



# BOGNOR REGIS TOWN COUNCIL

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

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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 26<sup>th</sup> 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 26<sup>th</sup> April from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

**DATED this 19<sup>th</sup> day of APRIL 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 5<sup>th</sup> April 2022
  4. Adjournment for public question time and statements
  5. To consider Planning Applications on Lists dated 1<sup>st</sup>, 8<sup>th</sup> and 15<sup>th</sup> April 2022
  6. 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 5<sup>th</sup> APRIL 2022**

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

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

*The Meeting opened at 6.35pm*

### **89. 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. Mrs. Daniells, for personal reasons, Cllr. Erskine, owing to childcare issues, and Cllr. Mrs. Staniforth, due to family issues.

No apologies for absence were received from Cllr. Cunard.

### **90. 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***

**91. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 15<sup>th</sup> MARCH 2022**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 15<sup>th</sup> March 2022 as an accurate record of the proceedings and the Chairman signed them.

**92. 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.

**93. CLERK'S REPORT**

There was nothing to report.

**94. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 11<sup>th</sup>, 18<sup>th</sup> AND 25<sup>th</sup> MARCH 2022**

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

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

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

95. **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 11<sup>th</sup>, 18<sup>th</sup> AND 25<sup>th</sup> MARCH 2022**

There were no significant planning applications, outside the Wards of Bognor Regis, to be considered.

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

There were no Premises Licence applications to be considered.

97. **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.

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

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

Having considered the consultation documents, Members **AGREED** to submit any responses to WSCC's Post-16 Transport Consultation individually, rather than as a Committee.

99. **CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence previously circulated.

***The Meeting closed at 7.18pm***

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

<p><a href="#"><u>BR/35/22/HH</u></a> <a href="#"><u>20 Pevensey Road</u></a> Bognor Regis PO21 5NS</p>	<p>Single storey side/rear extension for use as an annexe</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/37/22/PL</u></a> Cordell House Rest Home <a href="#"><u>120 Victoria Drive</u></a> 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><b>OBJECTION</b> 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. Allowing for the proposed change of use from residential care home (Use C2) to a 10 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><b><u>BR/42/22/PL</u></b>          Prince of Wales Public House  <u>1 Highfield Road</u>          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><b>NO OBJECTION</b> Provided that a student tenancy agreement prohibits car ownership, as with other planning applications for student accommodation in the Town such as BR/38/22/PL, then Members are minded to raise no objection to Planning Application BR/42/22/PL. It would be preferable if the two car parking spaces indicated in the proposals were reserved for use by staff.</p>
<p><b><u>BR/45/22/T</u></b>          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><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>
<p><b><u>BR/57/22/PL</u></b>  <u>18-20 Stocker Road</u>          Bognor Regis          PO21 2QF</p>	<p>Demolition of vacant garden building and construction of 1 No. 2 bed supported accommodation annexe</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/59/22/HH</u></b>  <u>38 Nyewood Lane</u>          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><b>NO OBJECTION</b></p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
 PLANNING AND LICENSING COMMITTEE TO BE HELD ON 26<sup>th</sup> APRIL 2022  
 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 1<sup>st</sup>, 8<sup>th</sup> AND 15<sup>th</sup> APRIL 2022)**

<p><a href="#"><u>BR/65/22/L</u></a>  <a href="#"><u>Salisbury House</u></a>          The Steyne          Bognor Regis          PO21 1TX</p>	<p>Listed building consent for the change of use of 5 No self-contained flats for adults with learning difficulties to 5 No self-contained flats and formation of 5 No further flats from HMO rooms, garage and office, repairs and decoration of external surfaces, minor alterations to elevation facing Sadler Street, change one window facing rear courtyard to French doors &amp; apply obscure film to 2 windows in courtyard area</p>	<p><i>Comment by 30-APR-22</i></p>
<p><a href="#"><u>BR/62/22/HH</u></a>  <a href="#"><u>91B Gravits Lane</u></a>          Bognor Regis          PO21 5LN</p>	<p>Erection of single storey rear extension and loft conversion to habitable space</p>	<p><i>Comment by 30-APR-22</i></p>
<p><a href="#"><u>BR/66/22/PL</u></a>  <a href="#"><u>South Bersted Church of England Primary School</u></a>          Church Lane          Bognor Regis          PO22 9PZ</p>	<p>Change from grass to bonded mulch all weather surfacing on Trim Trail. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p><i>Comment by 30-APR-22</i></p>
<p><a href="#"><u>BR/68/22/HH</u></a>  <a href="#"><u>Claremont Court</u></a>          Campbell Road          Bognor Regis          PO21 1HD</p>	<p>Replace all existing double-glazed uPVC framed windows with new uPVC framed double glazed casement windows</p>	<p><i>Comment by 30-APR-22</i></p>



<p><a href="#"><u>BR/70/22/OUT</u></a>  <a href="#"><u>26 Burnham Avenue</u></a>        Bognor Regis        PO21 1JU</p>	<p>Outline application with all matters reserved for up to 10 No. new dwellings with associated services, landscaping, car parking &amp; amenity (resubmission following BR/129/21/OUT)</p>	<p><i>Comment by 08-MAY-22</i></p>
<p><a href="#"><u>BR/72/22/PL</u></a>  <a href="#"><u>University of Chichester</u></a>        Upper Bognor Road        Bognor Regis        PO21 1HR</p>	<p>Variation of condition 2 imposed under BR/311/18/PL relating to alternative floorspace plans, minor changes to building footprint and elevations, improvements to fire escape routes and changes to the approved materials (note no change to overall height or distances to nearby dwellings)</p>	<p><i>Comment by 08-MAY-22</i></p>
<p><a href="#"><u>BR/61/22/PL</u></a>  <a href="#"><u>20 Nyewood Lane</u></a>        Bognor Regis        PO21 2QB</p>	<p>Change of use to 5 bed house in multiple occupation</p>	<p><i>Comment by 08-MAY-22</i></p>
<p><a href="#"><u>BR/82/22/PL</u></a>  <a href="#"><u>Holmlea main unit</u></a>        Rear of Town Cross Avenue        Bognor Regis        PO21 2DN</p>	<p>Demolition of warehouse and proposed construction of 10 No. self-contained apartments. This application is in CIL Zone 4 (Zero Rated) as flats</p>	<p><i>Comment by 13-MAY-22</i></p>
<p><a href="#"><u>BR/48/22/PL</u></a>  <a href="#"><u>13-17 Richmond Avenue</u></a>        Bognor Regis        PO21 1YE</p>	<p>Conversion of existing loft space into 2 No. flats. This application is in CIL Zone 4 (Zero rated) as flats</p>	<p><i>Comment by 13-MAY-22</i></p>

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

**AGENDA ITEM 6 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. Aldingbourne Footpaths and County Park Action Group – copy of correspondence sent to the Local Planning Authority relating to field north of Brooks Lane.
2. WSCC - #WestSussBus – Launched.
3. ADC – Notification that planning application BR/285/21/PL (Rear of 73-75 Aldwick Road, Bognor Regis), to which the Town Council objected, is expected to be determined by the Planning Committee at a meeting to be held at 2pm on 28<sup>th</sup> April 2022.