



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

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Dear Sir/Madam,

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

I hereby give you Notice that a Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **4pm on TUESDAY 9<sup>th</sup> JANUARY 2024**.

All Members of the Planning and Licensing Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee). Any written question received by 9am on Tuesday 9<sup>th</sup> January from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

**PLEASE NOTE START TIME**

**DATED this 2<sup>nd</sup> day of JANUARY 2024**

**CLERK TO THE COUNCIL**

## **AGENDA AND BUSINESS**

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.  
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 leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest or Other Registrable 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
4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 19<sup>th</sup> December 2023
  5. Adjournment for public question time and statements
  6. To consider Planning Applications on Lists dated 15<sup>th</sup> and 22<sup>nd</sup> December 2023
  7. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
  8. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Premises Licence 119149: Premier Inn (proposed) at junction of Belmont Street/Clarence Road/The Esplanade, Bognor Regis, PO21 1LD
  9. To consider any comments in response to ADC's Design Guide Update 2023 Supplementary Planning Document – Min. 128 refers
  10. To receive details of a planning training event being hosted by Angmering Parish Council on 24<sup>th</sup> January 2024 and to consider any attendance
  11. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED**



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

### **HELD ON TUESDAY 19<sup>th</sup> DECEMBER 2023**

**PRESENT:** Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, S. Goodheart, Miss. C. Needs, P. Ralph, B. Waterhouse and Mrs. G. Yeates

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

*The Meeting opened at 4.07pm*

#### **120. 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.

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

No apologies had been received from Cllr. Woodall and could not therefore be approved.

#### **122. 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.

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

**123. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 5<sup>th</sup> DECEMBER 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 5<sup>th</sup> December 2023 as an accurate record of the proceedings and the Chair signed them.

**124. 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.

**125. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 1<sup>st</sup> AND 8<sup>th</sup> DECEMBER 2023**

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

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

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

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

There were no Pavement Licence application representations to be ratified.

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

There were no Premises Licence applications to be considered.

**128. TO RECEIVE DETAILS OF ADC'S DESIGN GUIDE UPDATE 2023 SUPPLEMENTARY PLANNING DOCUMENT, AND TO NOTE THAT MEMBERS WILL BE INVITED TO CONSIDER ANY COMMENTS IN RESPONSE TO THE LOCAL REQUIREMENTS WITHIN THE LISTS AT THE COMMITTEE MEETING TO BE HELD ON 9<sup>th</sup> JANUARY 2024**

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

Members **NOTED** that that they will be invited to consider any comments in response to ADC's updates to Chapter F of the Design Guide SPD, needed to reflect new guidance on design standards for cycling infrastructure and the requirements for highway and junction design, at the Committee Meeting to be held on 9<sup>th</sup> January 2024.

**129. CONSIDERATION OF RESPONSES TO THE PUBLIC CONSULTATION EXERCISES IN RELATION TO A BENCH LOCATED ON HIGH STREET, BOGNOR REGIS, AND TO AGREE WHETHER TO SUPPORT ITS RELOCATION TO YORK ROAD**

The Assistant Clerk's report, and the related appendix providing the outcomes of the public consultation exercises, was **NOTED**.

Having considered the responses to the public consultation, Members **AGREED** to **SUPPORT** the relocation of the bench located on High Street to replace two benches currently sited on York Road. It was suggested that, if suitable for use, the benches in York Road could be moved to Waterloo Square.

**130. CORRESPONDENCE**

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

*The Meeting closed at 5.08pm*

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 19<sup>th</sup> DECEMBER 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 1<sup>st</sup> AND 8<sup>th</sup> DECEMBER 2023)**

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

<p><a href="#"><u>BR/251/23/HH</u></a> <a href="#"><u>13 Parklands Avenue</u></a> Bognor Regis PO21 2BA</p>	<p>Single storey side extension.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/264/23/T</u></a> <a href="#"><u>246 Hawthorn Road</u></a> Bognor Regis PO21 2UP</p>	<p>Reduce 3 No. Poplars trees (T1, 2 and 3) of equal size along West boundary by 5-6m in height leaving the trees at 10m, remove any dead stems, remove 1 No. low large West facing bough from centre tree (T2), reduce 1 No. stem from Poplar tree located in Southwest corner by 4-5m leaving the tree at 10m (T4).</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/262/23/PL</u></a> <a href="#"><u>Sea House</u></a> 2 Marine Parade Bognor Regis PO21 2LT</p>	<p>Internal alterations, replacement of rear polycarbonate sheet roof to conservatory with a glazed roof, replacement of an existing flat roof window to front flat roof and formation of new access gate to front garden wall. (This application may affect the character and appearance of the Bognor Regis conservation area).</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/263/23/L</u></a> <a href="#"><u>Sea House</u></a> 2 Marine Parade Bognor Regis PO21 2LT</p>	<p>Internal alterations, replacement of rear Polycarbonate sheet roof to conservatory with a glazed roof, replacement of an existing flat roof window to front flat roof and formation of new access gate to front garden wall.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/269/23/S73</u></a> <a href="#"><u>Butlin's</u></a> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Variation of condition 9 imposed under BR/161/23/PL relating to extension of hours of operation on Monday to Thursdays to 23:00 for amplified or live music and 23:30 for buildings use and egress.</p>	<p><b>NO OBJECTION</b></p>

<p><a href="#"><u>BR/261/23/HH</u></a>  <a href="#"><u>Brodick</u></a>  1 Castle Close  Bognor Regis  PO21 2FG</p>	<p>Construction of a 2m garden wall with sliding gate access.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/268/23/PL</u></a>  <a href="#"><u>9-11 Station Road</u></a>  Bognor Regis  PO21 1QD</p>	<p>Demolition to part of ground floor, extension to 9-11 Station Road on to provide 20 No. bed and breakfast accommodation (resubmission following BR/70/23/PL). This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION</b></p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 9<sup>th</sup> JANUARY 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 15<sup>th</sup>, AND 22<sup>nd</sup> DECEMBER 2023)**

*Please Note: there were no planning applications for Bognor Regis on list dated 22<sup>nd</sup> December 2023. Furthermore, there was no planning list dated 29<sup>th</sup> December 2023.*

<p><a href="#"><u>BR/256/23/PL</u></a> <a href="#"><u>10 Longford Road</u></a> Bognor Regis PO21 1AQ</p>	<p>Change of use from purposes falling within dwellinghouse (Class C3) to 9-unit HMO (Sui Generis).</p>	<p><i>COMMENT BY 14-JAN-2024</i></p>
<p><a href="#"><u>BR/273/23/T</u></a> <a href="#"><u>Sycamore</u></a> Sabey Court Albert Road Bognor Regis PO21 1LU</p>	<p>Height reduction by 2m, from 16m to 14m, 1m radial reduction on North, South and West aspect from 6m to 5m and 1.5m reduction on East side, from 6m to 4.5m to T1 No Lime tree and 2m height reduction from 15m to 13m and 1.5m radial reduction on West side from 6m to 4.5m to T2 – Sycamore.</p>	<p><i>COMMENT BY 14-JAN-2024</i></p>
<p><a href="#"><u>BR/274/23/T</u></a> <a href="#"><u>Danehurst</u></a> Sylvan Way Bognor Regis PO21 2LR</p>	<p>2 No. Pines (T1 &amp; T2) crown reduction to leave spreads of 9m and crown lifts to 5.5m over the highway.</p>	<p><i>COMMENT BY 14-JAN-2024</i></p>
<p><a href="#"><u>FP/201/23/PL</u></a> <a href="#"><u>Rabbit Island</u></a> Rear of 84 Brooks Lane Bognor Regis PO22 8DN</p>	<p>Erection of an agricultural storage barn (revised application further to permission granted under FP/106/23/AG). This application is in CIL Zone 5 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 14-JAN-2024</i></p>



## LICENSING ACT 2003

Application has been made by Whitbread Group Plc to the Licensing Authority of Arun District Council for a Premises Licence for the Premier Inn (Proposed) at Junction of Belmont Street/Clarence Road/The Esplanade, Bognor Regis. PO21 1LD. The application includes the following terms:-

1. To enable the sale of alcohol between 10:00 and 00:30 hours seven days a week to non resident for consumption on and off the premises and 24 hours a day seven days a week for residents.
2. To enable the sale of alcohol for extended hours at Bank Holidays and on other limited days as specified in the application.
3. To enable Regulated Entertainment (as specified in the application) to be provided when the Premises are open for the sale of alcohol.
4. To enable the provision of late night refreshment.

Full details of the Application can be viewed at the offices of the Licensing Authority at Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF

A responsible authority or any other person can make written representations to the Licensing Authority at any time up to and including 15<sup>th</sup> January 2024 ([www.arun.gov.uk](http://www.arun.gov.uk))

It is an offence for anyone knowingly or recklessly to make a false statement in connection with a Licence Application. The maximum fine on summary conviction is unlimited.

Dated this: 18<sup>th</sup> December 2023

John Gaunt & Partners, Solicitors

**AGENDA ITEM 9**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
9<sup>th</sup> JANUARY 2024**

**AGENDA ITEM 9 - TO CONSIDER ANY COMMENTS IN RESPONSE TO  
ADC'S DESIGN GUIDE UPDATE 2023 SUPPLEMENTARY PLANNING  
DOCUMENT – MIN. 128 REFERS**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

As reported to Members at the last meeting, the Arun District Design Guide Supplementary Planning Document (SPD) was adopted in January 2021. Since then, there has been an update of the Highway Code, which has triggered an update to the Design Guide SPD.

This is a targeted update to Chapter F of the Design Guide SPD needed to reflect new guidance on design standards for cycling infrastructure and the requirements for highway and junction design. Therefore, the contents of the update are limited to the proposed new sub chapters F.02, F.03, and F.04 only but for completeness the whole Guide is also available.

The document can be viewed throughout the consultation period online (on Arun District Council's consultation portal using the event link below), or at Arun Civic Centre and Bognor Regis Town Hall and is also available at the libraries within Arun District and on the Council's website [Supplementary planning information | Arun District Council](#).

Respondents are encouraged to use the Council's consultation portal as the most efficient and accurate way to capture their representation: using the event link below. Alternatively, written responses can be submitted using a response form (please ask for a response form) to [localplan@arun.gov.uk](mailto:localplan@arun.gov.uk). The consultation is open to representations **until 5pm on 12 January 2024**.

This information was emailed to all Members of the Town Council's Planning and Licensing Committee and at the meeting held on 19<sup>th</sup> December 2023 it was noted that they would be invited to consider any comments in response to the updates to Chapter F of ADC's Design Guide SPD, at the Committee Meeting to be held on 9<sup>th</sup> January 2024 (Min. 128 refers).

**DECISION**

Members are asked to **AGREE** any comments to be submitted in response to ADC's updates to Chapter F of the Design Guide SPD, needed to reflect new guidance on design standards for cycling infrastructure and the requirements for highway and junction design.

**AGENDA ITEM 11**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
9<sup>th</sup> JANUARY 2024**

**AGENDA ITEM 11 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. Rampion 2 Offshore Wind Farm Case Team, National Infrastructure Planning - Notification of a letter from the Examining Authority that has been published on the National Infrastructure Planning website, inviting Interested Parties to the Preliminary Meeting for the Rampion 2 Offshore Wind Farm Extension Development (the 'Rule 6' letter) which will be held on Tuesday 6 February 2024 at 10:00 at the DoubleTree by Hilton Brighton Metropole. This event will also be held virtually via Microsoft Teams. The letter includes an agenda for the meeting, a draft Examination Timetable and other important matters. Circulated to all Committee Members.
2. WSCC - Notification that The Definitive Map and Statement for Chichester was updated by way of Legal Event Order on 11 July 2022, as part of a wider project to update the entire Definitive Map and Statement for West Sussex, which comprises 14 different map areas.
3. ADC - Draft Rampion 2 Local Impact Report. Circulated to Committee Members.
4. WSCC - Highways, Transport and Planning - December Edition.
5. CPRE - Some important dates for your 2024 diary.
6. WSCC - Public Notice that Lidsey Road, between junction with Hook Lane and junction with Woodgate Road, will be temporarily closed on 13<sup>th</sup> January 2024 for up to 5 days (it is estimated to be completed on 15<sup>th</sup> January 2024) and is required for the safety of the public and workforce while Network Rail Infrastructure Ltd undertakes track renewal. The restriction will be in place 24hrs, and access will not be maintained during works. An alternative route will be signed on site but please visit <https://one.network/?tm=134386636> for more details. For information regarding this closure please contact Centurion Traffic Management on behalf of Network Rail Infrastructure Ltd on 01132 775360 who will be able to assist with scope of these works.
7. WSCC - Public Notice that Rowan Way, between Retail Park and junction with Ash Grove, will be temporarily closed on 15<sup>th</sup> January 2024 for up to 5 days (it is estimated to be completed on 16<sup>th</sup> January 2024) and is required for the safety of the public and workforce while West Sussex County Council undertakes an overnight road closure, required to allow Balfour Beatty to undertake carriageway patching. The restriction will be in place overnight only from 20:00 until 06:00. An alternative route will be signed on site but please visit <https://one.network/?tm=136529976> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact West Sussex County Council on 01243 642105 who will be able to assist with scope of these works.

8. WSCC - Public Notice that Lennox Street, between Belmont Street and The Esplanade, will be temporarily closed on 18<sup>th</sup> January 2024 for up to 5 days (it is estimated to be completed on 19<sup>th</sup> January 2024) and is required for the safety of the public and workforce while BT undertakes a daytime road closure for carriageway repair works. The restriction will be in place daytime only from 08:00 until 18:00. An alternative route will be signed on site but please visit <https://one.network/?tm=136004494> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Kelly Traffic Mngt on behalf of BT on 02476 642812 who will be able to assist with scope of these works.
9. WSCC - Public Notice that Lidsey Road, between the Woodgate Level Crossing and Lee's Yard, will be temporarily closed on 20<sup>th</sup> January 2024 for up to 5 days (it is estimated to be completed on 21<sup>st</sup> January 2024) and is required for the safety of the public and workforce while Landbuild undertakes a Road Closure for the removal of temporary carriageway markings. The restriction will be in place daytime only from 08:00 until 18:00. An alternative route will be signed on site but please visit <https://one.network/?tm=135346749> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Landbuild on 07884 495802 who will be able to assist with scope of these works.