



# **BOGNOR REGIS TOWN COUNCIL**

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

### **HELD ON TUESDAY 22<sup>nd</sup> FEBRUARY 2022**

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

**IN ATTENDANCE:** Mrs. J. Davis (Assistant Clerk)  
Mr. A. Fifield (Architecture PLB) (part of meeting)  
Mr. P. White (Smith Simmons & Partners) (part of  
meeting)  
1 member of the press

***The Meeting opened at 6.32pm***

#### **66. 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. Cunard who was working, Cllr. Mrs. Staniforth due to ongoing family illness, and Cllr. Woodall owing to Covid restrictions. No apologies for absence were received for Cllr. Erskine.

#### **67. 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***

**68. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 1<sup>st</sup> FEBRUARY 2022**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 1<sup>st</sup> February 2022 as an accurate record of the proceedings and the Chairman signed them.

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

There were no questions from those seated in the public gallery and the meeting was not, therefore, adjourned.

**70. TO RECEIVE A PRESENTATION FROM SMITH SIMMONS & PARTNERS PLANNING CONSULTANCY REGARDING DESIGN AMENDMENTS AND WORK IN PROGRESS ON THE REVISED SCHEME RELATING TO PLANNING APPLICATION BR/311/18/PL (UNIVERSITY OF CHICHESTER, BOGNOR REGIS CAMPUS)**

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

The Chairman welcomed Mr. Andrew Fifield, from Architecture PLB, and Mr. Paul White, from Smith Simmons & Partners to the meeting.

The presentation shared with Members firstly recapped on the consented scheme that had been granted planning permission under application BR/311/18/PL. Ahead of a proposed amended scheme being submitted to the Planning Authority, it was explained that whilst Smith Simmons & Partners had been tasked with designs for the external appearance of the proposed building, the scale and size would remain the same as that for which planning permission has been granted.

In the elevations for the consented scheme, the drawings had shown materials such as dark brick and bronze elements being used in an effort to create a relationship between the proposed student accommodation and the Tech Park. However, on review, it was felt that the new building should look more like the existing student accommodation on the site, and the surrounding Listed Buildings, rather than imitate an academic building such as the Tech Park.

In closing, Mr. Fifield stated that the proposed amended scheme would show a reduction in the number of materials to be used, and lighter brickwork, to present a more simplified and calmer looking development.

Having been invited to ask questions, a Member queried the timescale for the development. In response, it was stated that it is intended that the proposed amended scheme would be submitted for planning approval around March 2022 and that the university has a target of September 2024 for the new student accommodation to be ready for use.

The Chairman thanked Mr. Fifield and Mr. White for the presentation.

***Mr. Fifield and Mr. White left the Meeting***

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

The following decisions were **RATIFIED**:

- Licence Application Number: 115968 in relation to Suga'Kane, 7 York Road, Bognor Regis - Members **AGREED** to offer **NO OBJECTION** to the application to place 3 tables and 8 chairs directly outside the premises from 10am until 9pm Monday to Sunday.

**72. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 28<sup>th</sup> JANUARY, 4<sup>th</sup> AND 11<sup>th</sup> FEBRUARY 2022**

- 72.1** The Committee noted that there were no views from other Town Councillors to report.
- 72.2** The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 72.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

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

There were no Premises Licence applications to be considered.

**74.** It was **RESOLVED** to vary the order of business to take the additional agenda item next.

**75. TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S PROPOSALS TO VARY IT'S STREET TRADING DESIGNATIONS AND TO CONSIDER ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION**

Following on from the Street Trading and Markets Policy Consultation held between 13<sup>th</sup> September and 25<sup>th</sup> October last year, Members were informed that Arun District Council are currently consulting that it proposes to vary it's street trading designations across the district (as detailed in the Notice of Intention advert attached as **Appendix 2**).

The purpose of the variations is to provide a mechanism under which street trading can be effectively controlled in all areas of the district. ADC state that this is in response to complaints and requests that have been received during the last 18 months.

Members expressed concern about the proposal to redesignate streets, such as Aldwick Road (West Street to Silverstone Ave), as prohibited. Community events held in Bognor Regis, like the Carnival and Illuminations Gala, had historically included some of these streets in their procession route with street traders selling goods to spectators.

There was some confusion in relation to 'The Beach' that was listed amongst the prohibited streets for Bognor Regis, and Members asked that clarity be sought from the District Council as to whether this term referred to the Promenade, the Esplanade, or beyond. It was unanimously agreed that the prohibition of street trading in any area of 'The Beach' would have a significant impact on a seaside resort such as Bognor Regis. Furthermore, it was felt that prohibiting street trading in such prominent locations would not present an opportunity to support expanding businesses and start-ups who were exploring different ways of doing things, and the benefit of this to the Town.

Whilst Members were strongly opposed to Aldwick Road and The Beach becoming prohibited streets, there was also some concern with other areas, such as Queensway, having the opportunity for street trading removed. It would be preferred if all streets were designated as consent streets and each application considered on its own merit.

In relation to Public Authority Car Parks, Members would object to street trading being prohibited in any of those listed within Bognor Regis.

Members **AGREED** that a summary of the comments made be submitted to Arun District Council in response to the Street Trading Designation consultation.

## **76. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence previously circulated and the following was brought to Members attention:

Additional correspondence included: -

- 76.1** ADC - Notification that planning application BR/273/21/PL (198 Aldwick Road, Bognor Regis), to which the Town Council objected, will be determined by ADC's Planning Committee at a meeting to be held at 2.00pm on 2<sup>nd</sup> March 2022.
- 76.2** ADC - Notification that planning application BR/4/22/PL (83 Aldwick Road, Bognor Regis), to which the Town Council objected, will be determined by ADC's Planning Committee at a meeting to be held at 2.00pm on 2<sup>nd</sup> March 2022.
- 76.3** WSCC - Public Notice that Aldwick Road, between the junctions of The Esplanade and Lower Bognor Road, will be temporarily closed to all traffic from 9<sup>th</sup> March 2022 for up to 5 days. The restriction will be in place off-peak only from 09:30 until 15:30, while BT carry out remedial repairs.

***The Meeting closed at 7.14pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 22<sup>nd</sup> FEBRUARY 2022  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 28<sup>th</sup> JANUARY, 4<sup>th</sup> AND 11<sup>th</sup> FEBRUARY 2022)**

<p><a href="#"><u>BR/281/21/L</u></a> <a href="#"><u>Berghestede House</u></a> 1 Shripney Road Bognor Regis PO22 9LW</p>	<p>Replacement of existing garden room with timber framed garden room. (This application may affect the setting of a listed building)</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/280/21/HH</u></a> Berghestede House 1 Shripney Road Bognor Regis PO22 9LW</p>	<p>Replacement of existing garden room with timber framed garden room. (This application may affect the setting of a listed building)</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/285/21/PL</u></a> <a href="#"><u>Rear of 73-75 Aldwick Road</u></a> Bognor Regis PO21 2NW</p>	<p>Change of use from Class E (retail)/B8 storage to C3 residential and the creation of three dwelling units through the conversion of the rear of nos. 73 &amp; 75 and the erection of a part single storey/part two storey rear extension with associated amenity space and refuse / recycling stores</p>	<p><b>OBJECTION</b> The development results in an intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities. Aldwick Road is an area with a Traffic Regulation Order in place and the development would result in the generation of excessive parking demands; contrary to Policies H SP4, QE SP1 and T SP1 of the Arun Local Plan.</p> <p>The proposal would have the appearance of an unduly cramped form of development which is out of character and would have an unacceptable impact on the established pattern of</p>

<p><i>BR/285/21/PL (continued)</i>  <i>Rear of 73-75 Aldwick Road</i>  <i>Bognor Regis</i>  <i>PO21 2NW</i></p>		<p>development in the locality in conflict with policies D DM1 and D SP1 of the Arun Local Plan and Part P of the Arun Design Guide.</p>
<p><a href="#"><u>BR/293/21/HH</u></a>  <a href="#"><u>73 Nyewood Lane</u></a>  Bognor Regis  PO21 2SD</p>	<p>Two storey side and rear extension, rebuilding of existing conservatory and demolition of existing garage</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/1/22/PL</u></a>  Deal House  <a href="#"><u>11-15 Sturges Road</u></a>  Bognor Regis  PO21 2AH</p>	<p>Demolition of existing garage and replacement with 1 No 1-bedroom self-contained unit. Additional cycle store and bin storage amendments (resubmission following BR/236/21/PL). This site is in CIL Zone 4 and is CIL Liable as new dwelling</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/5/22/T</u></a>  <a href="#"><u>36-37 Servite Close</u></a>  Bognor Regis  PO21 2DE</p>	<p>1 No. Sweet Chestnut (T1) – Reduce 3 lowest branches away from conservatory by 2m. 1 No. Acer (T2) - Crown reduction to height 7m and spread 5m</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/13/22/HH</u></a>  <a href="#"><u>235 Hawthorn Road</u></a>  Bognor Regis  PO21 2UW</p>	<p>Erection of two storey side extension and single storey rear orangery following the demolition of existing rear conservatory and side extension</p>	<p><b>NO OBJECTION</b> Members noted the comments on Arun’s Planning Portal from neighbouring properties. However, whilst sympathetic to the concerns raised, Members found it hard to determine any significant impact that these proposals would have in relation to loss of privacy and, therefore, could find no material grounds on which to object.</p>

<p><b><u>BR/282/21/T</u></b>  Meadow Entry  <u>8 Crescenta Walk</u>  Bognor Regis  PO21 2YA</p>	<p>1 No. Japanese Maple tree (Acer) - Crown reduction by 4m to leave height and spread at 9.1m</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><u>BR/17/22/PL</u></b>  <u>91 Hawthorn Road</u>  Bognor Regis  PO21 2BE</p>	<p>Change of Use from hairdressers (Class E(a)) to Hot Food Takeaway (Sui Generis) with low level ducting system at the rear of the ground floor commercial unit. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/14/22/HH</u></b>  <u>25 Pevensey Road</u>  Bognor Regis  PO21 5NS</p>	<p>First floor side extension, mansard roof extension with 2 x side dormers and installation of crossover</p>	<p><b>NO OBJECTION</b></p>



**Street trading - Notice of Intention to Re-Designate Streets Within Arun District as Consent Streets and Prohibited Streets**

**NOTICE** is hereby given that Arun District Council ("the Council") in accordance with Paragraph 2 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 intends (subject to consideration of representations received by the date specified below) to pass a resolution in the following terms:

*"1. That all previous resolutions of the Council made pursuant to paragraph 2 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 ("the Act") to designate specified areas of the District as consent streets or prohibited streets or licence streets for the purposes of regulating street trading under Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 are hereby rescinded*

*2. That as from the date when this resolution takes effect all areas of land within the District of Arun which are "streets" within the definition of that term contained in Paragraph 1 of Schedule 4 to the Act shall be designated as "consent streets" with the exception of any area of land referred to in resolutions 3 and 4 below*

*3. That there shall be excluded from the designation in resolution 2 above any streets which are designated as "Prohibited Streets" (The streets designated as Prohibited Streets are set out in Appendix 1 below.*

*4. With the exception of Public Authority Car Parks, as set out in Appendix 2 there shall be excluded from the designation in resolution 2 above any area of land which is from time to time in the ownership and control of a Public Authority or a registered charity other than any highway which is included from time to time on the list of streets maintainable at public expense pursuant to section 36(6) of the Highways Act 1980.*

*5. For the purposes of resolution 4 above "ownership and control" means having a sufficient estate or legal interest in the area of land to enable the relevant Public Authority or registered charity to restrict and regulate the use of that area in the public interest and "Public Authority" means West Sussex County Council or Arun District Council or any Parish or Town Council the whole or part of whose area falls within the boundary of the Arun District Council."*

If the resolution is passed, it will mean that street trading in the streets subject to the current designation will no longer be prohibited, but upon the passing of the resolution designating streets as "consent streets" or "prohibited streets", street trading in all streets (except prohibited streets) within the Arun District Council area will be subject to the obtaining of consent. Subject to the consent street designation, anyone who engages in street trading in any street within the Arun District Council area without consent will be committing an offence and will be liable on summary conviction to a fine not exceeding level 3.

Anyone wishing to make representations about the intended resolution should do so in by email to [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk) , within 28 days of the publication of this notice.

All such representations received by that date will be considered before it is decided whether or not to pass the resolution.

A copy of this notice will be displayed for public inspection on the notice board at the main entrance to the Council offices and on the Council's website [www.arun.gov.uk](http://www.arun.gov.uk).

Signed: Licensing Manager

Dated: 2 February 2022

## Appendix 1- Prohibited Streets

Arundel  
Maltravers Street  
Mill Lane  
Queen Street  
Bognor Regis  
Aldwick Road (West Street to Silverston Ave)  
Bedford Street  
Belmont Street  
Charlwood Street  
Nyewood Lane  
Park Road  
Victoria Drive  
Canada Grove  
Chapel Street  
Clarence Road  
Crescent Road  
John Street  
Lennox Street  
Lyon Street  
Lyon Street West  
Manor Place  
Market Street  
Norfolk Street  
Queensway  
Richmond Road  
Sadler Street  
Spencer Street  
Station Road  
Steyne Street  
Sudley Road  
Sussex Street  
West Street  
The Beach  
Ferring  
The car park known as The Bluebird car park.  
Littlehampton  
Beach Road  
Coastguard Road  
East Street (between High St and Avon Road)  
South Terrace

Surrey Street  
Terminus Road (between Terminus Place and Arundel Road)  
Windmill Road  
The Beach  
Pagham  
Cardinals Drive  
The Causeway  
Church Way  
Kings Drive

## Appendix 2 – Public Authority Car Parks

Arundel  
Crown Yard short stay  
Fitzalan Pool short stay  
Bognor Regis  
Regis Centre  
Fitzleet multi-storey  
Hothampton Short Stay  
London Road Long Stay  
Coach and lorry park, Hotham Way Westbound  
Lyon Street long stay  
Hotham Park  
Gloucester Road  
Rock Gardens  
West Park Aldwick  
Culver Road Felpham  
Links Avenue Felpham  
Grassmere Felpham  
Shrubbs Field Middleton-on-Sea  
Littlehampton  
Manor House short stay  
Surrey Street short stay  
River Road short stay  
St Martins short stay  
Anchor Springs short stay  
Mewsbrook  
Sea Road  
The Wall  
Banjo Road  
West Beach