



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

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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 6th DECEMBER 2022.**

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 6th December from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

PLEASE NOTE START TIME

DATED this 28th day of NOVEMBER 2022

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. 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
3. To approve the Minutes of the Planning and Licensing Committee Meeting held on 22nd November 2022
 4. Adjournment for public question time and statements
 5. To consider Planning Applications on Lists dated 18th and 25th November 2022
 6. To consider commenting on any significant Planning Applications outside the wards of Bognor Regis, that may impact on the infrastructure of Bognor Regis on Lists dated 18th and 25th November 2022. Also BE/134/22/OUT: Land West of Bersted - Outline application with all matters reserved except access for demolition of existing structures and mixed use development to provide residential dwellings (Use Class C3), care home/senior living accommodation (Use Classes C2/C3), employment floor space (Use Classes B2/B8/C1/E), retail and community floorspace (Use Classes E/F2/Sui Generis), a three-form entry primary school and spine road plus associated open space, landscaping, drainage and all other associated ancillary works. This application also lies within the parish of Pagham, may affect the setting of a listed building, affects a Public Right of Way, falls within strategic site SD3 and is subject to an Environmental Statement
 7. To consider Premises Licence Applications including any variations and any other Licence Applications
 8. To receive details of WSCC's [Enhanced Partnership Statutory Stakeholder Consultation](#), in relation to improving bus services, and to consider any response to the consultation
 9. 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 22nd NOVEMBER 2022

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett,
S. Goodheart (from Min. 54), B. Waterhouse and
P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)
Cllr. J. Brooks seated in the public gallery
6 members of the public

The Meeting opened at 4.02pm

49. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman 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.

Apologies for absence had been received from Cllr. Mrs. Daniells, who was on annual leave, and Cllr. Erskine for reasons unknown.

No apologies for absence were received from Cllr. Cunard.

50. DECLARATIONS OF INTEREST

The Chairman 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 Chairman 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

51. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 11th OCTOBER 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 11th October 2022 as an accurate record of the proceedings and the Chairman signed them.

52. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Meeting was adjourned at 4.05pm

A member of the public spoke on behalf of others seated in the gallery, about West Sussex County Council's proposal for a bay in Wood Street, Bognor Regis, to be used for the charging of electric vehicles only. A large number of residents and businesses in the street and surrounding area were against the proposal, as this is a narrow, one-way road where excessive demands on parking already exist. It was stated that few residents of Wood Street owned electric vehicles themselves and it was, therefore, of no benefit to them and would only exacerbate the problems with traffic management that occur daily. Concern was also expressed about the battery safety of electric vehicles charging within metres of residential properties.

Another member of the public stated that whilst they were not against the idea of electric vehicle charging points, they were flummoxed as to why Wood Street has been chosen by WSCC given its size and the parking problems faced.

At the request of a Councillor seated in the public gallery, and with the approval of Members, it was agreed that they could speak to Agenda item 8 at the appropriate point in the meeting.

The Meeting was reconvened at 4.13pm

53. TO RATIFY DELEGATED DECISIONS INCLUDING RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 7th AND 21st OCTOBER 2022

The Assistant Clerk's report and Appendix detailing the relating applications was **NOTED**.

The responses made to Planning Applications on lists dated between 7th and 21st October 2022 were **RATIFIED** by the Committee.

54. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 28th OCTOBER, 4th AND 11th NOVEMBER 2022

Cllr. Goodheart arrived to the Meeting

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

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

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

55. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There were no Licence applications to be considered.

56. TO RECEIVE DETAILS OF WEST SUSSEX COUNTY COUNCIL'S PROPOSALS TO MAKE A PERMANENT TRAFFIC REGULATION ORDER THAT WILL INTRODUCE PARKING BAYS FOR USE ONLY BY ELECTRIC VEHICLES ON WOOD STREET, BOGNOR REGIS, AND TO CONSIDER ANY RESPONSE TO THE CONSULTATION

The Assistant Clerk's report and related appendix was **NOTED**.

Comments submitted to the Committee by Cllr. Stanley, in relation to the proposals, were read out by the Assistant Clerk.

The Meeting was adjourned at 4.43pm

As agreed earlier in the meeting, a Councillor seated in the public gallery was permitted to address the Committee with his comments on the Agenda item. He stated that he was very much against the proposal to install a parking bay for use only by electric vehicles in Wood Street as he felt it was entirely inappropriate at that location. He believed that consideration should be given to installing electric vehicle charging points in off-street parking areas, such as Victoria Road Car Park.

The Meeting was reconvened at 4.45pm

The Committee understood the need for and were, therefore, supportive of installing electric vehicle charge points in the Town, however, they felt that the location at which such points are installed must be considered carefully with all potential sites thoroughly investigated. A Member stated that meaningful consultation must be had with residents and the Town Council.

Members agreed with the suggestion made by the Councillor during the adjournment earlier in the item and would prefer to see off-street electric vehicle charging points. It was the opinion of Members that a loss in some parking space in car parks, to allow for the installation of the proposed bays, would be preferable to residents losing equally valuable on-street parking.

The Committee were also at a loss to understand why Wood Street had been chosen by WSCC amongst all other residential streets in Bognor Regis. Throughout the consultation process, the Town Council received numerous eyewitness reports of the extremely challenging issues on this road created by an already overwhelming demand for on-street parking, which is exacerbated when people park inconsiderately. Additionally, there are reports of Heavy Goods Vehicles regularly operating in Wood Street that must reverse down the road owing to problems with turning.

Members unanimously **AGREED** to **STRONGLY OBJECT** to West Sussex County Council's proposals to make a permanent Traffic Regulation Order that will introduce parking bays for use only by electric vehicles on Wood Street, Bognor Regis. It was further **AGREED** that when submitting comments in response to the consultation, that excerpts of the correspondence received by the Town Council from members of the public would also be passed on to West Sussex County Council.

57. TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S CONSULTATION ON AN ARTICLE 4 DIRECTION WHICH COVERS THE HOTHAM WARD AND MARINE WARD IN BOGNOR REGIS, AND TO CONSIDER ANY RESPONSE TO THE CONSULTATION

The Assistant Clerk's report, and related appendices, was **NOTED**.

Members unanimously **AGREED** to **SUPPORT** the Article 4 Direction, that seeks to remove permitted development rights for development consisting of the change of use of a building or land within its curtilage from a use falling within Class C3 (Dwellinghouses) of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended) to a use falling within Class C4 (house in multiple occupation). The effect of the Direction is that planning permission will be required for changes of use of any building from Class C3 (Dwellinghouses) to Class C4 (Houses in Multiple Occupation).

58. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th AUGUST 2022, THAT WERE NOT APPROVED AT THE SUBSEQUENT MEETING HELD 30th AUGUST 2022 – MIN. 35 REFERS

The Assistant Clerk's report, and related appendix, was **NOTED**.

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 9th August 2022 as an accurate record of the proceedings and the Chairman signed them.

59. TO CONSIDER COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE

The Assistant Clerk's report, and related appendices, was **NOTED**.

A Member expressed concern about the lack of bins on Victoria Drive, whilst another Member spoke of a local litter picking group that struggle to find anywhere to dispose of the rubbish they've collected when clearing the area.

The Assistant Clerk informed Members that at the Policy and Resources Committee Meeting held the previous evening, it had been agreed to defer any consideration in allocating a budget to cover ongoing annual maintenance costs for a bin in the vicinity of Victoria Drive, to allow for Officers to carry out further research - Min. 90 refers.

Members **AGREED IN PRINCIPLE** to cover the Year 1 costs of up to £685.99 (exc. VAT), to include the purchase, installation and annual maintenance of the bin for 2022-2023, from CIL funding, subject to arrangements being in place for ongoing annual maintenance and permissions for the installation of a litter bin on the highway being granted.

60. CORRESPONDENCE

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

The Meeting closed at 5.06pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 22nd NOVEMBER 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 28th OCTOBER, 4th AND 11th NOVEMBER 2022)**

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

<p><u>BR/195/22/L</u> University of Chichester Annes Cottage Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Listed building consent for erection of studwork partitions at first floor level, alterations to previously approved ground floor layout and relocation of previously approved rooflights.</p>	<p>NO OBJECTION</p>
<p><u>BR/194/22/PL</u> University of Chichester Annes Cottage Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Erection of studwork partitions at first floor, alterations to previously approved layout at ground floor and relocation of previously approved rooflights. (This application may affect the setting of a Listed Building).</p>	<p>NO OBJECTION</p>
<p><u>BR/238/22/PL</u> 2-10 The Hatters Inn Queensway Bognor Regis PO21 1QT</p>	<p>Three storey upward extension and redevelopment of the existing first and second floors to deliver 43 No flats along with associated cycle storage and waste/recycling provision in lieu of previously implemented and extant schemes for 24 No flats across five storeys (resubmission following BR/294/21/PL). This application may affect the setting of listed buildings, affects the character and appearance of The Steyne Conservation Area and is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/176/22/PL</u> 47 Longford Road Bognor Regis PO21 1AD</p>	<p>Proposed single storey rear extension to provide a 1 bedroom flat.</p>	<p>NO OBJECTION</p>

<p><u>BR/233/22/HH</u> 44 Ash Grove Bognor Regis PO22 9JH</p>	<p>Proposed single storey front extension and single storey rear extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/239/22/PL</u> 7-7a Canada Grove Bognor Regis PO21 1DW</p>	<p>Construction of second-floor extension to form 2 No self-contained residential units. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/241/22/T</u> 11 Glamis Street Bognor Regis PO21 1DQ</p>	<p>2 No. Sycamore trees and 2 No. Lime Trees - Reduce south west side over property to take 3m leaving 2m.</p>	<p>NO OBJECTION 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><u>BR/236/22/HH</u> 4 Sandymount Close Bognor Regis PO22 9EL</p>	<p>Construction of a proposed garage.</p>	<p>NO OBJECTION</p>

<u>PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 6th DECEMBER 2022 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 18th AND 25th NOVEMBER 2022)</u>		
<u>BR/229/22/PL</u> <u>Parish Centre</u> Hislop Walk Bognor Regis PO21 1LP	Change of use to enable the hall to function as a nursery during the day (9am -3pm) Monday and Friday (Term time) and as a Parish function room at other times. This is the old D1 classification. There will be no material change to the building itself, beyond adding tea and coffee facilities to an unused office	<i>Comment by 15-DEC-22</i>
<u>BR/259/22/TEL</u> <u>Land at Pevensey Road</u> Bognor Regis PO21 5NZ	Prior Approval under Schedule 2 Part 16 Class A for proposed 5G telecoms installation - H3G 15m street pole and additional equipment cabinets	<i>Comment by 22-DEC-22</i>
<u>BR/227/22/PL</u> <u>15-17 Longford Road</u> Bognor Regis PO21 1AA	Change of Use from dwelling to Residential Parenting Assessment Centre and single storey rear extension (No. 15) and loft space to be converted into office space and access point adjoining the two properties	<i>Comment by 22-DEC-22</i>
<u>BR/240/22/PL</u> <u>Land adjacent to</u> Community Centre Westloats Lane Bognor Regis PO21 5JZ	Erection of 4 No. 2-bedroom dwellings with associated parking and landscape. This site is in CIL Zone 4 (Zero Rated) as flats	<i>Comment by 22-DEC-22</i>
<u>BR/258/22/HH</u> <u>30 Highland Avenue</u> Bognor Regis PO21 2BJ	Single storey rear extension	<i>Comment by 22-DEC-22</i>

AGENDA ITEM 9

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
6th DECEMBER 2022**

AGENDA ITEM 9 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. WSCC – Public Notice: Parking on Richmond Avenue, Bognor Regis (between No. 13-17) will be temporarily suspended to all traffic on 5th December 2022 for up to 5 days (it is estimated to be completed on 9th December 2022). The parking restriction will be in place for 24 hours and is required for the safety of the public and workforce while Portsmouth Waterworks Company undertakes maintenance works for 11 new service connections. Access for emergency service vehicles and pedestrians will be maintained at all times during the closure.
2. ADC – copy of the report setting out the revised Compliance Strategy that is going to Arun’s Planning Committee on Wednesday 30th November. Circulated to all Committee Members.