



# BOGNOR REGIS TOWN COUNCIL

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

### **HELD ON TUESDAY 6<sup>th</sup> AUGUST 2024**

**PRESENT:** Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes,  
P. Ralph and P. Woodall

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

*The Meeting opened at 4.00pm*

#### **50. WELCOME BY CHAIR**

The Chair 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.

#### **51. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllrs. Goodheart, Waterhouse and Mrs. Yeates with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

#### **52. DECLARATIONS OF INTEREST**

The Chair 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 Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

**53. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 16<sup>th</sup> JULY 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 16<sup>th</sup> July 2024 as an accurate record of the proceedings and the Chair signed them.

**54. 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.

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

There was nothing to report.

**56. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12<sup>th</sup>, 19<sup>th</sup> AND 26<sup>th</sup> JULY 2024**

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

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

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

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

There had been no Pavement Licence applications received for Bognor Regis.

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

There had been no Premises Licence applications, including any Variations or other Licence applications, received.

**59. TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO ADC'S CONSERVATION AREA CHARACTER APPRAISALS PUBLIC CONSULTATION**

The Assistant Clerk's report, including the copy of the consultation response form attached, was **NOTED**.

In considering the draft Character Appraisal for the Bognor Regis Station Square Conservation Area, Members wished to see the boundary extended to include the 1938-vintage art deco "Odeon" style signal box and the ornate footbridge, both of which are Locally Listed by Arun District Council.

There continued to be concern about ongoing street drinking, and subsequent antisocial behaviour, at Station Square which Members felt was exacerbated by the style of planters presently in place, which lent themselves to be being sat or laid upon. It was suggested that an ADC Conservation Officer visit the site between 3pm and 7pm, in particular, on a Friday evening to likely witness the issue as described.

In response to ADC's Bognor Regis Station Square Conservation Area Character Appraisal, Members unanimously **AGREED** to submit comments including a request that the boundary be extended to include the signal box and footbridge, and that a 'No Alcohol' Zone be introduced at Station Square with the current planters removed and replaced with plant containers that are less appealing to street drinkers.

When considering the draft Character Appraisal for the Hotham Park Conservation Area, Members noted that it was proposed to extend the boundary to include the area within which the boating lake was located. In agreeing with this proposal, Members hoped that the lake would be used and promoted to its full potential as a visitor attraction. It was unanimously **AGREED** to submit these comments in response to ADC's Hotham Park Conservation Area Character Appraisal.

**60. TO CONSIDER ADC'S PROPOSALS TO INSTALL ADDITIONAL BEACH HUTS ACROSS THE ARUN COASTLINE AND AGREE ANY COMMENTS TO BE SUBMITTED AS FEEDBACK IN RESPONSE**

The Assistant Clerk's report, including the three maps for the potential sites identified in Bognor Regis and the report to ADC's Economy Committee Meeting held on 16<sup>th</sup> April 2024, was **NOTED**.

The general consensus amongst those present was that whilst beach huts were a positive addition to a seaside resort, they had to be in the right place.

There was concern that locating them on the shingle at the two sites identified on Bognor Regis Promenade, between the Pier and Alexandra Theatre, and between Albert Road and Gloucester Road, would result in a loss of views. Comment was also made about the potential for storm damage to beach huts placed on the shingle. Neither of these concerns were an issue for Members in relation to the proposed huts on the Promenade between Gloucester Road and Longbrook Park as these would be adjacent to the Butlin's car park and, therefore, would not have a negative impact on views. Members would like to see Arun offering beach huts to hire on a daily and weekly basis, rather than leased for a year, to enhance the experience of those visiting our seaside resort.

Members unanimously **OBJECTED** to the proposed additional beach huts on Bognor Regis Promenade (shingle) between the Pier and Alexandra Theatre, and between Albert Road and Gloucester Road. There was **NO OBJECTION** to additional beach huts being installed on Bognor Regis Promenade between Gloucester Road and Longbrook Park. It was unanimously **AGREED** to submit these comments in response to ADC's consultation in relation to installing additional beach huts across the Arun coastline.

## **61. CORRESPONDENCE**

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

Additional correspondence included: -

- 61.1** ADC - Notification that planning application BR/77/24/PL (Cordell House Rest Home, 120 Victoria Drive, Bognor Regis, PO21 2EJ), to which the Town Council objected, is expected to be determined by ADC's Planning Committee on 7<sup>th</sup> August 2024.
- 61.2** 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/40/23/PL (The Rock Bar & Restaurant, 41-43 High Street, Bognor Regis, PO21 1RX), to which the Town Council raised no objection.
- 61.3** ADC - update in relation to travellers' unauthorised encampment in Rustington, 31<sup>st</sup> July 2024.
- 61.4** ADC - Copy of letter detailing the decision of the Planning Inspectorate to allow the appeal and grant planning permission for a change of use of the existing dwelling and annexe to a HMO at Rose Cottage, Shripney Road, Bognor Regis, West Sussex, PO22 9LN (BR/168/23/PL), to which the Town Council and Arun District Council objected.
- 61.5** ADC - update in relation to travellers' unauthorised encampment in West Park, Aldwick, 2<sup>nd</sup> August 2024.
- 61.6** WSCC – Public Notice that Victoria Drive, between the junctions with Sylvan Way and Ellasdale Road, will be temporarily closed to all traffic on 27<sup>th</sup> August 2024 for up to 5 days (it is estimated to be completed on 28<sup>th</sup> August 2024) and is required for the safety of the public and workforce while Southern Water undertakes sewer works. The restriction will be in place daytime only from 08:30 until 18:00 An alternative route will be signed on site but please visit <https://one.network/?tm=139009254> for more details. Access will be maintained for emergency services, residents

and pedestrians. For information regarding this closure please contact Cappagh Browne on behalf of Southern Water on 0330 3030 368 who will be able to assist with scope of these works.

***The Meeting closed at 5.01pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 6<sup>th</sup> AUGUST 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 12<sup>th</sup>, 19<sup>th</sup> AND 26<sup>th</sup> JULY 2024)**

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

<p><b><u>BR/118/24/PL</u></b> <u>7 London Road</u> Bognor Regis PO21 9LG</p>	<p>Installation of 7 No. AC condenser units to flat roof area of the rear elevation. This application may affect 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><b><u>BR/119/24/HH</u></b> <u>44 Wood Street</u> Bognor Regis PO21 2PJ</p>	<p>Single storey rear extension</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/76/24/PL</u></b> <u>33 West Street</u> Bognor Regis PO21 1XA</p>	<p>Construction of a 3-storey residential development comprising of 5 apartments with associated facilities, following demolition of the existing building. This application is in CIL zone 4 (zero rated) as other development, and may affect the setting of listed buildings and the character and appearance of The Steyne, Bognor Regis conservation area</p>	<p><b>OBJECTION</b> 'Fields' 33 West Street, Bognor Regis, is a Locally Listed Building of Character, as designated by Arun District Council, in recognition of the importance it plays in relation to local architecture and historic interest. It illustrates and serves as a reminder of the historical development of The Steyne Conservation Area and the proposed demolition would cause significant harm to the character and appearance of the area.</p> <p>Policy HER DM2, of the Arun Local Plan, states that "<i>Applications will only be granted for development which results in the loss of existing Locally Listed Buildings or</i></p>

<p>BR/76/24/PL (continued)  33 West Street  Bognor Regis  PO21 1XA</p>		<p><i>Structures of Character when it can be demonstrated that the building or structure cannot be put to beneficial use or re-use". The documents submitted by the applicant suggest that the existing 3-bedroom property is currently occupied, thereby failing to demonstrate that the building cannot be put to beneficial use and thus contrary to Policy HER DM2.</i></p> <p><i>Furthermore, Policy HER DM3 states that "Within Conservation Areas, permission for development involving demolition or substantial demolition will only be granted, subject to conditions, if it can be demonstrated that: (g) the structure to be demolished makes no material contribution to the special character or appearance of the area; or (h) it can be demonstrated that the structure is wholly beyond repair or incapable of beneficial use...". Since neither of these statements can be validated, we consider the proposals to be contrary to Policy HER DM3.</i></p>
<p><b><u>BR/111/24/PL</u></b>  <u>8 Argyle Road</u>  Bognor Regis  PO21 1DY</p>	<p>Change of use of 1 No. two storey terraced three bed house and workshop to 5 bed HMO (house in multiple occupation). This application is in CIL Zone 4 and is CIL Liable as new dwelling</p>	<p><b>OBJECTION</b> The HMO would result in a proliferation and over concentration of such uses in an area with an Article 4 direction which removed permitted development rights for C3 to C4</p>

<p><i>BR/111/24/PL (continued)</i>        8 Argyle Road        Bognor Regis        PO21 1DY</p>		<p>changes. The additional HMO would result in harm to the character of the area due to the number of such uses contrary to policy HSP 4 (a) of the Arun Local Plan.</p> <p>In the absence of a parking study, it has not been demonstrated that the proposal would not contribute to the generation of excessive parking demands in the area contrary to criteria (b) of HMO policy H SP4.</p>
<p><b><u>BR/100/24/PL</u></b>  <u>1B York Road</u>        Bognor Regis        PO21 1LW</p>	<p>Retention of a change of use from 4 No self-contained flats on first and second floors to a 13 No. bed HMO (Sui Generis) on first and second floors. This application is in CIL Zone 4 and may be CIL Liable</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/121/24/HH</u></b>  <u>12 Cavendish Road</u>        Bognor Regis        PO21 2JW</p>	<p>Construction of rear orangery and side extension</p>	<p><b>NO OBJECTION</b></p>