



# 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 11<sup>th</sup> JANUARY 2022**.

Please note that the doors to the Town Hall will be closed at 6.20pm 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 midday on Tuesday 11<sup>th</sup> January 2022. 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 11<sup>th</sup> January 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.

**PLEASE NOTE START TIME**

**DATED this 5<sup>th</sup> day of JANUARY 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 7<sup>th</sup> December 2021
4. Adjournment for public question time and statements
5. To ratify Delegated Decisions including: -
  - Responses made to Planning Applications on lists dated between 3<sup>rd</sup> and 10<sup>th</sup> December 2021
6. To consider Planning Applications on Lists dated 17<sup>th</sup> and 24<sup>th</sup> December 2021
7. To consider Premises Licence Applications, including any variations and any other Licence Applications
8. To receive details of Arun District Council's planned essential maintenance work for Fitzleet multi storey car park and to agree any comments to be submitted in response
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 7<sup>th</sup> DECEMBER 2021**

**PRESENT:** Cllrs: J. Barrett, A. Cunard, B. Waterhouse, and P. Woodall

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

*The Meeting opened at 4.00pm*

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

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

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

Apologies for absence had been received from Cllr. Mrs. Daniells, who was on annual leave, Cllrs. Erskine and Mrs. Staniforth, who were both unwell, and Cllr. Mrs. Warr, who had a prior engagement.

### **41. 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*

**42. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23<sup>rd</sup> NOVEMBER 2021**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 23<sup>rd</sup> November 2021 as an accurate record of the proceedings and the Chairman signed them.

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

There were no members of the public present.

**44. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19<sup>th</sup> AND 26<sup>th</sup> NOVEMBER 2021**

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

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

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

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

There were no Premises Licence applications to be considered.

**46. 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**

The Civic and Office Manager's report was **NOTED**, and that the 'Review of Planning Local Validation Requirements Lists' had been previously circulated.

Members will be invited to consider submitting any comments at the next meeting.

### **47. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

***The Meeting closed at 4.12pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7<sup>th</sup> DECEMBER 2021**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 19<sup>th</sup> AND 26<sup>th</sup> NOVEMBER 2021**

<p><a href="#"><u>BR/257/21/T</u></a> 35 Tennyson Road Bognor Regis PO21 2SA</p>	<p>1 No. Sycamore tree - reduce back to approx. 4m to previous pollard calluses</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/259/21/PL</u></a> Regis Lodge 3 Gloucester Road Bognor Regis PO21 1NU</p>	<p>Proposed change of use from C1 Guest House to 9 Bed. HMO (Sui generis) including internal and minor external alterations</p>	<p><b>OBJECTION</b> Policy QE SP1 states: "The Council requires that all development contributes positively to the quality of the environment and will ensure that development does not have a significantly negative impact upon residential amenity, the natural environment or upon leisure and recreational activities enjoyed by residents and visitors to the District."</p> <p>Members feel that the application goes against the Neighbourhood Plan, namely: - Policy 7 - Promotion of Tourism and Beach Service Points. The NP recognises the crucial importance of the tourism industry for the Bognor Regis economy. Development of new and existing tourist facilities will be supported as a crucial part of improving Bognor Regis as a visitor destination. Page 14 paragraph 3, highlights that beyond Butlin's, overnight visitors and would be visitors have a limited range of accommodation options to choose from particularly in terms of medium to higher end seafront hotels, B&amp;Bs and Guest Houses. This is possibly related to the high proportion of socially rented properties and associated tenancy restrictions along the seafront, Town Centre and Bognor Regis as a whole. With regeneration on the cards for Bognor Regis, Members feel it is important to protect this existing Guest House that is situated in a prime location for tourists.</p> <p>Policy H SP4(b) (ALP) makes clear the provision of HMOs should not contribute to the generation of excessive parking demands or traffic in the area. Whilst utilised as a guest house, those arriving by car will likely leave their vehicle in the public car park opposite</p>

		<p>the property, and explore on foot throughout most of their stay. If used as an HMO, there will likely be an increase in traffic movement with residents coming and going throughout the day/night which has the potential to create a hazard with the property located just off a bend in the road.</p> <p>Paragraph 108 of the NPPF states that in assessing specific applications for development it should be ensured that safe and suitable access to the site can be achieved for all users. Paragraph 109 (NPPF) states development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.</p> <p>Due to a proliferation of smaller household typologies (and commensurate increase in population density) demand for parking has increased considerably which has led to amenity issues deriving from parking demands. Such amenity issues have involved anti-social blocking of driveways and overspill parking on roads which have prevented emergency service vehicles from using nearby streets. There would appear to be only off-road parking space outside the property at this current time.</p> <p>Allowing for the proposed change of use of building from C1 Guest House to a 9 bed HMO (Sui Generis) would result in an intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities, would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Arun Local Plan.</p>
<p><a href="#">BR/262/21/A</a> 1 London Road Bognor Regis PO21 1PQ</p>	<p>Installation of 3 x externally illuminated fascia signs and 1 x internally illuminated hanging sign</p>	<p><b>NO OBJECTION</b></p>

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
11<sup>th</sup> JANUARY 2022**

**AGENDA ITEM 5 - TO RATIFY DELEGATED DECISIONS INCLUDING: -  
RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED  
BETWEEN 3<sup>rd</sup> AND 10<sup>th</sup> DECEMBER 2021**

**REPORT BY THE ASSISTANT CLERK**

**FOR RATIFICATION**

Due to circumstances beyond our control, the Planning and Licensing Committee Meeting scheduled to be held on 21<sup>st</sup> December 2021 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 3<sup>rd</sup> and 10<sup>th</sup> December 2021, 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 3<sup>rd</sup> and 10<sup>th</sup> December 2021.



**PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED MEETING OF THE PLANNING AND LICENSING COMMITTEE THAT WAS TO BE HELD ON 21<sup>st</sup> DECEMBER 2021 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 3<sup>rd</sup> AND 10<sup>th</sup> DECEMBER 2021)**

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

<p><b><u>BR/247/21/PL</u></b>                  Ancient Mariner Hotel                  59 West Street                  Bognor Regis                  PO21 1XB</p>	<p>Change of use from single dwelling (C3) to 6 No self-contained flats (C3), a 10-bedroom co-living housing unit (Sui Generis) &amp; insertion of 3 No new front windows. This application affects the character &amp; appearance of The Steyne, Bognor Conservation Area</p>	<p><b>OBJECTION</b>                  59 West Street occupies a prominent position in relation to West Street and the Esplanade. It is listed as a 'Building and Structure of Character' in ADC's SPD and should be considered as a non-designated heritage asset within the conservation area. Current ADC SDP re Conservation Areas states:</p> <p>"S1.2. Conservation areas are statutorily defined as "areas of special architectural or historical interest, the character or appearance of which it is desirable to preserve or enhance" (Section 69 of the Planning (Listed Building and Conservation Areas) Act 1990)</p> <p>S1.3. Special features of these areas include not only individual buildings but various factors such as: historic street patterns and building layouts; the mix of uses; scale and detailing of buildings; materials; street furniture; vistas; and even the spaces between buildings.</p> <p>S1.4. The principle of conservation is to protect and preserve those buildings, features, spaces, activities and uses which form the particular character and appearance of an area, whilst allowing for appropriate change and new development which preserves or enhances that special character.</p> <p>S1.5. The Council's aims in respect of Conservation Areas include the following:</p> <ul style="list-style-type: none"> <li>• Protection of Conservation Areas from inappropriate and damaging development;</li> </ul>
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*BR/247/21/PL (cont.)  
Ancient Mariner Hotel  
59 West Street  
Bognor Regis  
PO21 1XB*

• Where new development is appropriate, to encourage design of the highest standard and which respects the character of the Conservation Area.”

Whilst acknowledging that the current use of this building is residential, the Town Council would welcome an application to turn this back into tourist accommodation, given its history as a hotel and the prime position it enjoys in our seaside resort.

The plans propose to provide 6 No. self-contained flats and a 10-bedroom co-living housing unit (an HMO by any other name), marketed to young professionals. There is disappointment at the lack of affordable housing in the proposal. In total, 13 No. double bedrooms and 6 No. single bedrooms are shown on the plans. Were each bedroom accommodated to their full capacity then this would result in 32 persons residing at the property, with no parking provision included in the proposals. The proposed development does not include sufficient residential parking provision to meet the needs of future occupiers in accordance with the residential parking standards in use at the time and this will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of existing local residents in the town centre area. Due to a proliferation of smaller household typologies (and commensurate increase in population density) demand for parking has increased considerably which has led to amenity issues deriving from parking demands. Such amenity issues have involved anti-social blocking of driveways and overspill parking on roads which have prevented emergency service vehicles from using nearby streets.

No evidence has been provided to demonstrate whether or not there is existing spare parking capacity in the surrounding area. The proposal is therefore in conflict with Arun Local Plan Policy T SP1, the Councils Parking Standards supplementary planning document (January 2020) and the National Planning Policy

<p><i>BR/247/21/PL (cont.)</i>  <i>Ancient Mariner Hotel</i>  <i>59 West Street</i>  <i>Bognor Regis</i>  <i>PO21 1XB</i></p>		<p>Framework (2019). Given the evidently small-scale gardens that surround the property, Members do not feel that adequate areas of open space, suitable for up to 32 persons, can be provided in this application, particularly in making provision for the drying of clothes outdoors and the storage of refuse.</p>
<p><a href="#"><u>BR/261/21/PL</u></a>          7 Longford Road          Bognor Regis          PO21 1AA</p>	<p>Retention of 6 bed 10 person HMO. This site may affect the character &amp; appearance of the Bognor Regis Railway Station Conservation Area &amp; is in CIL Zone 4</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/258/21/T</u></a>          252 Hawthorn Road          Bognor Regis          PO21 2UP</p>	<p>Crown reduction of 1 No. Quercus Robur (English Oak) to height 18m and spread 8m</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/267/21/PL</u></a>          Former Westside          Supplies Unit          West of 17 to 18          Durban Road          Bognor Regis          PO22 9QT</p>	<p>Development of a new build four storey block of flats for 24 units (13 No 1 bed and 11 No 2 bed). This application is in CIL Zone 4 (Zero Rated) as flats</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/270/21/HH</u></a>          70 Chestnut Grove          Bognor Regis          PO22 9JE</p>	<p>Conversion of roof space to habitable use, addition of a front dormer and rooflights</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 11<sup>th</sup> JANUARY 2022  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 17<sup>th</sup> and 24<sup>th</sup> DECEMBER 2021)**

**[BR/273/21/PL](#)**  
198 Aldwick Road  
Bognor Regis  
PO21 2YQ

Construction of Dog Grooming and Fertility Clinic including part change of use from C3a to Sui Generis. This application is in CIL Zone 4 (zero rated) as other development

*Comment by 16-JAN-22*

**[BR/268/21/PL](#)**  
The Gables Hotel  
28 Crescent Road  
Bognor Regis  
PO21 1QG

Retrospective application for change of use from Hotel (C1 Hotels) to large 9 bed HMO (Sui Generis)

*Comment by 16-JAN-22*

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
11<sup>th</sup> JANUARY 2022**

**AGENDA ITEM 8 - TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S  
PLANNED ESSENTIAL MAINTENANCE WORK FOR FITZLEET MULTI  
STOREY CAR PARK AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN  
RESPONSE**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

The Property & Estates Team at Arun District Council, who are responsible for the planned maintenance and repair of the Council owned car parks across the Arun District, will be taking a report to the Council's Economy Committee on the 19<sup>th</sup> January 2022 regarding required resurfacing to the Fitzleet multi storey car park in Bognor Regis.

The Fitzleet Multi Storey car park has a 15-year care plan and the proposed works form part of the overall maintenance plan for this asset. The care plan is a live working document which has had to be reviewed and due to the accelerated wearing of the surface at the top of the entrance ramp, leading to car park level 1 this work has been raised in terms of priority.

The waterproof surface in this location has worn through to the base layer leaving the ground floor commercial unit (Morrison's) below vulnerable to water penetration if this is not addressed. This defect also could soon present surface traction issues that could lead to skidding / loss of control of vehicle(s) and risk of slips, trips and falls for pedestrians using the car park so this represents an imminent risk to the Council requiring prompt resolution. The proposed works include for new waterproof surface coating to levels 1 & 2 as these areas are subject to the heaviest volume use and vehicle manoeuvring.

In order to effectively complete the resurfacing works it will be necessary to temporarily close the car park, this is unavoidable. The closure period will be kept to the minimum and Property & Estates will look to take advantage of the short, closed period to complete other cyclical/repair works to isolated areas also where possible. Property & Estates will work closely with the Car Parks service to determine the least busy/optimum time to complete this work to assist minimising customer inconvenience and disruption. The Council will liaise with local stakeholders on this work and potential closure. Customer warning will be provided in relation to any closure period and the Council will look to publicise this further when the work commencement dates are fixed and known.

Bognor Regis Town Council are invited to submit any comments they may have in relation to this essential maintenance work.

**DECISION**

Do Members wish to discuss and **AGREE** any comments to be submitted in response to Arun District Council's planned essential maintenance work for Fitzleet Multi Storey Car Park?

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
11<sup>th</sup> JANUARY 2022**

**AGENDA ITEM 9 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. ADC - Notice that, in exercise of its powers under Section 35C of the Road Traffic Regulation Act 1984 and all other enabling powers, Arun District Council propose to vary the car parking charges and introduce new car parking charges to take effect from the 1<sup>st</sup> April 2022. Circulated to Committee Members who are asked to email the Assistant Clerk with any comments in response to the proposed changes by no later than 5pm on Thursday 13<sup>th</sup> January 2022.
2. WSCC - Member's Newsletter - Highways, Transport and Planning - December 2021. Circulated to all Councillors.
3. Email from member of the public expressing concern about parking issues in, and around, Sudley Road, Bognor Regis.
4. WSCC - Public Notice Sylvan Way, Bognor Regis - Start Date 12/01/2022.
5. WSCC - Road Closure date notification - Pagham Road, Pagham - 19/01/2022.
6. WSCC - Public Notice Sturges Road, Bognor Regis - Start Date 31/01/2022.
7. WSCC - Public Notice Lidsey Road, Woodgate - Start Date 29/01/2022.