



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,

ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

I hereby give you Notice that an Online Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at **4pm on TUESDAY 10th NOVEMBER 2020** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

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.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements** to, the Committee during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Tuesday 10th November 2020.

Online access to the Meeting will be via ZOOM using the following Webinar ID: [826-1748-2489](https://zoom.us/j/826-1748-2489). The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

PLEASE NOTE START TIME

DATED this 3rd day of NOVEMBER 2020

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary 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 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
3. To approve the Minutes of the Online Meeting of the Planning and Licensing Committee held on 20th October 2020
 4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
 5. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the delegated authority and process
 6. To consider Planning Applications on Lists dated 16th, 23rd and 30th October 2020
 7. 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 16th, 23rd and 30th October 2020
 8. To consider Premises Licence Applications, including any variations and any other Licence Applications
 9. To receive a verbal report from the Chairman following participation in the Arun Active Travel Workshop
 10. Correspondence

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 20th OCTOBER 2020

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

IN ATTENDANCE ONLINE: Mrs. J. Davis (Civic & Office Manager)
Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
No members of the public attended via Zoom
5 members of the public viewing via Facebook

The Meeting opened at 4.01pm

289. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

No apologies for absence were received from Cllr. Erskine.

290. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary 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

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.

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

291. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 29th SEPTEMBER 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 29th September 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 29th September 2020 as an accurate record of the proceedings and the Chairman duly signed them.

292. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

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

There had been no notification of any Pavement Licence Applications, in relation to Bognor Regis, being submitted to Arun District Council.

294. TO CONSIDER PLANNING APPLICATIONS ON LISTS 25th SEPTEMBER, 2nd AND 9th OCTOBER 2020

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

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

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

295. 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 25th SEPTEMBER, 2nd AND 9th OCTOBER 2020

There were no applications to consider.

296. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There were no Premises Licence applications, including any variations and other licence applications, to be considered.

297. TO NOTE THAT FELPHAM PARISH COUNCIL HAS SUBMITTED TO ARUN DISTRICT COUNCIL LOCAL PLANNING AUTHORITY AREA (LPAA), THEIR PLAN MODIFICATION PROPOSAL UNDER PART 5 OF THE NEIGHBOURHOOD PLANNING (GENERAL) REGULATIONS 2012

The Civic & Office Manager's report, including the update regarding the amendment to the Felpham Parish Council Neighbourhood Plan, was **NOTED**.

298. TO RECEIVE DETAILS OF ARUN GYPSY AND TRAVELLER AND TRAVELLING SHOWPEOPLE SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT CONSULTATION

The Civic & Office Manager's report, including the link to the Arun Gypsy and Traveller and Travelling Showpeople Site Allocations Development Plan Document (Preferred Options), was **NOTED**.

The Civic & Office Manager updated Members that all documents relating to this consultation were available on the ADC website, via the link provided.

299. TO RECEIVE DETAILS OF THE ARUN ACTIVE TRAVEL CONSULTATION AND TO CONSIDER PARTICIPATION IN STAKEHOLDER WORKSHOPS

The Civic & Office Manager's report was **NOTED**.

Following a vote, Members **AGREED** that Cllr. Goodheart would act as representative, on behalf of the Town Council, at the Arun Active Travel Consultation Stakeholder Workshops.

Cllr. Goodheart advised that he was available to attend the 2pm session on 29th October 2020.

300. TO RECEIVE AN UPDATE ON THE COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Civic & Office Manager's report was **NOTED**.

A Member asked if this matter had come before the Committee previously. The Civic & Office Manager confirmed that this was the first time that any CIL would have been payable and furthermore it was noted that the next payment of any monies due would be in March 2021.

301. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed on the list previously circulated.

Members noted that the Licensing Manager from Arun District Council had invited Committee Members to a virtual meeting, exclusively for Bognor Regis Town Council, at 10am on Wednesday 4th November. Members were asked to email the Civic & Office Manager, by no later than 5pm on Friday 30th October, to confirm their availability to attend and to submit any questions, concerns or issues that they would like discussed at the meeting.

The Meeting closed at 4.30pm

APPENDIX 1
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 20th OCTOBER 2020
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 25th SEPTEMBER, 2nd AND 9th OCTOBER
2020

<p>BR/212/20/PL Butlin's Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Variation of condition 1-plans condition following BR/39/19/PL to substitute entrance site plan, 5128 P110 Rev B & condition 13 -to substitute new entrance site plan, 5128 P110 Rev B following BR/240/16/PL</p>	<p>NO OBJECTION</p>
<p>BR/233/20/PL 68 Aldwick Road Bognor Regis PO21 2PE</p>	<p>Replace existing shop front. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p>BR/232/20/PL 77 Aldwick Road Bognor Regis PO21 2NW</p>	<p>Change of use of ground floor shop premises from launderette (sui-generis) to Class E (commercial, business & service). This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p>BR/235/20/T 7 Countland Court 5 Marine Parade Bognor Regis PO21 2LT</p>	<p>2 No. Sycamore trees reduce by 2m on circumference to leave 1m and to crown clean. 6 No. Sycamore trees to reduce by 2m on southside to leave 1m</p>	<p>NO OBJECTION 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>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 10th NOVEMBER 2020
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 16th, 23rd AND 30th OCTOBER 2020)**

<p><u>BR/239/20/TEL</u> Roundabout opposite Victoria Drive Chichester Road Bognor Regis PO22 9LQ</p>	<p>Prior Notification under Schedule 2 Part 16 Class A for the installation of a new 19m monopole supporting 6 No. antennas with proposed supporting equipment cabinet and ancillary development</p>	<p>Comment by 12-NOV-20</p>
<p><u>BR/242/20/PL</u> 51 Canada Grove Bognor Regis PO21 1DW</p>	<p>Access ramp. This application affects the setting of a Listed Building, affects the character & appearance of the Bognor Regis Railway Station Conservation Area & is in CIL Zone 4 (Zero Rated) as other development</p>	<p>Comment by 19-NOV-20</p>
<p><u>BR/244/20/PL</u> The Beach Hotel, former Mud Club Waterloo Square Bognor Regis PO21 1SU</p>	<p>Redevelopment into 11 No. 2 bed apartments & 2 No. commercial units (A1 Retail or A3 Restaurant/Cafe) (resubmission following BR/282/19/PL). This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area & may affect the setting of listed buildings. This site is in CIL Zone 4 (Zero Rated) as flats & other development</p>	<p>Comment by 19-NOV-20</p>
<p><u>BR/234/20/PL</u> Aronel Cottage Nursing Home 5-11 Highfield Road Bognor Regis PO22 8BQ</p>	<p>Three storey side extension comprised of twenty nursing units linked to the existing nursing home building. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>Comment by 19-NOV-20</p>
<p><u>BR/241/20/HH</u> 32 Highland Avenue Bognor Regis PO21 2BJ</p>	<p>Single storey rear extension</p>	<p>Comment by 19-NOV-20</p>

<u>BR/237/20/HH</u> 11 Elmwood Avenue Bognor Regis PO22 8DE	Single storey outbuilding to rear for use as a log cabin/summer house	Comment by 26-NOV-20
<u>BR/247/20/HH</u> 9 Waverley Road Bognor Regis PO21 5NB	Single storey rear extension, single storey side extension and single storey front extension	Comment by 26-NOV-20
<u>BR/248/20/PL</u> The Gables, Flat 4 Norfolk Square Bognor Regis PO21 2JD	French doors with glass Juliet balcony. Replacement of window and door with sliding patio door	Comment by 26-NOV-20



Licensing Act 2003 – Notice

Reference Number: 114276

**William Cole Ice Rink
Hotham Coach Park
London Road
Bognor Regis
PO21 1BA**

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

Proposed licensable activities are as follows:

Supply of Alcohol (on and off premises) between 10:00 and 21:30
hours Monday to Sunday from 26/11/2020 until 10/01/2021

The application is open to representation from interested parties and
responsible authorities between **29/10/2020** and **25/11/2020**

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

**BOGNOR REGIS TOWN COUNCIL
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -
10th NOVEMBER 2020**

AGENDA ITEM 10 - CORRESPONDENCE

REPORT BY THE CIVIC & OFFICE MANAGER

FOR INFORMATION

1. WSCC - Statement regarding Highways England A27 Arundel Bypass preferred route announcement. Emailed to all Councillors
2. ADC - Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to planning application BR/31/20/PL (77 Aldwick Road, Bognor Regis)
3. WSCC - On-street parking charges review
4. WSCC – Public Notice of temporary closure to all traffic at Havelock Road, Bognor Regis, from the junctions with Linden Road to Clifton Road with works taking place outside No. 1. The temporary closure is scheduled to commence on 9th November 2020 for up to 5 days and is required to undertake carriageway patching works. The restriction will be in place off-peak only from 09:30 until 16:00
5. ADC - Notification that the applicant has withdrawn planning application BR/122/20/OUT (Garth House, High Street, Bognor Regis)