



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 25th APRIL 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 25th April 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 17th day of APRIL 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 4th April 2023
 4. Adjournment for public question time and statements
 5. To consider Planning Applications on Lists dated 31st March, 7th and 14th April 2023
 6. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
 7. To consider Premises Licence Applications including any variations and any other Licence Applications
 8. To receive an update in relation to the Community Infrastructure Levy (CIL)
 9. 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 4th APRIL 2023

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

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

The Meeting opened at 4.04pm

109. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

Due to the absence of the Chairman, Cllr. Mrs. Warr, the Vice Chairman, Cllr. Goodheart, took the chair.

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. Woodall who was working. No apologies for absence were received from Cllrs. Cunard, Erskine or Mrs. Warr.

110. 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

111. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14th MARCH 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 14th March 2023 as an accurate record of the proceedings and the Chairman signed them.

112. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

113. TO RATIFY DELEGATED DECISIONS INCLUDING RESPONSES MADE TO PLANNING APPLICATIONS ON LIST DATED 3rd MARCH 2023

The Assistant Clerk's report and Appendix detailing the relating applications was **NOTED**.

Owing to an administrative error, Planning Applications BR/40/23/PL and BR/41/23/PL on list dated 3rd March 2023, were not considered by the Planning and Licensing Committee at their meeting held on 14th March 2023. Upon discovering the error on the day following the meeting, Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (appended to these Minutes as **Appendix 1**).

The responses made to Planning Applications on list dated 3rd March 2023 were **RATIFIED** by the Committee.

114. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10th, 17th AND 24th MARCH 2023

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

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

114.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 2**).

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

Licensing Act 2003

Premises: Pagham Bowls Club, Swansea Gardens, Bognor Regis, PO21 2JG

Licence Number: 117901

The Committee noted the application received for a Club Premises Certificate for the supply of alcohol for consumption on and off the premises Monday to Sunday from 11.00 until 22.30 and New Years Eve from 11.00 until 00.00.

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

116. TO RECEIVE DETAILS OF WSCC'S POST-16 TRANSPORT CONSULTATION AND TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

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

Having considered the consultation documents, Members **AGREED** to submit any responses to WSCC's Post-16 Transport Consultation individually, rather than as a Committee.

117. CORRESPONDENCE

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

The Meeting closed at 4.32pm

**PLANNING APPLICATIONS MISSED OFF THE LIST OF THOSE DUE TO BE CONSIDERED AT MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 14th MARCH 2023
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 LIST DATED 3rd MARCH 2023)**

<p><u>BR/40/23/PL</u> <u>The Rock Bar & Restaurant</u> 41 – 43 High Street Bognor Regis PO21 1RX</p>	<p>Creation of a roof terrace & covered bar & canopy with timber decked seating areas and raised deck area, new doors into first floor of building, internal timber screening to plant, increase in height of side walls to 2.5m / 3.35m & water feature 500mm above existing roof. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/41/23/PL</u> <u>The Rock Bar & Restaurant</u> 41 – 43 High Street Bognor Regis PO21 1RX</p>	<p>Variation of conditions 3 and 4 following the grant of BR/73/16/PL relating to opening hours and hours of use of outside seating area</p>	<p>NO OBJECTION</p>

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 4th APRIL 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 10th, 17th AND 24th MARCH 2023)**

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

<p><u>BR/21/23/PL</u> <u>110 Aldwick Road</u> Bognor Regis PO21 2PD</p>	<p>Demolition of existing store building and erection of 1 No 2-bed cottage (resubmission following BR/183/22/PL). This application is in CIL Zone 4 and is CIL Liable as a new dwelling</p>	<p>NO OBJECTION</p>
<p><u>BR/58/23/PL</u> <u>Portland House</u> 47 West Street Bognor Regis PO21 1XB</p>	<p>General repair improvement works including re-rendering, reroofing, repair and replacement of windows, insulation and plastering. Internal alterations. Associated landscape works including proposed detached storage building. This application affects the setting of a Listed Building, affects the character and appearance of The Steyne, Bognor Conservation area and is in CIL Zone 4 (zero rated) as other development</p>	<p>NO OBJECTION Members are in full support of the proposed improvements and repairs to preserve and, where possible, reinstate the original character of the building.</p>
<p><u>BR/59/23/L</u> <u>Portland House</u> 47 West Street Bognor Regis PO21 1XB</p>	<p>Listed building consent for general repair improvement works including re-rendering, re roofing, repair and replacement of windows, insulation and plastering. Replace existing timber railings on external staircase with black-painted metal railings. Removal of redundant drainage pipes and gas lines to rear elevation. Internal alterations including changes to layout to include removal of walls, doors and removal & replacement of fireplaces and relocation of kitchen and bathroom on First floor. Associated landscape works including new detached storage building</p>	<p>NO OBJECTION Members are in full support of the proposed improvements and repairs to preserve and, where possible, reinstate the original character of the building.</p>

<p><u>BR/44/23/HH</u> <u>112 Linden Road</u> Bognor Regis PO21 2BD</p>	<p>Drop kerb</p>	<p>NO OBJECTION</p>
<p><u>BR/55/23/T</u> <u>Grosvenor Court</u> Norfolk Square Bognor Regis PO21 2JD</p>	<p>2 No. Lime Trees (T1 & T2) crown raise to 3.5m. Remove or shorten selected branches to ensure 1.5m clearance from 8 Royal Norfolk Mews to the North</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>
<p><u>BR/61/23/HH</u> <u>44 Hawthorn Road</u> Bognor Regis PO21 2DD</p>	<p>Removal of existing lean-to extension and erection of single storey rear extension</p>	<p>NO OBJECTION</p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 25th APRIL 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 31st MARCH, 7th AND 14th APRIL 2023)**

<p><u>BR/65/23/L</u> <u>Town Hall</u> Clarence Road Bognor Regis PO21 1LD</p>	<p>Listed building consent for a new wall mounted defibrillator and associated housing</p>	<p><i>Comment by 29-APR-23</i></p>
<p><u>BR/64/23/PL</u> <u>Town Hall</u> Clarence Road Bognor Regis PO21 1LD</p>	<p>Application under Regulation 3 for a wall mounted defibrillator and associated housing. This application affects the setting of a Listed Building and is in CIL Zone 4 (zero rated) as other development</p>	<p><i>Comment by 29-APR-23</i></p>
<p><u>BR/38/23/PL</u> <u>51 High Street</u> Bognor Regis PO21 1RX</p>	<p>Demolition of rear part single, part two storey extension and erection of ground floor storage unit with 2 No flats above. This application is in CIL Zone 4 (Zero Rated) as flat and other development</p>	<p><i>Comment by 29-APR-23</i></p>
<p><u>BR/48/23/PL</u> <u>86 Annandale Avenue</u> Bognor Regis PO21 2EX</p>	<p>Erection of 1 No dwelling with off street parking and garden. This application is in CIL Zone 4 and is CIL Liable as a new dwelling</p>	<p><i>Comment by 29-APR-23</i></p>
<p><u>BR/60/23/HH</u> <u>66 Orchard Way</u> Bognor Regis PO22 9HP</p>	<p>Single storey rear extension and installation of side door and window</p>	<p><i>Comment by 29-APR-23</i></p>
<p><u>BR/67/23/HH</u> <u>1 Westway</u> Bognor Regis PO22 8DA</p>	<p>First floor rear extension</p>	<p><i>Comment by 29-APR-23</i></p>

<p><u>BR/70/23/PL</u> <u>9-11 Station Road</u> Bognor Regis PO21 1QD</p>	<p>Demolition of part ground floor and extension to 9-11 Station Road to provide 20 No bed and breakfast accommodation on first and second floors. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p><i>Comment by 29-APR-23</i></p>
<p><u>BR/74/23/HH</u> <u>27 Highcroft Crescent</u> Bognor Regis PO22 8DH</p>	<p>Single storey rear extension</p>	<p><i>Comment by 05-MAY-23</i></p>
<p><u>BR/75/23/HH</u> <u>Inner Court</u> Norfolk Square Bognor Regis PO21 2JA</p>	<p>Creation of second floor involving roof extension with installation of front balcony, first floor front/side and side/rear extensions</p>	<p><i>Comment by 05-MAY-23</i></p>
<p><u>BR/45/23/PL</u> <u>4 Clifton Road</u> Bognor Regis PO21 2HH</p>	<p>New building in rear garden to create 2 additional HMO rooms. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p><i>Comment by 13-MAY-23</i></p>

Date of letter: **12 April 2023**

Licence: **Pavement Licence**

Application No: **117983**

Dear Sir/Madam,

Applicant: **Jessica Smith**

Date Received: **12 April 2023**

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: **19 April 2023**.

Please see below for the details relating to this licence.

Yours faithfully

Sandra Sayers
Technical Support Assistant

Applicant: **Jessica Smith**

Applicant Address:

Location of Premises: **39 Bedford Street, Bognor Regis, West Sussex, PO21 1SH**

Email Address:

Telephone number:

Mobile number:

How many Tables :: 6

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 :: the area is set back from bedford street next to the public toilets and is 15+ meters away from the road

Description of the furniture :: black round metal tables with black stackable metal chairs from ikea

Please provide the previous licence number ::

Trading Times:

Day: monday

Start Time: 0900

End Time: 1600
Further Details:

Day: tuesday
Start Time: 0900
End Time: 1600
Further Details:

Day: wednesday
Start Time: 0900
End Time: 1600
Further Details:

Day: thursday
Start Time: 0900
End Time: 1600
Further Details:

Day: friday
Start Time: 0900
End Time: 1600
Further Details:

Day: saturday
Start Time: 1000
End Time: 1600
Further Details:

Day: sunday
Start Time: 1000
End Time: 1400
Further Details:



Licensing Act 2003 – Notice

Reference Number: 118040

**SEE LOVI LTD
The Carlton Hotel
The Esplanade
Bognor Regis
West Sussex
PO21 1NF**

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

Proposed licensable activities:

Supply Of Alcohol for consumption on and off the premises between
the hours of 10:00 and 01:00 Monday to Sunday, same hours apply
every day.

Seasonal Variations: From the end of permitted hours on New Year's
Eve to the start of permitted hours on the following day. Non standard
times of 01:00 to 10:00.

Performance of Live Music indoors between the hours of 13:00 and
00:00 Thursday to Sunday.

Seasonal Variations: From 13:00 to 00:00 on Christmas Eve,
Christmas Day, New Year's Eve and New Year's Day

Performance of Recorded Music indoors between the hours of 20:00
and 01:00 Thursday to Sunday.

Seasonal Variations: From 20:00 to 01:00 on Christmas Eve,
Christmas Day, New Year's Eve and New Year's Day.

The application is open to representation from interested parties and
responsible authorities between 21 April 2023 and 19 May 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

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
25th APRIL 2023**

**AGENDA ITEM 8 - TO RECEIVE AN UPDATE IN RELATION TO THE
COMMUNITY INFRASTRUCTURE LEVY (CIL)**

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

Notification has been received from Arun District Council (the CIL Charging Authority) that Bognor Regis Town Council will receive a total CIL payment of £2,418.76 from income received by Arun District Council for the period 1st October to 31st March 2023.

The Town Council's CIL Spending List is due to be reviewed and updated and this will be carried out by the Planning and Licensing Committee after the elections in May 2023.

AGENDA ITEM 9

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
25th APRIL 2023**

AGENDA ITEM 9 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. WSCC – Public Notice that Madeira Avenue, between the junctions of Highcroft Avenue and Elmwood Avenue, will be temporarily closed to traffic from 17th April 2023 for up to 5 days (it is estimated to be completed on 21st April 2023) and is required for the safety of the public and workforce while Southern Water undertakes pipe repairs. The restriction will be in place 24hrs/day. An alternative route will be signed on site. Access will be maintained for emergency services, residents and pedestrians.
2. WSCC - Highways, Transport and Planning Newsletter - March 2023. Emailed to all Members of the Planning and Licensing Committee, 12th April 2023.
3. Notification that Planning Application BR/12/23/PL (Cordell House Rest Home, 120 Victoria Road, Bognor Regis), to which the Town Council objected at the meeting held 14th March 2023 (Min. 105.3 refers), is expected to be determined by ADC's Planning Committee at 1pm on 19th April 2023. Circulated to all Committee Members, 12th April 2023.
4. WSCC – Public Notice that Canada Grove, between junction with Linden Road and junction with Queensway, will be temporarily closed to traffic on 2nd May 2023 for up to 5 days (it is estimated to be completed on 2nd May 2023) and is required for the safety of the public and workforce while West Sussex County Council undertakes Carriageway Patching. The restriction will be in place day-time only from 09:30 until 15:30 and an alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians.