



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

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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 1st FEBRUARY 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 before midday on Tuesday 1st February 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 1st February 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 25th 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 11th January 2022
4. Adjournment for public question time and statements
5. Clerk's Report
6. To consider Planning Applications on Lists dated 7th, 14th and 21st January 2022
7. To consider Premises Licence Applications, including any variations and any other Licence Applications
8. To consider a request from Smith Simmons & Partners Planning Consultancy to attend the next Planning and Licensing Committee Meeting to present design amendments and work in progress on the revised scheme relating to Planning Application BR/311/18/PL (University of Chichester, Bognor Regis Campus)
9. Correspondence

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED



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Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 11th JANUARY 2022

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett, Mrs. S. Daniells, and P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)
1 member of the public

The Meeting opened at 6.33pm

48. 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. Cunard, who was unwell, and Cllr. Mrs. Staniforth, due to ongoing family illness.

No apologies had been received from Cllrs. J. Erskine and B. Waterhouse.

49. 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

50. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th DECEMBER 2021

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 7th December 2021 as an accurate record of the proceedings and the Chairman signed them.

51. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from the member of the public seated in the public gallery.

52. TO RATIFY DELEGATED DECISIONS INCLUDING RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 3rd AND 10th DECEMBER 2021

The Assistant Clerk's report and Appendix detailing the relating applications was **NOTED**.

Following the cancellation of the Planning and Licensing Committee Meeting due to be held on 21st December 2021, Members were instead canvassed for their opinion on the applications on the Lists dated between 3rd and 10th December 2021, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (appended to these Minutes as **Appendix 1**).

The responses made to Planning Applications on lists dated between 3rd and 10th December 2021 were **RATIFIED** by the Committee.

53. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 17th AND 24th DECEMBER 2021

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

- 53.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 53.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 2**).

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

There were no Premises Licence applications to be considered.

55. **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**

The Assistant Clerk's report was **NOTED**.

Members discussed ADC's planned essential maintenance work and welcomed investment in the Fitzleet Multi Storey car park. It was **AGREED** that when submitting these comments in response, that ADC be asked to also carry out any necessary repairs and maintenance to the car park lifts.

56. **CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.14pm

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

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

<p><u>BR/247/21/PL</u> 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) & insertion of 3 No new front windows. This application affects the character & appearance of The Steyne, Bognor Conservation Area</p>	<p>OBJECTION 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"> • Protection of Conservation Areas from inappropriate and damaging development;
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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><u>BR/261/21/PL</u> 7 Longford Road Bognor Regis PO21 1AA</p>	<p>Retention of 6 bed 10 person HMO. This site may affect the character & appearance of the Bognor Regis Railway Station Conservation Area & is in CIL Zone 4</p>	<p>NO OBJECTION</p>
<p><u>BR/258/21/T</u> 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>NO OBJECTION</p>
<p><u>BR/267/21/PL</u> 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>NO OBJECTION</p>
<p><u>BR/270/21/HH</u> 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>NO OBJECTION</p>

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 11th JANUARY 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 17th and 24th 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

OBJECTION Members unanimously objected to planning application BR/273/21/PL on the material planning grounds of: - Access and highway safety, based on the close proximity of the property in relation to a very busy roundabout that serves as a gateway into the Town; Noise, nuisance and disturbance from the scheme, with concerns for the negative impact excessive noise of barking/crying dogs would have on neighbouring properties enjoyment of their gardens, for example. Noise concerns also included personal accounts of how noisy certain dryers used when grooming dogs could be.

Members felt that the proposals would have a negative effect on the character of the neighbourhood. This is a commercial business in a residential area and would be out of character with the locality.

Questions were asked about the suitability of the proposed drainage system.

<p><u>BR/268/21/PL</u> The Gables Hotel 28 Crescent Road Bognor Regis PO21 1QG</p>	<p>Retrospective application for change of use from Hotel (C1 Hotels) to large 9 bed HMO (Sui Generis)</p>	<p>NO OBJECTION Having objected to planning application BR/273/18/PL (Change of use from Hotel (C1 Hotels) to 4 No. Flats (C3 Dwelling House) including enlarged dormer & additional door on SE elevation) Members continue to be disappointed to have lost a hotel in a Town famed as a tourist destination. Nonetheless, since BR/268/21/PL is a retrospective application, Members felt there were not adequate grounds on which to object.</p>
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**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
 PLANNING AND LICENSING COMMITTEE TO BE HELD ON 1st FEBRUARY 2022
 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 7th, 14th AND 21st JANUARY 2022)**

<p><u>BR/279/21/CLE</u> 10 Marine Drive West Bognor Regis PO21 2QA</p>	<p>Lawful development certificate for existing use as 2 separate dwellings use C3 residential</p>	<p>Comment by 03-FEB-22</p>
<p><u>BR/277/21/PL</u> 1 Spencer Street Bognor Regis PO21 1AP</p>	<p>Conversion of office building into 2 No. 1-bedroom dwellings. This site is in CIL Zone 4 (Zero Rated) as flats</p>	<p>Comment by 10-FEB-22</p>
<p><u>BR/294/21/PL</u> 2-10 The Hatters Inn Queensway Bognor Regis PO21 1QT</p>	<p>3-storey upward extension and redevelopment of the existing 1st and 2nd floor delivering 43 No. flats. This application may affect the setting of listed buildings, affects the character and appearance of The Steyne Conservation Area and is in CIL Zone 4 (Zero Rated) as flats</p>	<p>Comment by 17-FEB-22</p>
<p><u>BR/289/21/HH</u> 5 Oxford Street Bognor Regis PO21 2PG</p>	<p>Single storey rear extension</p>	<p>Comment by 17-FEB-22</p>
<p><u>BR/295/21/HH</u> 1 Burnham Gardens Bognor Regis PO21 2LA</p>	<p>Removal of part of existing rear extension and erection of single storey rear extension</p>	<p>Comment by 17-FEB-22</p>

<p><u>BR/4/22/PL</u> 83 Aldwick Road Bognor Regis PO21 2NW</p>	<p>Enlargement of existing HMO (Sui Generis). Single storey rear extension, rear roof dormer, front and rear rooflights (resubmission following BR/79/21/PL)</p>	<p>Comment by 17-FEB-22</p>
<p><u>BR/7/22/T</u> Nyewood Church of England Junior School Brent Road Bognor Regis PO21 5NW</p>	<p>Fell 1 No. Monterey Cypress (T1)</p>	<p>Comment by 17-FEB-22</p>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
1st FEBRUARY 2022**

AGENDA ITEM 8 - TO CONSIDER A REQUEST FROM SMITH SIMMONS & PARTNERS PLANNING CONSULTANCY TO ATTEND THE NEXT PLANNING AND LICENSING COMMITTEE MEETING TO PRESENT DESIGN AMENDMENTS AND WORK IN PROGRESS ON THE REVISED SCHEME RELATING TO PLANNING APPLICATION BR/311/18/PL (UNIVERSITY OF CHICHESTER, BOGNOR REGIS CAMPUS)

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Planning and Licensing Committee Meeting held on 18th December 2018, Members considered Planning application BR/311/18/PL in relation to land to the east of University of Chichester, Upper Bognor Road, Bognor Regis, PO21 1HR.

Having discussed the proposal for the erection of 176-bedroom student accommodation building, with associated hard and soft landscaping, Members agreed to object to the planning application, with the following representation submitted to Arun District Council (Min. 156.3 refers): -

“Although Members are keen to support the University, they wish to object to the design due to the impact the unsympathetic and austere design will have on its setting, adjacent to both listed buildings and a Conservation Area, also being detrimental to the gateway into Town.

The proposed buildings are significant in their scale and massing, in relation to the Conservation Area and the listed buildings and will further erode the open landscape of the campus and conservation area in views from the north and from Felpham Way. It is felt that the design does not comply with Policy 8a (Design Excellence) of the Neighbourhood Development Plan which states that Development proposals that fail to take the opportunities available for enhancing the local character and quality of the area and the way it functions will not be supported. A central part of achieving excellence in design is responding to and integrating with local surroundings landscape and context as well as the build environment through: using good quality materials that complement the existing palette of materials used within the area.

Justification of this Policy states that this policy aims to ensure that investments in key new buildings and spaces of our Town will contribute to planning, designing and delivering attractive and lasting buildings and spaces that demonstrate a design approach relating strongly to Bognor Regis identity. This design also fails Policy 1 Delivery of the Vision of the Neighbourhood Development Plan which states that major developments should demonstrate how proposed changes will support the delivery of relevant Neighbourhood Development Plan objectives and our vision for Bognor Regis.

Members felt that material considerations must be applied in respect of: - Highway safety and traffic: with problems already in existence with student cars being parked on surrounding streets, making access to residents of these roads difficult; Need to safeguard the countryside or protected species of plant or animal: with the application providing no evidence of a protected species survey having been undertaken; Effect on the level of daylight and privacy of existing property: concern expressed at the effects shown in Shadow Study 1 to properties in Hook Lane, Brooks Lane and Brooks Mead.

In wishing to support and work with the University, Members would welcome open discussions with the applicant to discuss the design, amongst other concerns."

The Planning Application was subsequently approved by Arun District Council on 26th February 2020.

On 6th January 2022, the Town Council received an email from Smith Simmons & Partners, who act on behalf of the University of Chichester, to advise that they are currently preparing a section 73 application proposing minor amendments to the consented 176-bed student accommodation scheme at the Bognor Regis Campus.

Being aware that the Town Council raised design objections to the consented scheme, and in the spirit of local community consultation, Smith Simmons & Partners have asked if they could attend the Planning and Licensing Committee Meeting to be held on 22nd February 2022 to present the design amendments, and work in progress on the revised scheme.

DECISION

Do Members **AGREE** to accept the offer of a presentation from Smith Simmons & Partners, at the Planning and Licensing Committee Meeting to be held on 22nd February, in relation to Planning Application BR/311/18/PL?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
1st FEBRUARY 2022**

AGENDA ITEM 9 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. Copy of letter sent by Bognor Regis Town Council to ADC and WSCC, in relation to the Arun Growth Deal document, (as agreed at the Planning and Licensing Committee Meeting held on 23rd November 2021 - Min. 38 refers), and the responses received. Circulated to all Councillors.
2. WSCC - News Release: Safety scheme starts soon to reduce speed limit on A24 Findon Road and Findon Bypass, 11th January 2022.
3. WSCC - Public Notice: Paghams Road, Paghams - Start Date 07/02/2022, 17th January 2022. Shared on social media.
4. Barnham & Eastergate Parish Council - Planning Policy statement in relation to future planning developments, 19th January 2022. Circulated to Committee Members.
5. WSCC - Amended Public Notice Yapton Road, Middleton-on-Sea - Start Date 10/02/2022, 20th January 2022. Shared on social media.
6. WSCC - Public Notice - Temporary Traffic Regulation Order - Belmont Street, Bognor Regis 21/01/22, 21st January 2022. Shared on social media.
7. WSCC - Public Notice Aldwick Road, Bognor Regis - Start Date 14/02/2022, 24th January 2022. Shared on social media.
8. WSCC - Arun Road Surfacing Programme 2022, 20th January 2022. Circulated to Committee Members.
9. 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 application BR/8/21/RES (Richmond Arms, 224 London Road, Bognor Regis, PO21 1AU), 27th January 2022.