



# BOGNOR REGIS TOWN COUNCIL

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

### **HELD ON TUESDAY 25<sup>th</sup> JUNE 2019**

#### **PRESENT:**

Cllr. S. Goodheart (Chairman) (during Min. 33), Cllrs:  
J. Barrett, Mrs. S. Daniells, Ms. A. Sharples, W. Smith  
and Mrs. J. Warr

#### **IN ATTENDANCE:**

Mrs. J. Davis (Civic & Office Manager)  
1 Councillor in the public gallery: Cllr. J. Brooks

*The Meeting opened at 6.30pm*

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

In the absence of Cllr. Goodheart, it was **AGREED** that the Vice-Chairman, Cllr. Mrs. Warr, should act as Chairman for the meeting until such time that Cllr. Goodheart may arrive.

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllr. Erskine on medical grounds.

#### **31. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this 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 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

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. 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.

***There were no declarations of Interest***

**32. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4<sup>th</sup> JUNE 2019**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 4<sup>th</sup> June 2019 as an accurate record of the proceedings and the Chairman signed them.

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

***Meeting adjourned at 6.32pm***

A Councillor in the public gallery spoke about the refurbishment of the seafront beacon.

***Cllr. Goodheart arrived at the Meeting***

***Meeting reconvened at 6.36pm***

***Cllr. Goodheart took the Chair***

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

**34.1 26<sup>th</sup> June 2018 - Min. 33.3 - To consider Planning Applications on Lists dated 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup> June 2018**

Members were notified that, in respect of planning application BR/146/18/PO (Part of Bognor Regis School), an appeal had been made to the Secretary of State against the decision of Arun District Council to impose planning conditions.

**34.2 14<sup>th</sup> May 2019 - Min. 9.3 - To consider Planning Applications on Lists dated 19<sup>th</sup>, 26<sup>th</sup> April and 3<sup>rd</sup> May 2019**

Members were informed that an amendment had been made to Planning Application BR/107/19/PL (32 Argyle Road) and that the proposal was now for a 4 bed, 8 person House in Multiple Occupation (HMO), rather than a 5 bed. Having considered Planning Application BR/107/19/PL at their meeting held on 14<sup>th</sup> May 2019, Committee Members were minded to object. It is not considered that the amendments to the proposal address any of the objections raised by Members.

**34.3 4<sup>th</sup> June 2019 - Min. 25 - Notification of any applications to be considered at the next ADC Development Control Committee Meeting**

Unfortunately, due to unforeseen circumstances, Cllr. Goodheart had been unable to attend the meeting as representative on behalf of the Town Council to speak on planning applications BR/270/18/PL, BR/311/18/PL, BR/329/18/PL and BE/135/18/PL. Apologies were given to the Chairman of the Development Control Committee.

**35. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31<sup>st</sup> MAY, 7<sup>th</sup> AND 14<sup>th</sup> JUNE 2019**

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

**35.2** The Committee noted that representations had been received from the public in respect of planning application BR/82/19/PL. No representations had been received from neighbouring parishes, in respect of these applications.

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

**36. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 31<sup>st</sup> MAY, 7<sup>th</sup> AND 14<sup>th</sup> JUNE 2019**

There were none.

**37. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING**

There were no notifications of applications to be considered at the next ADC Development Control Committee Meeting.

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

There were no Licence applications to consider.

**39. CONSIDERATION OF ARUN DISTRICT COUNCIL'S LICENSING POLICY (MIN. 20 OF 4<sup>th</sup> JUNE 2019 REFERS)**

The Civic & Office Manager's report was noted.

***Cllr. Smith left the Meeting***

Members were informed that the Bognor Regis Business Improvement District (BID) had published a confidential report, on the day of the meeting, regarding the provision of General Markets in Bognor Regis. Accompanying the report was an invitation from the BID to meet with the Town Council and Arun District Council (ADC) to discuss and agree on a shared vision for the future of markets in the Town.

***Cllr. Smith returned to the Meeting***

Members **RESOLVED** to **AGREE** that consideration of this Agenda item be **DEFERRED** until a future meeting of the Planning and Licensing Committee, to allow time for a meeting with ADC and the BID to take place.

**40. TO RECEIVE ANY REPORTS FROM RECENT JWAAC HIGHWAYS & TRANSPORT SUB-GROUP MEETINGS AND AGREE ANY ACTIONS (IF AVAILABLE)**

There had been no recent meeting of the JWAAC Highways & Transport Sub-Group to report on.

**41. ARUN DISTRICT COUNCIL'S SUPPLEMENTARY PLANNING DOCUMENT REVIEW - TO AGREE REPRESENTATIVES TO ATTEND MEETING TO BE HELD AT 2.30PM 2<sup>nd</sup> JULY 2019 (MIN. 12 OF 14<sup>th</sup> MAY 2019 REFERS)**

Members **RESOLVED** to **AGREE** that Cllrs: Barrett, Goodheart and Ms. Sharples would attend the ADC Supplementary Planning Document Review Meeting to be held 2<sup>nd</sup> July 2019.

**42. CORRESPONDENCE**

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

Additional correspondence included: -

**42.1** WSCC - Latest Planned Roadworks report, 19<sup>th</sup> June - 18<sup>th</sup> July 2019. Circulated to Committee Members and shared on social media

**42.2** WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Chichester Road Service Station (Scroon Grove), Bersted from junction with Newtown Avenue to junction with Central Avenue is temporarily prohibited from 07/07/19 at 10.00 until 07/07/19 at 15.30. The closure is necessary for safety reasons while a cherry picker is set up on the main road (under traffic signals) to provide access to telecoms antenna for testing/maintenance

***The Meeting closed at 8.05pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25<sup>th</sup> JUNE 2019**  
**REPRESENTATIONS ON LISTS DATED 31<sup>st</sup> MAY, 7<sup>th</sup> AND 14<sup>th</sup> 2019**

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

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| <p><b>BR/142/19/PL</b><br/>31A-33 Station Road<br/>Bognor Regis<br/>PO21 1QD</p>                              | <p>Connection of 2 No. A3 units into 1 No. A3 unit with new shop front alterations. This application may affect the setting of a listed building &amp; may affect the character &amp; appearance of the Bognor Regis Railway Station Conservation Area</p> | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/152/19/PL</b><br/>17 Longford Road<br/>Bognor Regis<br/>PO21 1AA</p>                                 | <p>Variation of condition 3 imposed under BR/34/19/PL to increase number of children from 4 to maximum of 6</p>  | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/149/19/T</b><br/>38 Highland Avenue<br/>Bognor Regis<br/>PO21 4BJ</p>                                | <p>Crown reduction by 2m to 1 No. Sycamore tree</p>  | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/115/19/PL</b><br/>Flat 3<br/>20 Richmond Avenue<br/>Bognor Regis<br/>PO21 2YE</p>                    | <p>Replacement of wooden box sash windows with UPVC windows to front, rear and side</p>  | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/82/19/PL</b><br/>Prince of Wales Public House<br/>1 Highfield Road<br/>Bognor Regis<br/>PO22 8BQ</p> | <p>Change of use from public house (A4 Drinking establishment) to 4 No. 1 bed flats &amp; 2 No. 2 bed flats (C3 Dwelling house). Remodel roof over single storey building. Minor alterations to existing facade</p>  | <p><b>NO OBJECTION</b> Whilst Members have no objection to planning application BR/82/19/PL, the Committee are in full support of the comments made by the ADC Drainage Engineers.</p> |

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| <p><b>BR/154/19/PL</b><br/>8 Mead Court<br/>Mead Lane<br/>Bognor Regis<br/>PO22 8BL</p> | <p>Change of use from single dwelling (currently used as a house in multiple occupation with 6 bedrooms) into a house in multiple occupation with 8 bedrooms including the conversion of existing integral garage into living area. This application affects the character &amp; appearance of the Upper Bognor Road &amp; Mead Lane Conservation Area &amp; may affect the setting of a listed building</p> | <p><b>OBJECTION</b> Members object to planning application BR/154/19/PL on the grounds that it is a departure from the Arun Local Plan Policy H SP4 whereby a House in Multiple Occupation (HMO) should not adversely affect the character of the area, particularly when in a Conservation Area and affecting the setting of a Listed Building, including eroding the balance between different types of housing. Members felt that the Mead Court development was built as terraced townhouses and their use should remain as intended.</p> <p>The loss of the existing integral garage further exacerbates a lack of parking provision associated with an 8-bedroom HMO and is in further contravention of Policy H SP4 in that the proposal is deemed to contribute to the generation of excessive parking demands or traffic in an area. This will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan.</p> |
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| <p><b>BR/155/19/PL</b><br/>1-6 The Mews<br/>Mead Lane<br/>Bognor Regis<br/>PO22 8AL</p>  | <p>Replace 27 No. rotten wooden windows with PVCu double glazed windows on north, south, east &amp; west elevations. This application affects the character &amp; appearance of the Upper Bognor Road &amp; Mead Lane Conservation Area &amp; may affect the setting of a listed building</p> | <p><b>NO OBJECTION</b></p> |
| <p><b>BR/161/19/A</b><br/>4 London Road<br/>Bognor Regis<br/>PO21 1PY</p>                | <p>1 No. internally illuminated fascia sign &amp; 1 No. internally illuminated hanging sign on front elevation</p>  | <p><b>NO OBJECTION</b></p> |
| <p><b>BR/160/19/PL</b><br/>Flat 1a<br/>1 Queens Square<br/>Bognor Regis<br/>PO21 1SA</p> | <p>Change of use from house in multiple occupation (C4 House in Multiple Occupation) to 4 No. self-contained flats (C3 Dwelling houses)</p>   | <p><b>NO OBJECTION</b></p> |
| <p><b>BR/139/19/HH</b><br/>6 Glenway<br/>Bognor Regis<br/>PO22 8BU</p>                   | <p>First floor side extension</p>   | <p><b>NO OBJECTION</b></p> |
| <p><b>BR/148/19/HH</b><br/>25 Ash Grove<br/>Bognor Regis<br/>PO22 9JT</p>                | <p>Single storey rear extension</p>   | <p><b>NO OBJECTION</b></p> |
| <p><b>BR/158/19/PL</b><br/>Flat 1<br/>4 Nelson Road<br/>Bognor Regis<br/>PO21 2RY</p>    | <p>Proposed front extension</p>   | <p><b>NO OBJECTION</b></p> |



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| <p><b>BR/166/19/HH</b><br/>23 Pinewood Gardens<br/>Bognor Regis<br/>PO21 2XB</p>                      | <p>Single storey side extension and relocated highway access with new dropped kerb and vehicle crossover</p>   | <p><b>NO OBJECTION</b> Whilst Members have no objection to planning application BR/166/19/HH, the Committee highlighted the importance that surface water drainage be designed in accordance with building regulations.</p>   |
| <p><b>BR/138/19/HH</b><br/>38 Hook Lane<br/>Bognor Regis<br/>PO22 8AX</p>                             | <p>Single storey side extension, porch to front, conversion of garage to habitable use to include alterations to roof, front, side and rear elevations</p> | <p><b>NO OBJECTION</b></p>  |
| <p><b>BR/145/19/PL</b><br/>9-11 Abbeyfield<br/>Richmond Avenue<br/>Bognor Regis<br/>PO21 2YE</p>      | <p>Conversion of existing vacant residential care home into 8 No. flats</p>  | <p><b>NO OBJECTION</b> Whilst Members have no objection to planning application BR/145/19/PL there was uncertainty about how achievable 2 No. parking spaces proposed at the front of the property would be, with no reference being made regarding dropped kerbs for vehicular access.</p> |
| <p><b>BR/169/19/CLE</b><br/>5 Annandale Avenue<br/>Bognor Regis<br/>PO21 2ES</p>                      | <p>Lawful development certificate for use as existing HMO</p>  | <p><b>NO OBJECTION</b></p>  |
| <p><b>BR/102/19/PL</b><br/>4 Burnham Avenue<br/>Bognor Regis<br/>PO21 2LB</p>                         | <p>Change of use from a house in multiple occupation to single dwelling</p>  | <p><b>NO OBJECTION</b></p>  |
| <p><b>BR/314/18/PL</b> RE-ADVERTISED<br/>Abbots Lawn<br/>Sylvan Way<br/>Bognor Regis<br/>PO21 2RS</p> | <p>Front 1<sup>st</sup> floor extension over residents lounge to provide 4 No. bedrooms &amp; link extension. Amended plans and elevations</p>             | <p><b>NO OBJECTION</b></p>  |

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| <p><b>BR/125/19/PL</b><br/>         1-2 The Parade<br/>         Argyle Road<br/>         Bognor Regis<br/>         PO21 1DT</p> | <p>Side &amp; extension to existing mixed use building to provide additional retail space at ground level, 1 No. first floor studio flat &amp; 2 No. studio flats to new roof extension</p> | <p><b>OBJECTION</b> Members object to planning application BR/125/19/PL on the grounds that it is a departure from the Arun Local Plan Policy D DM4 whereby any extension or alteration does not have an adverse overshadowing, overlooking or overbearing effect on neighbouring properties. The proposal to increase the existing building by another storey, and to extend the footprint to the southern boundary wall, will adversely affect the neighbouring property and the gardens of those located at the rear.</p> <p>The side extension will also see the loss of two off-street parking spaces with the proposal unlikely to meet the needs of future occupiers of the proposed 3 No. studio flats. This will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan. It would appear that the plans do not include a proposal for cycle storage.</p> |
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