



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 21st NOVEMBER 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 21st November 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 14th day of NOVEMBER 2023

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 31st October 2023
 5. Adjournment for public question time and statements
 6. To consider Planning Applications on Lists dated 27th October, 3rd and 10th November 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 118886: The William Hardwicke, 12 High Street, Bognor Regis, West Sussex, PO21 1SR
 9. To consider a request to support a parking restriction on Chichester Road, Bognor Regis
 10. To receive details of ADC's Review of Planning Local Validation Requirements Lists, 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 5th December 2023
 11. To note the issues highlighted by Aldingbourne Parish Council in a report relating to concerns they have regarding Arun District Council's management and control of its Strategic development programmes, and to agree any comments in response to the report
 12. 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 31st OCTOBER 2023

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, S. Goodheart (from Min. 91), Miss. C. Needs, P. Ralph, B. Waterhouse and P. Woodall

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

The Meeting opened at 4.00pm

86. 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.

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

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

No apologies had been received from Cllr. Goodheart.

88. 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

89. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 10th OCTOBER 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 10th October 2023 as an accurate record of the proceedings and the Chair signed them.

90. 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.

91. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6th, 13th AND 20th OCTOBER 2023

Cllr. Goodheart arrived at the Meeting

- 91.1** The Committee noted that there were no views from other Town Councillors to report.
- 91.2** The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 91.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

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

Members unanimously **AGREED** to raise **NO OBJECTION** to Pavement Licence Application Number 118892 (Poppins café Restaurant, 64 High Street, Bognor Regis, West Sussex, PO21 1SP).

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

93.1 Licensing Act 2003

Premises: Premier Bersted 377 - 379 Chichester Road, Bognor Regis, PO21 5AT

Licence Number: 118774

The Committee noted the application received for a Premises Licence for the Sale and Supply of alcohol 24hrs Monday – Sunday off the premises including delivery.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted.

93.2 Licensing Act 2003

Premises: RC Catering, Land at Car and Coach Parking, London Road, Bognor Regis

Licence Number: 118865

The Committee noted the application received for a Premises Licence for the Supply of Alcohol for consumption on and off the premises Monday – Sunday between the hours of 10.00 – 20.00, for the period of the Ice Skating Rink 23-11-2023 until 07-01-2024.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted.

94. TO CONSIDER SUBMITTING ANY FURTHER COMMENTS TO THE PLANNING INSPECTORATE IN RELATION TO THE RAMPLION 2 OFFSHORE WIND FARM – MIN. 83 REFERS

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

Members noted the ways in which the project differed, having evolved since feedback was received during the first Statutory Consultation in 2021, including factors such as the introduction of separation zones in the Offshore Array Area, to mitigate visual impacts, and a reduction in the maximum number of overall turbines from 116 to 90.

There was a general feeling amongst those present that the visual impact of the Rampion 2 Wind Farm project would be lessened owing to its distance offshore.

There was a keenness for the project to proceed with the view that it offered not only greener energy but an excellent marine environment for kelp forests.

It was unanimously **AGREED** to submit further comments to the Planning Inspectorate in relation to the Rampion 2 Offshore Wind Farm, summarising the positive discussion that had taken place.

95. TO FURTHER CONSIDER THE APPOINTMENT OF A REPRESENTATIVE AND A RESERVE REPRESENTATIVE TO THE NETWORK FOR NEIGHBOURHOOD PLANNING, DEFERRED FROM THE MEETING HELD ON 19th SEPTEMBER 2023 – MIN. 71 REFERS

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

Members **AGREED** to appoint Cllr. Ralph as the Town Council's Representative to the Network for Neighbourhood Planning, with Cllr. Mrs. Warr and Cllr. Waterhouse appointed as Reserves. All three Members requested to attend the seminar to be held on 24th November, in-person, with a verbal report to be made at the Committee Meeting to be held on 5th December 2023 (if available).

96. CORRESPONDENCE

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

Additional correspondence included: -

- 96.1** WSCC – Public Notice that Rowan Way, between the Retail Park and junction with Ash Grove, will be temporarily closed to all traffic. The temporary closure is scheduled to commence on 15th November 2023 for up to 5 days (it is estimated to be completed on 16th November 2023) and is required while West Sussex County Council undertakes carriageway patching. The restriction will be in place overnight only from 20:00 until 06:00. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians.
- 96.2** CPRE Sussex - October 2023 Newsletter.
- 96.3** WSCC - Public Notice that Amberley Drive to Lewes Close, throughout the entire footpath, will be temporarily closed on 20th November 2023 for up to 5 days (it is estimated to be completed on 24th November 2023) and is required while fibre optic cabling work is undertaken. The restriction will be in place daytime only from 08:00 until 20:00. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians.
- 96.4** WSCC – Public Notice that Oxford Street will be temporarily closed, for a distance of approximately 118 metres, on 21st November 2023 for up to 5 days (it is estimated to be completed on 21st November 2023) and is required for while West Sussex County Council undertakes carriageway patching. The restriction will be in place daytime only from 09:30 until 15:00 An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians.

The Meeting closed at 4.20pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 31st OCTOBER 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 6th, 13th AND 20th OCTOBER 2023)**

Please Note: there were no applications for Bognor Regis advertised on the Lists Dated 13th and 20th October 2023.

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

<p><u>BR/216/23/HH</u> <u>23 Argyle Road</u> Bognor Regis PO21 1DY</p>	<p>Single storey rear extension, side shed structure and replacement of window on north elevation</p>	<p>NO OBJECTION</p>
<p><u>BR/219/23/HH</u> <u>26 Hatherleigh Gardens</u> Bognor Regis PO21 5HZ</p>	<p>Works to extend the existing side extension to provide level access shower room</p>	<p>NO OBJECTION</p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
 PLANNING AND LICENSING COMMITTEE TO BE HELD ON 21st NOVEMBER 2023
 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 27th OCTOBER, 3rd AND
 10th NOVEMBER 2023)**

<p><u>BR/235/23/PL</u> <u>Former Ambulance Station</u> 44 Chichester Road Bognor Regis PO21 2XJ</p>	<p>Change of use from former ambulance station (sui generis) to a mixed class E and B8 use. This application is CIL zone 4 (zero rated) as other development.</p>	<p><i>Comment by 23-NOV-23</i></p>
<p><u>BR/236/23/A</u> <u>44 High Street</u> Bognor Regis PO21 1SP</p>	<p>Replace 1 No projecting sign, 1 No fascia sign, 1 No ATM surround and decals, statutory signage and installation of new window message and safety manifestation to windows and doors.</p>	<p><i>Comment by 23-NOV-23</i></p>
<p><u>BR/238/23/OUT</u> <u>Formerly Westside Supplies Unit</u> 17 Durban Road Bognor Regis PO22 9QT</p>	<p>Outline application with all matters reserved, except access and appearance, for the development of new build four-storey block of 23 No. flats.</p>	<p><i>Comment by 30-NOV-23</i></p>
<p><u>BR/225/23/HH</u> <u>71 Amberley Drive</u> Bognor Regis PO21 5PG</p>	<p>Front infill extension.</p>	<p><i>Comment by 30-NOV-23</i></p>
<p><u>BR/239/23/HH</u> <u>45 Church Lane</u> Bognor Regis PO22 9RA</p>	<p>Single storey side and rear extension.</p>	<p><i>Comment by 30-NOV-23</i></p>

<p><u>BR/244/23/PL</u> <u>Durban Road Business Centre</u> Unit 7, Durban Road Bognor Regis PO22 9FE</p>	<p>Change of use from B2 (General Industrial) and B8 (Storage & Distribution) to Class E (Commercial, Business and Service) (resubmission following BR/114/23/PL). This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>Comment by 07-DEC-23</i></p>
<p><u>BR/247/23/HH</u> <u>103 Nyewood Lane</u> Bognor Regis PO21 2TY</p>	<p>Single storey porch and car port extension.</p>	<p><i>Comment by 07-DEC-23</i></p>
<p><u>BR/248/23/T</u> <u>Rear of 78 - 80 Kyoto Court</u> Bognor Regis PO21 2UL</p>	<p>Reduce to a height of 4m to create a high hedge to G1 consisting of 1 No. Holly, 1 No. Elder and 3 No. Conifers and remove large, detached hanger in crown and raise crown to 3m from ground level to T1 Weeping Ash.</p>	<p><i>Comment by 07-DEC-23</i></p>
<p><u>BR/249/23/T</u> <u>Eagle House</u> Norfolk Close Bognor Regis PO21 2DJ</p>	<p>T6 – Fell 1 No. Sycamore Tree, T1 – T5 all Sycamores – height 6-7m to re pollard height to remove 3-4m to leave 3m, T7 – Holm Oak – height 8m to reduce height to remove 3m to leave 5m, T8 – Sycamore Tree – to reduce south side 4m to remove 2m to leave 2m, T9 – Sycamore Tree – height 13m to reduce height to remove 3m to leave 10m and to reduce width 4m to remove 2m to leave 2m.</p>	<p><i>Comment by 07-DEC-23</i></p>



Licensing Act 2003 – Notice
Reference Number: 118886

**The William Hardwicke,
12 High Street
Bognor Regis
West Sussex
PO21 1SR**

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

To extend the licensing period for the Supply of Alcohol
on and off the premises
from 09:00 to 03:00 Friday and Saturday
The application is open to representation from interested
parties and responsible authorities
between 24-10-2023 and 21-11-2023

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

AGENDA ITEM 9

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
21st NOVEMBER 2023**

AGENDA ITEM 9 - TO CONSIDER A REQUEST TO SUPPORT A PARKING RESTRICTION ON CHICHESTER ROAD, BOGNOR REGIS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

A resident of Chichester Road has contacted the Town Council seeking support with their application to West Sussex County Council Highways for a parking restriction to be introduced outside of their property.

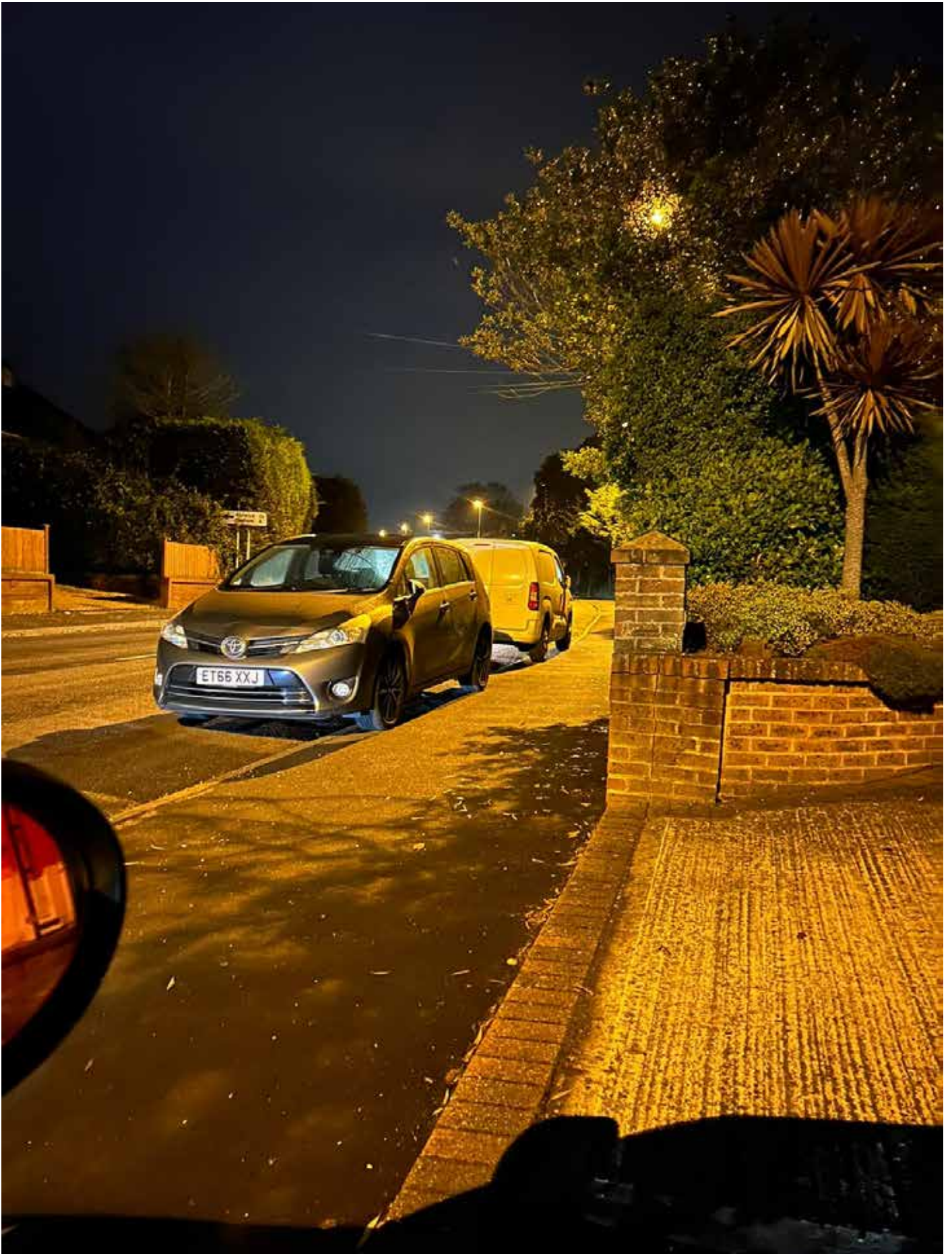
Owing to a number of the occupants residing in the HMO next door parking their vehicles on the road, it is difficult for the applicant to pull out of their driveway. Attached as **Appendix 1** is a photograph that demonstrates the difficulty that the applicant has in assessing whether it is safe to pull out onto Chichester Road. With no clear view of oncoming traffic, this has apparently led to several near misses with the applicant concerned that it is the case of an accident waiting to happen.

The applicant has approached the residents of the HMO, as have other neighbours, but it is alleged that they are not willing to move their vehicles further down the road. It is also reported that an elderly couple, two doors down, have reduced the use of their car due to worrying about an accident caused by their not being able to see oncoming traffic.

It is hoped that some form of parking restriction can be implemented that would formally prevent vehicles being parked at this particular location on Chichester Road. The resident has stated that they have the support of a WSCC Councillor but have been advised by the WSCC Highways Area Traffic Engineer that they also need support from the parish council.

DECISION

Do Members **AGREE** to write a letter of support to WSCC Highways in relation to the request for a parking restriction to be put in place on Chichester Road, Bognor Regis, in the identified location?



AGENDA ITEM 10

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
21st NOVEMBER 2023**

AGENDA ITEM 10 - TO RECEIVE DETAILS OF ADC'S REVIEW OF PLANNING LOCAL VALIDATION REQUIREMENTS LISTS, 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 5th DECEMBER 2023

REPORT BY THE ASSISTANT CLERK

FOR NOTING

Arun District Council (ADC) has a number of validation requirements lists based on the type of planning application. These provide details of the documents that need to be submitted in order for an application to be treated as valid. Some of the requirements are national ones specified in legislation and others are local requirements. Legislation requires that the local requirements are reviewed every two years to ensure that they are still proportionate.

ADC has sent out copies of Validation Requirements Lists to planning agents, the Town/Parish Councils and consultees for comment, including: -

- Planning Validation Requirements 2022
- Householder Planning Validation Requirements 2022
- Listed Building Validation Requirements 2022
- Tree Works Validation Requirements 2022
- Advertisement Consent Validation Requirements 2022
- Details Reserved by Condition Validation Requirements 2022
- Lawful Developments Certificates 2022

These lists have been emailed to all Members of the Town Council's Planning and Licensing Committee who will be invited to consider any comments in response to the local requirements, which appear in the second part of each document (after the national ones), at the Committee Meeting to be held on 5th December 2023.

DECISION

Members are asked to **NOTE** that they will be invited to consider any comments in response to ADC's review of Planning Local Validation Requirements Lists, circulated by email to Members, at the Committee Meeting to be held on 5th December 2023.

AGENDA ITEM 12

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
21st NOVEMBER 2023**

AGENDA ITEM 12 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. ADC - Notification that planning application BR/83/23/PL (Regis Centre Car Park, Belmont Street, Bognor Regis, PO21 1LE) is expected to be determined by the ADC Planning Committee at their meeting to be held at 2pm on 15th November 2023.
2. Govia Thameslink Railway - Update on ticket office proposals, 1st November 2023.
3. Govia Thameslink Railway - Share your views on Thameslink, Great Northern, Southern and Gatwick Express - survey closes two weeks today, 3rd November 2023.
4. Govia Thameslink Railway - Share your views on Thameslink, Great Northern, Southern and Gatwick Express - survey closes on Friday, 12th November 2023.