



# 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 16<sup>th</sup> JULY 2024**.

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

**PLEASE NOTE START TIME**

**DATED this 8<sup>th</sup> day of JULY 2024**

**CLERK TO THE COUNCIL**

## **AGENDA AND BUSINESS**

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. 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
4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 25<sup>th</sup> June 2024
  5. Adjournment for public question time and statements
  6. Clerk's report from previous Minutes
  7. To consider Planning Applications on Lists dated 21<sup>st</sup>, 28<sup>th</sup> June and 5<sup>th</sup> July 2024
  8. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
  9. To consider Premises Licence Applications including any variations and any other Licence Applications
  10. To receive details of ADC's Public Consultation in relation to revised Housing and Homelessness strategies, and to agree any comments to be submitted in response
  11. 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 25<sup>th</sup> JUNE 2024**

**PRESENT:** Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes,  
P. Ralph, B. Waterhouse and Mrs. G. Yeates

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

*The Meeting opened at 4.00pm*

#### **27. WELCOME BY CHAIR**

The Chair 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.

#### **28. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

No apologies for absence had been received from Cllrs. Goodheart and Woodall. The absences could not, therefore, be approved.

#### **29. DECLARATIONS OF INTEREST**

The Chair 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 Chair 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***

**30. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4<sup>th</sup> JUNE 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 4<sup>th</sup> June 2024 as an accurate record of the proceedings and the Chair signed them.

**31. 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.

**32. CLERK'S REPORT FROM PREVIOUS MINUTES**

There was nothing to report.

**33. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31<sup>st</sup> MAY, 7<sup>th</sup> AND 14<sup>th</sup> JUNE 2024**

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

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

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

**34. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

There had been no Pavement Licence applications received for Bognor Regis.

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

There had been no Premises Licence applications, including any Variations or other Licence applications, received.

**36. TO CONSIDER WSCC'S PROPOSALS FOR TWO PERMANENT TRAFFIC REGULATION ORDERS (TROS) IN RELATION TO THE ESPLANADE, BOGNOR REGIS, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

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

Members spoke of The Esplanade being a prime destination for visitors and residents in 'Sunnier Bognor Regis' and agreed that making the area more pedestrian friendly would be of benefit.

It was **AGREED** to submit comments in response to WSCC, in **SUPPORT** of the proposals for two permanent traffic regulation orders in relation to The Esplanade, Bognor Regis. It was further **AGREED**, to include within the response a request for the 20mph speed limit to be extended further along The Esplanade to enhance the offering to pedestrians. In particular, Members would like to see the distance of the 20mph speed limit extended to the corner of Gloucester Road as this was an area known for traffic accidents, some of which had been fatal, owing to the bend in the road.

**37. TO CONSIDER COMMENTS MADE DURING PUBLIC QUESTION TIME IN RELATION TO POTHOLES, AND AGREE ANY ACTION (MIN. 6 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 3<sup>rd</sup> JUNE 2024 REFERS)**

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

Those present agreed with the views shared by the member of the public, as detailed in the report, in relation to the poor condition of local roads and the presence of potholes which often arose following works carried out by utility companies.

Members **AGREED** to write to West Sussex County Council to enquire whether there is an onus on utility companies carrying out works on the highway to repair the road surface to a satisfactory standard and, if so, to ask why this wasn't being enforced.

**38. CORRESPONDENCE**

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

Additional correspondence included: -

- 38.1** WSCC - Public Notice that Central Avenue to Collyer Avenue will be temporarily closed to all traffic on 11<sup>th</sup> July 2024 for up to 5 days (it is estimated to be completed on 11<sup>th</sup> July 2024) and is required for the safety of the public and workforce while BT undertakes a daytime footpath closure

for tree cutting works to enable a new aerial cable to be installed. The restriction will be in place daytime only from 09:30 until 15:30. An alternative route will be signed on site and access maintained for emergency services only. Pedestrians should follow the diversion route for access. For information regarding this closure please contact Sunbelt Rentals on behalf of BT on 03700 500 792 who will be able to assist with scope of these works.

- 38.2** WSCC - Public Notice that Hawthorn Road, between the junctions with Chichester Road and Linden Road, will be temporarily closed to all traffic on 15<sup>th</sup> July 2024 for up to 5 days (it is estimated to be completed on 15<sup>th</sup> July 2024) and is required for the safety of the public and workforce while Southern Water undertakes carriageway repair works. The restriction will be in place daytime only from 09:30 until 16:00. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Cappagh Browne on behalf of Southern Water on 0330 303 0368 who will be able to assist with scope of these works.
- 38.3** WSCC - Public Notice that Lyon Street, will be temporarily closed to all traffic on 16<sup>th</sup> July 2024 for up to 5 days (it is estimated to be completed on 17<sup>th</sup> July 2024) and is required for the safety of the public and workforce while T-Mobile (UK) Limited undertakes an overnight road closure, required to allow T-Mobile/EE to undertake telecoms testing and maintenance. The restriction will be in place overnight only from 22:00 until 05:00. An alternative route will be signed on site but please visit <https://one.network/?tm=138276643> for more details. Access maintained for emergency services and pedestrians only. All other vehicles should follow the diversion route for access. For information regarding this closure please contact Chevron TM on behalf of T-Mobile (UK) Limited who will be able to assist with scope of these works.
- 38.4** WSCC - Public Notice that Shripney Lane, for a distance of approximately 21 metres, will be temporarily closed to all traffic on 16<sup>th</sup> July 2024 for up to 5 days (it is estimated to be completed on 17<sup>th</sup> July 2024) and is required for the safety of the public and workforce while BT undertakes an overnight road closure to allow safe access to underground telecoms assets. The restriction will be in place overnight only from 20:00 until 06:00. An alternative route will be signed on site but please visit <https://one.network/?tm=138500917> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Sunbelt Rentals on behalf of BT on 0370 050 0792 who will be able to assist with scope of these works.

***The Meeting closed at 4.29pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 25<sup>th</sup> JUNE 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 31<sup>st</sup> MAY, 7<sup>th</sup> AND 14<sup>th</sup> JUNE 2024)**

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

<p><a href="#"><u>BR/81/24/T</u></a> <a href="#"><u>University of Chichester</u></a> Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Various works to various trees.-</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="#"><u>BR/89/24/T</u></a> <a href="#"><u>43C Pevensey Road</u></a> Bognor Regis PO21 5NY</p>	<p>1 No. Horse Chestnut crown lift to 2.5m and to reduce branches on south side leaving 6m length. 1 No. Oak to reduce branches on north side leaving 4m length and to reduce branches on north/east side leaving 6m length.</p>	<p><b>OBJECTION</b> The Tree Survey gives no indication as to the condition of the trees, nor does the application and the applicant fails to provide reasons for the work, as stipulated on the form where trees are protected by a Tree Preservation Order (TPO).</p> <p>Due to their siting, height and form, the trees that are subject to the TPO are attractive features that make a significant positive contribution to the character and appearance of the surrounding area and amenity.</p> <p>The trees are mature, and to allow this work to be carried out will likely lead to future pressure for these important trees to be felled or lopped. The stress that repeated pruning would cause to them would be likely to erode their stature,</p>

<p><i>BR/89/24/T (continued)</i>  <i>43C Pevensey Road</i>  <i>Bognor Regis</i>  <i>PO21 5NY</i></p>		<p>health and longevity, and would be detrimental to the character and appearance of the locality.</p> <p>The proposal is in conflict with Arun Local Plan Policy ENV DM4.</p> <p>At this time, without further information, the Town Council do not consider there to be substantial reasons for the proposed work to be carried out.</p>
<p><a href="#"><u>BR/90/24/PL</u></a>  <a href="#"><u>48 Gracelands Rest Home</u></a>  Richmond Avenue  Bognor Regis  PO21 2YE</p>	<p>Change the use of No.48 Richmond Avenue from C2 Residential Institution to C3 Dwelling house. This application is in CIL zone 4 and is CIL liable as a new dwelling.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/77/24/PL RE-ADVERTISED</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 a 9 No. bed C4 House in Multiple Occupation (following the grant of BR/12/23/PL) including changes to fenestrations and associated works. This application is in CIL Zone 4 (Zero Rated) as other development. Re-advertised owing to an amended description.</p>	<p><b>OBJECTION</b> The Town Council's comments submitted to ADC on 5<sup>th</sup> June 2024 remain unchanged in relation to planning application BR/77/24/PL, regardless of the amended description.</p> <p>Despite the Local Planning Authority having conditionally approved the scheme for an HMO at this location, under planning application BR/12/23/PL, the Town Council continues to object to this household type. There is anecdotal evidence from residents living in Victoria Drive, and the neighbouring roads, that there already exists pressure for on-street parking spaces at this location. A 360° view</p>



*BR/77/24/PL (continued)*  
*Cordell House Rest Home*  
*120 Victoria Drive*  
*Bognor Regis*  
*PO21 2EJ*

using Google Maps shows cars parked up on pavements which causes issues for pedestrians and those with buggies, wheelchairs and mobility scooters, for example. This additional HMO will only exacerbate the problem thereby causing adverse harm to the amenity of existing local residents in the area, resulting in an intensification of use that adversely affects the character of the area, 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.

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 16<sup>th</sup> JULY 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 21<sup>st</sup> ,28<sup>th</sup> JUNE AND 5<sup>th</sup> JULY 2024)**

<p><a href="#"><u>BR/84/24/PL</u></a> <a href="#"><u>3 Gordon Avenue</u></a> Bognor Regis PO21 9LG</p>	<p>Subdivision of 5-bedroom detached dwelling into 1 No. 1 bedroom flat, 1 No. 2 bedroom flat and 1 No. 3 bedroom flat, with changes to fenestrations. This application is in CIL zone 4 (zero rated) as other development.</p>	<p><i>COMMENT BY 18-JUL-24</i></p>
<p><a href="#"><u>BR/98/24/PL</u></a> <a href="#"><u>36-38 London Road</u></a> Bognor Regis PO21 1PY</p>	<p>Change of use of the existing 1<sup>st</sup> floor from Commercial to C3 residential, installation of windows along the northwest and southeast elevations, conversion of existing first floor to provide 1 No. studio, 4 No. 1-bed flats and 1 No. 2 bed flat, along with reconfiguration of part of the ground floor including the provision for refuse, recycling facilities and cycle storage. The existing ground floor commercial will remain. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><i>COMMENT BY 18-JUL-24</i></p>
<p><a href="#"><u>BR/101/24/PL</u></a> <a href="#"><u>Winslade Court</u></a> 10 Cavendish Road Bognor Regis PO21 2JW</p>	<p>Construction of single storey rear extension.</p>	<p><i>COMMENT BY 18-JUL-24</i></p>
<p><a href="#"><u>BR/103/24/PL</u></a> <a href="#"><u>Southview Cottage</u></a> High Street Bognor Regis, PO21 1HA</p>	<p>Change of use from single dwelling house into residential unit for short term holiday lets. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 18-JUL-24</i></p>
<p><a href="#"><u>BR/106/24/A</u></a> <a href="#"><u>7 London Road</u></a> Bognor Regis PO21 1PQ</p>	<p>Installation of 1 No. internally illuminated fascia sign and 1 No. internally illuminated projecting sign.</p>	<p><i>COMMENT BY 18-JUL-24</i></p>

<p><a href="#"><b>BR/108/24/HH</b></a> <a href="#">93 Pevensey Road</a> Bognor Regis PO21 5PB</p>	<p>Single storey front extension.</p>	<p><i>COMMENT BY 25-JUL-24</i></p>
<p><a href="#"><b>BR/110/24/PL</b></a> <a href="#">9 Park Road (Flat 1)</a> Bognor Regis PO21 2PX</p>	<p>Replacement windows and front door. (This application may affect the character and appearance of the Aldwick Road, Bognor Conservation Area).</p>	<p><i>COMMENT BY 01-AUG-24</i></p>
<p><a href="#"><b>BR/114/24/CLE</b></a> <a href="#">Winslade Court</a> 10 Cavendish Road Bognor Regis PO21 2JW</p>	<p>Lawful development certificate for the existing use of a house in multiple occupation for more than 6 persons.</p>	<p><i>COMMENT BY 01-AUG-24</i></p>

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
16<sup>th</sup> JULY 2024**

**AGENDA ITEM 10 - TO RECEIVE DETAILS OF ADC'S PUBLIC CONSULTATION IN RELATION TO REVISED HOUSING AND HOMELESSNESS STRATEGIES, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

Arun District Council (ADC) are consulting on their draft Homelessness and Rough Sleeping Strategy and their draft Housing Strategy. These consultations are open from 8<sup>th</sup> July until 11.59pm on 4<sup>th</sup> August 2024.

There will be two public consultation events as follows: -

**Bognor Regis**

23<sup>rd</sup> July from 5pm to 7pm at Bognor Regis Town Hall council chamber.

**Littlehampton**

25<sup>th</sup> July from 5pm to 7pm at Arun Civic Centre pink room.

Paper copies of the strategy documents and the consultation surveys are available at both [Bognor Regis Town Hall and Arun Civic Centre](#).

**[Arun Homelessness and Rough Sleeping Strategy – Draft June 2024](#)**

ADC are finding it harder to prevent families in particular from becoming homeless, with rough sleeping slowly increasing, this is a concern for the health and wellbeing of some of our most vulnerable citizens. It is also becoming harder to find sustainable, long-term housing solutions for people who are homeless, and evictions from private rented accommodation are now a major factor in causing homelessness, as is domestic abuse.

The feedback collected in the survey will help ADC to finalise the Homelessness and Rough Sleeping Strategy which aims to tackle homelessness in Arun.

Click on the title above to view the draft Homelessness and Rough Sleeping Strategy documents and the following link to complete the survey online: - [Arun Homelessness and Rough Sleeping Strategy - Consultation Survey](#).

**[Housing Strategy 2024-2029 – Draft July 2024](#)**

ADC are producing a Housing Strategy to inform their future priorities for housing and to enable effective working relationships with stakeholders, and the community to deliver better housing outcomes. The Housing Strategy details the goals and steps ADC will take to manage and improve the supply and quality of housing in the district.

The feedback collected in this survey will help Campbell Tickell finalise the Housing Strategy which aims to improve the housing available across Arun, for all our residents.

Click on the title above to view the draft Housing Strategy documents and the following link to complete the survey online: - [Arun District Council Housing Strategy - Public Consultation](#).

## **DECISIONS**

Do Members **AGREE** to submit any comments in response to ADC's public consultation in relation to the draft Arun Homelessness and Rough Sleeping Strategy?

Do Members **AGREE** to submit any comments in response to ADC's public consultation in relation to the draft Housing Strategy 2024-2029?

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
16<sup>th</sup> JULY 2024**

**AGENDA ITEM 11 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. ADC - Travellers on Aldwick Green, 26<sup>th</sup> June 2024.
2. CPRE - Newsletter: Pre-election special, plus latest research on rooftop solar, June 2024.
3. ADC - Travellers on Slindon Parish Council Recreation Ground, 8<sup>th</sup> July 2024.