



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 23rd APRIL 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 23rd April 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 15th day of APRIL 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 2nd April 2024
 5. Adjournment for public question time and statements
 6. To consider Planning Applications on Lists dated 29th March, 5th and 12th April 2024
 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
 9. To consider and agree any response to ADC's Arun Local Plan 2023 - 2041 Direction of Travel Document Issues and Options Regulation 18 Consultation
 10. 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 2nd APRIL 2024

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 4.01pm

175. 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.

The Assistant Clerk informed those present that the Fire Assembly Point had been relocated to the front of the Town Hall, by the War Memorial.

176. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. Woodall with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

177. 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

178. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 12th MARCH 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 12th March 2024 as an accurate record of the proceedings and the Chair signed them.

179. 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.

180. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

181. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 8th, 15th AND 22nd MARCH 2024

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

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

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

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

The following decision was **RATIFIED**:

- Licence Application Number: 119495 in relation to Litte Piggies Café, 39 Bedford Street, Bognor Regis, PO21 1SH - Members **AGREED** to offer **NO OBJECTION** to the application to place 5 tables and 10 chairs directly outside the premises.

183. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

183.1 Licensing Act 2003

Premises: Promocja Market, 3 Richmond Road, Bognor Regis, PO21 1BU

Licence Number: 119485

The Committee noted the application received for a Premises Licence including: - Supply of alcohol for consumption off the premises Monday to Saturday between 08:00 and 23:00 and Sunday between 09:00 and 22:00.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted for the reasons outlined in the application, subject to satisfactorily meeting the Licensing Objectives.

183.2 Licensing Act 2003

Premises: Nando's, Unit G, Arun Retail Park, Shripney Road, Bognor Regis, PO22 9NF

Licence Number: 119480

The Committee noted the application for a Premises Licence including: - The sale of alcohol for consumption on and off the premises Monday to Sunday between 11:00 and 00:00, and the provision of late-night refreshment between 23:00 and 00:00 Monday to Sunday.

Whilst **NOTING** that the application was for a premises located in the parish of Bersted, although on the border with Bognor Regis, Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted for the reasons outlined in the application, subject to satisfactorily meeting the Licensing Objectives.

184. TO RECEIVE AN UPDATE IN RELATION TO ADC'S REVIEW OF THE PLANNING LOCAL VALIDATION REQUIREMENTS LIST AND TO CONSIDER SUBMITTING ANY FURTHER COMMENTS IN RESPONSE TO THE CONSULTATION BY 8th APRIL 2024

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

Having reviewed the revised lists, previously circulated by email, Members **AGREED** to submit **NO COMMENT** in response to ADC's second round of consultation in relation to Planning Local Validation Requirements Lists.

185. CORRESPONDENCE

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

The Meeting closed at 4.32pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 2nd APRIL 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 8th, 15th AND 22nd MARCH 2024)**

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

<p>BR/34/24/HH 113 Marshall Avenue Bognor Regis PO21 2TH</p>	<p>Demolition of existing canopy, construction of single storey extension to rear of house.</p>	<p>NO OBJECTION</p>
<p>BR/32/24/PL The Regis School Westloats Lane Bognor Regis PO21 5LH</p>	<p><i>Construction of a new entrance and office extension. This application is in CIL zone 4 (zero rated) as other development.</i></p>	<p>NO OBJECTION</p>
<p>BR/40/24/PO 22 Crescent Road Bognor Regis PO21 1QG</p>	<p>Application to remove paragraph 1 of Schedule 2 on the Section 52 Agreement dated 22/2/1988 linked to BR/520/87 that obligates that no person of less than state pensionable age is to occupy the property.</p>	<p>NO OBJECTION</p>
<p>BR/41/24/CLE Branscombe 6 Ellasdale Road Bognor Regis PO21 2SG</p>	<p>Lawful development certificate for an existing use as a HMO comprising 7no bedsits.</p>	<p>NO OBJECTION</p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
 PLANNING AND LICENSING COMMITTEE TO BE HELD ON 23rd APRIL 2024
 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 29th MARCH, 5th AND 12nd APRIL 2024)**

Please Note: there were no planning applications for Bognor Regis on List dated 29th March 2024. Furthermore, owing to an amendment in the description of works, planning application BR/46/24/HH, which was the only application for Bognor Regis featured on List dated 5th April 2024, was subsequently re-advertised the following week.

<p><u>BR/46/24/HH</u> (re-advertised) 45 Mead Lane Bognor Regis PO21 2TH</p>	<p>Rear dormer extension and alterations to fenestrations at rear. (This application may affect the character and appearance of the Upper Bognor Road & Mead Land Conservation Area).</p>	<p><i>COMMENT BY 10-MAY-24</i></p>
<p><u>BR/50/24/PL</u> Hook House 51 Hook Lane Bognor Regis PO22 8AR</p>	<p>Change of use from a 4-bedroom dwelling to a 6-bedroom student HMO (resubmission following BR/180/23/PL). This site is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 10-MAY-24</i></p>

BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
23rd APRIL 2024

**AGENDA ITEM 9 - TO CONSIDER AND AGREE ANY RESPONSE TO ADC'S
ARUN LOCAL PLAN 2023 - 2041 DIRECTION OF TRAVEL DOCUMENT
ISSUES AND OPTIONS REGULATION 18 CONSULTATION**

REPORT BY ASSISTANT CLERK

FOR DECISION

Arun District Council is consulting on the Direction of Travel Document for updating the Local Plan 2023 – 2041. The consultation runs **until 5pm on 13th May 2024**.

The Direction of Travel document (is a Regulation 18 Issues & Options consultation) which is being published as a first stage of engagement with Arun residents, seeking views and suggestions on how Arun should grow and develop in the future.

This consultation identifies the issues and challenges facing the district and the options that could help address them. For example, ADC are asking about how best to balance the delivery of growth and regeneration across the district to meet Arun's future needs whilst at the same time protecting the things most valued about Arun.

Further information about the consultation, including ways in which to respond, can be found on ADC's website or by clicking on the link below: -

[Arun Local Plan 2023 - 2041 Direction of Travel Document Issues and Options Regulation 18 Consultation - Details - Keyplan \(objective.co.uk\)](https://www.objective.co.uk/consultation/18-consultation)

This information was emailed to Members of the Town Council's Planning and Licensing Committee on 8th April 2024, to enable time for the consultation documents to be considered ahead of the meeting at which any action will be agreed.

DECISION

Members are invited to **AGREE** any comments, as a Committee, to be submitted to ADC in response to the Arun Local Plan 2023 - 2041 Direction of Travel Document Issues and Options Regulation 18 Consultation.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
23rd APRIL 2024**

AGENDA ITEM 10 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. WSCC – Public Notice that the A259 Littlehampton Bypass, will be temporarily closed to all traffic commencing on 28th March 2024 for up to 5 days (it is estimated to be completed on 29th March 2024) and is required for the safety of the public and workforce while West Sussex County Council undertakes an overnight road closure between Bridge Road Roundabout and Wick Roundabout for line maintenance and re-studding works. The restriction will be in place overnight only from 20:00 until 05:00. An alternative route will be signed on site, with access maintained for emergency services, residents and pedestrians.
2. ADC – Notification that an appeal has been made to the Secretary of State against the decision of ADC to refuse planning permission in relation to planning application BR/168/23/PL (Rose Cottage, Shripney Road, Bognor Regis, PO22 9LN).
3. CPRE Sussex – Newsletter, March 2024.
4. WSCC – Public Notice that the use of Hawthorn Road, Bognor Regis, from junction with Chichester Road to Essex Road is temporarily prohibited from 3rd April 2024. The restriction will be in place 24hrs. This emergency closure is necessary to allow Southern Water to attend a sinkhole, excavation and repair required. It is anticipated the works will be completed by 19th April 2024. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This notice will be effective for a maximum of 21 days from the date given above. Any queries about the effect of the closure on traffic using the highway please contact the West Sussex Contact Centre on 01243 642105.
5. Rampion 2 Case Team - Notification of a Compulsory Acquisition Hearing which will be held on 21 May 2024, 09:30, at Leonardo Royal Hotel, Brighton Waterfront, in relation to application by Rampion Extension Development Limited for an Order Granting Development Consent for the Rampion 2 Offshore Wind Farm Project.