



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 **4pm on TUESDAY 14th MARCH 2023**.

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 14th March 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 7th day of MARCH 2023

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 21st February 2023
 4. Adjournment for public question time and statements
 5. To consider Planning Applications on Lists dated 17th and 24th February, and 3rd March 2023
 6. To consider Premises Licence Applications including any variations and any other Licence Applications
 7. To ratify decision to submit comments in response to the NPPF Review Consultation, in collaboration with WSALC
 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 21st FEBRUARY 2023

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

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

The Meeting opened at 4.02pm

93. 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 Cllrs. Erskine and Woodall who were working. No apologies for absence were received from Cllr. Cunard.

94. 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

95. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 31st JANUARY 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 31st January 2023 as an accurate record of the proceedings and the Chairman signed them.

96. 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.

97. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 27th JANUARY, 3rd AND 10th FEBRUARY 2023

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

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

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

98. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There were no Premises Licence applications to be considered.

99. TO RECEIVE DETAILS AND AGREE ANY COMMENTS TO SUBMIT IN RESPONSE TO PROPOSED TELECOMMUNICATIONS UPGRADES IN BOGNOR REGIS

Members received details from Cornerstone of proposed telecommunications upgrades at the following locations in Bognor Regis: - Kitchen Sink Company, Unit 7b, Durban Road; Bognor Regis FC, Nyewood Lane; The Depository, Canada Grove.

In all three cases, the proposals were to replace antennas on the existing poles on the headframe of the stub masts, the installation of microwave dishes, and the installation and development of ancillary equipment. There is a need to provide upgraded equipment in these locations to accommodate increased network demands, provide modern technologies and allow for continued consistent coverage to be provided to the area.

Members **AGREED** to submit comments in response to each consultation stating that, whilst they had no grounds to object to the proposals at this time, they would like to see every effort made to replace equipment in a design/colour scheme that was sympathetic to their surroundings and to fit in with street furniture, where applicable.

100. CORRESPONDENCE

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

Additional correspondence included: -

100.1 Whitbread Group PLC - notification of Whitbread's announcement regarding their upcoming consultation, in relation to a new Premier Inn hotel at the site of the old Fire Station on Clarence Road, Bognor Regis, and an invitation to arrange a meeting with the project team to discuss the proposals.

100.2 WSCC – notification that, following public consultation, it has been decided not to proceed with the installation of Electric Vehicle charging bays in Wood Street, Bognor Regis, and confirmation that the road has been withdrawn from the proposed Traffic Regulation Order scheme.

The Meeting closed at 4.57pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 21st FEBRUARY 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 27th JANUARY, 3rd AND 10th FEBRUARY 2023)**

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

<p><u>BR/278/22/PL</u> Basement Office <u>1 Sidlaw Terrace</u> Clarence Road Bognor Regis PO21 1JZ</p>	<p>Change of use from office to 1 No 3 bed flat. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/1/23/HH</u> <u>42 Neville Road</u> Bognor Regis PO22 8BJ</p>	<p>Single storey side extension</p>	<p>NO OBJECTION</p>
<p><u>BR/8/23/HH</u> <u>44 Crescenta Walk</u> Bognor Regis PO21 2XS</p>	<p>Single storey rear extension</p>	<p>NO OBJECTION</p>
<p><u>BR/9/23/HH</u> <u>19 Den Avenue</u> Bognor Regis PO21 1HE</p>	<p>Single storey rear orangery extension and detached garden office to rear</p>	<p>NO OBJECTION</p>

<p><u>BR/17/23/PL</u> <u>Butlin's</u> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Variation of condition 12 imposed under BR/200/22/PL relating to the rewording of condition 12 to include updated Flood Risk Assessment document</p>	<p>NO OBJECTION</p>
<p><u>BR/268/22/PL</u> <u>Ravenna</u> Richmond Avenue West Bognor Regis PO21 2YG</p>	<p>2 storey extension and conversion of existing property to provide 8 self-contained flats with associated car parking</p>	<p>OBJECTION Members of the Town Council's Planning and Licensing Committee unanimously objected to planning application BR/268/22/PL on the following material planning grounds: -</p> <p>The proposed development would result in an intensification of use of the site and a cramped appearance which would adversely affect the character of the building occupying the site and the character of the residential area which affects neighbouring amenities. It is felt that it fails to provide an adequate area of amenity space which could harm the amenities of future and existing occupants and would be, therefore, contrary to Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan and relevant paragraphs of the NPPF.</p> <p>The proposal has the potential to create unacceptable living conditions for the occupants of adjoining properties through overlooking the private area of Canberra Court and being overbearing to Ravenna House, in conflict with policies D DM1 and QE SP1 of the Arun Local Plan.</p>

<p><i>BR/268/22/PL (continued)</i> <i>Ravenna</i> <i>Richmond Avenue West</i> <i>Bognor Regis</i> <i>PO21 2YG</i></p>		<p>Members are of the opinion that the proposed development does not include sufficient residential parking provision to meet the needs of future occupiers, and this will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of existing local residents in the area.</p>
<p><u>BR/16/23/PL</u> <u>7-7a Canada Grove</u> Bognor Regis PO21 1DW</p>	<p>Construction of second-floor extension to form 2 No self-contained residential units (resubmission following BR/239/22/PL). This site is in CIL Zone 4 (Zero Rated) as flats</p>	<p>NO OBJECTION</p>
<p><u>BR/24/23/T</u> <u>2 Burngreave Court</u> Bognor Regis PO21 2TZ</p>	<p>Fell 1 No. Maple 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 14th MARCH 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 17th AND 24th FEBRUARY, AND 3rd MARCH
2023)**

<p><u>BR/28/23/PL</u> <u>The William Hardwicke</u> 12 High Street Bognor Regis PO21 1SR</p>	<p>Proposed alterations to the external customer seating areas at the front and rear of the premises to extend the rear pergola shelter, remove timber pergolas to the front, provide new fixed seating, new paved surfaces and new festoon lighting and support posts. This application may affect the setting of a Listed Building and is in CIL Zone 4 (zero rated) as other development</p>	<p><i>Comment by 16-MAR-23</i></p>
<p><u>BR/29/23/L</u> <u>The William Hardwicke</u> 12 High Street Bognor Regis PO21 1SR</p>	<p>Listed building consent for proposed alterations to the external customer seating areas at the front and rear of the premises to extend the rear pergola shelter, remove timber pergolas to the front, provide new fixed seating, new paved surfaces and new festoon lighting and support posts</p>	<p><i>Comment by 16-MAR-23</i></p>
<p><u>BR/282/22/CLE</u> <u>110 Aldwick Road</u> Bognor Regis PO21 2PD</p>	<p>Lawful development certificate for existing 2 No. bedsits and cottage in use since 1990</p>	<p><i>Comment by 16-Mar-23</i></p>
<p><u>BR/32/23/HH</u> <u>1C Marine Parade</u> Bognor Regis PO21 2LT</p>	<p>Single storey rear extension and internal alterations. (This application may affect the character and appearance of the Aldwick Road, Bognor Conservation Area.)</p>	<p><i>Comment by 23-Mar-23</i></p>
<p><u>BR/12/23/PL</u> <u>Cordell House Rest Home</u> 120 Victoria Drive Bognor Regis PO21 2EJ</p>	<p>Change of use of a C2 Residential care home into an 8 No bed C4 House in Multiple Occupation (resubmission following BR/37/22/PL). This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p><i>Comment by 23-Mar-23</i></p>

<p><u>BR/25/23/HH</u> <u>38 Bassett Road</u> Bognor Regis PO21 2JH</p>	<p>Roof extension to create 2 additional annex and alterations to fenestration/openings</p>	<p><i>Comment by 23-Mar-23</i></p>
<p><u>BR/27/23/HH</u> <u>15 Annandale Avenue</u> Bognor Regis PO21 2ES</p>	<p>Proposed single storey rear extension and alterations</p>	<p><i>Comment by 23-Mar-23</i></p>
<p><u>BR/22/23/PL</u> <u>15 and 17 Longford Road</u> Bognor Regis PO21 1AA</p>	<p>Change of use from residential to Residential Parenting Assessment Centre, single storey rear extension (No. 15 only), loft space to be converted into office space and access point adjoining the two properties</p>	<p><i>Comment by 30-Mar-23</i></p>
<p><u>BR/37/23/HH</u> <u>88 Chichester Road</u> Bognor Regis PO21 2AD</p>	<p>Enlargement of existing first floor rear dormer projection</p>	<p><i>Comment by 30-Mar-23</i></p>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
14th MARCH 2023**

**AGENDA ITEM 7 - TO RATIFY DECISION TO SUBMIT COMMENTS IN
RESPONSE TO THE NPPF REVIEW CONSULTATION, IN COLLABORATION
WITH WSALC**

REPORT BY THE ASSISTANT CLERK

FOR RATIFICATION

The government recently consulted on reforms it proposes to make to the planning system. These include important changes to the way in which the 5-year housing land supply is calculated, and the timetable for making Local Plans. They are of significance to local councils, especially those with neighbourhood plans. Some measures will take effect almost immediately through an update to the existing National Planning Policy Framework in Spring 2023. Others will follow later in the year or in 2024.

You can read the full consultation documents with the detailed explanation of the proposals here:

<https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy>

In collaboration with West Sussex Association of Local Councils (WSALC), Members were canvassed via email for their opinion in relation to responses to the consultation drafted by WSALC's Planning Associate. With a majority of Members agreeing to the draft responses, it was agreed to include the Town Council's name in the WSALC submission.

DECISION

Members are invited to **RATIFY** the decision to submit comments in response to the NPPF Review consultation, in collaboration with WSALC.

AGENDA ITEM 8

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
14th MARCH 2023**

AGENDA ITEM 8 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. WSCC – News Release: County Council requests new powers to improve road safety and tackle congestion.
2. WSCC – News Release: Green light for £17.4million boost for West Sussex bus travel.
3. WSCC – Public Notice: Enhanced Partnership Plan and Scheme for buses in West Sussex.
4. WSCC - Highways, Transport and Planning Newsletter, February 2023.
5. National Highways - National Highways - A27 Chichester bypass - Stakeholder update March 2023.
6. Whitbread Group PLC – details of public exhibition to be held in relation to proposals for a new Premier Inn hotel in Bognor Regis.