



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

Dear Sir/Madam,

ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

I hereby give you Notice that an Online Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at **4pm on TUESDAY 1st DECEMBER 2020** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

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.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements** to, the Committee during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Tuesday 1st December 2020.

Online access to the Meeting will be via ZOOM using the following Webinar ID: **810-3444-0146**. The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

PLEASE NOTE START TIME

DATED this 23rd day of NOVEMBER 2020

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 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 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, 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 Online Meeting of the Planning and Licensing Committee held on 10th November 2020
 4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
 5. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the delegated authority and process
 6. To consider Planning Applications on Lists dated 6th, 13th and 20th November 2020
 7. 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 6th, 13th and 20th November 2020
 8. To consider Premises Licence Applications, including any variations and any other Licence Applications
 9. To ratify attendance of a Town Council representative for the ADC Development Control Committee Meeting, to be held on 2nd December, in relation to Planning Application BR/213/20/PL if required
 10. Correspondence

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 10th NOVEMBER 2020

PRESENT ONLINE: Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett, W. Smith, Ms. A. Sharples and Mrs. J. Warr

IN ATTENDANCE ONLINE: Mrs. S. Norman (Deputy Clerk)
Mrs. G. Frost (Town Clerk)
No members of the public attended via Zoom

The Meeting opened at 4.00pm

302. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, and may also be recorded or filmed by any member of the public. Members were advised that unfortunately, due to technical issues it was not possible to start the live stream to Facebook. However the Deputy Clerk informed Members that she had asked for a notice to be placed on the Facebook page directing anyone who wished to view the meeting to use the Zoom link which is published on the website.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

No apologies for absence were received from Cllrs. Mrs. Daniells or Erskine.

Note: After the Meeting had started Cllr. Mrs. Daniells sent apologies that she had been delayed and could therefore not attend.

303. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary 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 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

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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests 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

304. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 20th OCTOBER 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 20th October 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 20th October 2020 as an accurate record of the proceedings and the Chairman duly signed them.

305. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

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

There had been no notification of any Pavement Licence Applications, in relation to Bognor Regis, being submitted to Arun District Council.

307. TO CONSIDER PLANNING APPLICATIONS ON LISTS 16th, 23rd AND 30th OCTOBER 2020

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

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

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

Due to technical issues, Cllr. Mrs. Warr was not present for discussion or voting on BR/239/20/TEL or the noting of No Comment to BR/242/20/PL

308. 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 16th, 23rd AND 30th OCTOBER 2020

There were no applications to consider.

309. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

Licensing Act 2003

Premises: William Cole Ice Rink, Hotham Coach Park, London Road, Bognor Regis, PO21 1BA

Application Number: 114276

The Committee noted the application that had been received for a Premises Licence to be granted for the Supply of Alcohol (on and off premises) between 10:00 and 21:30 hours, Monday to Sunday from 26/11/2020 until 10/01/2021.

However, Members were informed that notification had since been received, from Arun District Council, to advise that the event had now been cancelled and the Premises Licence application, therefore, withdrawn.

310. TO RECEIVE A VERBAL REPORT FROM THE CHAIRMAN FOLLOWING PARTICIPATION IN THE ARUN ACTIVE TRAVEL WORKSHOP

The Chairman, Cllr. Goodheart, having attended the Arun Active Travel Workshop on 29th October gave a verbal report informing Members that the workshop had been extremely interesting.

The event had been organized by ADC and facilitated through a highways and transport consultancy firm called 2020. Attendees had included Members and Officers from District, Town and Parish Councils and the session had covered sustainable modes of transport with a focus on alternative transport for the District.

The Chairman stated that this could give an opportunity for Members to have an input and be able to influence the transport for the future including improvements to Public Rights of Way (PROW) including footpaths, bridleways etc. Members asked how they could find out details of local PROWs. The Deputy Clerk advised that the best way to investigate the PROW network was via WSCC's iMap, a link to which would be circulated to all Members.

A suggestion was also made that the consultants, 2020, be invited to make a presentation to a Council Meeting and Members agreed that this should be investigated further.

The Chairman stated that he had provided notes from the workshop to the office and asked that this be circulated to all Committee Members.

311. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated and the following was brought to Members attention:

Additional correspondence included: -

- 311.1** ADC - copy correspondence from Government Legal Department informing of the exercise of permitted development rights by the Department of Health and Social Care. As part of the Government's COVID-19 response, the Government is putting in place a walk-in medical testing centre sited on the University of Chichester Tech Park Car Park Bognor Regis Campus.

The Meeting closed at 4.56pm

APPENDIX 1
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 10th NOVEMBER 2020
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 16th, 23rd AND 30th OCTOBER 2020

<p>BR/239/20/TEL Roundabout opposite Victoria Drive Chichester Road Bognor Regis PO22 9LQ</p>	<p>Prior Notification under Schedule 2 Part 16 Class A for the installation of a new 19m monopole supporting 6 No. antennas with proposed supporting equipment cabinet and ancillary development</p>	<p>NO OBJECTION Members expressed concern that this was a second pole at this location and that there was a risk that the area could become a hotspot for such installations. Therefore, whilst Members would not object to this second installation, should further applications come forward in the future, Members reserve the right to object to those applications on the basis of saturation of the site with equipment.</p>
<p>BR/242/20/PL 51 Canada Grove Bognor Regis PO21 1DW</p>	<p>Access ramp. This application affects the setting of a Listed Building, affects the character & appearance of the Bognor Regis Railway Station Conservation Area & is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO COMMENT Members of the Town Council RESOLVED to AGREE to submit no comment in respect of Planning Application BR/242/20/PL, as Landlord of the property.</p>
<p>BR/244/20/PL The Beach Hotel, former Mud Club Waterloo Square Bognor Regis PO21 1SU</p>	<p>Redevelopment into 11 No. 2 bed apartments & 2 No. commercial units (A1 Retail or A3 Restaurant/Cafe) (resubmission following BR/282/19/PL). This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area & may affect the setting of listed buildings. This site is in CIL Zone 4 (Zero Rated) as flats & other development</p>	<p>NO OBJECTION Members did raise concerns that this application did not cover the entire former site which Members had previously considered and that further applications may come forward in the future and furthermore, that parking may become an issue.</p>

<p>BR/234/20/PL Aronel Cottage Nursing Home 5-11 Highfield Road Bognor Regis PO22 8BQ</p>	<p>Three storey side extension comprised of twenty nursing units linked to the existing nursing home building. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION Whilst Members did not object, they noted that no comments were on the planning portal from WSCC Highways and suggested that consideration be given to the adoption of a nearby unadopted road which could improve access, especially for emergency vehicles.</p>
<p>BR/241/20/HH 32 Highland Avenue Bognor Regis PO21 2BJ</p>	<p>Single storey rear extension</p>	<p>NO OBJECTION</p>
<p>BR/237/20/HH 11 Elmwood Avenue Bognor Regis PO22 8DE</p>	<p>Single storey outbuilding to rear for use as a log cabin/summer house</p>	<p>NO OBJECTION</p>
<p>BR/247/20/HH 9 Waverley Road Bognor Regis PO21 5NB</p>	<p>Single storey rear extension, single storey side extension and single storey front extension</p>	<p>NO OBJECTION</p>
<p>BR/248/20/PL The Gables, Flat 4 Norfolk Square Bognor Regis PO21 2JD</p>	<p>French doors with glass Juliet balcony. Replacement of window and door with sliding patio door</p>	<p>NO OBJECTION</p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 1st DECEMBER 2020
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 6th, 13th AND 20th NOVEMBER 2020)**

<p>BR/243/20/L 51 Canada Grove Bognor Regis PO21 1DW</p>	<p>Listed building consent for an access ramp.</p>	<p><i>Comment by 03-DEC-20</i></p>
<p>BR/250/20/HH 81 Orchard Way Bognor Regis PO22 9JZ</p>	<p>Installation of dropped kerb to front.</p>	<p><i>Comment by 03-DEC-20</i></p>
<p>BR/254/20/HH 1 Sandymount Avenue Bognor Regis PO22 9ET</p>	<p>Pitch roof porch, pitch roof rear extension and flat roof garden store.</p>	<p><i>Comment by 03-DEC-20</i></p>
<p>BR/176/20/PL Ravenna Richmond Avenue West Bognor Regis PO21 2YG</p>	<p>Erection of a new building comprising of 3 No apartments (2 No 2 bed units & 1 No 1 bed unit) including alterations to the fenestration of the existing building. This site is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><i>Comment by 10-DEC-20</i></p>
<p>BR/207/20/HH 25 Havelock Road Bognor Regis PO21 2EZ</p>	<p>Single storey rear extension including demolition of existing conservatory.</p>	<p><i>Comment by 10-DEC-20</i></p>
<p>BR/255/20/HH 21 Parklands Avenue Bognor Regis PO21 2BA</p>	<p>1 x storey pitch roof side extension</p>	<p><i>Comment by 10-DEC-20</i></p>

<p><u>BR/260/20/HH</u> <u>15 Hatherleigh Gardens</u> Bognor Regis PO21 5HZ</p>	<p>Single storey rear extension and two storey side extension.</p>	<p><i>Comment by 10-DEC-20</i></p>
<p><u>BR/263/20/HH</u> <u>44 Corbishley Road</u> Bognor Regis PO21 9HS</p>	<p>Detached single storey outbuilding.</p>	<p><i>Comment by 10-DEC-20</i></p>
<p><u>BR/262/20/PL</u> <u>2 Durban Park</u> Bognor Regis PO22 9RJ</p>	<p>Extension to Mezzanine Floor. This site is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>Comment by 17-DEC-20</i></p>

AGENDA ITEM 9

BOGNOR REGIS TOWN COUNCIL ONLINE PLANNING AND LICENSING COMMITTEE MEETING - 1st DECEMBER 2020

AGENDA ITEM 9 - TO RATIFY ATTENDANCE OF A TOWN COUNCIL REPRESENTATIVE FOR THE ADC DEVELOPMENT CONTROL COMMITTEE MEETING, TO BE HELD ON 2nd DECEMBER, IN RELATION TO PLANNING APPLICATION BR/213/20/PL IF REQUIRED

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

Notification was received, in an email from Arun District Council on 20th November, that planning application BR/213/20/PL (former Royal Bay Care Home, 86 Aldwick Road, Bognor Regis) is expected to be determined by the Development Control Committee on 2nd December 2020

The Town Council, having submitted an objection to the application as agreed at the Planning and Licensing Committee Meeting held on 29th September 2020 (Min. 282.3 refers), are invited to register an interest in publicly participating at the Development Control Committee Meeting in relation to BR/213/20/PL.

As formal registration is required by no later than 10am on 27th November, it is not possible to include this matter as an Agenda item for the next Town Council Planning and Licensing Committee Meeting to be held on 1st December. Therefore, Members were asked to nominate and agree any attendance of a Town Council representative at the Development Control Committee, via email.

It should be noted that the Town Council's previous representations on the application will already be summarised for the Development Control Committee in the officer report.

DECISION

Members are invited to **RATIFY** any attendance of a Town Council representative for the ADC Development Control Committee Meeting, to be held on 2nd December, in relation to planning application BR/213/20/PL.

**BOGNOR REGIS TOWN COUNCIL
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -
1st DECEMBER 2020**

AGENDA ITEM 10 - CORRESPONDENCE

REPORT BY THE CIVIC & OFFICE MANAGER

FOR INFORMATION

1. WSCC - West Sussex County Council has started a review of the West Sussex Transport Plan (WSTP). The new plan will set out how they aim to continue supporting the economy and communities while protecting the environment. They will consider the best approaches to tackle key transport issues such as congestion, road safety and pollution, and set out their plans for all modes of transport. The survey is accessible to all, so individual members of the public can also submit their views if they wish to do so. The survey closing date is Thursday 17th December 2020. To complete the survey please visit: www.westsussex.gov.uk/WSTPsurvey. The survey results will help shape the draft version of the plan, which will be published for public consultation in summer 2021. WSCC aim to adopt the plan in early 2022.
2. WSCC - Following the examination hearings of the Soft Sand Review held in August 2020, West Sussex County Council and the South Downs National Park Authority have published their Schedule of Modifications for formal representations. From 9 November 2020 to 11.59pm on 8 January 2021, representations can be made electronically by using the online response form or in writing using a paper response form sent to: Planning Services (ref Soft Sand), West Sussex County Council, County Hall, Chichester, PO19 1RH. Online form: <https://haveyoursay.westsussex.gov.uk/>. For further information, please contact WSCC by letter to the address above, email to mwdf@westsussex.gov.uk, or telephone 01243 642118. All modification documents, including the Soft Sand Review submission documents, the evidence base, and the Sustainability Appraisal are available to view on the County Council's website at www.westsussex.gov.uk/mwdf.
3. WSCC - Last month West Sussex County Council launched a new online form on their website for reporting potholes, to improve the experience of reporting a pothole. An interactive map displaying all reported potholes, so that customers can identify if already reported, is available and the option to subscribe and receive future updates should they wish to. As this form is a trial, WSCC are welcoming customer feedback as they wish to continually improve their offer to Residents. Feedback can be provided by visiting their webpage and clicking on the page link provided. Report potholes to WSCC on their website at <https://www.westsussex.gov.uk/roads-and-travel/>, rather than to Love West Sussex. For the duration of the trial the online reporting of all other enquiries regarding the roads in West Sussex, such as grass cutting, flooding etc, have remained on Love West Sussex.

- 4.** ADC - Notification that Walberton Parish Council has submitted to Arun District Council Local Planning Authority Area (LPAA), their Plan Modification Proposal under Part 5 of the Neighbourhood Planning (General) Regulations 2012. They are proposing a Neighbourhood Development Plan Review/Modification for the proposed area. The submission documents will be publicised at <https://www.arun.gov.uk/walberton-neighbourhood-development-plan-2>. All comments must be received by 7th January 2021 (by 5pm) and can be made by email to ndpconsultation@arun.gov.uk, online at <https://arun.objective.co.uk/kse>, or by post to Neighbourhood Plans, Planning Policy and Conservation, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF.
- 5.** ADC - Update that Planning Application BR/235/20/T has received comments by ADC Tree Officer outlining that this application is complex as not all the trees applied for have a TPO on them. The trees that do not have a TPO on them are in a Conservation Area and therefore subject to protection. Due to this the original tree application has been separated into three applications with one tree application to deal with the one tree that is subject to a TPO (BR/235/20/T) which covers T11 and BR/268/20/TC which covers T12 and BR/266/20/TC which covers T1-T10 at 7 Courtland Court, 5 Marine Parade. For the TC applications there will not be another consultation as the applicant effectively has given the relevant 6-week notification to the Council through BR/235/20/T.
- 6.** WSCC - Highways, Transport & Planning Members Update - November.
- 7.** CPRE - Campaigns Update, November 2020.
- 8.** ADC - Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to Planning Application BR/149/20/HH (11 Westingway, Bognor Regis).
- 9.** BRRB - Copy correspondence of representation submitted to Arun District Council in respect of Planning Application BR/244/20/PL (The Beach Hotel, former Mud Club, Waterloo Square, Bognor Regis, PO21 1SU).
- 10.** WSCC - Decision Notice advising that planning permission has been granted in relation to application WSCC/047/20 (Bersted Green Primary School, Laburnum Grove, Bognor Regis).