



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 7th JUNE 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 7th June from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

DATED this 30th day of MAY 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 17th May 2022
 4. Adjournment for public question time and statements
 5. To consider Planning Applications on Lists dated 13th, 20th and 27th May 2022
 6. To consider Premises Licence Applications including any variations and any other Licence Applications
 7. To receive details of ADC's updates to Green Infrastructure Maps and to consider and agree any comments to be submitted in response
 8. 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 17th MAY 2022

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

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

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 9th MAY 2022

It was noted that Cllr. Mrs. J. Warr was elected Chairman and Cllr. Goodheart was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 9th May 2022.

2. 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, who was on annual leave, and Cllr. Goodheart who was attending an ADALC Meeting.

No apologies for absence were received from Cllrs. Cunard, Erskine and Stanley.

3. 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

4. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 26th APRIL 2022

The Committee RESOLVED to AGREE and approve the Minutes of the Meeting held on 26th April 2022 as an accurate record of the proceedings and the Chairman signed them.

5. 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.

6. TO CONSIDER THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

Members RESOLVED to RECOMMEND to the Policy and Resources Committee the Terms of Reference for the Planning and Licensing Committee with no amendments.

7. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 22nd, 29th APRIL AND 6th MAY 2022
- 7.1 The Committee noted that there were no views from other Town Councillors to report.
- 7.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 7.3 The Committee, having considered the applications, RESOLVED that its representations be forwarded to ADC (Appended to these Minutes as Appendix 1).
8. CORRESPONDENCE

The Committee NOTED receipt of correspondence previously circulated.

The Meeting closed at 7.28pm

APPENDIX 1

PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th MAY 2022

REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 22nd, 29th APRIL AND 6th MAY 2022

BR/90/22/L University of Chichester Upper Bognor Road Bognor Regis PO21 1HR	Listed building consent to repair and underpin where necessary, sections of the listed Serpentine Wall. All works are to be carried out in a like for-like manner in order to preserve the integrity and heritage of the structure	NO OBJECTION
BR/85/22/PL Public Conveniences Bedford Street Bognor Regis	Internal reconfiguration of existing public conveniences with associated changes to the entrance and removal of part of roof. This application is in CIL Zone 4 (Zero Rated) as other development	NO OBJECTION
BR/83/22/PL Unit 10, Arun Business Park Shripney Road Bognor Regis PO22 9SX	Addition of two first floor windows at rear of property. This application is in CIL Zone 4 (Zero Rated) as other development	NO OBJECTION Members have no objection, in principle, to planning application BR/83/22/PL. However, having taken onboard the comments and concerns of neighbouring householders, the Committee would like to request that the applicant considers the use of privacy film on glass, or opaque/frosted panes, in the proposed windows.
BR/87/22/HH 11 Highland Avenue Bognor Regis PO21 2BJ	Erection of single storey rear/side extension following demolition of existing garage and conservatory. Conversion of the second-floor loft space including changing a hip end roof to a 'barn hip' end	NO OBJECTION

<p>BR/89/22/T The Maples 45 Victoria Drive Bognor Regis PO21 2TQ</p>	<p>Various works to various trees</p>	<p>NO OBJECTION subject to the applicant agreeing to the revised proposal, and conditions, as detailed in the ADC Tree Officer report, and 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>BR/88/22/PL Parish Centre Hislop Walk Bognor Regis PO21 1LP</p>	<p>Alterations to the main entrance to the church building on Clarence Road, to provide equal and dignified access to all who visit the church. This application affects the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p>BR/73/22/PL 83 Aldwick Road Bognor Regis PO21 2NW</p>	<p>Installation of bicycle and refuse/recycling store within rear garden, install window at end of eastern side retain, replace windows to west and east side elevations and install glazed French doors and windows to southern rear elevation. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION In considering planning application BR/73/22/PL Members have no objection to the description of works as outlined in the proposal. However, the cover letter from the Applicant's Agent states "This application only seeks permission for the external alterations and is submitted in conjunction with a separate application for Prior Approval for change of use from commercial (Use Class E) to one flat under Schedule 2, Part 3, Class G. These two applications should be considered in conjunction with one another."</p>

<p><i>BR/73/22/PL (continued)</i> <i>83 Aldwick Road</i> <i>Bognor Regis</i> <i>PO21 2NW</i></p>		<p>When considering the development proposals as detailed in application reference BR/79/22/PD, Members would object to the sub-division of 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 proposals to be contrary to Policy EMP DM1 of the Arun Local Plan.</p>
<p>BR/77/22/PL Rear of 42 Sudley Road Bognor Regis PO21 1ES</p>	<p>2 No. semi-detached 3-storey houses with parking and new vehicular access. This application is in CIL Zone 4 and is CIL liable as new dwellings</p>	<p>NO OBJECTION</p>
<p>BR/95/22/PL Seymour Place Queensway Bognor Regis PO21 1RT</p>	<p>Installation of a bin store. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p>BR/78/22/PL Land East Side of 21 Tennyson Road Bognor Regis PO21 1SB</p>	<p>Demolition of garage and erection of 1 No. 4 bed dwelling with off street parking. This application is in CIL Zone 4 and is CIL liable as new dwelling</p>	<p>NO OBJECTION</p>

<p>BR/97/22/PL Former Royal Bay Care Home 86 Aldwick Road Bognor Regis PO21 2PE</p>	<p>Continued use of former Care Home (C2) as temporary accommodation for seasonal agricultural workers (resubmission following BR/213/20/PL). This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION Whilst Members had objected to the temporary change of use proposed under planning application BR/213/20/PL, they were pleased to read in the Planning Statement for BR/97/22/PL that there had been no reports of complaints made since the change of use was permitted. Furthermore, Members made comment about how well the exterior of the property has been maintained, appearing clean and tidy, and wish to pass on their congratulations to the residents.</p>
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<u>PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 7th JUNE 2022 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 13th, 20th AND 27th MAY 2022)</u>		
BR/94/22/HH 38 Bassett Road Bognor Regis PO21 2JH	Roof extension to create 2 additional annex including the installation of 4 x dormers and balcony and alterations to fenestration/openings	<i>Comment by 11-JUN-22</i>
BR/104/22/HH 37 Murina Avenue Bognor Regis PO21 2DB	Single storey flat roof side and rear extension	<i>Comment by 11-JUN-22</i>
BR/99/22/HH 21 Shelley Road Bognor Regis PO21 2SL	Roof extension and conversion of loft to habitable use including the installation of 1 x rear dormer and rooflights	<i>Comment by 18-JUN-22</i>
BR/102/22/PL 98-100 Chichester Road Bognor Regis PO21 5AA	Variation of condition imposed under BR/315/19/PL relating to condition 2-plans condition	<i>Comment by 18-JUN-22</i>
BR/108/22/CLE 9 Annandale Avenue Bognor Regis PO21 2ES	Lawful development certificate for an existing 10 person HMO (sui generis)	<i>Comment by 18-JUN-22</i>
BR/91/22/PL 32 Richmond Avenue Bognor Regis PO21 2YE	Changing a current HMO from 6 persons to 9 persons	<i>Comment by 25-JUN-22</i>

[BR/63/22/PL](#)
[Salisbury House](#)
The Steyne
Bognor Regis
PO21 1TX

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 & apply obscure film to 2 windows in courtyard area. This application affects the setting of listed buildings, affects the character & appearance of The Steyne Conservation Area and is in CIL Zone 4 (Zero Rated) as flats

Comment by 25-JUN-22

BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
7th JUNE 2022

AGENDA ITEM 7 – TO RECEIVE DETAILS OF ADC'S UPDATES TO GREEN INFRASTRUCTURE MAPS AND TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

REPORT BY THE ASSISTANT CLERK

FOR DECISION

The Green Infrastructure Study identifies a network of Green Infrastructure (GI) assets which must be protected, enhanced and, where possible, better connected, through future development.

The [GI network map \[pdf\] 2MB](#) identifies the existing network of GI assets which must be taken into consideration alongside [Chapter 17 of the adopted Arun Local Plan \[pdf\] 560KB](#) Policy SP21 in the Draft Local Plan.

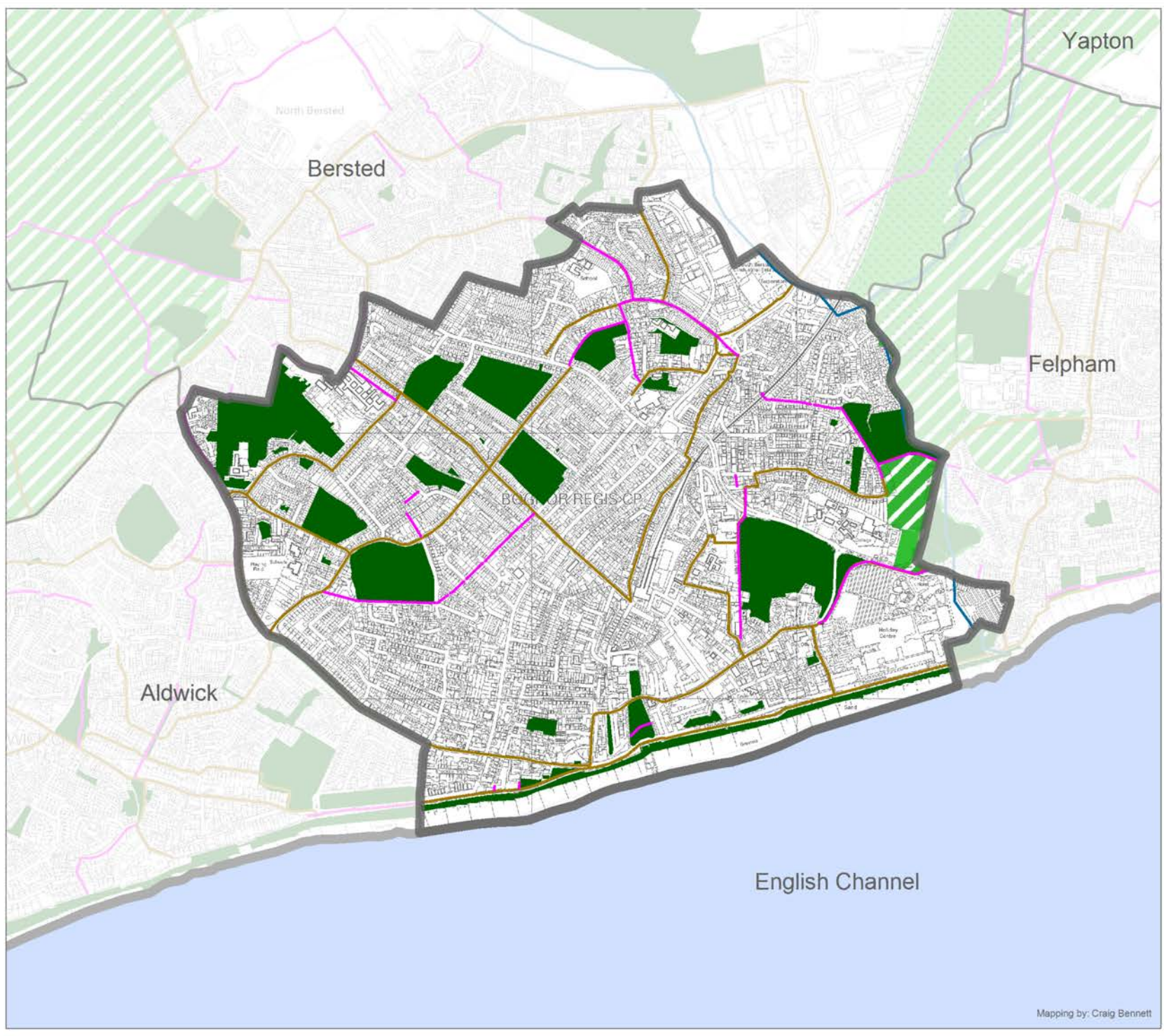
The original parish level map for Bognor Regis (attached to this report as Appendix 1) detailing the GI network was based on the situation in 2012.

Arun District Council (ADC) are currently updating their Green Infrastructure Maps, which are based on the Adopted Arun Local Plan 2018 and Made Neighbourhood Development Plans and are being updated to reflect the currently adopted Arun local Plan 2018. The updated map for Bognor Regis is attached to this report as Appendix 2.

Members are invited to check the map attached at Appendix 2 and send any comments to Arun District Council by 10th June 2022.

DECISION

Members are invited to consider and AGREE any comments to be submitted to Arun District Council in response to the updates to Green Infrastructure maps.
















Bognor Regis Town Council Boundary

Green Infrastructure Network

Scale: 1:20,000 @ A4 Hectares of Parish: 461.9

Key:

-  Arun District Boundary
-  Parish Boundary
-  Surrounding Parishes
-  Rivers
-  Cycle Routes
-  Public Right of Way - Footpaths
-  Public Right of Way - Bridleway
-  Biodiversity Opportunity Area
-  Existing Open Space
-  Green Infrastructure Corridor (GIC) - Type A
-  Green Infrastructure Corridor (GIC) - Type B
(Also subject to Community, infrastructure and housing growth)
-  Green Infrastructure Corridor (GIC) - Type C
(Employment and Education Promotion Only)


NORTH


ARUN
 DISTRICT COUNCIL













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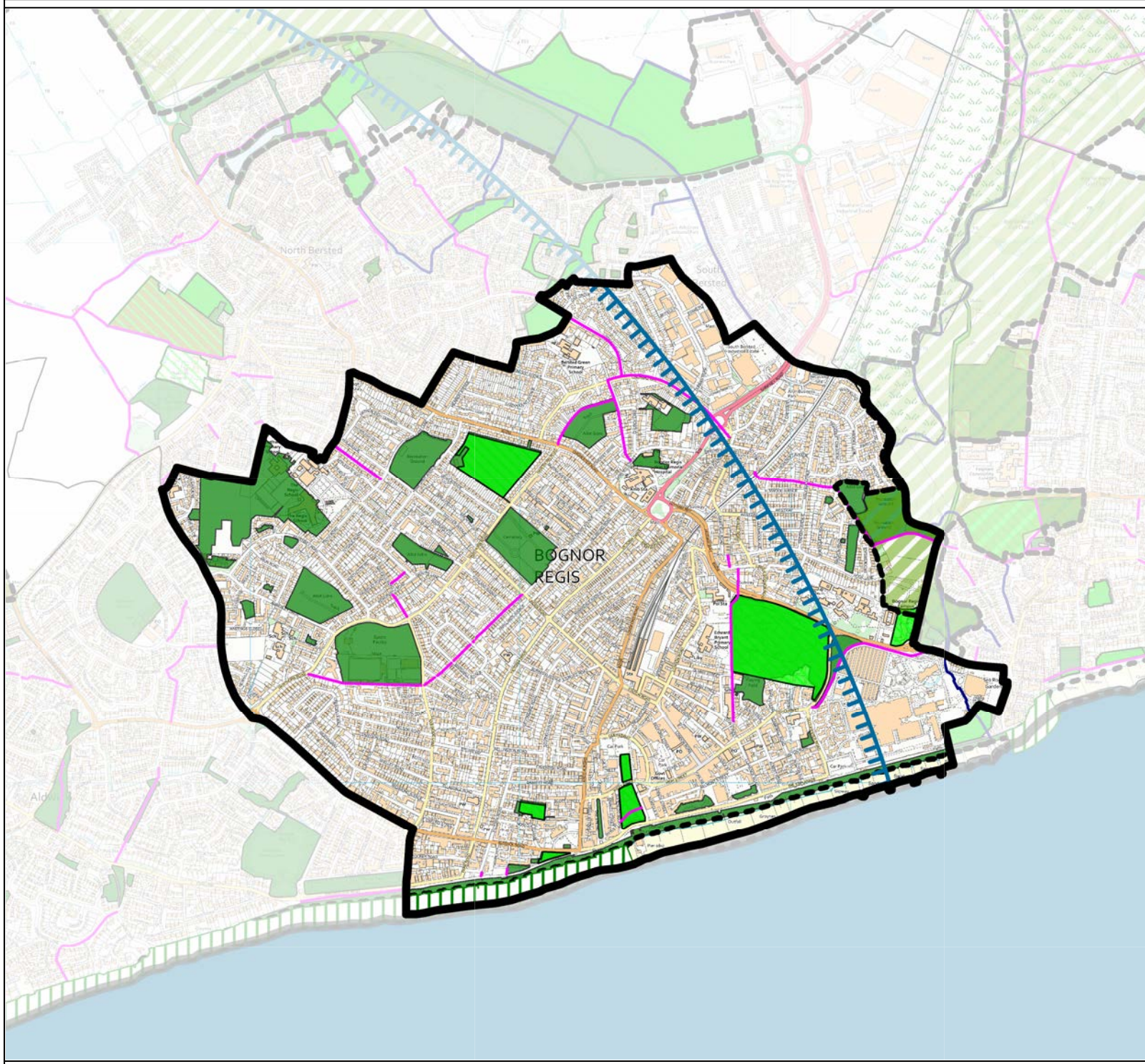
Bognor Regis Town Council Boundary

Green Infrastructure Network

Scale: 1:20,000 @ A4 Hectares of Parish 461.9

Key:

-  The Local Planning Authority Boundary of Arun District Council
-  Bognor Regis Parish Boundary
-  Surrounding Arun Parishes
-  Built-Up Area Boundary
-  Biodiversity Opportunity Area
-  Gaps Between Settlements
-  Local Green Space
-  Existing Open Space
-  Water Courses
-  Pagham Harbour Buffer Zone B (5km Buffer)
- SNINC Incl SSSI**
 -  Sites of National Importance for Nature Conservation
- WSCC Public Rights of Way**
 -  Footpath



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BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
7th JUNE 2022

AGENDA ITEM 8 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. Copy of letter sent to Michael Gove MP, by Aldingbourne Parish Council, in relation to 'over-development of the Southeastern Counties'.
2. ADC – Notification that Lyminster and Crossbush Parish Council has submitted to Arun District Council Local Planning Authority Area (LPAA), their Plan Proposal under Part 5 of the Neighbourhood Planning (General) Regulations 2012.
3. Copy correspondence of emails between County Councillor K. Greenway, District Councillor S. Goodheart and Development Control Team at Arun District Council in relation to field off Glenwood Estate (Felpham Parish).
4. WSCC – notification that Carlingford Court, Bognor Regis, is due to be closed from 30/05/2022 until 08/06/2022, from 08:00 – 18:00, for carriageway Microasphalt surfacing. An alternative route for traffic will be signed on site.
5. WSCC - West Sussex Transport Plan 2022-2036 adoption. Circulated to all Councillors.
6. ADC - notification that there will be a full closure of Fitzleet car park taking place on the 6th June to allow for works to be carried out. Depending upon the weather, the work should take no longer than 2 weeks to complete. Signage has been displayed in the car park and permit holders informed.
7. WSCC – News Release: Plan for tackling transport challenges in West Sussex is now available to view.
8. WSCC – News Release: Essential resurfacing work starts soon at A29 Whiteways Lodge roundabout to run for five nights from 6 June to 10 June, with signed diversion routes in place. Hours of work will generally be between 8pm and 6am, all subject to factors such as severe weather.
9. Sussex Police – invitation for a representative from Bognor Regis Town Council to take part in the Summer Road Safety Stakeholder Virtual Operational Update on 13th June 2022, between 1700 and 1800hrs.