



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 **6.30pm on TUESDAY 9th AUGUST 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 9th August 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 1st day of AUGUST 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 28th June 2022
 4. Adjournment for public question time and statements
 5. To ratify Delegated Decisions including: -
 - Responses made to Planning Applications on lists dated between 24th June and 8th July 2022
 6. To consider Planning Applications on Lists dated 15th, 22nd and 29th July 2022
 7. To consider Premises Licence Applications including any variations and any other Licence Applications
 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 28th JUNE 2022

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells,
J. Erskine, M. Stanley, B. Waterhouse and P. Woodall

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

The Meeting opened at 6.30pm

17. 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. Barrett who had a Mayoral engagement. No apologies for absence were received from Cllrs. Cunard or Goodheart.

18. 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

19. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th JUNE 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 7th June 2022 as an accurate record of the proceedings and the Chairman signed them.

20. 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.

21. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 3rd, 10th AND 17th JUNE 2022

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

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

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

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

There were no Licence applications to be considered.

23. TO RECEIVE DETAILS OF ADC'S PROPOSED UPDATES TO THE PLANNING COMPLIANCE STRATEGY AND TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

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

Members considered the changes proposed in ADC's Planning Compliance Strategy (May 2022) and discussed in some detail the full contents of the updated document.

In reference to the ways in which breaches could be reported, as outlined in Section 8, concern was expressed by Members that only allowing for priority 1 cases to be reported by email or telephone would be putting hurdles in the way of reporting breaches falling within priorities 2-4. Insisting that breaches of lesser priority be reported using an online form was seen as prohibitive to those without access to the internet.

With Members of the Committee aware of the frequent public objection to planning applications involving HMOs in Bognor Regis, it was felt that breaches in relation to these types of properties should be in priority 2, rather than 4 as proposed in the Strategy.

Members noted that under 3.3 of the report to ADC's Planning Committee on 25th May 2022 it was stated that, due to difficulties in recruiting, instead of a full complement of 5 enforcement officers there is currently only one part time officer. As a result of this, the Council are unable to deal with the number of enforcement cases that they continue to receive. It is understood that this has led to the revised Strategy with a view to streamlining the process.

As an alternative to updating the Planning Compliance Strategy, the report suggests that the Strategy could remain the same but that this comes with the danger that customers will be given unrealistic levels of service that will mean that more unsustainable levels of complaints will be received with an increase in customer dissatisfaction.

Members **AGREED** to submit the comments above in relation to reporting breaches and HMOs, as detailed in the proposed updates, to ADC. However, in responding to the consultation, Members also **AGREED** to inform ADC that the Town Council would prefer for Arun to stick with the current Planning Compliance Strategy and focus instead on recruitment to address the lack of enforcement officers.

24. CORRESPONDENCE

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

The Meeting closed at 7.16pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28th JUNE 2022
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 3rd, 10th AND 17th JUNE 2022

<p><u>BR/114/22/HH</u> <u>5 Highland Avenue</u> Bognor Regis PO21 2BJ</p>	<p>Erection of single storey rear extension following the demolition of existing rear lean-to.</p>	<p>NO OBJECTION</p>
<p><u>BR/118/22/HH</u> <u>26 Westway</u> Bognor Regis PO22 8BZ</p>	<p>Erection of side/rear extension following demolition of existing side garage and rear extension and removal of chimney.</p>	<p>NO OBJECTION</p>
<p><u>BR/123/22/HH</u> <u>5 Arnhem Road</u> Bognor Regis PO21 5LB</p>	<p>Erection of single storey rear extension following demolition of existing rear outbuilding and shed.</p>	<p>NO OBJECTION</p>
<p><u>BR/117/22/HH</u> <u>82 Victoria Drive</u> Bognor Regis PO21 2TA</p>	<p>Erection of part first floor extension over existing ground floor including part two storey element to rear with Juliette balcony to front elevation, widening of drop kerb and replacement boundary wall.</p>	<p>NO OBJECTION</p>
<p><u>BR/133/22/HH</u> <u>48 Victoria Drive</u> Bognor Regis PO21 2TF</p>	<p>Removal of rear lean to projection and erection of a single storey rear extension.</p>	<p>NO OBJECTION</p>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
9th AUGUST 2022**

**AGENDA ITEM 5 - TO RATIFY DELEGATED DECISIONS INCLUDING: -
RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED
BETWEEN 24th JUNE AND 8th JULY 2022**

REPORT BY THE ASSISTANT CLERK

FOR RATIFICATION

Due to circumstances beyond our control, the Planning and Licensing Committee Meeting scheduled to be held on 19th July 2022 had to be cancelled.

Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 24th June and 8th July 2022, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (attached to this report as **Appendix 1**).

DECISION

Members are invited to **RATIFY** decisions made under Delegated Authority including the responses made to Planning Applications on Lists dated between 24th June and 8th July 2022.

**PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED
 PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 19th JULY 2022 FOR WHICH
 MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING COMMENTS
 SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY
 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 24th JUNE, 1st AND 8th JULY 2022)**

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

<p><u>BR/140/22/DOC</u> <u>Berghestede</u> Shripney Road Bognor Regis PO22 9LW</p>	<p>Approval of details reserved by condition imposed under BR/281/21/L relating to condition 3- materials and finishes and section of frame for French doors.</p>	<p>NO OBJECTION</p>
<p><u>BR/119/22/PL</u> <u>Butlin's</u> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>New reception kiosk and alterations to car park layout. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/141/22/HH</u> <u>1 Parklands Avenue</u> Bognor Regis PO21 2BA</p>	<p>Erection of single storey side/rear and other side extension, front porch extension and installation of first floor rear terrace, following demolition of existing front porch.</p>	<p>OBJECTION The installation of a first floor rear terrace will result in a significant loss of privacy of occupiers in neighbouring properties. The proposal is therefore contrary to policy D DM1 and D DM4 of the Arun Local Plan and the National Planning Policy Framework.</p>
<p><u>BR/148/22/TEL</u> <u>Land at Highfield Road</u> Bognor Regis PO22 8PH</p>	<p>Prior notification under Schedule 2 Part 16 Class A for a proposed 5G telecoms installation, 15m street pole and additional 3 ancillary equipment cabinets and associated ancillary works.</p>	<p>NO OBJECTION</p>

<p>BR/124/22/HH 25 Pevensey Road Bognor Regis PO21 5NS</p>	<p>First floor side extension, barn end to gable end roof extension with 2 x side dormers and installation of crossover.</p>	<p>NO OBJECTION</p>
<p>BR/135/22/HH 2 Barklye House Sylvan Way Bognor Regis PO21 2RS</p>	<p>Replace windows and doors.</p>	<p>NO OBJECTION</p>
<p>BR/155/22/T 2 Monterey Gardens Bognor Regis PO21 2FY</p>	<p>Fell 1no. Hawthorn tree.</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>BR/157/22/T Nyewood C E Junior School Brent Road Bognor Regis PO21 5NW</p>	<p>1no. Quercus Robur (no.34 on tree map) - removal of deadwood/hanging branches. 1no. Salix Matsudana (no.38 on tree map) - Fell to 1.5m stump as internal tree defect. 1no Sorbus Aucuparia (no.12 on tree map) - Fell to 1.5m stump as internal tree defect. 1no. Sorbus x Intermedia (no.18 on tree map) - remove deadwood as internal tree defect.</p>	<p>WITHDRAWN BY APPLICANT</p>
<p>FP/274/21/OUT Bognor Regis Golf Club Downview Road Felpham PO22 8JD</p>	<p>Outline planning application with all matters reserved, except means of access, for the erection of up to 480 new homes (C3), the formation of a new means of access onto Golf Links Road, together with the creation of new surface water drainage, new landscaping and habitat creation, ground works and other infrastructure and the retention and re-purposing of the retained club house (F2). This site also lies within the parish of Yapton, affects a Public Right of Way and is a Departure from the Development</p>	<p>OBJECTION Members continue to object to planning application FP/274/21/OUT and stand by their representation agreed at the Planning and Licensing Committee Meeting held 15th March 2022 (Min. 83.2 refers) with no further comments to add.</p>

	Plan. This application is subject to an Environmental Statement.	
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**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 9th AUGUST 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 15th, 22nd AND 29th JULY 2022)**

<p><u>BR/156/22/PL</u> <u>62-64 High Street</u> Bognor Regis PO21 1SP</p>	<p>Upward extension of one storey and conversion of the existing first and second floors of the building to provide 38 student rooms along with associated elevational changes and reconfiguration of ground floor, including provision of refuse and recycling facilities and cycle store to the rear. This application may affect the setting of a Listed Building and is in CIL Zone 4 (zero rated) as flats.</p>	<p><i>Comment by 11-AUG-22</i></p>
<p><u>BR/161/22/HH</u> <u>10 May Close</u> Bognor Regis PO22 8AH</p>	<p>Single storey side extension.</p>	<p><i>Comment by 11-AUG-22</i></p>
<p><u>BR/162/22/HH</u> <u>30 Greenwood Avenue</u> Bognor Regis PO22 9EJ</p>	<p>Single storey rear extension.</p>	<p><i>Comment by 18-AUG-22</i></p>
<p><u>BR/159/22/PL</u> <u>5-11 Aronel Cottage Nursing Home</u> Highfield Road Bognor Regis PO22 8BQ</p>	<p>Two storey side extension creating 16 No. additional bedroom with en-suite, new lift and additional living space (resubmission of BR/135/21/PL). This application is in CIL Zone 4 (zero rated) as other development.</p>	<p><i>Comment by 25-AUG-22</i></p>
<p><u>BR/147/22/HH</u> <u>27 Hook Lane</u> Bognor Regis PO22 8AU</p>	<p>Erection of single storey pitched roof front porch extension and conversion of garage to habitable use.</p>	<p><i>Comment by 25-AUG-22</i></p>
<p><u>BR/170/22/HH</u> <u>31 Victoria Drive</u> Bognor Regis PO21 2RP</p>	<p>Widen drop kerb to increase vehicular crossover.</p>	<p><i>Comment by 25-AUG-22</i></p>

AGENDA ITEM 8

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
9th AUGUST 2022**

AGENDA ITEM 8 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. ADC - Notification that an informal hearing is to be held on 26th July 2022 in relation to planning application BR/347/19/T (4 Pinewood Gardens) to which the Town Council objected, and the Local Planning Authority refused.
2. National Highways - A27 Chichester bypass project update, 17th June 2022.
3. WSCC - Public Notice that Orchard Way will be temporarily closed to all traffic from 4th August 2022 for up to 5 days (it is estimated to be completed on 4th August 2022) and is required for the safety of the public and workforce while West Sussex County Council undertakes Road Closure between the junctions of A29 and B2259 with works taking place o/s no.50 for carriageway patching. The restriction will be in place off peak only from 09:30 until 15:00. An alternative route will be signed on site. Access for emergency service vehicles and pedestrians will be maintained at all times during the closure.
4. ADC - Travellers update, 18th - 28th July 2022.
5. CPRE Sussex - Newsletter, July 2022.
6. WSCC – Public Notice that the use of (and parking on) West Meads Drive, Bognor Regis from junction with Chalcraft Lane and Aldwick Road Roundabout is temporarily prohibited from 15th August 2022 at 09:30 until 15th August 2022 at 15:30. The restriction will be in place off peak only between 09:30 – 15:30. This closure is necessary to allow Balfour Beatty to undertake urgent carriageway pothole repairs on behalf of WSCC. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This restriction will be effective for a maximum of 5 days from the start date given above.
7. Arundel Town Council - Local Cycling and Walking Infrastructure Plan (LCWIP) Consultation. Circulated to all Councillors and shared on social media.
8. WSCC – Public Notice that the use of (and parking on) Canada Grove, Bognor Regis from junction with Queensway to Station Road is temporarily prohibited from 19/08/22 at 09:30 until 19/08/22 at 15:00. The restriction will be in place off peak only between 09.30 – 15.00. This closure is necessary to allow Balfour Beatty to undertake urgent carriageway pothole repairs on behalf of WSCC. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This restriction will be effective for a maximum of 5 days from the start date given above.