



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

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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 11<sup>th</sup> OCTOBER 2022**.

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 11<sup>th</sup> October from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

### **PLEASE NOTE START TIME**

**DATED this 3<sup>rd</sup> day of OCTOBER 2022**

**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, 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
3. To approve the Minutes of the Planning and Licensing Committee Meeting held on 30<sup>th</sup> August 2022
  4. Adjournment for public question time and statements
  5. To ratify Delegated Decisions including: -
    - Responses made to Planning Applications on lists dated between 26<sup>th</sup> August and 9<sup>th</sup> September 2022
  6. To consider Planning Applications on Lists dated 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> September 2022
  7. To consider Premises Licence Applications including any variations and any other Licence Applications
  8. 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 30<sup>th</sup> AUGUST 2022**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett and Mrs. S. Daniells

**IN ATTENDANCE:** Mrs. J. Davis (Assistant Clerk)  
Cllr. K. Greenway (WSSC) (part of meeting)  
1 member of the public (part of meeting)

*The Meeting opened at 4pm*

### **33. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman 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.

Apologies for absence had been received from Cllr. Goodheart, who was on annual leave, Cllr. Waterhouse, owing to an appointment, and Cllrs. Stanley and Woodall, who were working.

No apologies for absence were received from Cllrs. Cunard or Erskine.

### **34. DECLARATIONS OF INTEREST**

The Chairman 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 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***

**35. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9<sup>th</sup> AUGUST 2022**

As a result of her being absent from the meeting held on 9<sup>th</sup> August 2022, Cllr. Mrs. Daniells abstained from voting.

As the meeting was therefore not quorate for this item, it was agreed to defer the approving of the Minutes of the Planning and Licensing Committee Meeting held on 9<sup>th</sup> August 2022 until the next meeting.

**36. TO RECEIVE A PRESENTATION FROM WEST SUSSEX COUNTY COUNCILLOR, KEIR GREENWAY, IN REALTION TO MOBILE SPEED INDICATOR DEVICES AND TO CONSIDER ANY FURTHER ACTION IN LIGHT OF THE INFORMATION RECEIVED**

***The Chairman adjourned the Meeting at 4.01pm and invited Cllr. Greenway to address those present***

Cllr. Greenway spoke about the benefits of mobile speed indicator devices, which he considered to be a cost-effective way of impacting speed. The devices can also gather traffic flow data that has the potential to be used to present evidence to planners, WSCC and the police.

It was reported, by Cllr. Greenway, that some local parish councils had either already invested in their own devices or were including the future provision of these devices in their forthcoming budgets. Having been contacted by several local residents who complained about speeding in and around the Town, of which West Meads Drive was a particular concern, Cllr. Greenway was imploring town and parish councils to consider investing in their own devices.

A Member expressed concern about the additional work that collecting and reporting data would create, and the time taken to relocate the mobile devices on a regular basis, when Town Council staff are already overstretched.

The Chairman asked Cllr. Greenway whether there was anything that WSCC could do to combat the issue of speeding, since the responsibility for highways falls within their remit. Cllr. Greenway responded by saying that he was exploring other avenues to address the issue which included liaison with the Highways Manager at WSCC.

With Members receptive to the idea of the Town Council investing in a mobile speed indicator device, in principle, and having discussed other ways in which speeding might be tackled, the following was **AGREED**:

- That the issue of speeding in and around the Town be raised by the Town Council's Officer Representative at the next Sussex Police Arun Parish Meeting;
- That a letter be written to WSCC Highways, asking them to consider the installation of speed cushions on West Meads Drive to combat the problem of speeding;
- That a site visit be arranged with the relevant Officer at WSCC, to identify any suitable locations within Bognor Regis for a mobile speed indicator device to be installed, with a report brought back to the Committee at a future meeting.

### **37. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

A member of the public, who lives on West Meads Drive, spoke of his own experience with speeding drivers outside of his house. He also reported excessive levels of noise created by speeding and the revving of engines and the impact that this was having on his wellbeing.

***The Chairman thanked both Cllr. Greenway and the member of the public for their participation and reconvened the Meeting at 4.25pm***

### **38. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 5<sup>th</sup>, 12<sup>th</sup> AND 19<sup>th</sup> AUGUST 2022**

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

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

There were no Licence applications to be considered.

**40. CORRESPONDENCE**

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

***The Meeting closed at 4.43pm***

**APPENDIX 1****PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30<sup>th</sup> AUGUST 2022**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 5<sup>th</sup>, 12<sup>th</sup> AND 19<sup>th</sup> AUGUST 2022**

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

<a href="#">BR/174/22/PL</a> <a href="#">7A Canada Grove</a> Bognor Regis PO21 1DW	Subdivision of existing first-floor flat into two self-contained residential units. This site is in CIL Zone 4 and is Zero Rated as other development.	<b>NO OBJECTION</b>
<a href="#">BR/171/22/HH</a> <a href="#">42 Elmwood Avenue</a> Bognor Regis PO22 8DD	Single storey side extension following demolition of existing detached garage.	<b>NO OBJECTION</b>
<a href="#">BR/285/22/PL</a> <a href="#">283-285a Chichester Road</a> Bognor Regis PO21 5AH	Removal of conditions 10 - screening to be installed on each balcony, 18 - obscure glazing of bathroom & toilet windows, 19 - WC window on eastern elevation and 22 - permitted development rights and Variation of conditions 2 - approved plans, 9 - materials & finishes and 13 - covered & secure cycle parking spaces following grant of BR/324/17/PL.	<b>NO OBJECTION</b>
<a href="#">BR/188/22/HH</a> <a href="#">29 Burnham Avenue</a> Bognor Regis PO21 2JT	Removal of existing boundary fence and erection of new boundary wall.	<b>NO OBJECTION</b>

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
11<sup>th</sup> OCTOBER 2022**

**AGENDA ITEM 5 - TO RATIFY DELEGATED DECISIONS INCLUDING: -  
RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED  
BETWEEN 26<sup>th</sup> AUGUST AND 9<sup>th</sup> SEPTEMBER 2022**

**REPORT BY THE ASSISTANT CLERK**

**FOR RATIFICATION**

The Planning and Licensing Committee Meeting scheduled to be held on 20<sup>th</sup> September 2022 was postponed as a mark of respect following the death of Her Majesty Queen Elizabeth II.

Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 26<sup>th</sup> August and 9<sup>th</sup> September 2022, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (attached to this report as **Appendix 1**).

**DECISION**

Members are invited to **RATIFY** decisions made under Delegated Authority including the responses made to Planning Applications on Lists dated between 26<sup>th</sup> August and 9<sup>th</sup> September.



**PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE POSTPONED  
PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 20<sup>th</sup> SEPTEMBER 2022  
FOR WHICH MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING  
COMMENTS SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 26<sup>th</sup> AUGUST, 2<sup>nd</sup> AND 9<sup>th</sup> SEPTEMBER 2022)**

<p><a href="#"><u>BR/180/22/L</u></a> <a href="#"><u>16 Scott Street</u></a> Bognor Regis PO21 1UH</p>	<p>Listed building consent to strip off existing roof covering and replace with breathable felt and slates.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/199/22/L</u></a> <a href="#"><u>Office Accommodation</u></a> 71 Upper Bognor Road University of Chichester Bognor Regis PO21 1HR</p>	<p>Listed building consent for a new single storey plant room to east elevation.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/198/22/PL</u></a> <a href="#"><u>Office Accommodation</u></a> 71 Upper Bognor Road University of Chichester Bognor Regis PO21 1HR</p>	<p>New single storey plant room to east elevation. This application affects the setting of a Listed Building, may affect the character and appearance of the Upper Bognor Road &amp; Mead Lane Conservation area and is in CIL Zone 4 (zero rated) as other development.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/184/22/CLE</u></a> <a href="#"><u>110 Aldwick Road</u></a> Bognor Regis PO21 2PD</p>	<p>Lawful development certificate for the existing use of cottage as dwelling.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/183/22/PL</u></a> <a href="#"><u>110 Aldwick Road</u></a> Bognor Regis PO21 2PD</p>	<p>Demolition of store building and replace with 1 No. 2 bed cottage. This application is in CIL Zone 4 and is CIL liable as new dwelling.</p>	<p><b>NO OBJECTION</b></p>

<p><a href="#"><u>BR/200/22/PL</u></a> <a href="#"><u>Butlin's</u></a> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Erection of a new Activity Centre, relocation of fairground rides (some under a new tensile enclosure) and all associated works. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p><b>NO OBJECTION</b></p>
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**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 11<sup>th</sup> OCTOBER 2022  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 16<sup>th</sup>, 23<sup>rd</sup> AND 30<sup>th</sup> SEPTEMBER 2022)**

<a href="#"><u>BR/172/22/HH</u></a> 26 Gibson Way Bognor Regis PO21 1AW	Single storey rear extension	<i>Comment by 13-OCT-22</i>
<a href="#"><u>BR/202/22/HH</u></a> 41 Marshall Avenue Bognor Regis PO21 2TL	Removal of existing conservatory and erection of single storey rear extension	<i>Comment by 27-Oct-22</i>
<a href="#"><u>BR/213/22/HH</u></a> 32 Murina Avenue Bognor Regis PO21 2DA	Single storey rear extension with addition of balcony at first floor	<i>Comment by 27-Oct-22</i>

**AGENDA ITEM 8**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
11<sup>th</sup> OCTOBER 2022**

**AGENDA ITEM 8 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. ADC - Decision Statement for Lyminster and Crossbush Neighbourhood Development Plan 2020-2031.
2. WSCC - Public Notice that parking to all traffic will be temporarily suspended parking on Elm Grove for a distance approx. 28 metres and is scheduled to commence on 19<sup>th</sup> September 2022 for up to 5 days (It is estimated to be completed on 23<sup>rd</sup> September 2022) to allow Portsmouth Water to install a new customer service. Access for emergency service vehicles and pedestrians will be maintained at all times during the closure. For information regarding this closure please contact Portsmouth Waterworks Company on 023 9224 9314 who will be able to assist with scope of these works.
3. WSCC - England Coast Path - Notification of works in Parish.
4. Email from member of the public, who had attended and spoken during public question time at the previous Committee meeting about his experiences of traffic on West Meads Drive.
5. WSCC – Public Notice that High Street, Bognor Regis, will be closed to all traffic from 10<sup>th</sup> October 2022 for up to 5 days, although it is estimated to be completed on 11<sup>th</sup> October 2022. It is required for the safety of the public and workforce while West Sussex County Council undertakes Road Closure from the junctions with Lennox Street to York Road with works taking place outside William Hill to undertake repairs to the carriageway The restriction will be in place off peak only from 09:30 until 15:00. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians.
6. ADC - Travellers to north-east of Charles Purley Way viaduct in Bognor Regis, 21<sup>st</sup> September 2022.