



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: bognortc@bognorregis.gov.uk

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 19th SEPTEMBER 2023.**

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 19th September 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 11th day of SEPTEMBER 2023

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chair's Announcements
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 29th August 2023
 5. Adjournment for public question time and statements
 6. To consider Planning Applications on Lists dated 25th August, 1st and 8th September 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 118635: Home Bargains, Unit 2-3, Bognor Regis Business Park, Bognor Regis, PO22 9TR, and Premises Licence 118678: Pamporovo Mini Market Limited, 25 Station Road, Bognor Regis, West Sussex, PO21 1QD
 9. To further consider and agree any additional response to the Govia Thameslink Railway Public Consultation in relation to proposals to change Southern services on the West Coastway from 2024
 10. To consider the appointment of a Representative to the Network for Neighbourhood Planning, referred from the Council Meeting held on 4th September 2023 - Min. 85 refers
 11. Correspondence

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



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Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 29th AUGUST 2023

PRESENT:

Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett,
Miss. C. Needs, P. Ralph and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. J. Davis (Assistant Clerk)

The Meeting opened at 4.04pm

53. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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.

Apologies for absence were received from Cllr. B. Waterhouse, owing to childcare issues, and Cllr. P. Woodall, who was working.

Apologies for absence were also received from Cllr. S. Goodheart with the Assistant Clerk recommending that the reason given was acceptable. These absences were **APPROVED** by Members.

54. 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

55. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8th AUGUST 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 8th August 2023 as an accurate record of the proceedings and the Chairman signed them.

56. 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.

57. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 4th, 11th AND 18th AUGUST 2023

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

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

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

58. 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.

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

There were no Premises Licence applications to be considered.

60. TO DISCUSS ROAD SAFETY CONCERNS AND AGREE ANY NEXT STEPS – REFERRED FROM COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE (MIN. 19 REFERS)

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

Following a recent meeting with the Area Highway Manager (Arun & Chichester) and the Highway Operations Manager, from West Sussex County Council, the Assistant Clerk gave a verbal report to Members in relation to feedback received when discussing road safety concerns, as had been highlighted at the Community Engagement and Environment Committee Meeting held on 7th August 2023 (Min. 19 refers).

Both Managers from WSCC were aware of the concerns relating to Linden Road, and of the petition, and had met with the Ward County Councillor, Frances Oppler, to discuss the matter. When receiving requests for traffic calming measures to be implemented, consideration must be given to the consequences of doing so. As an example, it was explained that if a road, such as Linden Road, were to become one-way then this would result in increased traffic movements in adjoining roads, such as Victoria Drive, simply pushing parking and traffic issues elsewhere. It was also confirmed that when assessing road safety, WSCC look at data in relation to injuries or accidents rather than damage sustained to vehicles, such as the loss of a wing mirror. Finally, WSCC Highways advised that they are actively looking at engagement and would be extending an invitation to parish councils, in the coming months, for a representative to attend an engagement meeting at their Drayton depot.

Members discussed the feedback from WSCC and there were mixed views amongst those present about implementing traffic calming measures on residential roads in the Town. Community Speedwatch groups were considered but it was suggested that it should first be established as to how much interest and uptake there would be in the community for volunteers. In response to the suggestion, as detailed in the report, that the Town Council set up a Road Safety Panel or Working Group to address road safety concerns, it was pointed out that members of the public were welcome to attend Planning and Licensing Committee Meetings, held every 3 weeks, to address Members with their concerns.

It was **AGREED** to take the following action: -

- 60.1** To promote the Community Speedwatch scheme in the Town Council's monthly e-bulletin, weekly Bognor Regis Observer column, website and social media platforms, and at the Councillor Drop-In Surgery to be held on 26th September, inviting anyone interested in becoming a volunteer to contact the Town Council.

- 60.2** To include road safety as a topic for conversation when promoting the next Online Community Open Forum, anticipated to be held in October 2023, and to invite Nick Gibb MP and a representative from WSCC Highways to participate in the online meeting.
- 60.3** To receive a report at the Planning and Licensing Committee Meeting to be held on 31st October 2023, with feedback to include the level of interest shown for the Community Speedwatch scheme, and a summary of discussions and outcomes from the next Online Community Open Forum about road safety concerns. Members will then be invited to further consider any next steps, such as setting up a Road Safety Panel or Working Group.

61. CORRESPONDENCE

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

Additional correspondence included: -

- 61.1** ADC – Notification that planning application BR/142/23/PL (Regis Centre and adjoining land, Belmont Street, Bognor Regis, PO21 1BL) is expected to be determined by ADC's Planning Committee on 6th September 2023.

The Meeting closed at 5.08pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 29th AUGUST 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 4th, 11th AND 18th AUGUST 2023)**

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

<p><u>BR/168/23/PL</u> <u>Rose Cottage</u> Shripney Road Bognor Regis PO22 9LN</p>	<p>Change of use of the existing dwelling and annexe to HMO</p>	<p>OBJECTION</p> <p>There are concerns for the safety of future residents of the proposed rooms in the annexe, in the event of an emergency evacuation. Two of the bedrooms are located towards the back with the only door situated at the front of the annexe. The kitchen lies between these two areas which has the potential to be a serious hazard.</p> <p>The proposal would result in an overdevelopment of the site and a cramped appearance adversely affecting the character and appearance of the area, detracting from the pattern of development in the area. It would also result in an unacceptable and detrimental impact on the amenities of the future occupiers through insufficient provision of private residential amenity space and overlooking to that space from the existing property, contrary to policies D SP1 and D DM1 of the ALP, the Arun Design Guide and paragraph 130 of the NPPF.</p>
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		<p>The development does not include sufficient residential parking provision to meet the needs of future occupiers in accordance with the residential parking standards in use at the time and this 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. No evidence has been provided to demonstrate whether or not there is existing spare parking capacity in the surrounding area. The proposal is therefore in conflict with Arun Local Plan policies H SP4, QE SP1, T SP1, ADC's Parking Standards supplementary planning document (January 2020) and the NPPF. Nor does the development include sufficient cycle storage provision in accordance with Principle 6 requirements of the residential parking standards document.</p>
<p><u>BR/172/23/CLE</u> <u>3 Gloucester Road</u> Bognor Regis PO21 1NU</p>	<p>Lawful development for existing use as a dwelling house</p>	<p>NO OBJECTION</p>
<p><u>BR/166/23/PL</u> <u>Flat 1</u> 4 Nelson Road Bognor Regis PO21 2RY</p>	<p>Retention of front extension with change in front window and roofline only from approved BR/158/19/PL. This application is in CIL Zone 4 (Zero Rated)</p>	<p>NO OBJECTION</p>

<p><u>BR/173/23/HH</u> <u>99 Hook Lane</u> Bognor Regis PO22 8AT</p>	<p>Proposed single storey extension to rear of existing detached bungalow</p>	<p>OBJECTION Members were concerned at how close the development appears to be in relation to the boundary line on the east and south elevations, in regard to the proximity of the sub-station and access to maintain the outside of the property. The proposal is in conflict with Arun Local Plan policy D DM4 which requires that extensions and alterations do not come within one metre of the side boundary.</p>
<p><u>BR/177/23/HH</u> <u>51 Orchard Way</u> Bognor Regis PO22 9HH</p>	<p>Rear and side extensions</p>	<p>NO OBJECTION</p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 19th SEPTEMBER 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 25th AUGUST, 1st AND 8th SEPTEMBER 2023)**

<p><u>BR/83/23/PL</u> The Regis Car Park Belmont Street Bognor Regis PO21 1LE</p>	<p>Demolition of former fire station, and construction of a 5-storey, 116-bedroom hotel with ancillary restaurant and all associated works. This application affects the setting of a Listed Building and is in CIL Zone 4 (zero rated) as other development. RE-ADVERTISED Amended Building Design & noise survey; additional demolition plan and drainage, daylight and parking reports</p>	<p><i>Comment by 21-SEP-23</i></p>
<p><u>BR/170/23/T</u> Abbots Lawn Sylvan Way Bognor Regis PO21 2RS</p>	<p>1 No. Lime tree (T1) - Crown lift to 3.5m-4m above ground level</p>	<p><i>Comment by 28-SEP-23</i></p>
<p><u>BR/186/23/PL</u> 1 Somerset Gardens Bognor Regis PO21 2AA</p>	<p>Retention of 7 bed HMO. This application is in CIL Zone 4 and is CIL Liable as new dwellings</p>	<p><i>Comment by 28-SEP-23</i></p>
<p><u>BR/195/23/HH</u> 1 Westway Bognor Regis PO22 8DA</p>	<p>First floor rear extension</p>	<p><i>Comment by 28-SEP-23</i></p>
<p><u>FP/122/23/PL</u> Rabbit Island Rear of 84 Brooks Lane Bognor Regis PO22 8DN</p>	<p>Erection of an agricultural storage barn (revised application further to FP/91/23/AG). This application is in CIL Zone 5 (zero rated) as other development, and is a dual Parish application Bognor Regis Town Council</p>	<p><i>Comment by 28-SEP-23</i></p>

<u>BR/190/23/A</u> 42-44 London Road Bognor Regis PO21 1PY	Proposed internally illuminated fascia sign and internally illuminated projecting sign to replace existing sign	<i>Comment by 05-OCT-23</i>
<u>BR/192/23/A</u> Oldlands Farm Newlands Road Bognor Regis PO22 9FJ	Installation of 1 No. non-illuminated wordmark sign on three elevations of the warehouse (north, east and west) together with 10 No. non-illuminated signage on the western elevation, along with the installation of non-illuminated signs across the site	<i>Comment by 05-OCT-23</i>

LICENSING ACT 2003 NOTICE OF APPLICATION FOR A PREMISES LICENCE UNDER SECTION 17

Notice is hereby given that on the 24th August 2023, T.J Morris Limited applied to Arun District Council for a Premises Licence in respect of premises Home Bargains, Unit 2-3, Bognor Regis Business Park, Bognor Regis, PO22 9TR.

The proposed licensable activities are ;-

1. The supply of alcohol on Mondays to Sundays between the hours of 00.00 to 24.00.

Any representations by a responsible authority or any other person regarding this application must be received in writing by;- Licensing Authority, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF or by email to licensing@arun.gov.uk no later than the 21st September 2023 stating the grounds for representations.

The register of Arun District Council and the record of the application may be inspected at the above office address or online at <https://www.arun.gov.uk/licensing/>

It is an offence knowingly or recklessly to make a false statement in connection with an application. The fine for which a person is liable on summary conviction for the offence is unlimited.



Licensing Act 2003 – Notice

Reference Number: 118678

**Mr Daniel Atanasov Buliev of
Pamporovo Mini Market Limited
25 Station Road
Bognor Regis
West Sussex
PO21 1QD**

has made an application for a Premises Licence under
the Licensing Act 2003

Proposed licensable activities are as follows:

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

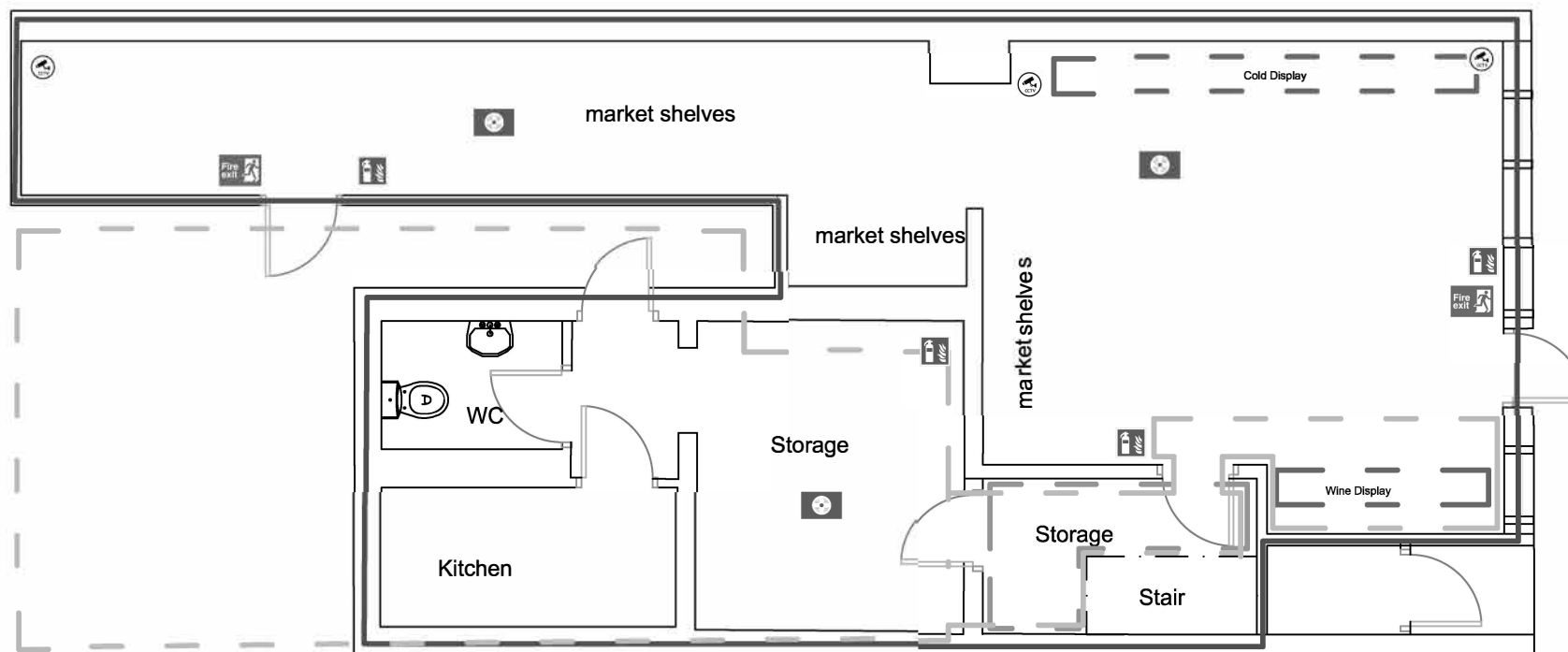
The application is open to representation from interested parties and
responsible authorities between 06-09-2023 and 04-10-2023

All representations should be made in writing and sent to:
Licensing Team, Environmental Health,
Arun District Council, Arun Civic Centre, Maltravers Road,
Littlehampton, West Sussex BN17 5LF

or emailed to licensing@arun.gov.uk

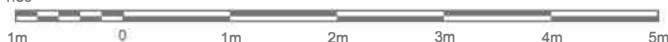
Relevant representations will be shared in full with the applicant for
consideration as well as being provided for consideration at a public
hearing where necessary

It is an offence to knowingly or recklessly make a false statement in
connection with an application and the maximum fine for this offence
is £5,000



Proposed Ground Floor Plan

1:50



NOT FOR CONSTRUCTION

84 HAYES LANE, BROMLEY BR29EE T:0208460 06 06 M: 07786 308 409 E-Mail : licence@eurosafetyinternational.co.uk www.eurosafetyinternational.co.uk	CLIENT Pamporovo	PROJECT Premises Licence	PROJECT NO.	DATE 15/08/2023	DRAWN BY ESI	DESCRIPTION Proposed Floor Plan	CLIENT ADDRESS 25 Station Rd, Bognor Regis PO21 1QD	SCALE 1:50 A3 SIZE
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**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
19th SEPTEMBER 2023**

AGENDA ITEM 9 - TO FURTHER CONSIDER AND AGREE ANY ADDITIONAL RESPONSE TO THE GOVIA THAMESLINK RAILWAY PUBLIC CONSULTATION IN RELATION TO PROPOSALS TO CHANGE SOUTHERN SERVICES ON THE WEST COASTWAY FROM 2024

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Planning and Licensing Committee Meeting held on 8th August 2023, Members received details of Govia Thameslink Railway's (GTR) public consultation in relation to proposals to change Southern Services on the West Coastway from 2024.

It was reported that, in the first phase of the engagement, GTR were inviting their stakeholders and partners on the West Coastway to consider the proposals and share their thoughts with them. Then later in the Summer, GTR would open the engagement to their customers and the public more widely and request their thoughts on the proposals and suggestions on how they can improve the service they deliver.

Having considered the proposals, Members agreed to submit comments in support of any proposals that would improve reliability for train customers but reserved the right to submit further comments when GTR consult more widely with the public (Min. 51 refers).

The consultation has now been shared more widely, with a series of in-person events taking at stations throughout the Summer. The aim of these proposals is to improve reliability on all routes and to increase capacity where passenger demand is greatest, with more evenly spaced departure times for passengers.

The headline changes are: -

- London to Portsmouth services would be extended to Portsmouth Harbour, providing better connections to cross-Solent ferries as well as access to the Portsmouth docks area, rather than terminating at Portsmouth & Southsea as they do now
- The two-per-hour London Victoria via Horsham and Gatwick Airport trains would serve Portsmouth only, with the two-per-hour Brighton trains serving Southampton only. This would mean more even intervals between trains, at new half-hourly frequencies, and would improve reliability on both routes by removing the short turn-round times. Passengers between Southampton and Gatwick Airport would have a short, convenient, same-platform connection at Barnham
- Quicker journey times on the Southampton-Brighton route, with an extra stop at Woolston, where easy connections with the local bus networks provide easy access to Southampton city centre

- A new, half-hourly, all-stations Brighton to Chichester service via Littlehampton, improving local journeys and providing extra capacity on the busy route between Brighton and Worthing.

The engagement period will run until Wednesday 27th September and, having previously agreed to reserve the right to submit further comments once GTR had consulted more widely with the public, Members are now invited to consider any further comments to be submitted.

DECISION

Do Members **AGREE** to submit any further comments in response to the Govia Thameslink Railway public consultation in relation to proposals to change Southern Services on the West Coastway from 2024?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
19th SEPTEMBER 2023**

AGENDA ITEM 10 - TO CONSIDER THE APPOINTMENT OF A REPRESENTATIVE TO THE NETWORK FOR NEIGHBOURHOOD PLANNING, REFERRED FROM THE COUNCIL MEETING HELD ON 4th SEPTEMBER 2023 - MIN. 85 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Middleton-on-Sea Parish Council are coordinating a network for local councils to share information as the government's policies evolve on planning development, related infrastructure needs and a wide range of environmental issues, including climate change. They envisage an informal network with no subscription charges, that operates via periodic online based discussions, seminars with invited speakers (such as local MPs) and an electronic newsletter.

Bognor Regis Town Council have been invited to appoint a Representative in preparedness of the network being established. Given the context of the network, when considering any appointment at the Council Meeting, held on 4th September 2023, Members **AGREED** to **REFER** the appointment of a representative to the Network for Neighbourhood Planning to the next Planning and Licensing Committee Meeting, for decision (Min. 85 refers).

DECISION

To consider and **AGREE** the appointment of a Representative to the Network for Neighbourhood Planning to be established by Middleton-on-Sea Parish Council.

AGENDA ITEM 11

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
19th SEPTEMBER 2023**

AGENDA ITEM 11 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. CPRE - Celebrate Sussex - and help protect our beautiful county, Newsletter August 2023
2. WSCC - Public Notice: Notification that the use of (and parking on) High Street, Bognor Regis from junction with Hotham Park Roundabout to Gloucester Road is temporarily prohibited from 27/09/23 at 09:30 until 28/09/23 at 15:00. The restriction will be in place off peak only between 09:30-15:00. This closure is necessary to allow Balfour Beatty to undertake urgent carriageway repairs on behalf of WSCC. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This restriction will be effective for a maximum of 5 days from the start date given above
3. WSCC - News Release: Leader of West Sussex County Council urges Government rethink on infrastructure levy
4. WSCC Highways, Transport & Planning - Major Projects Biannual Newsletter
5. WSCC - Public Notice: Notification that Scott Street, Bognor Regis, will be temporarily closed to all traffic to commence on 29th September 2023 for up to 5 days (it is estimated to be completed on 29th September 2023) and is required for the safety of the public and workforce while carriageway repairs are carried out. The restriction will be in place from 08:00 until 18:00 An alternative route will be signed on site, with access maintained for emergency services, residents and pedestrians.
6. Rampion 2 Offshore Wind Farm - Application accepted for Examination by Planning Inspectorate.