



# 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 **4pm on TUESDAY 30<sup>th</sup> AUGUST 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 30<sup>th</sup> August from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

**PLEASE NOTE START TIME**

**DATED this 23<sup>rd</sup> day of AUGUST 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 9<sup>th</sup> August 2022
  4. To receive a presentation from West Sussex County Councillor, Keir Greenway, in relation to Mobile Speed Indicator Devices and to consider any further action in light of the information received
  5. Adjournment for public question time and statements
  6. To consider Planning Applications on Lists dated 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> August 2022
  7. To consider Premises Licence Applications including any variations and any other Licence Applications
  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 9<sup>th</sup> AUGUST 2022**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett, S. Goodheart (from Min. 30), M. Stanley, B. Waterhouse and P. Woodall

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

***The Meeting opened at 6.30pm***

#### **25. 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 away. No apologies for absence were received from Cllrs. Cunard or Erskine.

#### **26. 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***

**27. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28<sup>th</sup> JUNE 2022**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 28<sup>th</sup> June 2022 as an accurate record of the proceedings and the Chairman signed them.

**28. 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.

**29. TO RATIFY DELEGATED DECISIONS INCLUDING RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 24<sup>th</sup> JUNE AND 8<sup>th</sup> JULY 2022**

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 19<sup>th</sup> July 2022, Members were instead canvassed for their opinion on the applications on the Lists dated between 24<sup>th</sup> June and 8<sup>th</sup> July 2022, 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 24<sup>th</sup> June and 8<sup>th</sup> July 2022 were **RATIFIED** by the Committee.

**30. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15<sup>th</sup>, 22<sup>nd</sup> AND 29<sup>th</sup> JULY 2022**

***Cllr. Goodheart arrived at the Meeting***

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

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

***Cllr. Goodheart declared an Ordinary Interest in planning application BR/159/22/PL as he lives nearby***

**30.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 2**).

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

There were no Licence applications to be considered.

**32. CORRESPONDENCE**

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

***The Meeting closed at 7.24pm***

**PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED  
PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 19<sup>th</sup> JULY 2022 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 24<sup>th</sup> JUNE, 1<sup>st</sup> AND 8<sup>th</sup> JULY 2022)**

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

<p><a href="#"><b><u>BR/140/22/DOC</u></b></a> <a href="#">Berghestede</a> Shripney Road Bognor Regis PO22 9LW</p>	<p>Approval of details reserved by condition imposed under BR/281/21/L relating to condition 3- materials and finishes and section of frame for French doors.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><b><u>BR/119/22/PL</u></b></a> <a href="#">Butlin's</a> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>New reception kiosk and alterations to car park layout. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><b><u>BR/141/22/HH</u></b></a> <a href="#">1 Parklands Avenue</a> Bognor Regis PO21 2BA</p>	<p>Erection of single storey side/rear and other side extension, front porch extension and installation of first floor rear terrace, following demolition of existing front porch.</p>	<p><b>OBJECTION</b> The installation of a first floor rear terrace will result in a significant loss of privacy of occupiers in neighbouring properties. The proposal is therefore contrary to policy D DM1 and D DM4 of the Arun Local Plan and the National Planning Policy Framework.</p>
<p><a href="#"><b><u>BR/148/22/TEL</u></b></a> <a href="#">Land at Highfield Road</a> Bognor Regis PO22 8PH</p>	<p>Prior notification under Schedule 2 Part 16 Class A for a proposed 5G telecoms installation, 15m street pole and additional 3 ancillary equipment cabinets and associated ancillary works.</p>	<p><b>NO OBJECTION</b></p>

<p><a href="#"><b>BR/124/22/HH</b></a>  <a href="#">25 Pevensey Road</a>  Bognor Regis  PO21 5NS</p>	<p>First floor side extension, barn end to gable end roof extension with 2 x side dormers and installation of crossover.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><b>BR/135/22/HH</b></a>  <a href="#">2 Barklye House</a>  Sylvan Way  Bognor Regis  PO21 2RS</p>	<p>Replace windows and doors.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><b>BR/155/22/T</b></a>  <a href="#">2 Monterey Gardens</a>  Bognor Regis  PO21 2FY</p>	<p>Fell 1no. Hawthorn tree.</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><a href="#"><b>BR/157/22/T</b></a>  Nyewood C E Junior School  Brent Road  Bognor Regis  PO21 5NW</p>	<p>1no. Quercus Robur (no.34 on tree map) - removal of deadwood/hanging branches. 1no. Salix Matsudana (no.38 on tree map) - Fell to 1.5m stump as internal tree defect. 1no Sorbus Aucuparia (no.12 on tree map) - Fell to 1.5m stump as internal tree defect. 1no. Sorbus x Intermedia (no.18 on tree map) - remove deadwood as internal tree defect.</p>	<p><b>WITHDRAWN BY APPLICANT</b></p>
<p><a href="#"><b>FP/274/21/OUT</b></a>  Bognor Regis Golf Club  Downview Road  Felpham  PO22 8JD</p>	<p>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</p>	<p><b>OBJECTION</b> Members continue to object to planning application FP/274/21/OUT and stand by their representation agreed at the Planning and Licensing Committee Meeting held 15<sup>th</sup> March 2022 (Min. 83.2 refers) with no further comments to add.</p>

	Plan. This application is subject to an Environmental Statement.	
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**APPENDIX 2**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9<sup>th</sup> AUGUST 2022**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 15<sup>th</sup>, 22<sup>nd</sup> AND 29<sup>th</sup> JULY 2022)**

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

[BR/156/22/PL](#)  
[62-64 High Street](#)  
Bognor Regis  
PO21 1SP

Upward extension of one storey and conversion of the existing first and second floors of the building to provide 38 student rooms along with associated elevational changes and reconfiguration of ground floor, including provision of refuse and recycling facilities and cycle store to the rear. This application may affect the setting of a Listed Building and is in CIL Zone 4 (zero rated) as flats.

**OBJECTION** Bognor Regis Town Council would not object in principle to this building being converted to provide student accommodation, however, having considered the proposals and taken on board some of the comments made by other consultees, Members have some safety concerns.

These concerns centered around the layout of the cluster rooms and the creation of inner rooms by locating kitchen/diners as proposed in the plans, which has the potential to cause a fire risk and problems with emergency escape. Furthermore, the small size of the cluster rooms, the majority being less than 16 square metres or less, would not provide acceptable living conditions. Members were also concerned by comments made by ADC's Structural Engineer in relation to whether the existing building is capable of conversion and able to support the additional load from the extra storey.

Additionally, the proposal provides no outside amenity space for occupiers of the proposed development in conflict with policy HSP4 of the Arun Local Plan.

For the reasons stated above, and on the grounds of over-development, Members object to this proposal in its current form.

<p><b><a href="#">BR/161/22/HH</a></b>  <a href="#">10 May Close</a>          Bognor Regis          PO22 8AH</p>	<p>Single storey side extension.</p>	<p><b>NO OBJECTION</b></p>
<p><b><a href="#">BR/162/22/HH</a></b>  <a href="#">30 Greenwood Avenue</a>          Bognor Regis          PO22 9EJ</p>	<p>Single storey rear extension.</p>	<p><b>NO OBJECTION</b></p>
<p><b><a href="#">BR/159/22/PL</a></b>  <a href="#">5-11 Aronel Cottage</a>  <a href="#">Nursing Home</a>          Highfield Road          Bognor Regis          PO22 8BQ</p>	<p>Two storey side extension creating 16 No. additional bedroom with en-suite, new lift and additional living space (resubmission of BR/135/21/PL). This application is in CIL Zone 4 (zero rated) as other development.</p>	<p><b>OBJECTION</b> It is not evident that a travel plan has been submitted despite the Arun Local Plan stating that this would form an important part of any planning application for care facilities. The proposed extension does not demonstrate that the design and scale of the scheme is appropriate to the local context contrary to policy H DM2 of the Arun Local Plan.</p> <p>The proposed development does not include sufficient parking provision to meet the needs of future residents, employees, visitors and service providers and this will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan.</p>
<p><b><a href="#">BR/147/22/HH</a></b>  <a href="#">27 Hook Lane</a>          Bognor Regis          PO22 8AU</p>	<p>Erection of single storey pitched roof front porch extension and conversion of garage to habitable use.</p>	<p><b>NO OBJECTION</b></p>
<p><b><a href="#">BR/170/22/HH</a></b>  <a href="#">31 Victoria Drive</a>          Bognor Regis          PO21 2RP</p>	<p>Widen drop kerb to increase vehicular crossover.</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 30<sup>th</sup> AUGUST 2022  
 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 5<sup>th</sup>, 12<sup>th</sup> AND 19<sup>th</sup> AUGUST 2022)**

<p><b><u>BR/174/22/PL</u></b>  <u>7A Canada Grove</u>          Bognor Regis          PO21 1DW</p>	<p>Subdivision of existing first-floor flat into two self-contained residential units. This site is in CIL Zone 4 and is Zero Rated as other development.</p>	<p><i>Comment by 2-SEP-22</i></p>
<p><b><u>BR/171/22/HH</u></b>  <u>42 Elmwood Avenue</u>          Bognor Regis          PO22 8DD</p>	<p>Single storey side extension following demolition of existing detached garage.</p>	<p><i>Comment by 9-SEP-22</i></p>
<p><b><u>BR/285/22/PL</u></b>  <u>283-285a Chichester Road</u>          Bognor Regis          PO21 5AH</p>	<p>Removal of conditions 10 - screening to be installed on each balcony, 18 - obscure glazing of bathroom &amp; toilet windows, 19 - WC window on eastern elevation and 22 - permitted development rights and Variation of conditions 2 - approved plans, 9 - materials &amp; finishes and 13 - covered &amp; secure cycle parking spaces following grant of BR/324/17/PL.</p>	<p><i>Comment by 16-SEP-22</i></p>
<p><b><u>BR/188/22/HH</u></b>  <u>29 Burnham Avenue</u>          Bognor Regis          PO21 2JT</p>	<p>Removal of existing boundary fence and erection of new boundary wall.</p>	<p><i>Comment by 16-SEP-22</i></p>

**AGENDA ITEM 8**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
30<sup>th</sup> AUGUST 2022**

**AGENDA ITEM 8 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. ADC - Lyminster and Crossbush Neighbourhood Development Plan has successfully passed examination.