



# 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 an Online Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at **2.30pm on TUESDAY 26<sup>th</sup> MAY 2020** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

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.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements** to, the Committee during an adjournment shortly after the meeting has commenced.

**NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Tuesday 26<sup>th</sup> May 2020.**

Online access to the Meeting will be via ZOOM. Please email the Town Clerk using the email address given above to receive the access code for the meeting.

**DATED this 18<sup>th</sup> day of MAY 2020**

**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 Online Meeting held on 6<sup>th</sup> May 2020
  4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
  5. To consider Planning Applications on Lists dated 1<sup>st</sup>, 8<sup>th</sup> and 15<sup>th</sup> May 2020
  6. Correspondence

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



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## **MINUTES OF THE ONLINE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON WEDNESDAY 6<sup>th</sup> MAY 2020**

### **PRESENT ONLINE:**

Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,  
Mrs. S. Daniells, J. Erskine, Ms. A Sharples,  
W. Smith and Mrs. J. Warr

### **IN ATTENDANCE ONLINE:**

Mrs. J. Davis (Civic & Office Manager)  
Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
1 Councillor: Cllr. J. Brooks  
2 members of the public  
1 member of the press

*The Meeting opened at 2.30pm*

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

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

As all Members were present, there were no apologies for absence.

### **224. DECLARATIONS OF INTEREST**

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary 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

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.

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.

***Cllr. Erskine declared a Disclosable Pecuniary Interest in Agenda item 5, application BR/75/20/HH - 140 London Road as his property neighbours the property under consideration***

**225. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 10<sup>th</sup> MARCH 2020**

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 10<sup>th</sup> March 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 10<sup>th</sup> March 2020 as an accurate record of the proceedings and the Chairman duly signed them.

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

***Meeting adjourned at 2.37pm***

Correspondence received from members of the public, ahead of the meeting, were read out by the Chairman as follows:

Emails from 3 residents regarding BR/86/20/PL, 41-45 Nyewood Lane (formerly Aldwick House Care Home).

The comments were duly **NOTED**.

***Meeting reconvened at 2.44pm***

**227. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10<sup>th</sup>, 17<sup>th</sup> AND 24<sup>th</sup> APRIL 2020 (EXCLUDING APPLICATION BR/282/19/PL REFERRED TO UNDER AGENDA ITEMS 6 & 7)**

**227.1** The Committee noted that Cllr. Brooks had informed the Chairman that he had submitted a personal representation to Arun District Council in relation to application BR/86/20/PL. There were no views from other Town Councillors to report.

**227.2** The Committee noted that representations had been received from members of the public in respect of planning application BR/86/20/PL. There had been no representations received from neighbouring parishes, in respect of these applications.

***Cllr. Erskine, having previously made a declaration of a Disclosable Pecuniary Interest regarding application BR/75/20/HH - 140 London Road, left the Meeting whilst this application was discussed***

**227.3** The Committee, having considered application BR/75/20/HH - 140 London Road, **RESOLVED** that its representation be forwarded to ADC (Appended to these Minutes as part of **Appendix 1**).

***Cllr. Erskine rejoined the Meeting***

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

**228. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7A) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING RECEIPT OF AMENDED PLANS IN RESPECT OF PLANNING APPLICATION BR/282/19/PL - THE BEACH HOTEL, 2-4 WATERLOO SQUARE, BOGNOR REGIS PO21 1SU (MIN. 190.3 OF 28<sup>th</sup> JANUARY 2020 REFERS)**

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 7a refers) to consider revisiting the previous decision, or making further comment, following receipt of amended plans regarding planning application BR/282/19/PL - The Beach Hotel, 2-4 Waterloo Square, Bognor Regis, PO21 1SU (Min. 190.3 of 28<sup>th</sup> January 2020 refers).

Members **RESOLVED** to further consider their previous decision and Standing Orders were therefore reinstated.

**229. TO RECEIVE REVISED AND ADDITIONAL INFORMATION REGARDING PLANNING APPLICATION BR/282/19/PL - THE BEACH HOTEL, 2-4 WATERLOO SQUARE, BOGNOR REGIS, PO21 1SU (MIN. 190.3 OF 28<sup>th</sup> JANUARY 2020 REFERS)**

Members discussed the amended application and there was acknowledgement of improvements and changes to the plans to address some of the concerns that the Committee had referred to in their previous objection (Min. 190.3 of the Meeting held 28<sup>th</sup> January 2020 refers).

However, it was felt that the plans were still an over-development of the site and, following a vote, the majority decision was that the Committee's previous decision to object to the application should not be rescinded.

***The Meeting closed at 3.27pm***

**APPENDIX 1**  
**ONLINE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 6<sup>th</sup> MAY 2020**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 10<sup>th</sup>, 17<sup>th</sup> AND 24<sup>th</sup> APRIL 2020**

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

<p><b>BR/75/20/HH</b> 140 London Road Bognor Regis PO21 1BD</p>	<p>Conversion of roofspace to habitable use to include a rear dormer and terrace, with front and side rooflights.</p>	<p><b>OBJECTION</b> Members of the Town Council's Planning and Licensing Committee object to planning application BR/75/20/HH on the material planning grounds of overlooking and loss of privacy to neighbouring properties.</p>
<p><b>BR/80/20/HH</b> Brookland Villa Shripney Road Bognor Regis PO22 9LN</p>	<p>Single storey rear extension. "This is not CIL Liable".</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/82/20/HH</b> 25 Westingway Bognor Regis PO21 2XX</p>	<p>Single storey rear extension.</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/86/20/PL</b> Aldwick House Care Home 41-45 Nyewood Lane Bognor Regis PO21 2SJ</p>	<p>Part change of use from a 32-bed nursing home (C2 Residential Institutions) to a 38-bedsit House in Multiple Occupation (sui generis) comprising 24 No single person &amp; 14 No two-person bedsits along with separate shower rooms &amp; wcs, demolition of rear conservatory &amp; store &amp; erection of single storey rear extension &amp; with minor external alterations to side elevations &amp; insertion of 4 No roof lights on rear elevation, This application is not CIL Liable.</p>	<p><b>OBJECTION</b> Members of the Town Council's Planning and Licensing Committee unanimously object to planning application BR/86/20/PL on the material planning grounds of access and highway safety, including access for emergency vehicles. Members consider that these proposals would contribute to the generation of excessive parking demands and increased traffic movements and are, therefore, in contravention of Policy H SP4 of the Arun Local Plan.</p>

		<p>Furthermore, the proposals appear to make no provision of smoking facilities leading to concerns of noise pollution, nuisance and disturbance, resulting from residents of the bedsit potentially using public open spaces in the surrounding area, and thereby not meeting the requirements as set out in Policy D DM1, in relation to impact, of the Arun Local Plan.</p> <p>Members found it difficult to justify the proposed amount of residential building and consider the proposals to be over-development of the site as a result of the layout and density of the buildings, with concern expressed about the refuse generated from this number of residential units.</p> <p>Members of the Town Council's Planning and Licensing Committee would respectfully encourage those involved with the final decision on this application to attend a site-visit with a view to gaining a personal insight into the already excessive demands on parking in the area.</p>
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<b>BR/84/20/HH</b> 188 Aldwick Road Bognor Regis PO21 2YQ	Two storey front extension, part two storey part single storey side extension, single storey rear extension and conversion of roofspace to habitable use.	<b>NO OBJECTION</b>
<b>BR/85/20/PL</b> Bognor Regis Football Club Nyewood Lane Bognor Regis	Replacement of the Football Club's grandstand.	<b>NO OBJECTION</b>

**BOGNOR REGIS TOWN COUNCIL  
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -  
26<sup>th</sup> MAY 2020**

**AGENDA ITEM 6 - CORRESPONDENCE**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

- 1.** WSCC - Submission to Government, to be tested for soundness, of the Soft Sand Review of the West Sussex Joint Minerals Local Plan (Regulation 22)
- 2.** Housing, Communities and Local Government Committee - Evidence session on impact of Covid-19 on homelessness and private renters. To be heard 11<sup>th</sup> May 2020 at 9.30am
- 3.** Further correspondence received from members of the public in relation to planning application BR/86/20/PL
- 4.** CPRE - A resilient Sussex: lockdown & the environment
- 5.** CPRE - Campaigns Update, May 2020