



# 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 at The Town Hall, Clarence Road, Bognor Regis at **6.30pm on TUESDAY 17<sup>th</sup> DECEMBER 2019.**

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** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

**DATED this 9<sup>th</sup> day of DECEMBER 2019**

**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 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 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, 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 3<sup>rd</sup> December 2019
4. Adjournment for public question time and statements
5. Clerk's Report from previous Minutes
6. To consider Planning Applications on Lists dated 6<sup>th</sup> and 13<sup>th</sup> December 2019
7. To consider commenting on any significant Planning Applications outside the wards of Bognor Regis, that may impact on the infrastructure of Bognor Regis on Lists dated 6<sup>th</sup> and 13<sup>th</sup> December 2019
8. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
9. To consider Premises Licence Applications, including any variations and any other Licence Applications
10. To receive details of Arun District Council's Final Report into Green Infrastructure in readiness to consider any comments in response at the Committee meeting to be held 7<sup>th</sup> January 2020
11. Correspondence

**ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

**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 3<sup>rd</sup> DECEMBER 2019**

**PRESENT:** Cllr. S. Goodheart (Chairman) (during Min. 150), Cllrs:  
J. Barrett, J. Erskine (during Min. 152), Ms. A. Sharples  
and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)  
2 members of the public

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

#### **147. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

In the absence of Cllr. Goodheart, it was **AGREED** that the Vice Chairman, Cllr. Mrs. Warr, should act as Chairman for the meeting until such time that Cllr. Goodheart may arrive.

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllr. Mrs. Daniells who had another meeting, and Cllr. Smith on medical grounds.

#### **148. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this 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 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, 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

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests 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***

**149. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19<sup>th</sup> NOVEMBER 2019**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 19<sup>th</sup> November 2019 as an accurate record of the proceedings and the Chairman signed them.

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

***Meeting adjourned at 6.31pm***

***Cllr. Goodheart arrived at the Meeting and took the Chair***

A member of the public spoke in objection to planning application BR/306/19/HH.

***Meeting reconvened at 6.34pm***

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

There was nothing to report.

**152. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15<sup>th</sup>, 22<sup>nd</sup> AND 29<sup>th</sup> NOVEMBER 2019**

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

**152.2** The Committee noted that representations had been received from members of the public in respect of planning applications BR/191/19/PL, BR/306/19/HH, BR/313/19/HH and BR/256/19/PL. There had been no

representations made from neighbouring parishes in respect of these applications.

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

**153. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 15<sup>th</sup>, 22<sup>nd</sup> AND 29<sup>th</sup> NOVEMBER 2019**

**P/70/19/RES - Land North of Summer Lane, Pagham, PO21 4NG - Approval of reserved matters following outline consent P/58/15/OUT for 90 No. dwellings. Also seeking to address the terms of planning conditions 6 (Phasing), 8 (ecology), 9 (Surface Water), 12 (Vehicular Access), 15 (Parking), 18 (Travel Plan), 20 (Landscape Management), 24 (Parking Control), 25 (Dwelling Parking) and 26 (Materials)**

It was noted that in May 2017 the Town Council's Planning and Licensing Committee had resolved to agree that a letter be sent supporting the Call In application to the Secretary of State, made by Pagham Parish Council, in respect of 3 large-scale housing developments as proposed in applications P/134/16/OUT, P/140/16/OUT and P/6/17/OUT.

Furthermore, in April 2019 the Town Council submitted an objection to planning application P/30/19/OUT, a resubmission following P/6/17/OUT.

In regard to these 3 large-scale housing developments, under whatever planning application reference they may be referred to, the Town Council's concerns regarding the impact on the infrastructure of Bognor Regis remain the same.

Therefore, having considered Planning Application P/70/19/RES (associated with P/140/16/OUT), Members **RESOLVED** to **OBJECT** to the application on the grounds that it will impact significantly on the infrastructure of Bognor Regis and exacerbate problems regarding the weight of traffic. As stated in previous representations, submitted by the Town Council, the approval of these large-scale housing developments is considered to be over-development in Pagham.

**154. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING**

There had been no notifications received, and Members were reminded that the ADC Development Control Committee Meeting scheduled for 4<sup>th</sup> December 2019 had been cancelled as a result of the General Election.

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

There were no Premises Licence applications to consider.

**156. TO RECEIVE PROPOSALS FROM ARUN DISTRICT COUNCIL IN RELATION TO LAND OFF SUDLEY ROAD, BOGNOR REGIS, AND AGREE ANY COMMENTS IN RESPONSE**

The Civic & Office Manager's report was **NOTED**.

A Councillor expressed disappointment that, since the hoarding had been erected in the passageway and with the proposed installation of palisade fencing and gates, there was now no external pedestrian access from Sudley Road to London Road which had been well-used in the past.

Members acknowledged that there are no covenants to confirm that any public right of way exists in this location and that the proposals are on land under Arun District Council's freehold ownership.

Therefore, Members **RESOLVED** to **AGREE** that in response to ADC's proposals, comment should be made that whilst the loss of pedestrian access from Sudley Road to London Road was regrettable, there was no objection to the proposal to install palisade fencing and gates as detailed in the report.

**157. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence previously circulated. In addition, the following was brought to Members attention:

Additional correspondence included: -

**157.1** CPRE - Newsletter, 30<sup>th</sup> November 2019

**157.2** WSCC - Highways, Transport & Planning update – November. Circulated to all Councillors

**157.3** WSCC - Notes from the JWAAC Highways & Transport Sub-Group Meeting held 22<sup>nd</sup> October. Circulated to Committee

**157.4** WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Town Cross Avenue, Bognor Regis is temporarily prohibited from 18/12/19 at 08:00 until 18/12/19 at 16:00 to allow crane access to rear of a property

**157.5** Copy of correspondence sent to residents by Lidl Great Britain Ltd, regarding proposed new Lidl Foodstore at Oldlands Farm, Bognor Regis

***The Meeting closed at 7.49pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 3<sup>rd</sup> DECEMBER 2019**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 15<sup>th</sup>, 22<sup>nd</sup> AND 29<sup>th</sup> NOVEMBER 2019**

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

<p><b>BR/191/19/PL</b>  Ground Floor  6 Ockley Road  Bognor Regis  PO21 2HW</p>	<p>Change of use from factory workshop (B1 Business) to tyre fitting shop (Sui Generis)</p>	<p><b>NO OBJECTION</b> Whilst Members have no objection to the change of use this was conditional on tyres being stored inside the building. It is evident from the comments of neighbouring property owners that the tyres stored in their current outdoor location not only poses a fire risk but has also attributed to criminal activity by providing means of escape for individuals being chased by the Police.</p>
<p><b>BR/306/19/HH</b>  28 Arun Road  Bognor Regis  PO21 5PD</p>	<p>Proposed two storey side and rear extension, single storey rear extension, with replacement front porch</p>	<p><b>OBJECTION</b> Members consider the proposed two storey side and rear extension to be a departure from the Arun Local Plan Policy D DM4 whereby any extension or alteration should not have an adverse overshadowing, overlooking or overbearing effect on neighbouring properties. The two storey proposals are of an unacceptable size in scale and bulk with the proposed extension being much larger than any other extension in the area. These extensions would unbalance the symmetry of the pair of semi-detached houses and would compromise, and be detrimental to, the existing spatial character and pattern of the street scene contrary to policies D SP1 and D DM1 of the Arun District Local Plan.</p>

<p><b>BR/307/19/HH</b> 34 Hawthorn Road Bognor Regis PO21 2DD</p>	<p>Homeowner is severely disabled and requires the creation of new steps, handrail, a top step level platform with a level threshold door. Work was brought forward due to the homeowner being unable to access the community</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/313/19/HH</b> 15 Whitfield Close Bognor Regis PO22 8DY</p>	<p>Single storey rear extension</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/304/19/PL</b> 9-11 Water Tower Buildings London Road Bognor Regis PO21 1PN</p>	<p>Installation of new entrance doors to shopfront, installation of air conditioning &amp; re-colouring of existing shopfront</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/305/19/A</b> 9-11 Water Tower Buildings London Road Bognor Regis PO21 1PN</p>	<p>1no. internally illuminated fascia sign &amp; 1no. internally illuminated projecting sign</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/286/19/PL</b> 1-2 The Parade Argyle Road Bognor Regis PO21 1DT</p>	<p>Side &amp; roof extension to existing mixed use building to provide retail storage, cycle, refuse/recycling store at ground level. Alterations to existing first floor 1 bedroom flat with an additional 1-bedroom studio &amp; 1no. proposed studio flat to roof extension - Resubmission of BR/125/19/PL</p>	<p><b>OBJECTION</b> Members are of the opinion that the proposed additional storey will result in the building dominating the immediate streetscene and, being out of character with buildings of the surrounding site, would compromise, and be detrimental to, the existing spatial character and pattern of the street scene contrary to policies D SP1 and D DM1 of the Arun District Local Plan.</p>



<p><i>BR/286/19/PL (cont.)</i>  <i>1-2 The Parade</i>  <i>Argyle Road</i>  <i>Bognor Regis</i>  <i>PO21 1DT</i></p>		<p>There are concerns about the impact of the additional floor on the amenity of gardens to the east and also the neighbour to the south. There are unsatisfactory areas of open space, suitable for potentially 6 future occupiers, provided in this application.</p> <p>Members noted the reduction in scale of the side extension to the south elevation, however, its close proximity to the boundary wall is likely to cause harm to the neighbour's first floor windows. Members consider this to be a departure from the Arun Local Plan Policy D DM4 whereby any extension or alteration should not have an adverse overshadowing, overlooking or overbearing effect on neighbouring properties.</p>
<p><b>BR/316/19/PO</b>  Flat 1  Anglesea Court  11 Victoria Road South  PO21 2NA</p>	<p>Application to discharge a Planning Obligation dated 06/04/1987 under Planning Reference BR/517/85 relating to age restriction</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/314/19/T</b>  Side of 2 Bramber Close  Amberley Drive  Bognor Regis  PO21 5PF</p>	<p>Re-pollard to previous points by approx 8m height and 3m lateral spread &amp; remove epicormic growth from mainstem to 1 No. Silver Maple tree (T1)</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><b>BR/319/19/HH</b>  7 Marshall Avenue  Bognor Regis  PO21 2TH</p>	<p>Demolition of attached garage and erection of single storey side and rear extension</p>	<p><b>NO OBJECTION</b></p>

<p><b>BR/318/19/HH</b> 63 Nyewood Lane Bognor Regis PO21 2SD</p>	<p>Proposed garden wall</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/312/19/T</b> 2 Monterey Gardens Bognor Regis PO21 2FY</p>	<p>Crown reduction by 2m to 1 No. Hawthorn tree and Crown reduction by 1.5m to 1 No. Bay 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><b>BR/325/19/HH</b> 2 Glenway Bognor Regis PO22 8BU</p>	<p>Single storey side extension to existing dwelling</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/256/19/PL</b> 2 Cavendish Road Bognor Regis PO21 1JW</p>	<p>Conversion of existing store to 2 bed dwelling to the rear of 2 Cavendish Road, fronting Sutherland Close</p>	<p><b>NO OBJECTION</b></p>

## **AGENDA ITEM 10**

### **BOGNOR REGIS TOWN COUNCIL PLANNING AND LICENSING COMMITTEE MEETING - 17<sup>th</sup> DECEMBER 2019**

#### **AGENDA ITEM 10 - TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S FINAL REPORT INTO GREEN INFRASTRUCTURE IN READINESS TO CONSIDER ANY COMMENTS IN RESPONSE AT THE COMMITTEE MEETING TO BE HELD 7<sup>th</sup> JANUARY 2020**

##### **REPORT BY THE CIVIC & OFFICE MANAGER**

##### **FOR INFORMATION**

With the UK Government having declared a Climate Emergency, and as an authority on the front line of this emergency, Arun District Council (ADC) considers the provision of Green Infrastructure to be essential in planning development for its sustainable communities.

The 'Bognor Regis GI Framework: A Landscape & Green Infrastructure Framework Connecting Bognor Regis to the South Downs National Park' document sets out a vision for Green Infrastructure investment between Bognor Regis and the South Downs National Park and how ADC can deliver resilience to the effects of climate change.

The contents of this 127-page document will be discussed at the Town Council's Planning and Licensing Committee Meeting to be held 7<sup>th</sup> January 2020, with Members then being invited to consider and agree any comments to be submitted to ADC in response.

**Members are requested to familiarise themselves with the Green Infrastructure document, electronically sent on 10<sup>th</sup> December 2019, and are subsequently asked to email the Civic & Office Manager with individual responses, by no later than 5pm on Friday 3<sup>rd</sup> January 2020, so that these may be collated in readiness for discussion on 7<sup>th</sup> January 2020.**

**BOGNOR REGIS TOWN COUNCIL**

**PLANNING AND LICENSING COMMITTEE MEETING - 17<sup>th</sup> DECEMBER 2019**

**AGENDA ITEM 11 - CORRESPONDENCE**

**FOR INFORMATION**

- 1.** ADC - Notification of an amended certificate being submitted in respect of planning application BR/302/19/PL
- 2.** Invitation to attend a session with the West Sussex Resilience & Emergencies Team to be held at Bersted Jubilee Hall on Tuesday 25<sup>th</sup> February 2020, 7pm - 8.30pm