



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 17th MAY 2022

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

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

The Meeting opened at 6.30pm

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 9th MAY 2022**

It was noted that Cllr. Mrs. J. Warr was elected Chairman and Cllr. Goodheart was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 9th May 2022.

2. **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, and Cllr. Goodheart who was attending an ADALC Meeting.

No apologies for absence were received from Cllrs. Cunard, Erskine and Stanley.

3. **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

4. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 26th APRIL 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 26th April 2022 as an accurate record of the proceedings and the Chairman signed them.

5. 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.

6. TO CONSIDER THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Planning and Licensing Committee with no amendments.

7. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 22nd, 29th APRIL AND 6th MAY 2022

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

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

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

8. CORRESPONDENCE

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

The Meeting closed at 7.28pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th MAY 2022
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 22nd, 29th APRIL AND 6th MAY 2022

<p><u>BR/90/22/L</u> <u>University of Chichester</u> Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Listed building consent to repair and underpin where necessary, sections of the listed Serpentine Wall. All works are to be carried out in a like for-like manner in order to preserve the integrity and heritage of the structure</p>	<p>NO OBJECTION</p>
<p><u>BR/85/22/PL</u> <u>Public Conveniences</u> Bedford Street Bognor Regis</p>	<p>Internal reconfiguration of existing public conveniences with associated changes to the entrance and removal of part of roof. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/83/22/PL</u> <u>Unit 10, Arun Business Park</u> Shripney Road Bognor Regis PO22 9SX</p>	<p>Addition of two first floor windows at rear of property. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION Members have no objection, in principle, to planning application BR/83/22/PL. However, having taken onboard the comments and concerns of neighbouring householders, the Committee would like to request that the applicant considers the use of privacy film on glass, or opaque/frosted panes, in the proposed windows.</p>
<p><u>BR/87/22/HH</u> <u>11 Highland Avenue</u> Bognor Regis PO21 2BJ</p>	<p>Erection of single storey rear/side extension following demolition of existing garage and conservatory. Conversion of the second-floor loft space including changing a hip end roof to a 'barn hip' end</p>	<p>NO OBJECTION</p>

<p><u>BR/89/22/T</u> <u>The Maples</u> 45 Victoria Drive Bognor Regis PO21 2TQ</p>	<p>Various works to various trees</p>	<p>NO OBJECTION subject to the applicant agreeing to the revised proposal, and conditions, as detailed in the ADC Tree Officer report, and 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><u>BR/88/22/PL</u> <u>Parish Centre</u> Hislop Walk Bognor Regis PO21 1LP</p>	<p>Alterations to the main entrance to the church building on Clarence Road, to provide equal and dignified access to all who visit the church. This application affects the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/73/22/PL</u> <u>83 Aldwick Road</u> Bognor Regis PO21 2NW</p>	<p>Installation of bicycle and refuse/recycling store within rear garden, install window at end of eastern side retain, replace windows to west and east side elevations and install glazed French doors and windows to southern rear elevation. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION In considering planning application BR/73/22/PL Members have no objection to the description of works as outlined in the proposal. However, the cover letter from the Applicant's Agent states "This application only seeks permission for the external alterations and is submitted in conjunction with a separate application for Prior Approval for change of use from commercial (Use Class E) to one flat under Schedule 2, Part 3, Class G. These two applications should be considered in conjunction with one another."</p>

<p><i>BR/73/22/PL (continued)</i> <i>83 Aldwick Road</i> <i>Bognor Regis</i> <i>PO21 2NW</i></p>		<p>When considering the development proposals as detailed in application reference BR/79/22/PD, Members would object to the sub-division of the commercial space on the Ground Floor for the purposes of residential use. The site is located within the business district of Aldwick Road and there remains a reasonable prospect of the premises being used for employment use. Members consider the proposals to be contrary to Policy EMP DM1 of the Arun Local Plan.</p>
<p>BR/77/22/PL Rear of 42 Sudley Road Bognor Regis PO21 1ES</p>	<p>2 No. semi-detached 3-storey houses with parking and new vehicular access. This application is in CIL Zone 4 and is CIL liable as new dwellings</p>	<p>NO OBJECTION</p>
<p>BR/95/22/PL Seymour Place Queensway Bognor Regis PO21 1RT</p>	<p>Installation of a bin store. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p>BR/78/22/PL Land East Side of 21 Tennyson Road Bognor Regis PO21 1SB</p>	<p>Demolition of garage and erection of 1 No. 4 bed dwelling with off street parking. This application is in CIL Zone 4 and is CIL liable as new dwelling</p>	<p>NO OBJECTION</p>

<p><u>BR/97/22/PL</u> <u>Former Royal Bay Care Home</u> 86 Aldwick Road Bognor Regis PO21 2PE</p>	<p>Continued use of former Care Home (C2) as temporary accommodation for seasonal agricultural workers (resubmission following BR/213/20/PL). This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION Whilst Members had objected to the temporary change of use proposed under planning application BR/213/20/PL, they were pleased to read in the Planning Statement for BR/97/22/PL that there had been no reports of complaints made since the change of use was permitted. Furthermore, Members made comment about how well the exterior of the property has been maintained, appearing clean and tidy, and wish to pass on their congratulations to the residents.</p>
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