



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,

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 31st JANUARY 2023.**

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 31st January 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 23rd day of JANUARY 2023

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 10th January 2023
 4. Adjournment for public question time and statements
 5. To consider Planning Applications on Lists dated 6th, 13th and 20th January 2023
 6. To consider Premises Licence Applications including any variations and any other Licence Applications
 7. To receive details and agree any comments to submit in response to proposed telecommunications upgrade at Fitzleet House, Queensway, Bognor Regis
 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 10th JANUARY 2023

PRESENT: Cllrs: J. Barrett, Mrs. S. Daniells, B. Waterhouse and P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)

The Meeting opened at 4.04pm

78. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

Due to the absence of both the Chairman, Cllr. Mrs. Warr, and Vice-Chairman, Cllr. Goodheart, the Committee unanimously appointed Cllr. Woodall as the Chairman for this meeting.

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. Cunard, who was working, Cllr. Goodheart owing to a medical appointment, and Cllr. Mrs. Warr for personal reasons.

No apologies for absence were received from Cllr. Erskine.

79. 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

80. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20th DECEMBER 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 20th December 2022 as an accurate record of the proceedings and the Chairman signed them.

81. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the public gallery, therefore, the meeting was not adjourned.

82. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 16th AND 23rd DECEMBER 2022

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

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

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

83. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There were no Licence applications to be considered.

84. CORRESPONDENCE

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

The Meeting closed at 4.07pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 10th JANUARY 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 16th AND 23rd DECEMBER 2022)**

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

<p><u>BR/274/22/T</u> <u>242 Hawthorn Road</u> Bognor Regis PO21 2UP</p>	<p>1 No. English oak (T1) - remove two low lateral branches in the north-west sector of the crown and reduce the crown radius in the western sector from around 8.5m to 6.5m</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>
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<u>PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 31st JANUARY 2023 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 6th, 13th AND 20th JANUARY 2023)</u>		
<u>BR/275/22/PL</u> 49 High Street Bognor Regis PO21 1RX	Single storey rear extension. This site is in CIL Zone 4 (Zero Rated) as other development	<i>Comment by 02-FEB-23</i>
<u>BR/281/22/HH</u> Blakeney Sylvan Way Bognor Regis PO21 2RS	Installation of 17 No. solar panels on the rear ground floor flat roof	<i>Comment by 02-FEB-23</i>
<u>BR/283/22/HH</u> 76 Nyewood Lane Bognor Regis PO21 2UD	Installation of a dwarf wall with timber fence, reduce chimney size. New driveway, colour change to windows and doors, skylights to utility room	<i>Comment by 02-FEB-23</i>
<u>BR/291/22/PL</u> 25 Sudley Road Bognor Regis PO21 1EW	Creation of new shop entrance from Sudley Road and replacement of former shop front windows with new shop front windows. Alterations to first floor front elevation including the installation of new windows across the first floor elevation. Creation of 3no. access doors to the side of the building with 3no. new windows at first floor level and 1no. roof light. This application is in CIL Zone 4 (zero rated) as other development	<i>Comment by 09-FEB-23</i>
<u>BR/4/23/L</u> Railway Station Station Road Bognor Regis PO21 1BA	Listed building consent for the replacement of 2 signal structures at platform ends	<i>Comment by 16-FEB-23</i>



Licensing Act 2003 – Notice

Reference Number: 117574

**Mr Thomas Boxall
of
Box Burgers
1 The Arcade
Bognor Regis
West Sussex
PO21 1LH**

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

Proposed licensable activities/qualifying club activities are as follows:

- 1) Supply Of Alcohol for consumption on and off the premises
between the hours of:
12:00 – 22:00 Monday to Wednesday,
12:00 – 23:00 Thursday to Saturday,
12:00 – 22:00 Sunday

The application is open to representation from interested parties and
responsible authorities between 20/01/2023 and 17/02/2023

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

AGENDA ITEM 7

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
31st JANUARY 2023**

AGENDA ITEM 7 - TO RECEIVE DETAILS AND AGREE ANY COMMENTS TO SUBMIT IN RESPONSE TO PROPOSED TELECOMMUNICATIONS UPGRADE AT FITZLEET HOUSE, QUEENSWAY, BOGNOR REGIS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

The proposed works relate to an existing telecommunications site located at the top of Fitzleet House. The proposed works seek to upgrade the site to provide improved coverage to meet demand in the area and support the governments aspirations for a high-quality telecommunications network across the UK.

The 6 replacement antennas will be mounted in the same positions as the existing. The antennas are proposed at the same height to ensure the effective transmission of signal to the locality and will be mounted on existing support poles located at the top of the building.

This is an established telecommunications site at the top of a 42m high block of flats and the amendments proposed do not seek to increase the height or width of the installation or move its location. Due to the minimal nature of changes the impact is considered to be negligible. The upgrading of this site therefore presents an opportunity to address a need for coverage without having to site a new base station installation in the area.

Upgrading existing sites is in accordance with the Code of practice for wireless network development in England (2022) and ensures that the number of installations is kept to a minimum in accordance with Chapter 10 of the NPPF (2021). The Local Planning Authority mast register, where available, and other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined. All installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation.

The Town Council have been invited, by the applicant, to submit any comments in response to the proposal.

DECISION

Members are invited to **AGREE** any comments to submit in response to the proposed telecommunications upgrade at Fitzleet House, Queensway, Bognor Regis.

AGENDA ITEM 8

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
31st JANUARY 2023**

AGENDA ITEM 8 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. WSCC - Notification that the A29 Orchard Way roundabout in Bognor Regis is due to be closed on Monday 30th January to Thursday 2nd February 2023 for carriageway resurfacing. An alternative route for traffic will be signed on site. These works are weather dependant and may be cancelled at short notice.
2. WSCC - Highways Transport and Planning: Major Projects Schemes - Newsletter Update. Circulated to Committee Members, 20.01.2023.
3. WSCC - Public Notice that the use of A29 Shripney Road, Bognor Regis from junction with Sack Lane and Shripney Lane is temporarily prohibited from 17/01/23. The restriction will be in place 24hrs. This emergency closure is necessary for safety of road users due to extensive flooding & ice due to adverse weather. It is anticipated the works will be completed by 27/01/23. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This notice will be effective for a maximum of 21 days from the date given above.
4. ADC - Notice that Arun District Council confirmed an Article 4 Direction on the 18th of January 2023 under Article 4(1) of the Town and Country Planning (General Permitted Development) Order 2015. The Direction relates to development comprising the change of use of any building or land within its curtilage from a use falling within C3 (Dwellinghouse) to a use falling within C4 (House in Multiple Occupation). The direction comes into force on the 19th of January 2023 and covers the Hotham and Marine ward in Bognor Regis. From this date onwards, the change of use of a dwellinghouse (C3) to a house in multiple occupation (C4) shall not be carried out unless planning permission is first granted for this change of use. All consultation material, the Direction and Maps can be viewed at the Council Offices or alternatively on the Council's website: <https://www.arun.gov.uk/supplementary-planning-documents-spds>.