



# 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,

## **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 12<sup>th</sup> JANUARY 2021** 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 12<sup>th</sup> January 2021.**

Online access to the Meeting will be via ZOOM using the following Webinar ID: [893-9646-9991](https://zoom.us/j/893-9646-9991). The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

**PLEASE NOTE START TIME**

**DATED this 5<sup>th</sup> day of JANUARY 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 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 22<sup>nd</sup> December 2020
  4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
  5. To receive the Clerk's report
  6. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the delegated authority and process
  7. To consider Planning Applications on Lists dated 18<sup>th</sup> and 23<sup>rd</sup> December 2020
  8. 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 18<sup>th</sup> and 23<sup>rd</sup> December 2020
  9. To consider Premises Licence Applications, including any variations and any other Licence Applications
  10. To note the previously circulated 'Ford Masterplan Consultation' launched by Arun District Council and to consider any comments in response by the deadline of 5pm on 14<sup>th</sup> January 2021
  11. Correspondence

**ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY**



# **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)

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

**HELD ON TUESDAY 22<sup>nd</sup> DECEMBER 2020**

### **PRESENT ONLINE:**

Cllrs: J. Barrett, Mrs. S. Daniells, Ms. A. Sharples  
and Mrs. J. Warr

### **IN ATTENDANCE ONLINE:**

Mrs. J. Davis (Civic & Office Manager and  
Meeting Host)

Mrs. S. Norman (Deputy Clerk)

Mrs. G. Frost (Town Clerk)

No members of the public attended via Zoom

5 members of the public watching via Facebook

*The Meeting opened at 4.01pm*

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

In the absence of Cllr. Goodheart, the Vice-Chairman Cllr. Mrs. Warr chaired the Meeting.

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, Streamed live on Facebook and may also be recorded or filmed by any member of the public.

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.

Apologies for absence had been received from Cllr. Erskine, who was working and Cllrs. Goodheart and Smith due to other commitments.

### 323. 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*

### 324. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 1<sup>st</sup> DECEMBER 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 1<sup>st</sup> December 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 1<sup>st</sup> December 2020 as an accurate record of the proceedings and the Chairman duly signed them.

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

There were no public questions or statements.

**326. TO RECEIVE THE CLERK'S REPORT**

**10<sup>th</sup> November 2020 - Min. 310 - Arun Active Travel Workshop**

Having received a verbal report at the meeting held 10<sup>th</sup> November, a Member suggested that the consultancy firm, 2020, be invited to make a presentation to a Council Meeting and Members agreed that this should be investigated further.

The Committee Clerk advised Members that 2020 have kindly agreed to give a 30-minute presentation, via Zoom, to all Members of the Town Council at 3.30pm on Tuesday the 12<sup>th</sup> of January, prior to the start of the Planning and Licensing Committee Meeting at 4pm.

An invite to attend the virtual presentation was sent to all Town Councillors on the 17<sup>th</sup> of December.

**327. 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.

**328. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 27<sup>th</sup> NOVEMBER, 4<sup>th</sup> AND 11<sup>th</sup> DECEMBER 2020**

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

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

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

**328.4** Cllr. Mrs. Warr stated that she would not take part in the discussion or vote in respect of application BR/272/20/HH, 12 Parkway, as a family member was a neighbour to the property.

**329. 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 27<sup>th</sup> NOVEMBER, 4<sup>th</sup> AND 11<sup>th</sup> DECEMBER 2020**

There were no applications to consider.

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

There had been no Premises Licence applications received.

**331. TO CONSIDER AND AGREE A RECOMMENDATION TO FULL COUNCIL THAT THE ONLINE PLANNING AND LICENSING COMMITTEE MEETINGS CONTINUE TO START AT 4PM UNTIL MAY 2021**

The Civic & Office Manager's report was **NOTED**, and following discussion, Members unanimously **AGREED** to **RECOMMEND** to Full Council that the Online Planning and Licensing Committee Meetings continue to start at 4pm until May 2021.

**332. CORRESPONDENCE**

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

Additional correspondence included: -

**332.1** CPRE - Campaigns Update, December 2020

**332.2** Copy correspondence of an email sent from a member of the public, to Arun District Council, objecting to planning application BR/213/20/PL (former Royal Bay Care Home, 86 Aldwick Road, Bognor Regis). Circulated to Committee Members by email on 17<sup>th</sup> December

***The Meeting closed at 4.32pm***

<b><u>APPENDIX 1</u></b> <b><u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 22<sup>nd</sup> DECEMBER 2020</u></b> <b><u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 27<sup>th</sup> NOVEMBER, 4<sup>th</sup> AND 11<sup>th</sup> DECEMBER</u></b> <b><u>2020</u></b>		
<b>BR/271/20/HH</b> Roslyn 3B Parklands Avenue Bognor Regis PO21 2BA	Conversion of garage to habitable use and single storey side extension	<b>NO OBJECTION</b>
<b>BR/272/20/HH</b> 12 Parkway Bognor Regis PO21 2XR	Conversion of garage to habitable use include a single storey side extension and single storey link extension from existing dwelling to converted garage	<b>NO OBJECTION</b>
<b>BR/273/20/T</b> 106 Chichester Road Bognor Regis PO21 6AA	Reduce lateral limbs to stop encroachment on to neighbours property of 1 No. Beech Tree (T1) Finished spread of 6m. Reduce lateral limbs to stop encroachment on property of 1 No. Beech Tree (T2) Finished spread of 7m	<b>NO OBJECTION</b>
<b>BR/275/20/HH</b> 53 Highcroft Crescent Bognor Regis PO22 8DJ	Single storey conservatory to rear	<b>NO OBJECTION</b>
<b>BR/264/20/PL</b> Ground Floor Flat 15 Canada Grove Bognor Regis PO21 1DW	Single storey rear garden room extension following demolition of lean-to building	<b>NO OBJECTION</b>

<p><b>BR/282/20/HH</b> 34 Bassett Road Bognor Regis PO21 2JH</p>	<p>Removal of existing detached garage and erection of single storey side and rear extension</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/285/20/PL</b> 12 Tennyson Road Bognor Regis PO21 2SB</p>	<p>Variation of condition 2-plans condition under BR/257/17/PL (also following approval of BR/217/20/NMA) for variation of attic floor plan, roof plan and north facing elevation to add dormer window</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/286/20/HH</b> 17 Shelley Road Bognor Regis PO21 2SL</p>	<p>Removal of existing garage and erection of single storey side and rear extension</p>	<p><b>OBJECTION</b> on the grounds of loss of daylight and the overbearing impact the proposals will have on the neighbouring property.</p>
<p><b>BR/288/20/PL</b> Flat 4 42 Sudley Road Bognor Regis PO21 1ES</p>	<p>First floor rear extension. This site is in CIL Zone 4 (Zero Rated) as extensions under 100sqm</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/292/20/PL</b> Butlin's Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Erection of temporary buildings to accommodate performance stage and seating for a period of up to 3 years. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/221/20/PL</b> 5 Richmond Avenue Bognor Regis PO21 2YE</p>	<p>Detached garage with 1 No. flat above. This application is in CIL Zone 4 and is CIL Liable</p>	<p><b>NO OBJECTION</b></p>



<p><b>BR/255/20/HH</b> 21 Parklands Avenue Bognor Regis PO21 2BA</p>	<p>Two storey side extension with dormers to front and rear.</p>	<p><b>NO OBJECTION</b></p>
--	--	----------------------------

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE  
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 12<sup>th</sup> JANUARY 2021  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 18<sup>th</sup> AND 23<sup>rd</sup> DECEMBER 2020)**

<p><b><u>BR/289/20/PL</u></b> 39 Bedford Street Bognor Regis PO21 1SH</p>	<p>Continuance of use without compliance with conditions 3-disposal of litter, 4-Construction Management Plan &amp; 5-noise control imposed under BR/2/20/PL</p>	<p><i>Comment by 28-JAN-21</i></p>
<p><b><u>BR/291/20/CLE</u></b> 48 Applegate Way Bognor Regis PO21 5GB</p>	<p>Lawful development certificate for an existing conservatory</p>	<p><i>Comment by 28-JAN-21</i></p>
<p><b><u>BR/294/20/HH</u></b> 33 Marshall Avenue Bognor Regis PO21 2TL</p>	<p>Erection of single storey side extension</p>	<p><i>Comment by 28-JAN-21</i></p>
<p><b><u>BR/295/20/HH</u></b> 188 Aldwick Road Bognor Regis PO21 5UQ</p>	<p>2 storey front extension, part 2 storey part single storey side extension, single storey rear extension &amp; conversion of roofspace to habitable use (alternative following BR/84/20/HH)</p>	<p><i>Comment by 28-JAN-21</i></p>

## AGENDA ITEM 8

### BOGNOR REGIS TOWN COUNCIL ONLINE PLANNING AND LICENSING COMMITTEE MEETING – 12<sup>th</sup> JANUARY 2021

**AGENDA ITEM 8 - 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 18<sup>th</sup> AND 23<sup>rd</sup> DECEMBER 2020**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

Included on the list dated 18<sup>th</sup> December 2020 is planning application BE/148/20/OUT (Nursery Fields, Land to the North of Chalcraft Lane, West Bersted). This is an outline application with some matters reserved to provide up to 225 residential units with associated infrastructure, open space and vehicular and pedestrian access. This application affects a Public Right of Way.

This application requires statutory publicity under Article 15 of the Town & Country Planning (Development Management Procedure) Order 2015, Regulations 5 & 5A of the Planning (Listed Building and Conservation Areas) Regulations 1990 (As Amended), Part 16 of the General Permitted Development Order 2015 and Regulation 5 of the Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992.

As this planning application relates to a neighbouring parish, Councillors may be minded to consider the proposals, as set out in BE/148/20/OUT, and submit representation to Arun District Council by the deadline of 17<sup>th</sup> January 2021.

#### **DECISION**

Do Members wish to **CONSIDER** planning application BE/148/20/OUT and, if so, **AGREE** any representation to be submitted to Arun District Council in response?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE PLANNING AND LICENSING COMMITTEE MEETING –  
12<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 10 - TO NOTE THE PREVIOUSLY CIRCULATED 'FORD MASTERPLAN CONSULTATION' LAUNCHED BY ARUN DISTRICT COUNCIL AND TO CONSIDER ANY COMMENTS IN RESPONSE BY THE DEADLINE OF 5PM ON 14<sup>th</sup> JANUARY 2021**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

Arun District Council has launched a community consultation exercise to gather views on the draft '[Ford Masterplan](#)'. The strategic development site at Ford (SD8) was allocated in the adopted Arun Local Plan and members of the public are invited to submit their views.

The Masterplan includes a vision for the site and how the proposals will deliver a high quality and sustainable place. The Masterplan illustrates how the proposals have evolved over time through previous community engagement and highlights important factors that will need to be considered as part of future planning applications. The development site seeks to deliver at least 1,500 dwellings towards Arun District Council's requirement for 20,000 dwellings before 2031 and associated infrastructure, including a new local centre with a primary school.

Arun District Council is seeking residents' views on the Masterplan Document prior to it being presented to the Development Control Committee for endorsement on 3<sup>rd</sup> February 2021. Subject to endorsement, a series of planning applications would then be required to deliver the scheme. These applications would need to be in line with the approved Masterplan.

The consultation will run from 9am on 14<sup>th</sup> December 2020 until 5pm on 14<sup>th</sup> January 2021. Comments should be submitted through the consultation portal (link above). As with the 'West Bersted Framework Masterplan' and 'Barnham, Eastergate and Westergate Framework Masterplan' consultations with Arun District Council, considered by the Planning and Licensing Committee last year, Members may be minded to once again respond individually to the 'Ford Masterplan' Consultation.

**DECISIONS**

Members are asked to **NOTE** the previously circulated 'Ford Masterplan' Consultation launched by Arun District Council (ADC).

Do Members **AGREE** that any comments in response to the Consultation should be submitted as individuals or done so as a Committee?

If Members agree to submit a response as a Committee then Members are invited to **AGREE** any comments to be submitted to ADC in response to the circulated 'Ford Masterplan' Consultation.

**BOGNOR REGIS TOWN COUNCIL  
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -  
12<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 11 - CORRESPONDENCE**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

1. WSCC - Highways, Transport & Planning Members Update - December
2. Don't Lose Your Way - Rights of Way network
3. 2020 Highway & Transportation Consultants - Arun Active Travel Consultation Feedback Report. Circulated to all Councillors
4. WSCC - Public Notice that John Street, Bognor Regis, will be temporarily closed to all traffic on 22<sup>nd</sup> January 2021 for up to 5 days (It is estimated to be completed on 26<sup>th</sup> January 2021. The closure is and is required for the safety of the public and workforce while BT undertakes the construction of a new chamber and the laying of ducting in footway and carriageway. The restriction will be in place daytime only from 09:30 until 15:30. Access for emergency service vehicles and pedestrians will be maintained at all times during the closure