



# BOGNOR REGIS TOWN COUNCIL

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

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Dear Sir/Madam,

## **MEETING OF THE PLANNING AND LICENSING COMMITTEE**

I hereby give you Notice that a Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **4pm on TUESDAY 30<sup>th</sup> JANUARY 2024**.

All Members of the Planning and Licensing Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee). Any written question received by 9am on Tuesday 30<sup>th</sup> January from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

**PLEASE NOTE START TIME**

**DATED this 22<sup>nd</sup> day of JANUARY 2024**

**CLERK TO THE COUNCIL**

## **AGENDA AND BUSINESS**

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.  
Members and Officers should make their declaration by stating:
  - a) the item they have the Interest in

- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
  - c) the nature of the Interest
  - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 9<sup>th</sup> January 2024
  5. Adjournment for public question time and statements
  6. To welcome Steve Hill, WSCC Parish & Community Engagement Co-ordinator, to discuss any Highways issues
  7. To consider Planning Applications on Lists dated 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> January 2024
  8. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
  9. To consider Premises Licence Applications including any variations and any other Licence Applications
  10. To receive details in relation to ADC's Gypsy and Traveller Development Plan Document (G&T DPD) Public Consultation, and to agree any comments to be submitted in response
  11. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED**



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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 9<sup>th</sup> JANUARY 2024**

**PRESENT:** Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, S. Goodheart,  
Miss. C. Needs and B. Waterhouse

**IN ATTENDANCE:** Mrs. J. Davis (Assistant Clerk)

*The Meeting opened at 4.04pm*

### **131. WELCOME BY CHAIR**

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

### **132. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllrs. Ralph, Woodall and Mrs. Yeates with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

### **133. DECLARATIONS OF INTEREST**

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

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

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

***There were no declarations of Interest***

**134. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19<sup>th</sup> DECEMBER 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 19<sup>th</sup> December 2023 as an accurate record of the proceedings and the Chair signed them.

**135. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no members of the public seated in the public gallery, therefore, the meeting was not adjourned.

**136. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15<sup>th</sup> AND 22<sup>nd</sup> DECEMBER 2023**

**136.1** The Committee noted that there were no views from other Town Councillors to report.

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

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

**137. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

There were no Pavement Licence application representations to be ratified.

**138. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

**Licensing Act 2003**

**Premises: Premier Inn (proposed) at junction of Belmont Street/Clarence Road/The Esplanade, Bognor Regis, PO21 1LD  
Licence Number: 119149**

The Committee noted the application received for a Premises Licence including: - to enable the sale of alcohol between 10:00 and 00:30 hours seven days a week to non-residents for consumption on and off the premises and 24 hours a day seven days a week for residents; to enable the sale of alcohol for extended hours at Bank Holidays and on other limited days as specified in the application; to enable Regulated Entertainment (as specified in the application) to be provided when the Premises are open for the sale of alcohol; to enable the provision of late night refreshment.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted for the reasons outlined in the application.

**139. TO CONSIDER ANY COMMENTS IN RESPONSE TO ADC'S DESIGN GUIDE UPDATE 2023 SUPPLEMENTARY PLANNING DOCUMENT – MIN. 128 REFERS**

The Assistant Clerk's report was **NOTED**.

Following a brief discussion about ADC's updates to Chapter F of the Design Guide SPD, needed to reflect new guidance on design standards for cycling infrastructure and the requirements for highway and junction design, Members **AGREED** to submit the following comments: -

*"Bognor Regis Town Council welcomes the inclusion of the targeted updates to Chapter F of ADC's Design Guide SPD in addressing the provision of a cycle-friendly environment and road safety measures for cyclists, provided that these introductions do not inhibit access by other highway users, such as pedestrians. Whilst acknowledging that the Design Guide SPD is a non-statutory document, if adopted, Members would like to see the design standards for cycling infrastructure being enforced."*

**140. TO RECEIVE DETAILS OF A PLANNING TRAINING EVENT BEING HOSTED BY ANGMERING PARISH COUNCIL ON 24<sup>th</sup> JANUARY 2024 AND TO CONSIDER ANY ATTENDANCE**

Members were advised that Angmering Parish Council would be hosting a training session on the Levelling Up Act, and the recent updates to the National Planning Policy Framework, for which they were offering places to other local parish councils at a cost of approximately £20 per person.

It was **AGREED** that the Clerk would email Committee Members with the full details of the training session, with anyone interested in attending making this known to the Clerk by no later than 5pm on Tuesday 16<sup>th</sup> January 2024.

**141. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence previously circulated.

*The Meeting closed at 5.04pm*

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 9<sup>th</sup> JANUARY 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 15<sup>th</sup> AND 22<sup>nd</sup> DECEMBER 2023)**

*Please Note: there were no planning applications for Bognor Regis on list dated 22<sup>nd</sup> December 2023. Furthermore, there was no planning list dated 29<sup>th</sup> December 2023.*

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

<p><a href="#"><u>BR/256/23/PL</u></a> <a href="#"><u>10 Longford Road</u></a> Bognor Regis PO21 1AQ</p>	<p>Change of use from purposes falling within dwellinghouse (Class C3) to 9-unit HMO (Sui Generis).</p>	<p><b>OBJECTION</b> The HMO would result in a proliferation and over concentration of such uses in an area close to being over-run with these forms of housing, which shares the boundary with 2 wards within which an Article 4 Direction is in place. The additional HMO would result in harm to the character of the area due to the number of such uses contrary to policy HSP 4 (a) of the Arun Local Plan.</p> <p>Contrary to the comments from the LHA, neither the application form nor the plans indicate that any parking is included within the proposal. The lacking provision of car parking spaces would contribute to the generation of excessive parking demands causing harm to the amenity of the area contrary to policy HSP4 (b) of the Arun Local Plan.</p>
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<p><i>BR/256/23/PL (continued)</i>  10 Longford Road  Bognor Regis  PO21 1AQ</p>		<p>It is the opinion of local Councillors that Longford Road is an incredibly busy thoroughfare used by large vehicles, such as buses and lorries, and is considered by some as dangerous for cyclists. To allow further proliferation of smaller household typologies would only exacerbate safety concerns at this location, brought about by the potential for further demands on street parking in the area. The plans do not indicate cycle storage facilities to address the lack of parking provision.</p> <p>Furthermore, the House in Multiple Occupation by reason of the number of occupiers would have a detrimental impact on the residential amenity of the other dwellings in the area contrary to D DM1 and QE SP1 of the Arun Local Plan.</p>
<p><a href="#"><u>BR/273/23/T</u></a>  <a href="#"><u>Sycamore</u></a>  Sabey Court  Albert Road  Bognor Regis  PO21 1LU</p>	<p>Height reduction by 2m, from 16m to 14m, 1m radial reduction on North, South and West aspect from 6m to 5m and 1.5m reduction on East side, from 6m to 4.5m to T1 No Lime tree and 2m height reduction from 15m to 13m and 1.5m radial reduction on West side from 6m to 4.5m to T2 – Sycamore.</p>	<p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><a href="#"><u>BR/274/23/T</u></a>  <a href="#"><u>Danehurst</u></a>  Sylvan Way  Bognor Regis  PO21 2LR</p>	<p>2 No. Pines (T1 &amp; T2) crown reduction to leave spreads of 9m and crown lifts to 5.5m over the highway.</p>	<p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>



<p><a href="#"><u>FP/201/23/PL</u></a>  <a href="#"><u>Rabbit Island</u></a>  Rear of 84 Brooks Lane  Bognor Regis  PO22 8DN</p>	<p>Erection of an agricultural storage barn (revised application further to permission granted under FP/106/23/AG). This application is in CIL Zone 5 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION, IN PRINCIPLE</b>  The Town Council is aware of historic issues impacting Bognor Regis residents living off Brooks Lane, that have resulted from the antisocial use of this piece of land. Whilst there is no objection to the proposal to erect an agricultural storage barn, we would ask that its use, as advertised, is strictly enforced.</p> <p>Members continue to have concerns about the ability of the bridge across the rife being able to support heavy farming machinery, if this is the only means of access to the field.</p>
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**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 30<sup>th</sup> JANUARY 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 5<sup>th</sup>, 12<sup>th</sup> AND 19<sup>th</sup> JANUARY 2024)**

*Please Note: there were no planning applications for Bognor Regis on List dated 19<sup>th</sup> January 2024.*

<p><a href="#"><u>BR/267/23/HH</u></a> <a href="#"><u>17 Southdown Road</u></a> Bognor Regis PO21 2JR</p>	<p>Retention of out building to use as an art studio.</p>	<p><i>COMMENT BY 01-FEB-2024</i></p>
<p><a href="#"><u>BR/276/23/HH</u></a> <a href="#"><u>82 Victoria Drive</u></a> Bognor Regis PO21 2TA</p>	<p>Retrospective consent for nonpermeable herringbone block paving over 5m<sup>2</sup>, installation of new linear channel drainage to front boundary with highway edge with storm water discharge directed to new soakaway with crates in front garden.</p>	<p><i>COMMENT BY 01-FEB-2024</i></p>
<p><a href="#"><u>BR/279/23/T</u></a> <a href="#"><u>1A Queens Square</u></a> Bognor Regis PO21 1SA</p>	<p>Various works to various trees.</p>	<p><i>COMMENT BY 01-FEB-2024</i></p>
<p><a href="#"><u>BR/280/23/HH</u></a> <a href="#"><u>Courtney Lodge</u></a> Sylvan Way Bognor Regis PO21 2RS</p>	<p>Renewal of unimplemented planning permission (BR/4/21/HH) for a rear/side single storey extension.</p>	<p><i>COMMENT BY 01-FEB-2024</i></p>
<p><a href="#"><u>BR/281/23/PL</u></a> <a href="#"><u>39A London Road</u></a> Bognor Regis PO21 1PQ</p>	<p>Replacement glazing.</p>	<p><i>COMMENT BY 01-FEB-2024</i></p>

<p><a href="#"><u>BR/270/23/HH</u></a> <a href="#"><u>44 Hampshire Avenue</u></a> Bognor Regis PO21 5JJ</p>	<p>Single storey rear extension and installation of front porch, following the demolition of existing rear extension.</p>	<p><i>COMMENT BY 08-FEB-2024</i></p>
<p><a href="#"><u>BN/11/22/OUT</u></a> <a href="#"><u>Barnham, Eastergate,</u></a> <a href="#"><u>Westergate</u></a> BEW Parcel SC1 Barnham</p>	<p>Outline application with all matters reserved (except for the A29 Realignment) for the demolition of existing structures and mixed use development to provide up to 1,250 residential dwellings (Use Class C3), Care Home/Senior Living Accommodation (Use Class C2/C3), flexible retail and community floorspace (Use Classes E/F2/Sui Generis), a Primary School plus open space, landscaping, drainage and all other associated ancillary works; and realignment of the A29 and early connection to existing A29 including construction of a new road carriageway, junctions and associated infrastructure. This application also lies within the parish of Aldingbourne, affects the setting of listed buildings, affects the character &amp; appearance of the Eastergate Church Lane Conservation Area and affects a Public Right of Way. This application is the subject of an Environmental Statement.</p>	<p><i>COMMENT BY 17-FEB-2024</i></p>

**AGENDA ITEM 10**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
30<sup>th</sup> JANUARY 2024**

**AGENDA ITEM 10 - TO RECEIVE DETAILS IN RELATION TO ADC'S GYPSY AND TRAVELLER DEVELOPMENT PLAN DOCUMENT (G&T DPD) PUBLIC CONSULTATION, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, a Regulation 19 stage public consultation is being undertaken on the soundness and legal compliance of ADC's Gypsy and Traveller Development Plan Document (G&T DPD).

The Council is required to plan for the needs of Gypsy and Travellers, and Travelling Showpeople, in accordance with Government guidance. The Regulation 19 Gypsy & Traveller and Traveller Showpeople Site Allocations Development Plan Document (G&T DPD) proposes to meet the identified need for 9 permanent Gypsy & Traveller Pitches and 14 permanent Traveller Showpeople Plots over the period 2018-2036. This provision is set out through small scale intensification on existing sites and one new site as a broad location to accommodate 1 pitch, at Little Meadow, Yapton (ARU-HELAA-46b) towards the end of the plan period.

**Representations Procedure**

The G&T DPD, Sustainability Appraisal and other supporting documents can be viewed throughout the consultation period online (on the Council's consultation portal using the event link below), or at Arun Civic Centre and Bognor Regis Town Hall and is also available at the libraries within Arun District and on the Council's website: [Gypsy and Traveller Development Plan Document \(DPD\) | Arun District Council](#).

All comments must be received by **7 February 2024 (by 5pm)** and can be made online by using the Council's consultation portal at: <https://arun-consult.objective.co.uk/kse/event/37786>. Alternatively, comments can be submitted by email to: [localplan@arun.gov.uk](mailto:localplan@arun.gov.uk), or by post (using the comment form) to: Planning Policy and Conservation, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF.

**DECISION**

Members are asked to **AGREE** any comments to be submitted in response to ADC's Gypsy and Traveller Development Plan Document (G&T DPD) Public Consultation.