



# 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 22<sup>nd</sup> 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](mailto:bognortc@bognorregis.gov.uk) before midday on Tuesday 22<sup>nd</sup> 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 22<sup>nd</sup> 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 15<sup>th</sup> day of FEBRUARY 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 1<sup>st</sup> February 2022
4. Adjournment for public question time and statements
5. To receive a presentation from Smith Simmons & Partners Planning Consultancy regarding design amendments and work in progress on the revised scheme relating to Planning Application BR/311/18/PL (University of Chichester, Bognor Regis Campus)
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 28<sup>th</sup> January, 4<sup>th</sup> and 11<sup>th</sup> February 2022
8. To consider Premises Licence Applications, including any variations and any other Licence Applications
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 1<sup>st</sup> FEBRUARY 2022**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett,  
and B. Waterhouse

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

***The Meeting opened at 6.31pm***

### **57. 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 working, Cllr. Mrs. Daniells who was unwell, Cllr. Erskine who was on annual leave, Cllr. Mrs. Staniforth due to ongoing family illness, and Cllr. Woodall who was also unwell.

### **58. 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***

**59. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 11<sup>th</sup> JANUARY 2022**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 11<sup>th</sup> January 2022 as an accurate record of the proceedings and the Chairman signed them.

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

There were no members of the public seated in the public gallery and the meeting was not, therefore, adjourned.

**61. CLERK'S REPORT**

There was nothing to report.

**62. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 7<sup>th</sup>, 14<sup>th</sup> AND 21<sup>st</sup> JANUARY 2022**

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

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

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

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

There were no Premises Licence applications to be considered.

**64. 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)**

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

Members **AGREED** to accept the offer of a presentation from Smith Simmons & Partners, at the Planning and Licensing Committee Meeting to be held on 22<sup>nd</sup> February 2022, in relation to Planning Application BR/311/18/PL (University of Chichester, Bognor Regis Campus).

**65. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

***The Meeting closed at 7.05pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 1<sup>st</sup> FEBRUARY 2022  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 7<sup>th</sup>, 14<sup>th</sup> AND 21<sup>st</sup> JANUARY 2022)**

<p><b><u>BR/279/21/CLE</u></b> 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><b>NO OBJECTION</b></p>
<p><b><u>BR/277/21/PL</u></b> 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><b>NO OBJECTION</b></p>
<p><b><u>BR/294/21/PL</u></b> 2-10 The Hatters Inn Queensway Bognor Regis PO21 1QT</p>	<p>3-storey upward extension and redevelopment of the existing 1<sup>st</sup> and 2<sup>nd</sup> 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><b>OBJECTION</b> Whilst the Town Council submitted no objection to planning application BR/266/17/PL, and the subsequent application BR/50/19/PL, these previous proposals were for 24 No. flats. Members consider the proposal to increase the number of flats to 43, as set out in planning application BR/294/21/PL, to be over-development of the site. With no provision for parking included in the proposal, there is concern that the development would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies QE SP1 and T SP1 of the Arun Local Plan.</p> <p>Furthermore, Members were disappointed</p>

<p><i>BR/294/21/PL (cont.)</i>  <i>2-10 The Hatters Inn</i>  <i>Queensway</i>  <i>Bognor Regis</i>  <i>PO21 1QT</i></p>		<p>to see that, despite the comments of ADC's Housing Strategy and Enabling Manager in response to the consultation for planning application BR/50/19/PL, there is no provision for affordable housing in planning application BR/294/21/PL, contrary to Policy AH SP2 of the Arun Local Plan.</p> <p>A S106 agreement also seems to be missing from the proposal.</p>
<p><b><u>BR/289/21/HH</u></b>  5 Oxford Street  Bognor Regis  PO21 2PG</p>	<p>Single storey rear extension</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/295/21/HH</u></b>  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><b>NO OBJECTION</b></p>
<p><b><u>BR/4/22/PL</u></b>  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><b>OBJECTION</b> Having previously objected to planning application BR/79/21/PL to enlarge what is currently a 5-bed HMO to a 16-bed, the Town Council continue to object to increasing the size of this HMO to 12-beds.</p> <p>Aldwick Road is an area with a Traffic Regulation Order in place and the development would result in an intensification of use that adversely affects the character of the area which</p>

<p><i>BR/4/22/PL (cont.)</i>  <i>83 Aldwick Road</i>  <i>Bognor Regis</i>  <i>PO21 2NW</i></p>		<p>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, QE SP1 and T SP1 of the Arun Local Plan.</p> <p>The proposals also seek to sub-divide the commercial space on the Ground Floor for the purposes of residential use. The site is located within the business district of Aldwick Road and there remains a reasonable prospect of the premises being used for employment use. Members consider the application to be contrary to Policy EMP DM1 of the Arun Local Plan.</p>
<p><b><u>BR/7/22/T</u></b>          Nyewood Church of England          Junior School          Brent Road          Bognor Regis          PO21 5NW</p>	<p>Fell 1 No. Monterey Cypress (T1)</p>	<p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>



**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
22<sup>nd</sup> FEBRUARY 2022**

**AGENDA ITEM 5 - TO RECEIVE A PRESENTATION FROM SMITH SIMMONS & PARTNERS PLANNING CONSULTANCY REGARDING 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 INFORMATION**

At the Planning and Licensing Committee Meeting held on 18<sup>th</sup> 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 26<sup>th</sup> February 2020.

On 6<sup>th</sup> 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 asked if they could attend the Planning and Licensing Committee Meeting to be held on 22<sup>nd</sup> February 2022 to present the design amendments, and work in progress on the revised scheme. This invitation was accepted by the Planning and Licensing Committee at the meeting held 1<sup>st</sup> February 2022 (Min. 64 refers).

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 22<sup>nd</sup> FEBRUARY 2022  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 28<sup>th</sup> JANUARY, 4<sup>th</sup> AND 11<sup>th</sup> FEBRUARY 2022)**

<p><b><u>BR/281/21/L</u></b> Berghestede House 1 Shripney Road Bognor Regis PO22 9LW</p>	<p>Replacement of existing garden room with timber framed garden room. (This application may affect the setting of a listed building)</p>	<p><i>Comment by 24-FEB-22</i></p>
<p><b><u>BR/280/21/HH</u></b> Berghestede House 1 Shripney Road Bognor Regis PO22 9LW</p>	<p>Replacement of existing garden room with timber framed garden room. (This application may affect the setting of a listed building)</p>	<p><i>Comment by 24-FEB-22</i></p>
<p><b><u>BR/285/21/PL</u></b> Rear of 73-75 Aldwick Road Bognor Regis PO21 2NW</p>	<p>Change of use from Class E (retail)/B8 storage to C3 residential and the creation of three dwelling units through the conversion of the rear of nos. 73 &amp; 75 and the erection of a part single storey/part two storey rear extension with associated amenity space and refuse / recycling stores</p>	<p><i>Comment by 24-FEB-22</i></p>
<p><b><u>BR/293/21/HH</u></b> 73 Nyewood Lane Bognor Regis PO21 2SD</p>	<p>Two storey side and rear extension, rebuilding of existing conservatory and demolition of existing garage</p>	<p><i>Comment by 24-FEB-22</i></p>
<p><b><u>BR/1/22/PL</u></b> Deal House 11-15 Sturges Road Bognor Regis PO21 2AH</p>	<p>Demolition of existing garage and replacement with 1 No 1-bedroom self-contained unit. Additional cycle store and bin storage amendments (resubmission following BR/236/21/PL). This site is in CIL Zone 4 and is CIL Liable as new dwelling</p>	<p><i>Comment by 24-FEB-22</i></p>

<p><b><u>BR/5/22/T</u></b>                  36-37 Servite Close                  Bognor Regis                  PO21 2DE</p>	<p>1 No. Sweet Chestnut (T1) – Reduce 3 lowest branches away from conservatory by 2m. 1 No. Acer (T2) - Crown reduction to height 7m and spread 5m</p>	<p><i>Comment by 24-FEB-22</i></p>
<p><b><u>BR/13/22/HH</u></b>                  235 Hawthorn Road                  Bognor Regis                  PO21 2UW</p>	<p>Erection of two storey side extension and single storey rear orangery following the demolition of existing rear conservatory and side extension</p>	<p><i>Comment by 24-FEB-22</i></p>
<p><b><u>BR/282/21/T</u></b>                  Meadow Entry                  8 Crescenta Walk                  Bognor Regis                  PO21 2YA</p>	<p>1 No. Japanese Maple tree (Acer) - Crown reduction by 4m to leave height and spread at 9.1m</p>	<p><i>Comment by 03-MAR-22</i></p>
<p><b><u>BR/17/22/PL</u></b>                  91 Hawthorn Road                  Bognor Regis                  PO21 2BE</p>	<p>Change of Use from hairdressers (Class E(a)) to Hot Food Takeaway (Sui Generis) with low level ducting system at the rear of the ground floor commercial unit. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p><i>Comment by 03-MAR-22</i></p>
<p><b><u>BR/14/22/HH</u></b>                  25 Pevensey Road                  Bognor Regis                  PO21 5NS</p>	<p>First floor side extension, mansard roof extension with 2 x side dormers and installation of crossover</p>	<p><i>Comment by 10-Mar-22</i></p>

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
22<sup>nd</sup> FEBRUARY 2022**

**AGENDA ITEM 9 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. WSCC – Public Notice that West Sussex County Council has temporarily closed to all traffic Summer Lane, Pagham, under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on Summer Lane for a distance approx. 59 metres. The temporary closure is scheduled to commence on 25<sup>th</sup> February 2022 for up to 5 days (It is estimated to be completed on 25<sup>th</sup> February 2022) and is required for the safety of the public and workforce. The restriction will be in place day-time only from 09:00 until 16:00. An alternative route will be signed on site. Access for emergency service vehicles and pedestrians will be maintained at all times during the closure.
2. Aldingbourne Parish Council – copy of letter sent to Andrew Griffiths MP regarding the Arun District Council Housing Test Results.
3. WSCC – Notification of Meeting of Communities, Highways and Environment Scrutiny Committee to be held at 10.30am on Thursday 24 February 2022 at County Hall, Chichester.