



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 21st FEBRUARY 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 21st February 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 13th day of FEBRUARY 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 31st January 2023
 4. Adjournment for public question time and statements
 5. To consider Planning Applications on Lists dated 27th January, 3rd and 10th February 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 upgrades in 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 31st JANUARY 2023

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett, Mrs. S. Daniells, S. Goodheart (during Min. 89), B. Waterhouse and P. Woodall

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

The Meeting opened at 4.01pm

85. 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.

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

86. 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

87. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 10th JANUARY 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 10th January 2023 as an accurate record of the proceedings and the Chairman signed them.

88. 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.

89. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6th, 13th AND 20th JANUARY 2023

Cllr. Goodheart arrived at the Meeting during consideration of planning application BR/281/22/HH

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

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

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

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

90.1 **Licensing Act 2003**
Premises: Box Burgers, 1 The Arcade, Bognor Regis, PO21 1LH
Licence Number: 117574

The Committee noted the application received for a Premises Licence for the 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, and 12:00 to 22:00 Sunday.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

90.2 Licensing Act 2003

**Premises: Suga Kane, 9-11 York Road, Bognor Regis, PO21 1LW
Licence Number: 117621**

The Committee noted the application received for a Premises Licence for the supply of alcohol for consumption on and off the premises from 10:00 to 00:00 on Monday to Saturday and 10:00 to 22:30 on Sunday. The application also included performance of live music from 23:00 to 00:00 on Monday to Saturday, and the performance of recorded music from 23:00 to 00:00 Monday to Saturday.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

91. TO RECEIVE DETAILS AND AGREE ANY COMMENTS TO SUBMIT IN RESPONSE TO PROPOSED TELECOMMUNICATIONS UPGRADE AT FITZLEET HOUSE, QUEENSWAY, BOGNOR REGIS

The Assistant Clerk's report was **NOTED**.

Having considered the proposed telecommunications upgrade at Fitzleet House, as detailed in the report, Members **AGREED** to submit no comments in response.

92. CORRESPONDENCE

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

Additional correspondence included: -

- 92.1** WSCC - West Sussex Chargepoint Network: Update on how the Chargepoint Network is progressing across the County on-street and in car parks in Mid Sussex and Horsham. Free Webinar for Town & Parish Councils 16th February 1pm. This session will also allow Town & Parish Councils to ask questions about how the network is progressing, and the programme in general. Email, with link to book ticket to attend, circulated to all Councillors, 31st January 2023.

The Meeting closed at 4.36pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 31st JANUARY 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 6th, 13th AND 20th JANUARY 2023)**

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

<p><u>BR/275/22/PL</u> <u>49 High Street</u> Bognor Regis PO21 1RX</p>	<p>Single storey rear extension. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/281/22/HH</u> <u>Blakeney</u> Sylvan Way Bognor Regis PO21 2RS</p>	<p>Installation of 17 No. solar panels on the rear ground floor flat roof</p>	<p>NO OBJECTION</p>
<p><u>BR/283/22/HH</u> <u>76 Nyewood Lane</u> Bognor Regis PO21 2UD</p>	<p>Installation of a dwarf wall with timber fence, reduce chimney size. New driveway, colour change to windows and doors, skylights to utility room</p>	<p>NO OBJECTION</p>
<p><u>BR/291/22/PL</u> <u>25 Sudley Road</u> Bognor Regis PO21 1EW</p>	<p>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</p>	<p>NO OBJECTION</p>

<p>BR/4/23/L Railway Station Station Road Bognor Regis PO21 1BA</p>	<p>Listed building consent for the replacement of 2 signal structures at platform ends</p>	<p>OBJECTION Whilst Members acknowledge that this application is referring to the replacement of 2 signal structures at platform ends, it is difficult to ignore that the Railway Station is a listed building and the signal box is listed as a building/structure of character, the fact of which is a material consideration. Members read with interest the representation submitted that made reference to recently replaced semaphore signalling in the Neasden Junction area. Although Members want to ensure the viability of Bognor Regis Railway Station, and regard passenger safety of paramount importance, if there were any way that the current semaphore signalling can be replaced as suggested was possible in the representation referred to, like for like, then this would be preferable given the heritage of the site. If, however, the Planning Authority take the decision to permit consent then we would respectfully ask that the semaphore signals removed are donated to Bognor Regis Town Council so that they may be preserved accordingly as historic memorabilia.</p>
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**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 21st FEBRUARY 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 27th JANUARY, 3rd AND 10th FEBRUARY 2023)**

<p><u>BR/278/22/PL</u> Basement Office <u>1 Sidlaw Terrace</u> Clarence Road Bognor Regis PO21 1JZ</p>	<p>Change of use from office to 1 No 3 bed flat. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p><i>Comment by 23-FEB-23</i></p>
<p><u>BR/1/23/HH</u> <u>42 Neville Road</u> Bognor Regis PO22 8BJ</p>	<p>Single storey side extension</p>	<p><i>Comment by 23-FEB-23</i></p>
<p><u>BR/8/23/HH</u> <u>44 Crescenta Walk</u> Bognor Regis PO21 2XS</p>	<p>Single storey rear extension</p>	<p><i>Comment by 23-FEB-23</i></p>
<p><u>BR/9/23/HH</u> <u>19 Den Avenue</u> Bognor Regis PO21 1HE</p>	<p>Single storey rear orangery extension and detached garden office to rear</p>	<p><i>Comment by 23-FEB-23</i></p>
<p><u>BR/17/23/PL</u> <u>Butlin's</u> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Variation of condition 12 imposed under BR/200/22/PL relating to the rewording of condition 12 to include updated Flood Risk Assessment document</p>	<p><i>Comment by 02-MAR-23</i></p>

<p><u>BR/268/22/PL</u> <u>Ravenna</u> Richmond Avenue West Bognor Regis PO21 2YG</p>	<p>2 storey extension and conversion of existing property to provide 8 self-contained flats with associated car parking</p>	<p><i>Comment by 02-MAR-23</i></p>
<p><u>BR/16/23/PL</u> <u>7-7a Canada Grove</u> Bognor Regis PO21 1DW</p>	<p>Construction of second-floor extension to form 2 No self-contained residential units (resubmission following BR/239/22/PL). This site is in CIL Zone 4 (Zero Rated) as flats</p>	<p><i>Comment by 07-MAR-23</i></p>
<p><u>BR/24/23/T</u> <u>2 Burngreave Court</u> Bognor Regis PO21 2TZ</p>	<p>Fell 1 No. Maple tree</p>	<p><i>Comment by 09-MAR-23</i></p>

AGENDA ITEM 8

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
21st FEBRUARY 2023**

AGENDA ITEM 8 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. 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/37/22/PL (Cordell House Rest Home 120 Victoria Drive Bognor Regis PO21 2EJ).
2. ADC – Notification that Middleton-On-Sea Parish Council has applied to Arun District Council Local Planning Authority Area (LPAA) for designation of Neighbourhood Area under Part 2 of the Neighbourhood Planning (General) Regulations 2012.