressure to introduce suburban walls, fences and sheds.
- Avoid the introduction of backland buildings such as garages and boat storage in exposed harbour side contexts i.e. Cockle Rytte and My Lords Pond.
- Avoid “imitation” styles of development for example mock Georgian.
- Maintain, update or extend Art Deco properties to the original style only, other contemporary styles are less successful in this location.
- Avoid reintroducing Art Deco style of housing away from Bracklesham Road and Wittering Road. Smaller housing in a marine style is generally more appropriate in other areas such as Eaststoke Avenue, Marine Walk and Salterns Lane.

### References:

This area is covered by the Havant Borough Council Landscape Character Assessment Areas LCA 36i and 36ii and Chichester Harbour AONB Landscape Character Assessment Area F1.

## 33 . Coastal Strip: North Hayling Island

**33.1** North Hayling is predominantly arable and pasture farmland with small hedged paddocks associated with settlements and a network of copses, small woodlands and tree belts giving a strong sense of enclosure.

**33.2** Panoramic views of harbour are possible from the coastal path. Settlements are both historic and linear patterns of cottages and farms. The coastal edge of the area is mostly undeveloped. Development is predominantly linear of mainly semi-detached two storey dwellings, mainly brick and render, built between the wars with a suburban feel.

**33.3** There are older traditional style thatched and tiled detached cottages with rural character.

### Key Issues:

- There is pressure for additional extensions to shore side development.
- Avoid the loss of trees and hedges.
- Opportunities with semi detached houses for rear and side extensions to 'even up' and unify pairs and adjacent properties. Keep door and window styles the same within pairs. Discourage pairs with different masonry finishes.
- Front extensions should be discouraged so as not to lose valuable garden space and compromise the line of housing.
- Extensions should have similar roof angles to the main house.
- Discourage the use of timber fencing to boundaries; encourage use of locally distinctive materials such as flint or brick for walls.
- Try to ensure that new development responds to the existing settlement patterns, locally distinctive styles and patterns, locally distinctive styles and materials.

### References:

This area is covered by the Havant Borough Council Landscape Character Assessment Areas LCA 29, 30 and 31 and Chichester Harbour AONB Landscape Character Assessment Area G1.



## 34 . Lower Coastal Plain: Langstone and Warblington

**34.1** The villages are set on the flat coastal plain, with dense urban development of suburban Langstone and Havant to north. Langstone is a historic waterfront development with tightly packed buildings, some of which are associated with the former port industry of the village.

**34.2** There are open views across the Harbour from the shoreline. Some of the properties have access governed by the tide. The buildings are mainly two storey with taller buildings forming prominent landmarks. Older properties tend to have first floor windows tight under eaves and roofs tend to be steep pitched. Whilst dwellings have a predominantly brick and render finish, there is some use of white and black weatherboard on newer dwellings.

### Key Issues:

- There is a pressure for infill development extending the village.
- Try to ensure that historic character is not 'diluted' further by uncharacteristic new development; conservation of the historic village character is essential.
- Try to ensure new development responds to existing settlement patterns, locally distinctive styles and materials.
- The rural character of Warblington should be preserved.
- The use of flint and brick walls rather than wooden fencing should be encouraged.
- Extensions should have similar roof angles to the main house.
- Aim to keep door and window styles similar within terraced rows of similar within terraced rows of dwellings.

### References:

This area is covered by the Havant Borough Council Landscape Character Assessment Areas LCA 26 & 27 and the Chichester Harbour AONB Landscape Character Assessment Area H1

## 35 . Lower Coastal Plain: Emsworth Historic Core

**35.1** Emsworth is a historic dense urban development surrounded by water on three sides. There are occasional views of water from within the settlement and panoramic views of shore side development can be seen from shoreline paths and water.

**35.2** There is a medieval street pattern to core of town which has a relatively uniform urban scale and massing. Streets are lined by predominantly linked two and three storey buildings with doors opening directly onto the street, giving a strong vertical emphasis to buildings.

**35.3** The predominant materials within the built up area are light coloured render or brick facades, however the shoreline of the historic core is predominantly brick.

### Key Issues

- There is pressure of infill development within the town.
- Try to conserve the historic character of the town.
- Try to ensure new development responds to existing settlement patterns, locally distinctive building styles, materials and landscape setting.
- Avoid wherever possible 'imitation' styles of development (for example mock Georgian).
- Generally maintain, update or extend inland dwellings to reflect historic character typical of the area.
- Rooms in roofs with skylights and dormer windows should be carefully considered to minimise visual impact.

### References:

This area is covered by the Havant Borough Council Landscape Character Assessment Areas LCA 24 and Chichester Harbour AONB Landscape Character Assessment Area H1.

## 36 . Lower Coastal Plain: Hermitage to Fishbourne

**36.1** Linear historic settlements along A259 set on flat coastal plain with occasional harbour views possible. Farmland character is mainly open with strong rectangular patterns. There are some smaller hedged paddocks within villages, and pockets of orchards and small copses on the settlement edges.

**36.2** The various villages within the area have distinct and different characters. There is a distinctive traditional and historic character to the village centres with some thatched and timbered buildings.

**36.3** Dwellings are mostly two storey dwellings, with some extending to three, predominantly using brick, flint, render, tile and slate materials.

### Key Issues:

- There is pressure for infill development threatening to extend villages.
- Settlement is becoming very linear and continuous along roadside.
- Try to conserve the landscape setting of historic villages.
- Try to ensure new development responds to existing settlement patterns, locally distinctive building styles, materials and landscape setting.
- Raise the quality of development along the A259 corridor.

### References:

This area is covered by Chichester Harbour AONB Landscape Character Assessment Area H1.

**37.1** Chidham is a narrow peninsula edged by Thorney and Bosham Channels.

**37.2** The peninsula has a gently sloping land form and is mainly rich agricultural land with large arable fields. The field boundaries are mainly low hedgerows, ditches and lines of wind sculpted trees. Lanes have a distinctive sunken appearance and the area has a strongly rural and slightly isolated character.

**37.3** There are a number of attractive and traditional styled brick and flint manor houses, farm buildings and cottages, with materials being mainly brick and flint in a traditional style. Larger detached manor houses are set within walled grounds

### Key Issues:

- New development should respond to existing settlement patterns, locally distinctive building styles, materials and landscape setting.
- Avoid further loss of trees and hedges.
- Any new development should be within the clusters based on 'original hamlets' rather in outlying positions.
- Use of traditional materials and building styles should be encouraged to reflect rural character.

### References:

This area is covered by the Chichester Harbour AONB Landscape Character assessment Area G3.

## 38 . Harbour Peninsula: Bosham

**38.1** The area is predominantly wide flat arable fields with a complex and irregular pattern. There is a concentration of woodland to south around Bosham Hoe. Remnants of parkscapes and historic farmhouses are scattered across the area. Larger twentieth century shore side houses, set in large garden plots, can have a more suburban character.

**38.2** Bosham is a picturesque village with a historic core, clustered around landmark church. Predominant materials in the historic core include render, brick and flint, tile and thatch. Properties in central historic core are closely knit and mostly terraced.

**38.3** Larger detached properties have important landscape settings that soften visual impact and views of landmark buildings across agricultural areas on edges of settlements are important to retain.

### Key Issues:

- There is a great demand for the redevelopment of detached houses.
- Many extensions to existing properties, with large areas of reflective glazing are very unsympathetic to surroundings.
- Sympathetic management of shore side gardens is required to ensure a natural edge. Avoid loss of waterside trees and hedges.
- Development should respond to existing settlement patterns, locally distinctive building styles, materials and landscape setting.
- Replacement features should reflect adjacent properties where appropriate and be sympathetic to the character of area, where possible renewing period features.
- Rooms in roofs, skylights and dormer windows should be carefully designed to minimise visual impact.

### References:

This area is covered by Chichester Harbour AONB Landscape Character Assessment Area G4.

## 39 . Manhood Peninsula: Dell Quay and Birdham

**39.1** The area is a predominantly open arable farmland with large to medium scale field patterns. There are distinctive clusters of flint and brick cottages within the village cores. Westlands is a parkland estate enclosed by tree belts and copses. Wide views are possible across farmland towards landmark buildings and the South Downs.

**39.2** Shore side maritime character housing on open coastal areas with larger detached houses set within woodland areas. The predominant materials of historic core are brick and flint. There is a 1970's large estate comprising of chalet bungalows and mock Georgian two storey houses.

**39.3** There are views of landmark buildings across agricultural areas on edges of settlements. The landscape setting of larger houses is very important.

### Key Issues:

- Potential pressure for additional shore side housing development and extensions.
- Development in the village cores should respond to local distinctiveness.
- The landscape setting of villages and small estates should be conserved and enhanced.
- Massing and roofscapes should be carefully designed to minimise impact.

### References:

This area is covered by the Chichester Harbour AONB Landscape Character Assessment Area I1.

## 40 . Manhood Peninsula: West Itchenor

**40.1** West Itchenor and Shipton Green form a linear village set within predominantly open arable farmland, with large to medium scale field patterns.

**40.2** The long ribbon development along the north-south road orientation, leads to the historic village centre, focused on the shore side.

**40.3** Spinney Lane is an estate of modern large detached properties, running along the shoreline to the east.

**40.4** Predominant materials of historic core are lime plaster, local red brick, brick and un-knapped flint/beach flint, painted brick, and cambered plain clay tile roofs, and there is an occasional thatched property.

### Key Issues:

- There is some visual intrusion from larger shore side houses and pressure for redevelopment of older and smaller shore side housing.
- Development in the historic village cores should respond to local character, existing settlement patterns, locally distinctive styles and materials.
- Wooded setting of larger houses should be conserved and enhanced. Loss of trees and hedges should be avoided.
- Try to ensure that the historic character is not 'diluted' by uncharacteristic new development. Conservation of the historic village character is essential.
- Massing and roofscapes should be carefully designed to minimise visual impact.

### References:

This area is covered by the Chichester Harbour AONB Landscape Character Assessment Area I1.

## 41 . Manhood Peninsula: West Wittering

**41.1** The village is set within predominantly open arable farmland with large to medium scale field patterns. There is a pleasant piecemeal feel to village with the central historic core around the church. No views of sea or harbour are available from the central core. The settlement edge has significant areas of scrub and trees, so the village is not often visible in the wider landscape.

**41.2** Larger housing in diverse styles on estate developments to edge of village has glimpse views of harbour. The predominant materials used within the historic core are render, brick and flint and there is the occasional thatched property.

**41.3** Predominantly flint walls or hedging forms strong garden boundaries to frontages and attractive front gardens add to the village character.

### Key Issues:

- There is pressure for redevelopment of larger and older shore side housing.
- Development in the historic village cores should respond to local character, existing settlement patterns, locally distinctive styles and materials.
- The wooded setting of larger houses should be conserved and enhanced. The loss of trees and hedges should be avoided.
- Try to ensure that historic character is not 'diluted' by uncharacteristic new development. Conservation of the historic village character is essential.
- Massing and roofscapes should be carefully designed to minimise visual impact

### References:

This area is covered by the Chichester Harbour AONB Landscape Character Assessment Area I1 and F2



## 42 . Glossary of Terms

**Ancillary:** Subsidiary or subservient, to the purposes of the main building. For example a building used for a variety of purposes, providing support to the use of the main building such as garages and outbuildings in relation to a house.

**Articulation (architecture):** Breaking down of a building's design into elements and the method of modelling these elements in terms of the shape or manner in which the elements come together and are connected. The articulation of a building reveals how the parts fit into the whole by emphasizing each part separately.

**Building elements:** Doors, windows, cornices and other features which contribute to the overall design of a building.

**Building footprint:** The area of ground covered by a building.

**Canopy:** A projecting or suspended hood over a door or window.

**Complementary:** Complements or enhances the original without necessarily copying it.

**Conservation style rooflight:** Low profile skylight with slim sections and fitting flush fitting with the roof coverings. They have an authentically traditional appearance and often comply with planning requirements for listed buildings and conservation areas.

**Dormer:** Any window projecting from the pitch of a roof.

**Eaves:** The lower edge of a sloping roof, where it overhangs the wallhead.

**Erosion:** In the Harbour context, the loss of land as a result of the shoreline due to tidal and wave forces.

**Fascia:** A board carrying the rainwater gutter.

**Feature brickwork:** Brickwork that emphasises the corners of walls or door and window openings often in a different colour from the main walls.

**Foreshore:** The zone between the low water and the high water marks.

**Gable:** The vertical part of the end wall of a building contained within the roof slope, usually triangular.

**Hipped roof:** A hipped roof has no gables, it consists of four sloping sides where the ends of the roof are sloped rather than vertical.

**Hold the line:** Maintain or upgrade the standard of protection provided by the existing defences. This covers situations where work or operations are carried out in front of the existing defences (such as beach recharge or groynes) to improve or maintain the standard of protection provided by the existing line of defence. This policy also involves operations to the back of existing defences (such as building secondary defences) where they form an essential part of maintaining the current shoreline defence system.

**Landscape:** The appearance of land, including its shape, form, colours and elements, the way these (including those of streets) components combine in a way that is distinctive to particular localities, the way they are perceived, and an area's cultural and historical associations.

**Layout:** The way buildings, routes and open spaces are placed in relation to each other.

**Local distinctiveness:** The positive features of a place and its communities which contribute to its special character and sense of place.

**Mass / Massing:** The combined effect of the arrangement, volume and shape of a building or group of buildings. This is also called bulk. Defined by a combination of height, bulk and silhouette of a building or group of buildings.

**Managed Realignment:** Managed Realignment (Retreat) involves the construction of a new defence landward of the existing defence and either removing the existing defence or allowing it to deteriorate in a controlled manner.

**Scale:** The size of a building in relation to its surroundings, or the size of parts of a building or its details, particularly in relation to the size of a person. Sometimes it is the total dimensions of a building, which give it its sense of scale. At other times it is the size of the elements and the way they are combined. The concept is a difficult and ambiguous one. Often the word is used simply as a synonym for 'size'.

**Setting:** The surroundings in which a building or landscape or other feature is experienced. Its extent is not fixed and may change as the building or feature and its surroundings evolve. Elements of a setting may contribute or detract from the appearance of the building or feature and may affect the way a building or feature is appreciated.

**Silhouette:** The overall shape of a building from a viewpoint in relation to its landscape setting, backdrop, other landmarks, adjacent buildings or groups of buildings.

**Soffit:** The underside or lining beneath a beam, or lintel, or of any projection from the face of a building.

**Subservient / subordinate:** Visually preserving the form and outline of the existing building by setting any extensions back from the main front wall of the existing building and keeping the height of the roof ridge and eaves below those of the existing building.

**Topography:** The arrangement of the natural and artificial physical features of an area.

**Vernacular:** Indigenous buildings traditionally constructed to local detail from locally available materials, usually without the benefit of an architect, that reflect custom and tradition rather than mainstream architectural fashions.

### Links to:

- National Planning Policy Framework** - <https://www.gov.uk/government/publications/national-planning-policy-framework-2> **Planning Practice Guidance** - <http://planningguidance.communities.gov.uk/blog/guidance/>
- Chichester Local Plan** - <http://www.chichester00v.uk/new/localplan>
- Chichester District Council Supplementary Planning Documents and Policy Guidance** - <http://www.chichester00v.uk/policy/guidance> **Chichester District Council Neighbourhood Plan** - <http://www.chichester00v.uk/neighbourhoodplan>
- Chichester District Council Conservation** - <http://www.chichester00v.uk/conservation>
- Chichester District Council Planning Advice** - <http://www.chichester.gov.uk/planningadvice>
- Havant Borough Council Planning Policy** - <https://www.havant.00v.uk/planning-and-environment/planning-policy>
- H a v a n t B o r o u g h C o u n c i l C o n s e r v a t i o n**  
<https://www.havant00v.uk/planning-and-environment/planning-policy/conservation-areas-and-listed-buildings/conservation-areas-borough-havant>
- H a v a n t B o r o u g h C o u n c i l P l a n n i n g S e r v i c e s** -  
<https://www.havant00v.uk/planning-and-environment/planning-services/submit-a-planning-applications>
- Chichester Harbour Conservancy Management Plan** - <http://www.conservancy.co.uk/page/management-plan/307/>
- Chichester Harbour Conservancy Planning Guidelines**  
<http://www.00nservancy.co.uk/assets/asssets/CHC/020Planning/020Guidelines/020consolidated/02029/204/2014/020and/020corrected/020285.14.pdf>
- Chichester Harbour Conservancy (Planning)** - <http://www.conservancy.co.uk/page/planning/365/>
- Solent Recreation Mitigation Partnership** - <https://www.portsmouth.00v.uk/ext/environment/solent-recreation-mitigation-strategy.aspx>
- West Sussex County Council "Local distinctiveness Study of West Sussex"** - <https://www.westsussex.00v.uk/land-waste-and-housing/landscape-and-environment/local-distinctiveness-study-of-west-sussex/>

West Sussex County Council "Sussex Historic Landscape Characterisation - <https://www.westsussex.gov.uk/land-waste-and-housing/landscape-and-environment/sussex-historic-landscape-characterisation/>

Night Blight: Mapping England's light pollution and dark skies - <http://nightblight.cpre.org.uk/resources>