



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,

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 5th APRIL 2022.**

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. An opportunity will be afforded to **members of the public** 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 5th April 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 29th day of MARCH 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 15th March 2022
 4. Adjournment for public question time and statements
 5. Clerk's Report
 6. To consider Planning Applications on Lists dated 11th, 18th and 25th March 2022
 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 11th, 18th and 25th March 2022
 8. To consider Premises Licence Applications, including any variations and any other Licence Applications
 9. To ratify any pavement licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
 10. To consider and agree any comments to be submitted in response to WSCC's Post-16 Transport Consultation – Min. 87 refers
 11. Correspondence

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



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

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 15th MARCH 2022

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells,
M. Stanley, B. Waterhouse, and P. Woodall

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

The Meeting opened at 6.30pm

77. 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 on annual leave, and Cllrs. Barrett and Mrs. Staniforth owing to Covid.

No apologies for absence were received from Cllr. Erskine.

78. 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.

Cllr. Stanley declared an Ordinary Interest in Agenda item 7, as a resident of Felpham, and in Agenda item 10 as an Arun District Councillor and Member of their Economy Committee

79. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 22nd FEBRUARY 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 22nd February 2022 as an accurate record of the proceedings and the Chairman signed them.

80. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

81. CLERK'S REPORT

There was nothing to report.

82. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 18th, 25th FEBRUARY AND 4th MARCH 2022

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

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

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

83. 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 18th, 25th FEBRUARY AND 4th MARCH 2022

- 83.1 BN/11/22/OUT - Barnham, Eastergate, Westergate BEW Parcel SC1 Barnham - Outline application with all matters reserved (except for the A29 Realignment) for the demolition of existing structures and mixed use development to provide up to 1,250 residential dwellings (Use Class C3), Care Home/Senior Living Accommodation (Use Class C2/C3), flexible retail and community floorspace (Use Classes E/F2/Sui Generis), a Primary School plus open space, landscaping, drainage and all other associated ancillary works; and realignment of the A29 and early connection to existing A29 including construction of a new road carriageway, junctions and associated infrastructure. This application also lies within the parish of Aldingbourne, affects the setting of listed buildings, affects the character & appearance of the Eastergate Church Lane Conservation Area and affects a Public Right of Way. This application is the subject of an Environmental Statement**

Members considered Planning Application BN/11/22/OUT and the possible impact that the proposal, if permitted, would have on the infrastructure of Bognor Regis.

Following discussion, Members unanimously **RESOLVED** to neither object nor support the application, but it was **AGREED** that the following representation be submitted to Arun District Council in response to Planning Application BN/11/22/OUT: -

The Town Council has grave concerns about the impact of the significant extra traffic that will be generated in the surrounding areas and requests that the Travel Plan be scrutinised by Councillors, before permission is given for this to go ahead, since it is believed that the reality of adding these additional buildings will only serve to further gridlock the access and egress into Bognor Regis, as well as increasing the likelihood of accidents in the area. Bognor Regis Town Council feels that the impact will be so great that it warrants proper detailed scrutiny with a robust, objective and honest approach as to how it will affect residents and visitors to the Town. Bognor Regis Town Council would like to be absolutely certain that thorough consideration has been given to the likely impact of this proposal to the local and wider area, in terms of traffic flows and infrastructure. Members would like to be certain that the proposed layouts are the optimum ones to avoid gridlock and traffic jams and that there are no better alternatives.

Cllr. Stanley redeclared an Ordinary Interest in relation to Planning Application FP/274/21/OUT as a resident of Felpham

83.2 FP/274/21/OUT - Bognor Regis Golf Club, Downview Road, Felpham, PO22 8JD - Outline planning application with all matters reserved, except means of access, for the erection of up to 480 new homes (C3), the formation of a new means of access onto Golf Links Road, together with the creation of new surface water drainage, new landscaping and habitat creation, ground works and other infrastructure and the retention and re-purposing of the retained club house (F2). This site also lies within the parish of Yapton, affects a Public Right of Way and is a Departure from the Development Plan. This application is subject to an Environmental Statement

Members considered Planning Application FP/274/21/OUT and the possible impact that the proposal, if permitted, would have on the infrastructure of Bognor Regis.

In reference to the access and egress point for the proposed development, Members have serious concerns about off-site capacity requirements and whether the transport effects of the development on the local highway network can be satisfactorily mitigated.

Whether joining the B2259 from Downview Road or from Firs Avenue, the B2259 is a single-lane carriageway, in either direction, which is prone to traffic congestion, particularly when the local schools start and finish for the day. Allowing for the proposal of up to 480 new homes would result in an intensification of use that adversely affects the area and would result in the generation of excessive demands on the local highway network.

The applicant must be able to satisfactorily demonstrate that the proposed development would not result in a severe cumulative residual impact on the road network, contrary to the National Planning Policy Framework and Arun Local Plan policies H SP2(k) and T SP1(e).

The Town Council requests that the Travel Plan be scrutinised by Councillors, before permission is given for this to go ahead. Bognor Regis Town Council would like to be absolutely certain that thorough consideration has been given to the likely impact of this proposal to the local and wider area, in terms of traffic flows and infrastructure. Members would like to be certain that the proposed layouts are the optimum ones to avoid gridlock and traffic jams and that there are no better alternatives.

Furthermore, Members were also concerned about the additional pressure that a development of this size would have on schools and services, such as hospitals, doctor's surgeries and dental practices, within the local area.

Following discussion, Members unanimously **RESOLVED** to **OBJECT** to Planning Application FP/274/21/OUT, for the reasons stated above.

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

There were no Premises Licence applications to be considered.

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

There were no pavement licence applications that required ratifying.

Cllr. Stanley reddeclared an Ordinary Interest, in relation to the next Agenda item, as an Arun District Councillor and Member of their Economy Committee

86. TO AGREE ANY COMMENTS TO BE SUBMITTED TO ADC IN RESPONSE TO THEIR PROPOSALS FOR FREEHOLD DISPOSAL FOR DEVELOPMENT OF THE LONDON ROAD CAR PARK SITE

The Assistant Clerk's report was **NOTED**. Members further **NOTED** that no comments from non-Committee Members, in response to this proposal, had been emailed to the Assistant Clerk, as detailed in the report.

Members considered ADC's proposals for freehold disposal for development of the London Road Car Park site, including the outlined items that ADC wish to see incorporated, as detailed in the report.

When discussing the retention of public conveniences, comparisons were made between the perceived benefits of these facilities being stand-alone buildings or incorporated within the footprint of another building. External access would be preferred, and Members agreed that it was important for conveniences to be well-maintained and clearly signposted.

Members were in agreement that it was important to retain public car parking and felt strongly in wanting to see the same number of spaces that are currently available being provided in any future development on the site. It was acknowledged that the present Coach and Lorry Park was underutilised however, as a tourist destination, Members would like to see some provision for coaches to continue parking on this site.

Comment was made about the unloading of an important asset in the Town to support a vision held by the District Council that was yet to be published and is reportedly some way off from being ready to share.

Without being given any idea of what future development on the site might be considered, or how Bognor Regis might benefit from the receipts, Members felt unable to support the proposal for freehold

disposal for development of the London Road Car Park site without further information being made available to the Town Council.

Members unanimously **RESOLVED** to **AGREE** that a summary of the comments made be submitted to ADC in response to the proposals.

87. TO RECEIVE DETAILS OF WSCC'S POST-16 TRANSPORT CONSULTATION AND TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

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

Members **AGREED** to **DEFER** this item until the next Planning and Licensing Committee Meeting to allow Members the time to review the consultation documents and consider any response to the survey.

88. CORRESPONDENCE

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

Additional correspondence included: -

- 88.1** Aldingbourne Footpaths and Country Park Action Group - February Newsletter. Circulated to all Committee Members.
- 88.2** Copy correspondence from Pagham resident of an email sent to ADC in relation to Planning Compliance Case ENF/46/22.
- 88.3** National Highways - A27 Chichester bypass: Stakeholder Reference Group Report and Project Update, March 2022. Circulated to all Members.
- 88.4** WSCC - Highways, Transport and Planning: Members Newsletter, March 2022. Circulated to all Committee Members.
- 88.5** Aldingbourne Footpaths and Country Park Action Group - copy of questions emailed to Felpham Parish Council in relation to housing proposals on Golf Course and Site 4 Developments Public Meeting. Circulated to Committee Members.
- 88.6** ADC - Notification that Barnham and Eastergate NDP Review has been 'made'.

The Meeting closed at 7.54pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 15th MARCH 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 18th, 25th FEBRUARY AND 4th MARCH 2022)**

<p><u>BR/28/22/PL</u> 7 Canada Grove Bognor Regis PO21 1DW</p>	<p>Proposed window and door combination to rear elevation. This application is in CIL Zone 4 (Zero rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/16/22/PL</u> Garth House High Street Bognor Regis PO21 1HQ</p>	<p>Erection of part single, part two storey rear extension</p>	<p>NO OBJECTION Members are keen to see this building renovated owing to its prominent location at a gateway entrance to the Town, as identified in the Bognor Regis Neighbourhood Development Plan. It is hoped that external improvements will create a more positive first impression for visitors.</p>
<p><u>BR/29/22/PL</u> Selwood Lodge 93 Victoria Drive Bognor Regis PO21 2DZ</p>	<p>Change of use from C1 Guest House to a 16 bed House in Multiple Occupation (Sui Generis) including first floor extension, demolition of existing detached garage and external alterations</p>	<p>OBJECTION Firstly, Members object to the principle of losing visitor accommodation at a time when the Town is trying to regenerate as a seaside tourist resort. 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</p>

<p><i>BR/29/22/PL (cont.) Selwood Lodge 93 Victoria Drive Bognor Regis PO21 2DZ</i></p>		<p>limited range of accommodation options to choose from particularly in terms of medium to higher end seafront hotels, B&Bs and Guest houses.</p> <p>Secondly, Members object to yet another application for an HMO in the Town. 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. The lack of parking provision in the application is of particular disappointment since the site has ample space currently available to accommodate some off-road parking.</p> <p>Finally, allowing for the proposed change of use of building from C1 Guest House to a 16 bed House in Multiple Occupation (Sui Generis) would result in an intensification of use, that adversely affects the character of the area, which would affect public and neighbouring amenities, and 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><u>BR/38/22/PL</u> 18-20 London Road Bognor Regis PO21 1PY</p>	<p>Part conversion and extension of existing building to provide 6 additional storeys over existing rooftop, to provide for up to 104 No student residential units, with access from Bedford Street, associated servicing and ancillary accommodation, entrance and staircase extension to existing building to provide access from Bedford Street. (Resubmission of scheme approved under reference BR/270/18/PL). This application may affect the setting of listed buildings and may affect the character and appearance of nearby conservation areas. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION Whilst the Town Council have no objection to the proposals submitted under Planning Application BR/38/22/PL, they would respectfully request that developer contributions are put towards enhancements being made to Bedford Street, such as lighting in keeping with the surrounding area, to improve the safety and security of residents. These enhancements should also include Fitzleet multi-storey car park. The Town Council would appreciate the opportunity to meet with developers to discuss, and help shape, these enhancements.</p>
<p><u>BR/34/22/HH</u> 29 Madeira Avenue Bognor Regis PO22 8DF</p>	<p>Erection of single storey rear extension following the demolition of existing rear conservatory</p>	<p>NO OBJECTION</p>
<p><u>BR/46/22/T</u> 43B Pevensey Road Bognor Regis PO21 5NY</p>	<p>Remove 4 lower limbs of 1 No. Corsican Pine tree</p>	<p>NO OBJECTION 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>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
 PLANNING AND LICENSING COMMITTEE TO BE HELD ON 5th APRIL 2022
 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 11th, 18th AND 25th MARCH 2022)**

<p><u>BR/35/22/HH</u> 20 Pevensey Road Bognor Regis PO21 5NS</p>	<p>Single storey side/rear extension for use as a annexe</p>	<p><i>Comment by 07-APR-22</i></p>
<p><u>BR/37/22/PL</u> Cordell House Rest Home 120 Victoria Drive Bognor Regis PO21 2EJ</p>	<p>Change of use from residential care home (Use C2) to a 10 bed House in Multiple Occupation (Sui Generis). This application is in CIL Zone 4 and is Zero Rated as other development</p>	<p><i>Comment by 07-APR-22</i></p>
<p><u>BR/42/22/PL</u> Prince of Wales Public House 1 Highfield Road Bognor Regis PO22 8BQ</p>	<p>Change of use from public house (A4 Drinking establishment) to an 18-bed student accommodation. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p><i>Comment by 07-APR-22</i></p>
<p><u>BR/45/22/T</u> Car Park to rear of Longbrook House University of Chichester Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Fell 1 No. Maple tree (T1)</p>	<p><i>Comment by 23-APR-22</i></p>
<p><u>BR/57/22/PL</u> 18-20 Stocker Road Bognor Regis PO21 2QF</p>	<p>Demolition of vacant garden building and construction of 1 No. 2 bed supported accommodation annexe</p>	<p><i>Comment by 23-APR-22</i></p>

<p><u>BR/59/22/HH</u> 38 Nyewood Lane Bognor Regis PO21 1SJ</p>	<p>Erection of single storey side extension following demolition of existing single storey side extension and detached garage</p>	<p><i>Comment by 23-APR-22</i></p>
---	---	------------------------------------

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
5th APRIL 2022**

**AGENDA ITEM 10 - TO CONSIDER AND AGREE ANY COMMENTS TO BE
SUBMITTED IN RESPONSE TO WSCC'S POST-16 TRANSPORT
CONSULTATION - MIN. 87 REFERS**

REPORT BY ASSISTANT CLERK

FOR DECISION

West Sussex County Council asks for views each year about the Post-16 Transport Policy Statement. The consultation aims to make sure the information in the Policy Statement is up to date and complete.

The Policy Statement sets out the help that is available through the council, schools, colleges and transport operators for young people of sixth-form age and those who are 19+ with an Education Health and Care Plan to get to school or college. It includes information about:

- fares and concessions;
- the Council's home to school/college transport policy for learners with special educational needs and disabilities (SEND); and
- contact details for schools and colleges.

A consultation is now open and available [online here](#) and runs until Sunday 10th April 2022. All responses will be considered before the council's Post-16 Transport Policy statement is published at the end of May.

DECISION

Members are invited to **AGREE** any comments to be submitted to WSCC in response to the Post-16 Transport Consultation.

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL PLANNING AND LICENSING COMMITTEE MEETING - 5th APRIL 2022

AGENDA ITEM 11 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. WSCC - Draft West Sussex Transport Plan 2022-2036 Consultation Report.
2. Copy correspondence sent to ADC from Aldingbourne Footpath and County Park Action Group in relation to field north of Brooks Lane.
3. ADC - Notification that an appeal has been made to the Secretary of State against the decision of ADC to refuse planning permission in relation to planning application BR/93/21/PL (22 Neville Road, Bognor Regis).
4. WSCC - News Release: £32million investment in highways and transport gets the go-ahead.