



# 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](mailto: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 4<sup>th</sup> APRIL 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 4<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.

**PLEASE NOTE START TIME**

**DATED this 28<sup>th</sup> 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 14<sup>th</sup> March 2023
  4. Adjournment for public question time and statements
  5. To ratify delegated decisions including: -
    - Responses made to Planning Applications on list dated 3<sup>rd</sup> March 2023
  6. To consider Planning Applications on Lists dated 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> March 2023
  7. To consider Premises Licence Applications including any variations and any other Licence Applications
  8. To receive details of WSCC's Post-16 Transport Consultation and to consider and agree any comments to be submitted in response
  9. 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 14<sup>th</sup> MARCH 2023**

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

**IN ATTENDANCE:** Mrs. J. Davis (Assistant Clerk)  
2 members of the public in the gallery

*The Meeting opened at 4.04pm*

#### **101. 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. No apologies for absence were received from Cllrs. Cunard and Erskine.

#### **102. 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***

**103. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 21<sup>st</sup> FEBRUARY 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 21<sup>st</sup> February 2023 as an accurate record of the proceedings and the Chairman signed them.

**104. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***The Chairman adjourned the Meeting at 4.05pm***

The applicants for planning application BR/25/23/HH, seated in the public gallery, spoke in support of their proposals and explained the rationale behind their plans.

***The Chairman reconvened the Meeting at 4.19pm***

**105. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 17<sup>th</sup> AND 24<sup>th</sup> FEBRUARY, AND 3<sup>rd</sup> MARCH 2023**

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

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

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

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

There were no Premises Licence applications to be considered.

**107. TO RATIFY DECISION TO SUBMIT COMMENTS IN RESPONSE TO THE NPPF REVIEW CONSULTATION, IN COLLABORATION WITH WSALC**

As a part of the government's consultation on the review of the National Planning Policy Framework (NPPF), Members were canvassed via email for their opinion in relation to working in collaboration with West Sussex Association of Local Councils (WSALC) on submitting comments in response to the consultation.

With the majority of Members having agreed by email to include the Town Council's name in the WSALC submission, this decision was subsequently **RATIFIED**.

**108. CORRESPONDENCE**

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

***The Meeting closed at 5.02pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 14<sup>th</sup> MARCH 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 17<sup>th</sup> AND 24<sup>th</sup> FEBRUARY , AND 3<sup>rd</sup> MARCH  
2023)**

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

<p><b><u>BR/28/23/PL</u></b> <a href="#"><u>The William Hardwicke</u></a> 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><b>NO OBJECTION</b></p>
<p><b><u>BR/29/23/L</u></b> <a href="#"><u>The William Hardwicke</u></a> 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><b>NO OBJECTION</b></p>
<p><b><u>BR/282/22/CLE</u></b> <a href="#"><u>110 Aldwick Road</u></a> Bognor Regis PO21 2PD</p>	<p>Lawful development certificate for existing 2 No. bedsits and cottage in use since 1990</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/32/23/HH</u></b> <a href="#"><u>1C Marine Parade</u></a> 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><b>NO OBJECTION</b></p>

<p><a href="#"><u>BR/12/23/PL</u></a>  <a href="#"><u>Cordell House Rest Home</u></a>  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><b>OBJECTION</b> Members are concerned that these proposals 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. Such amenity issues have involved anti-social blocking of driveways and overspill parking on roads.</p> <p>Allowing for the proposed change of use 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 Local Plan. Criterion (b) of Policy H SP4 requires HMOs to not contribute to the generation of excessive parking demands and requires that capacity is provided for, or exists to cater for any demand likely to be generated.</p> <p>Whilst it is noted that the Highway Authority consider there to be ample parking spaces within surrounding streets, this is not what residents of those streets are reporting to the Town Council.</p>
<p><a href="#"><u>BR/25/23/HH</u></a>  <a href="#"><u>38 Bassett Road</u></a>  Bognor Regis  PO21 2JH</p>	<p>Roof extension to create 2 additional annex and alterations to fenestration/openings</p>	<p><b>NO OBJECTION</b></p>

<p><b><u>BR/27/23/HH</u></b>  <u>15 Annandale Avenue</u>  Bognor Regis  PO21 2ES</p>	<p>Proposed single storey rear extension and alterations</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/22/23/PL</u></b>  <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><b>NO OBJECTION</b></p>
<p><b><u>BR/37/23/HH</u></b>  <u>88 Chichester Road</u>  Bognor Regis  PO21 2AD</p>	<p>Enlargement of existing first floor rear dormer projection</p>	<p><b>NO OBJECTION</b></p>



**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
4<sup>th</sup> APRIL 2023**

**AGENDA ITEM 5 - TO RATIFY DELEGATED DECISIONS INCLUDING: -  
RESPONSES MADE TO PLANNING APPLICATIONS ON LIST DATED 3<sup>rd</sup>  
MARCH 2023**

**REPORT BY THE ASSISTANT CLERK**

**FOR RATIFICATION**

Owing to an administrative error, Planning Applications BR/40/23/PL and BR/41/23/PL on list dated 3<sup>rd</sup> March 2023, were not considered by the Planning and Licensing Committee at their meeting held on 14<sup>th</sup> March 2023.

Upon discovering the error on the day following the meeting, Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (attached to this report as **Appendix 1**).

**DECISION**

Members are invited to **RATIFY** decisions made under Delegated Authority including the responses made to Planning Applications BR/40/23/PL and BR/41/23/PL on List dated 3<sup>rd</sup> March 2023.

**PLANNING APPLICATIONS MISSED OFF THE LIST OF THOSE DUE TO BE CONSIDERED AT MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 14<sup>th</sup> MARCH 2023  
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 LIST DATED 3<sup>rd</sup> MARCH 2023)**

<p><b><u>BR/40/23/PL</u></b> <a href="#">The Rock Bar &amp; Restaurant</a> 41 – 43 High Street Bognor Regis PO21 1RX</p>	<p>Creation of a roof terrace &amp; covered bar &amp; canopy with timber decked seating areas and raised deck area, new doors into first floor of building, internal timber screening to plant, increase in height of side walls to 2.5m / 3.35m &amp; water feature 500mm above existing roof. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/41/23/PL</u></b> <a href="#">The Rock Bar &amp; Restaurant</a> 41 – 43 High Street Bognor Regis PO21 1RX</p>	<p>Variation of conditions 3 and 4 following the grant of BR/73/16/PL relating to opening hours and hours of use of outside seating area</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 4<sup>th</sup> APRIL 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 10<sup>th</sup>, 17<sup>th</sup> AND 24<sup>th</sup> MARCH 2023)**

<p><a href="#"><u>BR/21/23/PL</u></a> <a href="#"><u>110 Aldwick Road</u></a> Bognor Regis PO21 2PD</p>	<p>Demolition of existing store building and erection of 1 No 2-bed cottage (resubmission following BR/183/22/PL). This application is in CIL Zone 4 and is CIL Liable as a new dwelling</p>	<p><i>Comment by 13-APR-23</i></p>
<p><a href="#"><u>BR/58/23/PL</u></a> <a href="#"><u>Portland House</u></a> 47 West Street Bognor Regis PO21 1XB</p>	<p>General repair improvement works including re-rendering, reroofing, repair and replacement of windows, insulation and plastering. Internal alterations. Associated landscape works including proposed detached storage building. This application affects the setting of a Listed Building, affects the character and appearance of The Steyne, Bognor Conservation area and is in CIL Zone 4 (zero rated) as other development</p>	<p><i>Comment by 22-APR-23</i></p>
<p><a href="#"><u>BR/59/23/L</u></a> <a href="#"><u>Portland House</u></a> 47 West Street Bognor Regis PO21 1XB</p>	<p>Listed building consent for general repair improvement works including re-rendering, re roofing, repair and replacement of windows, insulation and plastering. Replace existing timber railings on external staircase with black-painted metal railings. Removal of redundant drainage pipes and gas lines to rear elevation. Internal alterations including changes to layout to include removal of walls, doors and removal &amp; replacement of fireplaces and relocation of kitchen and bathroom on First floor. Associated landscape works including new detached storage building</p>	<p><i>Comment by 22-APR-23</i></p>
<p><a href="#"><u>BR/44/23/HH</u></a> <a href="#"><u>112 Linden Road</u></a> Bognor Regis PO21 2BD</p>	<p>Drop kerb</p>	<p><i>Comment by 22-APR-23</i></p>

<p><a href="#"><u>BR/55/23/T</u></a> <a href="#"><u>Grosvenor Court</u></a> Norfolk Square Bognor Regis PO21 2JD</p>	<p>2 No. Lime Trees (T1 &amp; T2) crown raise to 3.5m. Remove or shorten selected branches to ensure 1.5m clearance from 8 Royal Norfolk Mews to the North</p>	<p><i>Comment by 22-APR-23</i></p>
<p><a href="#"><u>BR/61/23/HH</u></a> <a href="#"><u>44 Hawthorn Road</u></a> Bognor Regis PO21 2DD</p>	<p>Removal of existing lean-to extension and erection of single storey rear extension</p>	<p><i>Comment 22-APR-23</i></p>



**Licensing Act 2003 – Notice**

**Reference Number: 117901**

**Mr Richard Bailey  
of  
Pagham Bowls Club  
Swansea Gardens  
Bognor Regis  
West Sussex  
PO21 2JG**

has made an application for a Club Premises Certificate under  
the Licensing Act 2003

Proposed licensable activities/qualifying club activities are as follows:

The Supply Of Alcohol for consumption on and off the premises

Monday- Sunday from 11.00 – 22.30

New Years Eve 11.00 – 00.00

The application is open to representation from interested parties and  
responsible authorities between 24-03-2023 and 21-04-2023

All representations should be made in writing and sent to:  
Licensing Team, Environmental Health,  
Arun District Council, Arun Civic Centre, Maltravers Road,  
Littlehampton, West Sussex BN17 5LF

or emailed to [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk)

Relevant representations will be shared in full with the applicant for  
consideration as well as being provided for consideration at a public  
hearing where necessary

It is an offence to knowingly or recklessly make a false statement in  
connection with an application and the maximum fine for this offence  
is £5,000

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
4<sup>th</sup> APRIL 2023**

**AGENDA ITEM 8 - TO RECEIVE DETAILS OF WSCC'S POST-16  
TRANSPORT CONSULTATION AND TO CONSIDER AND AGREE ANY  
COMMENTS TO BE SUBMITTED IN RESPONSE**

**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 16<sup>th</sup> April 2023. 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 9**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
4<sup>th</sup> APRIL 2023**

**AGENDA ITEM 9 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. WSCC – News Release: Public invited to have their say on A259 Bognor to Littlehampton highway infrastructure proposals.