



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON TUESDAY 25<sup>th</sup> APRIL 2023**

**PRESENT:** Cllrs: J. Barrett, Mrs. S. Daniells, S. Goodheart (from Min. 122.3), B. Waterhouse and P. Woodall

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

***The Meeting opened at 4.03pm***

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

Due to the absence of both the Chairman, Cllr. Mrs. Warr, and Vice Chairman, Cllr. Goodheart, the Committee unanimously appointed Cllr. Woodall as the Chairman for this meeting.

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.

Cllr. Mrs. Daniells gave apologies for absence on behalf of Cllr. Cunard who was at college. No apologies for absence were received from Cllrs. Erskine or Mrs. Warr.

### **119. 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***

**120. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4<sup>th</sup> APRIL 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 4<sup>th</sup> April 2023 as an accurate record of the proceedings and the Chairman signed them.

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

There were no members of the public seated in the gallery, therefore, the meeting was not adjourned.

**122. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31<sup>st</sup> MARCH, 7<sup>th</sup> AND 14<sup>th</sup> APRIL 2023**

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

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

***Cllr. Goodheart arrived at the Meeting after consideration of planning applications BR/65/23/L and BR/64/23/PL***

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

**123. 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: 117983 in relation to Little Piggies Café, 39 Bedford Street, Bognor Regis - Members **AGREED** to offer **NO OBJECTION** to the application to place 5 tables and 10 chairs directly outside the premises from 9am until 4pm Monday to Friday, 10am until 4pm on Saturday and 10am until 2pm on Sunday. Concern was expressed about the proximity of the road and Members would, therefore, be keen to see a barrier system in place to mitigate the risk of children seated outdoors, running into the road.

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

**Licensing Act 2003**

**Premises: The Carlton Hotel, The Esplanade, Bognor Regis, PO21 1NF**

**Licence Number: 118040**

The Committee noted the application received for a Premises Licence for the following proposed licensable activities:

- Supply Of Alcohol for consumption on and off the premises between the hours of 10:00 and 01:00 Monday to Sunday, same hours apply every day. Seasonal Variations: From the end of permitted hours on New Year's Eve to the start of permitted hours on the following day. Non-standard times of 01:00 to 10:00.
- Performance of Live Music indoors between the hours of 13:00 and 00:00 Thursday to Sunday. Seasonal Variations: From 13:00 to 00:00 on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.
- Performance of Recorded Music indoors between the hours of 20:00 and 01:00 Thursday to Sunday. Seasonal Variations: From 20:00 to 01:00 on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

**125. TO RECEIVE AN UPDATE IN RELATION TO THE COMMUNITY INFRASTRUCTURE LEVY (CIL)**

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

**126. CORRESPONDENCE**

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

Additional correspondence included: -

- 126.1** ADC – Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to planning application BR/294/21/PL (2-10 The Hatters Inn, Queensway, Bognor Regis, PO21 1QT), to which Bognor Regis Town Council objected.

***The Meeting closed at 5.16pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 25<sup>th</sup> APRIL 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 31<sup>st</sup> MARCH, 7<sup>th</sup> AND 14<sup>th</sup> APRIL 2023)**

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

<p><a href="#"><b>BR/65/23/L</b></a> <a href="#">Town Hall</a> Clarence Road Bognor Regis PO21 1LD</p>	<p>Listed building consent for a new wall mounted defibrillator and associated housing</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><b>BR/64/23/PL</b></a> <a href="#">Town Hall</a> Clarence Road Bognor Regis PO21 1LD</p>	<p>Application under Regulation 3 for a wall mounted defibrillator and associated housing. This application affects the setting of a Listed Building and is in CIL Zone 4 (zero rated) as other development</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><b>BR/38/23/PL</b></a> <a href="#">51 High Street</a> Bognor Regis PO21 1RX</p>	<p>Demolition of rear part single, part two storey extension and erection of ground floor storage unit with 2 No flats above. This application is in CIL Zone 4 (Zero Rated) as flat and other development</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><b>BR/48/23/PL</b></a> <a href="#">86 Annandale Avenue</a> Bognor Regis PO21 2EX</p>	<p>Erection of 1 No dwelling with off street parking and garden. This application is in CIL Zone 4 and is CIL Liable as a new dwelling</p>	<p><b>OBJECTION</b> The proposed development would result in an intensification of use of the site and a cramped appearance which would adversely affect the character of the building occupying the site of 86 Annandale Avenue and the character of the residential area which affects neighbouring amenities. It is felt that it fails to provide an adequate area of amenity space commensurate to the size of the dwelling located on the site of 86 Annandale Avenue, which could harm the amenities of future and existing occupants and would be,</p>

BR/48/23/PL (continued)  
86 Annandale Avenue  
Bognor Regis  
PO21 2EX

therefore, contrary to Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan.

Members are concerned that these proposals will result in an increase in pressure for on-street parking spaces, by losing the current parking provision running alongside 86 Annandale Avenue in order to gain vehicular access to the proposed development, which will be harmful to the amenity of existing local residents in the area. This would result in an intensification of use, that adversely affects the character of the area, which would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Local Plan. Criterion (b) of Policy H SP4 requires HMOs, of which it is believed 86 Annandale Avenue is classed as, 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.

There is also concern about the mature trees that run along the northern boundary, of which one is regarded by Members to be a magnificent Magnolia tree. It is not clear from the plans whether it is intended to remove any of these trees. If this were to be the case then the proposals have the potential to fall short of Policy ENV DM4 which requires that it can be demonstrated that trees protected by a TPO, or those contributing to local amenity, will not be damaged or destroyed unless certain

<p><i>BR/48/23/PL (continued)</i>  86 Annandale Avenue  Bognor Regis  PO21 2EX</p>		<p>conditions can be met. Furthermore, Policy QE SP1 requires all development to contribute positively to the quality of the environment and to ensure that development does not have a significantly negative impact upon residential amenity, or the natural environment, which Members consider the proposals to be contrary to should any mature trees be removed.</p>
<p><b><u>BR/60/23/HH</u></b>  <u>66 Orchard Way</u>  Bognor Regis  PO22 9HP</p>	<p>Single storey rear extension and installation of side door and window</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/67/23/HH</u></b>  <u>1 Westway</u>  Bognor Regis  PO22 8DA</p>	<p>First floor rear extension</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/70/23/PL</u></b>  <u>9-11 Station Road</u>  Bognor Regis  PO21 1QD</p>	<p>Demolition of part ground floor and extension to 9-11 Station Road to provide 20 No bed and breakfast accommodation on first and second floors. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p><b>OBJECTION</b> The development due to its massing, bulk and design fails to respect the surrounding character and appearance of the area, contrary to policies D SP1, D DM1 of the Arun Local Plan, the Arun Design Guide and relevant paragraphs of the NPPF.</p> <p>It is felt that insufficient information has been provided to demonstrate that there is a sufficient capacity to accommodate the expected parking demand in existing streets without causing harm to the amenity of neighbouring properties by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling.</p>

<p><i>BR/70/23/PL (continued)</i>  <i>9-11 Station Road</i>  <i>Bognor Regis</i>  <i>PO21 1QD</i></p>		<p>It is therefore contrary to policies T SP1 (d) and QE SP1 of the Arun Local Plan.</p> <p>Members were also disappointed with the proposed design, which they felt was lacking in the required design excellence addressed in the Neighbourhood Development Plan. Contrary to Policy 8A of the NDP, the development proposals fail in taking the opportunity to enhance the local character by using good materials that complement the existing palette of materials used within the area.</p>
<p><b><u>BR/74/23/HH</u></b>  <u>27 Highcroft Crescent</u>  Bognor Regis  PO22 8DH</p>	<p>Single storey rear extension</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/75/23/HH</u></b>  <u>Inner Court</u>  Norfolk Square  Bognor Regis  PO21 2JA</p>	<p>Creation of second floor involving roof extension with installation of front balcony, first floor front/side and side/rear extensions</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/45/23/PL</u></b>  <u>4 Clifton Road</u>  Bognor Regis  PO21 2HH</p>	<p>New building in rear garden to create 2 additional HMO rooms. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p><b>OBJECTION</b> The proposed development would result in an intensification of use of the site and a cramped appearance which would adversely affect the character of the building occupying the site and the character of the residential area which affects neighbouring amenities. It is felt that it fails to provide an adequate area of amenity space which could harm the amenities of future and existing occupants and would be, therefore, contrary to Policies D SP1, D DM1 and QE SP1 of the Arun</p>



*BR/45/23/PL (continued)*  
*4 Clifton Road*  
*Bognor Regis*  
*PO21 2HH*

Local Plan and relevant paragraphs of the NPPF.

Members are concerned that these proposals will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of existing local residents in the area. Such amenity issues have involved anti-social blocking of driveways and overspill parking on roads. Allowing for the proposed change of use would result in an intensification of use, that adversely affects the character of the area, which would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity; 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.

There are also concerns for the safety of future residents of the proposed rooms, in the event of an emergency evacuation, with only one access point and what appears to be only a small window in each room.