



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 27th APRIL 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 27th April 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 23rd April 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 23rd April 2021.

Online access to the Meeting will be via ZOOM using the following Webinar ID: **872-1885-6803**. The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

PLEASE NOTE START TIME

DATED this 20th day of APRIL 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 6th April 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 2nd and 9th April 2021
 8. To consider Premises Licence Applications, including any variations and any other Licence Applications
 9. 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 6th APRIL 2021

PRESENT ONLINE: Cllr. S. Goodheart (Chairman) (during Min. 380),
Cllrs: J. Barrett, W. Smith and Mrs. J. Warr

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

The Meeting opened at 4.02pm

380. 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.

Cllr. Goodheart joined the meeting but appeared to be having technical issues with his audio. Cllr. Goodheart left the Meeting and sent his apologies

Apologies for absence had been received from Cllr. Ms. Sharples, who had an appointment.

No apologies for absence had been received from Cllrs. Mrs. S. Daniells or J. Erksine.

Cllr. Goodheart rejoined the Meeting but continued to experience technical problems

381. 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.

There were no declarations of Interest

382. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 16th MARCH 2021

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 16th March 2021.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 16th March 2021 as an accurate record of the proceedings and the Chairman stated that she would sign them.

383. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

384. TO RECEIVE THE CLERK'S REPORT

There was nothing to report.

385. 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.

Cllr. Goodheart, having resolved the technical issues, thanked Cllr. Mrs. Warr for taking the Chair and took over as Chairman of the Meeting

386. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12th, 19th AND 26th MARCH 2021

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

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

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

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

Licensing Act 2003

**Premises: Aldi Stores Ltd, Shripney Road, Bognor Regis
Application Number: 114625**

The Committee noted the application that had been received for a Premises Licence to be granted for the sale by retail of alcohol for consumption off the premises each day of the week between 06:00 and 00:00.

It was further noted that the store lies just outside the Wards of Bognor Regis.

Members **RESOLVED** unanimously to offer **NO OBJECTION** to a Premises Licence being granted for Aldi Stores Ltd.

388. TO FURTHER ANALYSE AND CONSIDER THE TOWN COUNCIL'S CIL SPENDING PLAN, AND TO DISCUSS AND AGREE ANY RESPONSE TO ADC'S IIP CONSULTATION - MIN. 378 REFERS

The Civic & Office Manager gave a verbal update and reported that in a letter to the Town Council, dated 31st of March, Arun have confirmed that an amount of £725 will be paid to BRTC in this CIL period. This is the first CIL monies that the Town Council will receive and, should any further CIL monies be due, the next payment date is not until the end of October. Members were reminded that the Town Council have 5 years in which to spend CIL payments received, allowing for annual payments to be accrued and saved towards more costly projects.

Members went on to further consider the Town Council's CIL Spending Plan and felt that the suggested project ideas, as noted at the previous meeting, should form the basis of an initial Spending Plan. However, the Civic & Office Manager pointed out that the Spending Plan should be a flexible document that could be reviewed as and when it was felt necessary.

In discussing whether any response should be made to Arun's Infrastructure Investment Plan (IIP) consultation, Members considered the projects to be included in the Town Council's Spending Plan and which of them might be suitable to request either full, or part funding, through Arun's IIP.

Members **RESOLVED** to **AGREE** that a request for full funding for the Town Council's Beach Access CIL Project, and a request for part funding of the Tree-Lined Avenue CIL Project, should be submitted in response to Arun's IIP consultation.

Furthermore, it was **AGREED** that the £725 CIL monies to be paid to the Town Council would remain unspent until such time that the outcome of Arun's IIP consultation was known, and that a review of the Spending Plan would be an Agenda item at the Committee Meeting to be held 12th October 2021.

389. CORRESPONDENCE

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

The Meeting closed at 4.46pm

<u>APPENDIX 1</u> <u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 6th APRIL 2021</u> <u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 12th, 19th AND 26th MARCH 2021</u>		
BR/59/21/PL 10 Oakhurst 22-24 Upper Bognor Road Bognor Regis PO21 1FW	Change from studio flat to 1 No. 1 bed unit with dormer extension. This site may affect the setting of a listed building, may affect the character & appearance of the Upper Bognor Road and Mead Lane Conservation Area. This site is in CIL Zone 4 (Zero Rated) as flat	NO OBJECTION
BR/42/21/PL 48 Aldwick Road Bognor Regis PO21 2PN	Change of use from betting shop (Class Ea) to a hot food takeaway (Sui Generis) including installation of extraction. This site is in CIL Zone 4 (Zero Rated) as other development	NO OBJECTION
BR/64/21/HH 16 Glenway Bognor Regis PO22 8BU	Single storey side extension to replace existing single storey garage, and bay window to front elevation	NO OBJECTION
BR/69/21/L 2 Hereford Cottages Bersted Street Bognor Regis PO22 9QH	Listed building consent for the existing cloakroom to be extended to provide accessible wc with shower, new floor level to be level with existing Kitchen floor and existing door opening widened to improve access for elderly and disabled	NO OBJECTION
BR/68/21/HH 2 Hereford Cottages Bersted Street Bognor Regis PO22 9QH	Existing cloakroom to be extended to provide accessible wc with shower, new floor level to be level with existing Kitchen floor and existing door opening widened to improve access for elderly and disabled	NO OBJECTION

<p>BR/63/21/HH 2A Merchant Street Bognor Regis PO21 1QH</p>	<p>First floor rear extension</p>	<p>NO OBJECTION</p>
<p>BR/77/21/HH 132A Orchard Way Bognor Regis PO22 9JU</p>	<p>To replace the existing White P.V.C.u. windows with new, there is NO colour, material or design change, straight like for like replacements</p>	<p>NO OBJECTION</p>
<p>BR/79/21/PL 83 Aldwick Road Bognor Regis PO21 2NW</p>	<p>Rear extensions and loft conversion to form enlarged HMO (Sui Generis) (resubmission following BR/206/19/PL)</p>	<p>OBJECTION The scale of the proposed extensions and loft conversion to form an enlarged HMO, with no car parking provision, will contribute to the generation of excessive parking demands or traffic in the area. Aldwick Road is an area with a Traffic Regulation Order in place, with waiting restrictions along the road between Park Road/Victoria Road and Nyewood Lane. The proposal is therefore contrary to policy H SP4 of the Arun District Local Plan and the National Planning Policy Framework.</p>
<p>BR/83/21/HH 60 Pevensey Road Bognor Regis PO21 5NU</p>	<p>Erection of front porch</p>	<p>NO OBJECTION</p>

Date of letter: **12 April 2021**

Licence: **Pavement Licence**

Application No: **114688**

Dear Sir/Madam,

Applicant: **Mr George Mitchell**

Date Received: **12 April 2021**

An application was made to Arun District Council under the Business and Planning Act 2020 by the above-named applicant. If you would like to make a representation please use the link below. Representations must specify in detail the grounds of opposition. Your views will be considered alongside Guidance and Policy when the application is determined. Please note we are unable to accept any representations outside of the short consultation window. New

[Click here to complete the form](#)

In order that consideration of the application may not be delayed, it will be appreciated if a reply can be sent to us by: **18 April 2021**.

Please see below for the details relating to this licence.

Yours faithfully

Joshua Marsh
Technical Support Assistant

Applicant: **Mr George Mitchell**

Applicant Address: **2 London Road, Bognor Regis, West Sussex, PO21 1QU**

Location of Premises: **2 London Road, Bognor Regis, West Sussex, PO21 1QU**

Email Address: **george.mitchell@notjusttravel.com**

Telephone number: **01243939555**

Mobile number: **07853155824**

How many Tables :: 4

How many Chairs :: 16

Type of Premises :: Other use for the sale of food or drink for consumption on or off the premises

Description of the area of the Highway :: Pedestrian Zone

Description of the furniture :: Outside tables & chairs

Please provide the previous licence number ::

Trading Times:

Day: Monday

Start Time: 08:00

End Time: 19:00

Further Details: opening hours of the Coffee shop

Day: Tuesday

Start Time: 08:00

End Time: 19:00

Further Details: opening hours of the Coffee shop

Day: Wednesday

Start Time: 08:00

End Time: 19:00

Further Details: opening hours of the Coffee shop

Day: Thursday

Start Time: 08:00

End Time: 19:00

Further Details: opening hours of the Coffee shop

Day: Friday

Start Time: 08:00

End Time: 19:00

Further Details: opening hours of the Coffee shop

Day: Saturday

Start Time: 08:00

End Time: 19:00

Further Details: opening hours of the Coffee shop

Day: Sunday

Start Time: 08:00

End Time: 17:00

Further Details: opening hours of the Coffee shop

Date of letter: **19 April 2021**

Licence: **Pavement Licence**

Application No: **114702**

Dear Sir/Madam,

Applicant: **Mrs sarah mitchell**

Date Received: **19 April 2021**

An application was made to Arun District Council under the Business and Planning Act 2020 by the above-named applicant. If you would like to make a representation please use the link below. Representations must specify in detail the grounds of opposition. Your views will be considered alongside Guidance and Policy when the application is determined. Please note we are unable to accept any representations outside of the short consultation window. New

[Click here to complete the form](#)

In order that consideration of the application may not be delayed, it will be appreciated if a reply can be sent to us by: **26 April 2021**.

Please see below for the details relating to this licence.

Yours faithfully

Sandra Sayers
Technical Support Assistant

Applicant: **Mrs sarah mitchell**

Applicant Address: **6 - 8 London Road, Bognor Regis, West Sussex, PO21 1PY**

Location of Premises: **6 - 8 London Road, Bognor Regis, West Sussex, PO21 1PY**

Email Address:

Telephone number:

Mobile number: **07766835845**

How many Tables :: 11

How many Chairs :: 44

Type of Premises :: Other use for the sale of food or drink for consumption on or off the premises

Description of the area of the Highway :: Pedestrianised highway directly outside the premises

Description of the furniture :: 700mm x 700mm square tables and wicker style cafe chairs

Please provide the previous licence number ::

Trading Times:

Day: Monday

Start Time: 8.00

End Time: 18.00

Further Details:

Day: Tuesday
Start Time: 8.00
End Time: 18.00
Further Details:

Day: Wednesday
Start Time: 8.00
End Time: 18.00
Further Details:

Day: Thursday
Start Time: 8.00
End Time: 18.00
Further Details:

Day: Friday
Start Time: 8.00
End Time: 18.00
Further Details:

Day: Saturday
Start Time: 8.00
End Time: 18.00
Further Details:

Day: Sunday
Start Time: 8.00
End Time: 18.00
Further Details:

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 27th APRIL 2021
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 2nd AND 9th APRIL 2021)**

<p><u>BR/86/21/PL</u> <u>29 Highcroft Crescent</u> Bognor Regis PO22 8DH</p>	<p>Convert existing bungalow in to 1 No. 3 bed bungalow and 1 No. 2 bed bungalow. This application is in CIL Zone 4 and is CIL Liabale as new dwelling</p>	<p><i>Comment by 07-MAY-21</i></p>
<p><u>BR/89/21/A</u> <u>4C London Road</u> Bognor Regis PO21 1PY</p>	<p>Installation of 2 x fascia signs and 1 x hanging sign</p>	<p><i>Comment by 14-MAY-21</i></p>
<p><u>BR/91/21/HH</u> <u>84a Victoria Drive</u> Bognor Regis PO21 2TA</p>	<p>Removal of existing attached garage and erection of single storey side extension</p>	<p><i>Comment by 14-MAY-21</i></p>
<p><u>BR/94/21/PL</u> <u>32 William Street</u> Bognor Regis PO21 1DL</p>	<p>Loft conversion, dormer extensions and conversion of the property into 2 x self-contained apartments</p>	<p><i>Comment by 14-MAY-21</i></p>
<p><u>BR/93/21/PL</u> <u>22 Neville Road</u> Bognor Regis PO22 8BN</p>	<p>Erection of a single storey one bed dwelling house with private amenity space, car parking space and refuse / recycling store</p>	<p><i>Comment by 14-MAY-21</i></p>

AGENDA ITEM 9

**BOGNOR REGIS TOWN COUNCIL
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -
27th APRIL 2021**

AGENDA ITEM 9 - CORRESPONDENCE

REPORT BY THE CIVIC & OFFICE MANAGER

FOR INFORMATION

1. WSCC - Adoption of plan following the Soft Sand Review of the Joint Minerals Local Plan
2. WSCC – Notification of upcoming refurbishment work of the signalised junction of Chichester Road and Town Cross Avenue, Bognor Regis, scheduled to begin on 10th May 2021
3. ADC – Travellers updates relating to sites in Littlehampton, North Mundham and Felpham
4. Email from concerned member of the public in relation to planning application WSCC/011/21 (Ford Circular Technology Park, Ford Road, Ford). The proposal is the same as that for planning application WSCC/036/20, which the Committee considered, and agreed that no comment would be submitted in response, at the meeting held 28th July 2020 (Min. 256 refers). Planning application WSCC/036/20 was later withdrawn.