



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 16th MARCH 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 16th March 2021. Alternatively, a video recording of any Questions and Statements can be emailed to bognortc@bognorregis.gov.uk but MUST be received before 9am on Friday 12th March 2021. Recordings should be no longer than 2 minutes in duration, of good sound quality and appropriate. Persons submitting a recording that fails to meet these requirements will be notified via email by no later than 5pm on Friday 12th March 2021.

Online access to the Meeting will be via ZOOM using the following Webinar ID: **851-5649-3967**. The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

PLEASE NOTE START TIME

DATED this 9th day of MARCH 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 23rd February 2021
 4. Adjournment for 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 19th, 26th February and 5th March 2021
 8. To consider Premises Licence Applications, including any variations and any other Licence Applications
 9. To note any suggestions for potential project ideas to be included in a Community Infrastructure Levy (CIL) Sending Plan - Min. 366 refers
 10. Correspondence

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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

MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 23rd FEBRUARY 2021

PRESENT ONLINE: Cllr. S. Goodheart (Chairman) (from Min. 357),
Cllrs: J. Barrett, Mrs. S. Daniells, Ms. A. Sharples,
W. Smith and Mrs. J. Warr

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

The Meeting opened at 4.00pm

356. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, Cllr. Goodheart, the Vice-Chairman of the Committee, Cllr. Mrs. Warr chaired the Meeting.

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 had been received from either Cllrs. J. Erskine or S. Goodheart.

Cllr. Goodheart joined the Meeting, thanked Cllr. Mrs. Warr for taking the Chair and took over as Chairman of the Meeting

357. 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.

If a Member were 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.

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 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 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 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.

Cllr. Goodheart declared a Disclosable Pecuniary Interest in Agenda item 7, application BR/8/21/RES (Richmond Arms) as a neighbour to the site and stated that he would exercise his right to address the Committee under Agenda item 4 and would be leaving the Meeting when the matter was discussed

358. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 2nd FEBRUARY 2021

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 2nd February 2021. 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 2nd February 2021 as an accurate record of the proceedings and the Chairman duly signed them.

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

There were no public questions or statements. However, as stated previously, Cllr. Goodheart wished to exercise his right to address the Committee as a member of the public.

Meeting adjourned at 4.06pm

Cllr. Goodheart spoke to express his concerns about application BR/8/21/RES, Richmond Arms, 224 London Road, Bognor Regis.

Meeting reconvened 4.09pm

360. TO RECEIVE THE CLERK'S REPORT

There was nothing to report.

361. 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.

362. TO CONSIDER PLANNING APPLICATIONS ON LISTS 29th JANUARY, 5th AND 12th FEBRUARY 2021

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

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

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

Before the discussion regarding BR/8/21/RES, Richmond Arms, 224 London Road, Bognor Regis, Cllr. Goodheart redeclared his Disclosable Pecuniary Interest and left the Meeting, before re-joining the Meeting to discuss the remaining applications

- 363. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7a) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING MINOR ADJUSTMENT TO PLANNING APPLICATION BR/244/20/PL - THE BEACH HOTEL, FORMER MUD CLUB, WATERLOO SQUARE, BOGNOR REGIS (MIN. 307.3 OF 10th NOVEMBER 2020 REFERS)**

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

Following a vote, Members **RESOLVED** not to suspend Standing Orders and therefore did not wish to revisit the previous decision and the Chairman moved to Agenda item 10.

- 364. 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 29th JANUARY, 5th AND 12th FEBRUARY 2021**

There were no applications to consider.

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

There were no applications to consider.

- 366. TO RECEIVE AN UPDATE AND CONSIDER PREPARATION OF A SPENDING PLAN IN RELATION TO COMMUNITY INFRASTRUCTURE LEVY (CIL)**

The Civic & Office Manager's report was **NOTED**, which included notification that any suggestions for potential project ideas should be emailed to the Civic & Office Manager by 9am on 8th March to enable a further report back to this Committee on 16th March.

A Member stressed the importance of the Council preparing a CIL spending plan and offered to liaise with Members outside of the Committee Meeting to explain a little more about CIL, including why any spending plan needs to tie into ADC's own priorities.

367. TO NOTE THAT ALDINGBOURNE 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 was **NOTED**.

Following discussion, it was **NOTED** that Members and the public were invited to submit individual comments in response to the consultation by no later than 5pm on 1st April 2021.

368. TO AGREE ANY COMMENTS IN RESPONSE TO ARUN DISTRICT COUNCIL'S PROPOSAL TO VARY THE PARKING CHARGES

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

Following a vote, Members **RESOLVED** to **AGREE** to submit the following comments to Arun District Council in response to the proposal to vary the parking charges;

- a. Noting with disappointment that the daily charge for Gloucester Road for the peak months of July and August would be increasing from their current March to October rate of £7.40 to £10 (increase of 35%);
- b. Suggest that the pricing structure should revert to the March to October flat tariff rather than the large increase in charging for July and August;
- c. Disappointment at the timing of the increases, as the Town is trying to attract both visitors and shoppers to the Town as the country emerges from lockdown;
- d. There is a danger that on-street parking may be cheaper than the use of a car park, thereby increasing traffic congestion while drivers try to find an on-street parking space, or resulting in inconsiderate parking (i.e. on pavements/verges, across driveways, yellow lines etc);
- e. Consideration should be given to free parking on Sundays as is currently the case in Towns such as Chichester.

369. CORRESPONDENCE

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

The Meeting closed at 4.52pm

APPENDIX 1**ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 23rd FEBRUARY 2021**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 29th JANUARY, 5th AND 12th FEBRUARY 2021

<p>BR/292/20/PL Butlin's Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Erection of temporary enclosed buildings to accommodate performance stage and seating for a period of up to 3 years (January 2021-amended description: plans now include mechanical ventilation system/external plant equipment). Re-consultation. This site is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p>BR/306/20/HH Holly Holm Sylvan Way Bognor Regis PO21 2RS</p>	<p>Installation of Solar PV system 8.28kWp to be mounted to flat roof of the house.</p>	<p>NO OBJECTION</p>
<p>BR/308/20/L 20 Glamis Street Bognor Regis PO21 1DQ</p>	<p>Listed building consent for the removal of two internal basement walls.</p>	<p>NO OBJECTION</p>
<p>BR/8/21/RES Richmond Arms 224 London Road Bognor Regis PO21 1AU</p>	<p>Approval of reserved matters following BR/142/18/OUT for the demolition & conversion of existing public house with residential accommodation to 1st floor to form 10 No. residential flats over 3.5 storeys.</p>	<p>OBJECTION on material grounds of: over-development of the site and the overbearing nature of the proposal is likely to have an adverse overshadowing, overlooking and overbearing effect on neighbouring properties, both being in contravention of ALP Policy D DM4; Traffic generation – adding additional pressure to on-street parking with no parking provision included in the proposal;</p>

		Members also expressed sadness at the prospect of losing a building of character.
BR/16/21/PL St Mary's Roman Catholic School Glamis Street Bognor Regis PO21 1DJ	Erection of trim trail items, concrete games area, a MUGA (Multi Use games Area) with an artificial grass pitch, Daily Mile Track and Clamber Stack. This site is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
BR/15/21/HH 32 Murina Avenue Bognor Regis PO21 2DA	Two storey rear extension and balcony with internal alterations.	NO OBJECTION
BR/17/21/HH 12 Tennyson Road Bognor Regis PO21 2SB	Conversion of roof space to habitable use.	NO OBJECTION
BR/19/21/HH 34 Bassett Road Bognor Regis PO21 2JH	Loft conversion to form new second floor with roof alteration to form gable end and rear dormer projection.	NO OBJECTION
BR/21/21/HH 8 Waverley Road Bognor Regis PO21 5NB	Proposed single storey rear extension.	NO OBJECTION

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 16th MARCH 2021
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 19th, 26th FEBRUARY AND 5th MARCH 2021)**

<p><u>BR/29/21/HH</u> 25 Kew Gardens Bognor Regis PO21 5RD</p>	<p>Replacement single storey side extension</p>	<p><i>Comment by 18-MAR-21</i></p>
<p><u>BR/37/21/TEL</u> Junction of Lyon Street West and Richmond Road Bognor Regis</p>	<p>Prior Notification under Schedule 2, Part 16, for a proposed 20.0m Phase 8 Monopole C/W wrapround Cabinet at base and associated ancillary works</p>	<p><i>Comment by 25-MAR-21</i></p>
<p><u>BR/28/21/HH</u> 20 Southdown Road Bognor Regis PO21 2JR</p>	<p>Single storey rear extension</p>	<p><i>Comment by 25-MAR-21</i></p>
<p><u>BR/39/21/PL</u> 2 Lyon Street Bognor Regis PO21 1DA</p>	<p>Variation of condition 4 imposed under BR/227/18/PL relating to the change of the buildings use restricted to Arun Meat & Livestock Company to use by the building owners</p>	<p><i>Comment by 25-MAR-21</i></p>

**BOGNOR REGIS TOWN COUNCIL
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -
16th MARCH 2021**

AGENDA ITEM 9 - TO NOTE ANY SUGGESTIONS FOR POTENTIAL PROJECT IDEAS TO BE INCLUDED IN A COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING PLAN - MIN. 366 REFERS

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

At the Planning and Licensing Committee Meeting, held on 23rd February 2021, it was agreed that Members would email suggestions for potential project ideas to the Civic & Office Manager (Min. 366 refers). With thanks to Cllr. Mrs. Daniells for collating the suggestions, these are shown below;

- Acquiring the Fisherman's huts
- Beach Access
- Bognor Regis Town Council Information Boards, located around the local area e.g. Railway Station
- Plant a tree-lined avenue entrance into Bognor Regis
- Beacon viewing platform out to sea
- Support shared space by the Picturedrome cinema/Railway Station – remodel the area by removing the lights/planters and form activity space/square outside of the Station
- Financial backing and support for bognor.today and the webcam
- Electric charging points for cars (possibly in the Aldwick Road Car Park)
- Secure cycle racks/stands
- Solar-powered phone charging benches
- 'Boris bike' type scheme
- Set up a concession for operators to run a tourist taxi-bike service from the Railway Station, around the Town and beach (as seen on the Continent)
- Update the brown Tourist Signs

There are strict criteria as to what CIL monies can be spent on and the ideas listed above are initial suggestions put forward in the full knowledge that not all will be suitable or supported etc. Furthermore, it is unlikely there will be any CIL in our parish for us to spend directly, but nevertheless, it is better to have some ideas at the ready, just to stimulate debate and in the hope that there is some CIL money available from the district as a whole at some point.

The Civic & Office Manager, along with Cllr. Mrs. Daniells, will be attending an ADC briefing next week about CIL so that there can be a better understanding about how the Town Council may be able to take advantage of it going forward. A report will be made back to this Committee at the next meeting.

DECISION

Members are invited to **NOTE** any suggestions for potential project ideas to be included in a Community Infrastructure Levy (CIL) Spending Plan and **AGREE** that the matter be considered further by the Committee after the ADC Briefing.

**BOGNOR REGIS TOWN COUNCIL
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -
16th MARCH 2021**

AGENDA ITEM 10 - CORRESPONDENCE

REPORT BY THE CIVIC & OFFICE MANAGER

FOR INFORMATION

1. ADC - Advance warning that essential maintenance is being carried out to the Planning, Building Control and Local Land Charges database for the whole week commencing 12th April 2021. During this week there will be no public access via the website or staff access to any records held within this database. Emailed to Committee Members.
2. Continuation of correspondence sent to Arun District Council, by a member of the public and copied to the Town Council, in relation to planning matters. Circulated to Committee Members via email.
3. WSCC - Copy of Inspector's Report following the Soft Sand Review of the West Sussex Joint Minerals Local Plan undertaken by West Sussex County Council and the South Downs National Park Authority.
4. ADC - Decision Statement for Felpham Neighbourhood Development Plan 2019-2031.
5. 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/86/20/PL (Aldwick House Care Home, 41-45 Nyewood Lane, Bognor Regis).