

**PLANNING PERFORMANCE AGREEMENT ARUN
DISTRICT COUNCIL AND BOURNE LEISURE
(BUTLINS RESORT BOGNOR REGIS)**

PROJECT PLAN FOR DEVELOPMENT

PARTIES

Arun District Council – Local Planning Authority

Bourne Leisure – Butlins Development Ltd

SITE DESCRIPTION

Land at Butlins Resort, Bognor Regis, Site located to the east of Sea Road.

DESCRIPTION OF THE DEVELOPMENT

Proposed demolition of existing Skyline tensile enclosure, replacement facility in single storey building; alterations to car parking layout, pedestrian routes and landscaping areas; relocation of fairground rides; installation of illumination to area exposed by removal of Skyline

KEY OBJECTIVES AND VISION FOR THE DEVELOPMENT

1. To secure planning permission for the development at Butlins resort by 4 September 2020
2. This application seeks to provide replacement for the facilities provided within the existing Skyline tensile enclosure which is approaching the end of its design life with consequential alterations including relocation of the fairground rides.
3. Objectives for the delivery- project to be completed on site by mid February 2021

KEY OBJECTIVES FOR THIS AGREEMENT

The aims and objectives of this agreement can be summarised as:

- **Clarity**
- **Transparency**
- **Managing all expectations**
- **Giving an indication of timescales**
- **Setting out the actions of both the Applicant and the Local Planning Authority (including the engagement with their Elected Members, so far as that does not conflict with an Elected Members duty to avoid bias and/or not to pre-determine any future decision with which they are to be involved)**
- **Nothing in this Agreement fetters the Council's statutory powers to grant or refuse planning permission.**

KEY ISSUES

Key topics to be resolved between the parties include:

- Design and location of the replacement facility.
- Location of relocated fairground rides
- Achievement of “neutral” parking position with no net loss of spaces
- Consideration of all other planning matters in relation to the development.

PROJECT TEAM

Principal Names	Position and Role	Contact Details
Ian Cutler	Bourne Leisure	
Stephen Brooker	Walsingham Planning	
Tom Edmunds	Walsingham Planning	
Karl Roberts	Director Planning Services & Economic Regeneration Arun District Council	
Neil Crowther	Head of Planning Policy & Strategic Development, Arun District Council	
Amy Myer	Senior Planning Officer	
Other Contacts	Position and Role	Contact Details
APPLICANT		
	Planning Consultant	Walsingham Planning, as above
	Architect	Wilson Owens Owens Unit 5 The Piano Works 113-117 Faringdo Road London EC1R 3BX Kevin Owens [REDACTED] Emma Owens [REDACTED]

	Project Manager	Gardiner & Theobald c/o Craig McLellan [REDACTED]
	Ecologist	Development Ecology Consulting Ltd c/o Chris Hogan [REDACTED]
	Engineer	Crouch Waterfall c/o Dr M Baker martin.baker@crouchwaterfall.co.uk [REDACTED]
	Noise	Horrocks Environmental Health Service David Horrocks [REDACTED]
	Archaeology	Headland Archaeology Andy Boucher [REDACTED]
ARUN DC		
Caroline Perry	Planning Solicitor Arun District Council	[REDACTED]
Nick Howard or Fiona Fitzgerald	Principal Environmental Health Officer	

PLANNING POLICY

- Arun District Local Plan 2011 - 2031
- Neighbourhood Development Plan
- NPPF

SUPPORTING DOCUMENTATION

The parties agree that the application shall be accompanied by the following assessments / documents:

- To provide 2 hard copies of documents and plans

- Planning Statement
- Planning forms, inc Bio-Diversity
- CIL forms
- Planning application fees
- Plans, elevations, sections
- D&AS
- Noise
- Ecology/Bats
- FRA/Drainage
- Kitchen Extract details for F&B
- Energy/sustainability
- Site Investigation
- Construction Management Plan
- Lighting scheme and reporting of impact
- Archaeology
- Public consultation (Statement of Community Involvement)

CONSULTATION STRATEGY

The following people will be consulted on the planning application when it is submitted and validated:

- WSCC Local Development Division
- WSCC Lead Local Flood Authority
- Highways England
- Southern Water
- Environment Agency
- Natural England
- Historic England
- Sussex Police
- Ecology
- Archaeology
- NHS
- Bognor Regis Town Council
- Felpham Parish Council
- ADC
 - o Parks and Green Space
 - o Environmental Health
 - o Engineers

If there is a need to re-consult with a consultee, this will be carried out by ADC within 5-days of receipt of the information.

On validation of the application, the application details will be placed on the District Council's website and advertised in the next available printing of the West Sussex Gazette. Site Notices will also be placed at strategic points around the site within 7 working days following validation.

TIMETABLE

Adherence to the Project Plan

The Lead Council Officer and Applicants' Project Manager shall agree to make each other aware at the earliest possible opportunity (and no later than two weeks from the milestone date) of any commitments made in the Project Plan that will not be met and the reasons for which that is the case.

Changes to the Project Plan

Where revisions need to be made to the Project Plan, either as a result of the addition of new issues or revisions to existing issues, these shall be agreed (in writing where appropriate) between both the Lead Council Officer and the Promoters' Project Manager.

Action	Responsibility	Timetable / Milestone
Pre-application meeting to discuss emerging designs and results of consultation undertaken	Both	
Pre Application Presentation to Councillors	Prepared by applicant and circulated by LPA	Mid May 2020
Submission of application documentation	Applicant	1/6/2020*
Registration of planning application, validation and formal consultation undertaken	LPA	Week 1 w/e 5/6/2020 (**)
Commencement of statutory consultation process	LPA	Week 1 w/e 5/6/2020 (**)
Progress meeting between main parties to be arranged ***	Both	Week4 w/c 22/6/2020
SB To monitor application online to pick up consultee comments and respond to issues or queries. Any responses sent directly to consultee also copied to LPA and Planning Responses for upload to website.	Applicant	Week3- 4
Progress meeting between main parties to discuss results of statutory consultation* **	Both	Week5 w/c 29/6/2020
Review timetable in light of consultation comments.	Both	Week6 w/c 6/7/2020
Allowance for submission of additional information (if required)	Applicant	Week 7 w/c
Consultation undertaken as necessary but all documentation to be in by end of week 10 in order to allow for responses and meet 2/9/2020 Committee closing w/c 17 August 2020	LPA	w/c 3/8/20 20
Draft conditions + s106 if needed to be prepared by LPA, for review by applicant	Both	Week 11 w/c 10/8/2020
Finalise Committee Report	LPA	Week 12 w/c 17/8/202
Member's Briefing meeting (if a briefing happens because of Covid 19)	LPA	Week 12
Member's Briefing outcome.	LPA	Week 12
Application to be presented to Development Control Committee	Both	2/9/2020
Final decision issued by LPA.		4/9/2020

S106 to be signed and sealed (if necessary)	Both	4/9/2020
Issue of decision notice and accompanying legal agreement	LPA	4/9/2020

(* - if the submission is made later than indicated then the timescales for processing the application may slip accordingly)

(** - providing a valid application is submitted with all the required documents and the correct fee).

(*** - meetings may be by conference or video call)

This is an extremely tight timetable for a major application that will have a significant level of input from a number of Council departments and external consultees. There will also be public interest. To adhere to this timetable there is a huge onus on the applicant and their team to be able to provide at the outset all the necessary information to not only allow the application to be validated before the 5/6/2020 but in order that statutory consultees can respond without the need to seek additional information. There is also a requirement to respond to both case officer and consultation comments and supply the requested information to the council in order that any further consultations and discussions can be had.

The applicant should be aware that all major applications require amendments to the design and detail, development is a fluid process and this application may require re-consultation. Consultees will seek clarification which will require their further feedback.

DECISION MAKING AND COMMUNICATION PROCEDURES

The primary line of communication should be between the case officer at Arun DC and the Applicants Planning Consultant Other team members will continue to work with their counterparts but will also feed in their comments and issues to either the case officer or Applicant's project manager.

ADC's Obligations

- ADC shall respond substantively to all urgent emails, letters and telephone calls within three (3) working days of receipt and, in any event, within six (6) working days of receipt.
- Notify the Applicants on the date of dispatch, prior to any meeting of the ADC Development Control committee at which any report or matter relevant to the development will be discussed and or considered and to provide the Applicant with a copy of any report to the ADC Development Control committee at that time
- Provide to the Applicant at least three (3) working days prior to any meeting all substantive and relevant documents which are relevant to that meeting which relate to any relevant action or agenda points identified
- To provide the Applicant within five (5) working days of any meeting the minutes or action points arising from that meeting.

Applicants' Obligations

- To use their reasonable endeavours to address any concerns raised by any statutory consultee prior to the submission of the application to ADC
- Not to submit the application unless it is accompanied by the application documents as outlined above or as maybe otherwise agreed
- To provide ADC with such additional information, if reasonable, as may be requested within ten (10) working days of such written request from ADC (or such other time period as may be agreed)
- To provide to ADC at least three (3) working days prior to any meeting all substantive and relevant documents which are relevant to that meeting and which relate to any relevant action points or agenda identified
- To provide to ADC within five (5) working days of any meeting the minutes or action points arising from that meeting.

The promoters agree to pay the fee for the PPA which is £8,640 upon signing of the PPA.

In addition should there be a need for a s106 agreement, the Council's reasonable and proper legal fees for negotiating and completing a s106 agreement. Such costs must be incurred on the basis of agreed hourly rates and subject to detailed breakdowns with full narratives.

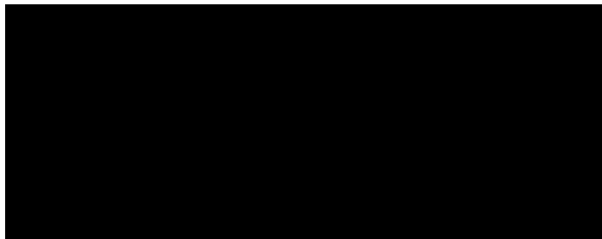
Acceptance of Planning Performance Agreement

Signatories

Applicant

Ian Cutler for Bullins Development Ltd

Local Planning Authority



Karl Roberts for Arun District Council

