



# 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](mailto: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 2<sup>nd</sup> FEBRUARY 2021** 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 2<sup>nd</sup> February 2021.**

Online access to the Meeting will be via ZOOM using the following Webinar ID: [840-2333-5110](https://zoom.us/j/840-2333-5110). The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

**PLEASE NOTE START TIME**

**DATED this 25<sup>th</sup> day of JANUARY 2021**

**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 12<sup>th</sup> January 2021
  4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
  5. To receive the Clerk's report
  6. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the delegated authority and process
  7. To consider Planning Applications on Lists dated 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup> January 2021
  8. 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 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup> January 2021
  9. To consider Premises Licence Applications, including any variations and any other Licence Applications
  10. To ratify attendance of a Town Council representative for the ADC Development Control Committee Meeting, to be held on 3<sup>rd</sup> February, in relation to Planning Application BR/286/20/HH if required
  11. To agree sending a letter to Bersted Parish Council, in relation to recent planning applications, and, if relevant, approve the draft letter to be sent - Min. 340 refers
  12. 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 12<sup>th</sup> JANUARY 2021**

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

**IN ATTENDANCE ONLINE:** Mrs. J. Davis (Civic & Office Manager and  
Meeting Host)  
Mrs. S. Norman (Deputy Clerk)  
No members of the public attended via Zoom  
9 members of the public watching via Facebook  
(at start of meeting)

*The Meeting opened at 4.05pm*

### **333. 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.

Apologies for absence had been received from Cllr. Erskine due to work commitments and Cllr. Smith for personal reasons.

### **334. 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***

**335. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 22<sup>nd</sup> DECEMBER 2020**

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 22<sup>nd</sup> December 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 22<sup>nd</sup> December 2020 as an accurate record of the proceedings and the Chairman duly signed them.

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

There were no public questions or statements.

**337. TO RECEIVE THE CLERK'S REPORT**

There was nothing to report.

**338. 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.

**339. TO CONSIDER PLANNING APPLICATIONS ON LISTS 18<sup>th</sup> AND 23<sup>rd</sup> DECEMBER 2020**

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

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

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

**340. 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 18<sup>th</sup> AND 23<sup>rd</sup> DECEMBER 2020**

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

Following a vote, Members agreed to consider planning application BE/148/20/OUT (Nursery Fields, Land to the North of Chalcraft Lane, West Bersted).

Having considered planning application BE/148/20/OUT, the Committee **RESOLVED** to **OBJECT** on the material planning grounds of;

- a. Traffic generation - increased traffic movements arising from the proposed development on roads known already for their congestion;
- b. Layout and density of buildings - that being over development on land that is prone to flooding.

Members also **AGREED** that an item be included on the next Committee Agenda to enable Members to agree whether a letter should be sent to Bersted Parish Council to express the concerns raised in objection to the application and in support of the Parish Council.

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

There had been no Premises Licence applications received.

**342. TO NOTE THE PREVIOUSLY CIRCULATED 'FORD MASTERPLAN CONSULTATION' LAUNCHED BY ARUN DISTRICT COUNCIL AND TO CONSIDER ANY COMMENTS IN RESPONSE BY THE DEADLINE OF 5PM ON 14<sup>th</sup> JANUARY 2021**

The Civic & Office Manager's report, including the previously circulated ADC consultation titled 'Ford Masterplan', was **NOTED**.

Following discussion, it was **AGREED** that Members would submit comments on the Consultation individually. Members were reminded that the deadline for response was 14<sup>th</sup> January 2021.

**343. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence previously circulated and the following was brought to Members attention:

Additional correspondence included: -

**343.1** WSCC - Public Notice advising that Silverston Avenue, in Aldwick, will be temporarily closed from the junctions with Kings Parade to Marine Drive West from the 25<sup>th</sup> of January for up to 5 days. It is estimated to be completed on 25<sup>th</sup> January and is required for the safety of the public and workforce while West Sussex County Council undertake carriageway patching works. The restriction will be in place off peak only from 9.30am until 4pm.

**343.2** CPRE - Campaigns Update, January 2021.

***The Meeting closed at 4.42pm***

<b><u>APPENDIX 1</u></b> <b><u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 12<sup>th</sup> JANUARY 2021</u></b> <b><u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 18<sup>th</sup> AND 23<sup>rd</sup> DECEMBER 2020</u></b>		
<b>BR/289/20/PL</b> 39 Bedford Street Bognor Regis PO21 1SH	Continuance of use without compliance with conditions 3-disposal of litter, 4-Construction Management Plan & 5-noise control imposed under BR/2/20/PL	<b>NO OBJECTION</b>
<b>BR/291/20/CLE</b> 48 Applegate Way Bognor Regis PO21 5GB	Lawful development certificate for an existing conservatory	<b>NO OBJECTION</b>
<b>BR/294/20/HH</b> 33 Marshall Avenue Bognor Regis PO21 2TL	Erection of single storey side extension	<b>NO OBJECTION</b>
<b>BR/295/20/HH</b> 188 Aldwick Road Bognor Regis PO21 5UQ	2 storey front extension, part 2 storey part single storey side extension, single storey rear extension & conversion of roofspace to habitable use (alternative following BR/84/20/HH)	<b>NO OBJECTION</b>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE  
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 2<sup>nd</sup> FEBRUARY 2021  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 8<sup>th</sup>, 15<sup>th</sup> AND 22<sup>nd</sup> JANUARY 2021)**

<p><a href="#"><u>BR/298/20/PL</u></a>  <a href="#"><u>25 Sudley Road</u></a>          Bognor Regis          PO21 1EW</p>	<p>New 2 storey extension on first floor with loft floor including 8 (4 front &amp; 4 rear) dormer windows), first floor rear extension (mansard floor) with 8 No roof windows, alterations to ground floor shopfront and new access to upper floor into use for 10 residential units (5 No 1-bed &amp; 5 No 2-bed) (resubmission following BR/196/20/PL). This application may affect the setting of a listed building &amp; the site is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><i>Comment by 04-FEB-21</i></p>
<p><a href="#"><u>BR/305/20/PL</u></a>          Flat 2  <a href="#"><u>42 Sudley Road</u></a>          Bognor Regis          PO21 1ES</p>	<p>Ground floor rear extension. This site is in CIL Zone 4 (Zero Rated) as extensions under 100 sqm.</p>	<p><i>Comment by 04-FEB-21</i></p>
<p><a href="#"><u>BR/307/20/PL</u></a>  <a href="#"><u>Butlin's</u></a>          Upper Bognor Road          Bognor Regis          PO21 1JJ</p>	<p>New reception kiosk and alterations to car park layout. This application is in CIL Zone 4 zero rated as other development.</p>	<p><i>Comment by 11-FEB-21</i></p>
<p><a href="#"><u>BR/302/20/PL</u></a>  <a href="#"><u>3 York Road</u></a>          Bognor Regis          PO21 1LW</p>	<p>Change of use from shop (Class E) to nail salon (Sui Generis). This site is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>Comment by 11-FEB-21</i></p>
<p><a href="#"><u>BR/1/21/HH</u></a>  <a href="#"><u>69 Longford Road</u></a>          Bognor Regis          PO21 1AE</p>	<p>Extension and conversion of detached garage into habitable space.</p>	<p><i>Comment by 11-FEB-21</i></p>



<p><b><u>BR/2/21/PL</u></b> <u>9-11 Station Road</u> Bognor Regis PO21 1QD</p>	<p>Change of use from commercial on ground floor &amp; dwelling on first floor &amp; conversion to the ground floor, first floor, loft &amp; new first floor over the garage area to create bed &amp; breakfast accommodation. This site is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>Comment by 18-FEB-21</i></p>
<p><b><u>BR/4/21/HH</u></b> <u>Courtney Lodge</u> Sylvan Way Bognor Regis PO21 2RS</p>	<p>Rear/side single storey extension and alterations.</p>	<p><i>Comment by 18-FEB-21</i></p>

## **Notice of application to vary a Premises Licence under Section 34 of the Licensing Act 2003**

Notice is hereby given that Butlins Skyline Limited in respect of Premises known as Butlins Resort, Upper Bognor Road, Bognor Regis, PO21 1JJ applied to Arun District Council for a Variation of a Premises Licence.

The proposed variation is to permit the sale of alcohol and regulated entertainment Monday to Sunday 1000 to 2300 in the Temporary Entertainment Venue. The Temporary Entertainment Venue will be on the site of the old Splash swimming pool and is shown on the plan submitted to the Licensing Authority. All the existing conditions on the Premises Licence will apply equally (where relevant) to this Temporary Entertainment venue. There are no changes proposed to any of the hours, activities or layouts of any of the other bars, venues and restaurants on the resort.

Any representations regarding the above-mentioned application must be received in writing by email to [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk) or by post to Licensing Department, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF, no later than 17<sup>th</sup> February 2021 stating the grounds for representation.

The register of Arun District Council and the record of the application may be inspected at the address of the council, given above, during normal business hours or on the council's website - [www.arun.gov.uk](http://www.arun.gov.uk)

It is an offence knowingly or recklessly to make a false statement in connection with an application. A person is liable to an unlimited fine on conviction should such a false statement be made.

**BOGNOR REGIS TOWN COUNCIL  
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -  
2<sup>nd</sup> FEBRUARY 2021**

**AGENDA ITEM 10 - TO RATIFY ATTENDANCE OF A TOWN COUNCIL REPRESENTATIVE FOR THE ADC DEVELOPMENT CONTROL COMMITTEE MEETING, TO BE HELD ON 3<sup>rd</sup> FEBRUARY, IN RELATION TO PLANNING APPLICATION BR/286/20/HH IF REQUIRED**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

Notification was received, in an email from Arun District Council on 22<sup>nd</sup> January, that planning application BR/286/20/HH (17 Shelley Road, Bognor Regis, PO21 2SL) is expected to be determined by the Development Control Committee on 3<sup>rd</sup> February 2021.

The Town Council, having submitted an objection to the application as agreed at the Planning and Licensing Committee Meeting held on 23<sup>rd</sup> December 2020 (Min. 328.3 refers), are invited to register an interest in publicly participating at the Development Control Committee Meeting in relation to BR/286/20/HH.

As formal registration is required by no later than 10am on 29<sup>th</sup> January, it is not possible to include this matter as an Agenda item for the next Town Council Planning and Licensing Committee Meeting to be held on 2<sup>nd</sup> February. Therefore, Members were asked to nominate and agree any attendance of a Town Council representative at the Development Control Committee, via email.

It should be noted that the Town Council's previous representations on the application will already be summarised for the Development Control Committee in the officer report.

**DECISION**

Members are invited to **RATIFY** any attendance of a Town Council representative for the ADC Development Control Committee Meeting, to be held on 3<sup>rd</sup> February, in relation to planning application BR/286/20/HH.

BOGNOR REGIS TOWN COUNCIL  
ONLINE PLANNING AND LICENSING COMMITTEE MEETING –  
2<sup>nd</sup> FEBRUARY 2021

**AGENDA ITEM 10 - TO AGREE SENDING A LETTER TO BERSTED PARISH COUNCIL, IN RELATION TO RECENT PLANNING APPLICATIONS, AND, IF RELEVANT, APPROVE THE DRAFT LETTER TO BE SENT - MIN. 340 REFERS**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

At the Online Planning and Licensing Committee Meeting, held 12<sup>th</sup> January 2021, having considered and, subsequently, agreeing to object to planning application BE/148/20/OUT (Nursery Fields, Land to the North of Chalcraft Lane, West Bersted), Members agreed that an item be included on the next Committee Agenda to enable Members to agree whether a letter should be sent to Bersted Parish Council to express the concerns raised in objection to the application and in support of the Parish Council (Min. 340 refers).

Should Members agree to send a letter to Bersted Parish Council, then they are invited to either approve the draft letter, attached to this report as **Appendix 1**, or suggest and subsequently agree any changes.

**DECISIONS**

Do Members **AGREE** to send a letter to Bersted Parish Council to express the concerns raised by this Committee in objection to planning application BE/148/20/OUT (Nursery Fields, Land to the North of Chalcraft Lane, West Bersted)?

If Members agree to the sending of a letter, then they are invited to either **APPROVE** the letter, as drafted in Appendix 1, or suggest and subsequently **AGREE** any changes.



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Clerk to the Parish Council  
Bersted Jubilee Hall  
Chalcraft Lane  
Bognor Regis  
PO21 5TU

25 January 2021

Dear Debbie

### **Re: Planning application BE/148/20/OUT (Nursery Fields, Land to the North of Chalcraft Lane, West Bersted)**

At the Town Council's Online Planning and Licensing Committee Meeting, held 12<sup>th</sup> January 2021, Members considered planning application BE/148/20/OUT. Given that the application is located in a neighbouring parish, it is likely that the proposals within the application would have a significant impact on the infrastructure in, and around, Bognor Regis.

Following discussion, the Committee resolved to object on the material planning grounds of; a. Traffic generation - increased traffic movements arising from the proposed development on roads known already for their congestion; b. Layout and density of buildings - that being over-development on land that is prone to flooding (Min. 340 refers).

It is noted that at the meeting of Bersted Parish Council's Planning, Amenities & Environment Committee, held virtually via zoom on 5<sup>th</sup> January 2021, that your Members also objected to planning application BE/148/20/OUT on the grounds of traffic generation (Min. 20255(f) refers).

The Town Council's Planning and Licensing Committee Members have asked that I write to you, and your Members, to share with you the concerns expressed by them in their objection to this planning application and to offer their full support to Bersted Parish Council in objecting to the proposals within it.

Yours sincerely,

Jo Davis  
Civic & Office Manager/ Planning and Licensing Committee Clerk

**BOGNOR REGIS TOWN COUNCIL  
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -  
2<sup>nd</sup> FEBRUARY 2021**

**AGENDA ITEM 12 - CORRESPONDENCE**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

1. WSCC - Public Notice that Sutherland Close, Bognor Regis, will be temporarily closed to all traffic, from the junction with Argyle Road through to the end of the road, on 3<sup>rd</sup> February 2021 for up to 5 days (it is estimated to be completed on 3<sup>rd</sup> February 2021). The road closure is required for the safety of the public and workforce while BT undertakes work to replace a decayed pole. The restriction will be in place daytime only from 08:00 until 18:00. Access for emergency service vehicles and pedestrians will be maintained at all times during the closure.
2. Correspondence from a member of the public in relation to planning application BE/148/20/OUT. Circulated by email to Committee Members.
3. Copy of email sent to Arun District Council, by a member of the public, regarding "Development Management Procedures and practice Planning Services". Circulated by email to Committee Members.
4. CPRE – Lockdown survey and star count, January 2021.
5. WSCC - Public Notice that the use of (and parking on) Sussex Street, Bognor Regis, from junction with High Street to junction with Belmont Street is temporarily prohibited from 05/02/2021 at 09.30 until 05/02/2021 at 15.00. The restriction will be in place off-peak only between 09.30 – 15.00 and is necessary to undertake urgent carriageway pothole repairs. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. This restriction will be effective for a maximum of 5 days from the start date given above.
6. ADC - New planning service launched. Information shared on social media and circulated to Councillors.