



# BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

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 7<sup>th</sup> DECEMBER 2021.**

Please note that the doors to the Town Hall will be closed at 4pm and no entry will be possible after this time.

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.

Any member of the public wishing to attend the meeting must pre-book a place by emailing [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk) before 9.30am on Tuesday 7<sup>th</sup> December 2021. A maximum of six places will be available for this meeting. No entry will be permitted to those who have not pre-booked a place.

All pre-booked attendees will be provided in advance with COVID guidance for the use of the Town Hall and this guidance must be adhered to at all times.

An opportunity will be afforded to those **members of the public** who have pre-booked a place 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 7<sup>th</sup> December from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

**DATED this 29<sup>th</sup> day of NOVEMBER 2021**

**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 23<sup>rd</sup> November 2021
4. Adjournment for public question time and statements
5. To consider Planning Applications on Lists dated 19<sup>th</sup> and 26<sup>th</sup> November 2021
6. To consider Premises Licence Applications, including any variations and any other Licence Applications
7. To receive details of Arun District Council's 'Review of Planning Local Validation Requirements Lists', prior to considering any comments in response to be agreed at the next Committee meeting
8. 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 23<sup>rd</sup> NOVEMBER 2021**

**PRESENT:** Cllr Mrs. J. Warr (Chairman), Cllrs: J. Barrett,  
Mrs. S. Daniells, and B. Waterhouse

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)  
No members of the public

*The Meeting opened at 4.00pm*

### **32. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies for absence had been received from Cllr. Cunard, who was on annual leave, Cllr. Erskine, who was unwell, Cllr. Mrs. Staniforth, due to a family matter, and Cllr. Woodall who was unwell.

### **33. 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. P&L C'ttee Minutes 23<sup>rd</sup> November 2021

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*

**34. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 2<sup>nd</sup> NOVEMBER 2021**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 2<sup>nd</sup> November 2021 as an accurate record of the proceedings and the Chairman signed them.

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

There were no members of the public present.

**36. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 29<sup>th</sup> OCTOBER, 5<sup>th</sup> AND 12<sup>th</sup> NOVEMBER 2021**

- 36.1** The Committee noted that there were no views from other TownCouncillors to report.
- 36.2** The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 36.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).
- 37. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

**Business and Planning Act 2020**

**Premises: 1 London Road, Bognor Regis, PO21 1PQ**

**Application Number: 115662**

The Committee noted the application received for a Pavement Licence, for 18 tables and 71 chairs to be placed directly outside the premises, located at 1 London Road, Bognor Regis, Monday to Sunday from 9am

Members **RESOLVED** unanimously to offer **NO OBJECTION** to a Pavement Licence being granted for 1 London Road, Bognor Regis.

**38. TO FURTHER CONSIDER THE MOTION FROM CLLR. M. STANLEY, AS AGREED AT THE COUNCIL MEETING HELD 1<sup>st</sup> NOVEMBER 2021 (MIN. 113 REFERS), IN RELATION TO THE BOGNOR REGIS GATEWAY LOCATION (PICTUREDROME/TRAIN STATION AND REYNOLDS BUILDING AREA**

The Civic and Office Manager's report was **NOTED**.

Having **AGREED** to discuss the issue, Members offered their opinions on the idea to create a shared space around the Bognor Regis gateway location, comprising the Picturedrome Cinema, Train Station and Reynolds Building area.

Members felt that such improvements would enhance the public space and would promote an attractive, modern image of the Town. It would complement the investment committed to the Creative Digital Hub at Bognor Regis Railway Station, in the Arun Growth Deal 2018-2023, and also bookend the shared space area located at the southern end of London Road, with the junction of High Street.

Experiences of shared space schemes, particularly in parts of Europe, were shared with Members and mention made of the potential that these areas offer for more diverse use of vehicles, such as e-scooters. The benefits of these schemes, in relation to pedestrian safety and environmental gains, were also considered.

Following discussion, Members **RESOLVED** to **AGREE** that the Civic & Office Manager write a letter to be sent to Arun District Council and West Sussex County Council, outlining the Town Council's proposals for a shared space area for the junctions in and around the Bognor Regis gateway location, asking for their support and that the project be included when the Arun Growth Deal Document is refreshed.

**39. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

***The Meeting closed at 4.52pm***

<b><u>PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO HELD ON 23<sup>rd</sup> NOVEMBER 2021 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 29<sup>th</sup> OCTOBER, 5<sup>th</sup> AND 12<sup>th</sup> NOVEMBER 2021)</u></b>		
<b><u>BR/230/21/PL</u></b> 1 London Road Bognor Regis PO21 1PQ	Installation of new shopfront. This site is in CIL Zone 1 (Zero Rated) as other development	<b>NO OBJECTION</b>
<b><u>BR/246/21/HH</u></b> 93 Chichester Road Bognor Regis PO21 5AE	Conversion of roofspace to habitable use to include a rear flat roof dormer and conversion of roof from hip to gable end	<b>NO OBJECTION</b>
<b><u>BR/236/21/PL</u></b> Deal House 11-15 Sturges Road Bognor Regis PO21 2AH	Demolition of existing garage and replacement with 1 No. 1 bedroom self-contained unit. Additional cycle store and bin storage amendments. This application is in CIL Zone 4 and is CIL liable as new dwelling	<b>NO OBJECTION</b>
<b><u>BR/250/21/PL</u></b> Unit 5 Dickinson Place Bognor Regis PO22 9QU	Ground & first floor extensions. This site is in CIL Zone 4 (Zero Rated) as other development	<b>NO OBJECTION</b>
<b><u>BR/253/21/L</u></b> 65-71 Upper Bognor Road Bognor Regis PO21 1HR	Listed building consent for alterations to four listed buildings involving insertion of new windows, insertion of a new staircase, repairs and reinforcement of existing timber floors and roofs, removal of internal walls, forming openings in existing internal walls, erection of	<b>NO OBJECTION</b>

<p><i>BR/253/21/L (cont.)</i> <i>65-71 Upper Bognor Road</i> <i>Bognor Regis</i> <i>PO21 1HR</i></p>	<p>new internal partitions; extension of a listed building to create an office and warden's accommodation; erection of new building consisting of 3 No. flats, offices and workshops; creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, creation of areas for parking and storage for bins and cycles</p>	
<p><a href="#"><u>BR/252/21/PL</u></a> 65-71 Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Alterations to four listed buildings, extension of a listed building to create an office and warden's accommodation, erection of new building consisting of 3 No. flats, offices and workshops; creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, areas for parking, and storage for bins and cycles. This application affects the setting of listed buildings and affects the character &amp; appearance of the Upper Bognor Road &amp; Mead Lane Conservation Area. It is in CIL Zone 4 (Zero Rated) as flats &amp; other development</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/231/21/PL</u></a> 1 London Road Bognor Regis PO21 1PQ</p>	<p>Installation of extraction system. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p><b>NO OBJECTION</b></p>

<p><a href="#"><u>BR/254/21/HH</u></a> 3 Nelson Road Bognor Regis PO21 2RY</p>	<p>Erection of first floor side extension</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/255/21/HH</u></a> 45 Annandale Avenue Bognor Regis PO21 2ES</p>	<p>Erection of single storey rear extension following the demolition of existing rear conservatory</p>	<p><b>NO OBJECTION</b></p>



**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 7<sup>th</sup> DECEMBER 2021  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 19<sup>th</sup> AND 26<sup>th</sup> NOVEMBER 2021)**

<a href="#"><u>BR/257/21/T</u></a> 35 Tennyson Road Bognor Regis PO21 2SA	1 No. Sycamore tree - reduce back to approx. 4m to previous pollard calluses	<i>Comment by 16-DEC-21</i>
<a href="#"><u>BR/259/21/PL</u></a> Regis Lodge 3 Gloucester Road Bognor Regis PO21 1NU	Proposed change of use from C1 Guest House to 9 Bed. HMO (Sui generis) including internal and minor external alterations	<i>Comment by 23-DEC-21</i>
<a href="#"><u>BR/262/21/A</u></a> 1 London Road Bognor Regis PO21 1PQ	Installation of 3 x externally illuminated fascia signs and 1 x internally illuminated hanging sign	<i>Comment by 23-DEC-21</i>

## **AGENDA ITEM 7**

### **BOGNOR REGIS TOWN COUNCIL PLANNING AND LICENSING COMMITTEE MEETING - 7<sup>th</sup> DECEMBER 2021**

**AGENDA ITEM 7 - TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S 'REVIEW OF PLANNING LOCAL VALIDATION REQUIREMENTS LISTS', PRIOR TO CONSIDERING ANY COMMENTS IN RESPONSE TO BE AGREED AT THE NEXT COMMITTEE MEETING**

**REPORT BY THE CIVIC & OFFICE MANAGER                      FOR INFORMATION**

Arun District Council (ADC) has a number of validation requirements lists, which provide details of the documents that need to be submitted in order for an application to be treated as valid. Some of the requirements are national ones specified in legislation and others are local requirements. Legislation requires that the local requirements are reviewed every two years to ensure that they are still proportionate.

Copies of the lists have been circulated to Town and Parish Councils for comment, and emailed to Members of the Planning and Licensing Committee on 29<sup>th</sup> November 2021. The local requirements appear in the second part of each document (after the national ones).

At the next Committee Meeting, to be held 21<sup>st</sup> December 2021, Members will be invited to consider submitting any comments in response to the review.