



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 23rd MAY 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 23rd May 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 16th day of MAY 2023

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To note the appointment of Chairman and Vice-Chairman as agreed at the Annual Town Council Meeting held 22nd May 2023
2. Chairman's Announcements and Apologies for Absence
3. 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
4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 25th April 2023
 5. Adjournment for public question time and statements
 6. To note the Terms of Reference for the Planning and Licensing Committee as adopted at the Annual Town Council Meeting held 22nd May 2023
 7. To ratify delegated decisions including: -
 - Responses made to Planning Applications on list dated 21st April 2023
 8. To consider Planning Applications on Lists dated 28th April, 5th and 12th May 2023
 9. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
 10. To consider Premises Licence Applications including any variations and any other Licence Applications
 11. 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 25th APRIL 2023

PRESENT: Cllrs: J. Barrett, Mrs. S. Daniells, S. Goodheart (from Min. 122.3), B. Waterhouse and P. Woodall

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

The Meeting opened at 4.03pm

118. 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.

Cllr. Mrs. Daniells gave apologies for absence on behalf of Cllr. Cunard who was at college. No apologies for absence were received from Cllrs. Erskine or Mrs. Warr.

119. 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

120. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th APRIL 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 4th April 2023 as an accurate record of the proceedings and the Chairman signed them.

121. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

122. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31st MARCH, 7th AND 14th APRIL 2023

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

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

Cllr. Goodheart arrived at the Meeting after consideration of planning applications BR/65/23/L and BR/64/23/PL

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

123. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

The following decisions were **RATIFIED**:

- Licence Application Number: 117983 in relation to Little Piggies Café, 39 Bedford Street, Bognor Regis - Members **AGREED** to offer **NO OBJECTION** to the application to place 5 tables and 10 chairs directly outside the premises from 9am until 4pm Monday to Friday, 10am until 4pm on Saturday and 10am until 2pm on Sunday. Concern was expressed about the proximity of the road and Members would, therefore, be keen to see a barrier system in place to mitigate the risk of children seated outdoors, running into the road.

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

Licensing Act 2003

Premises: The Carlton Hotel, The Esplanade, Bognor Regis, PO21 1NF

Licence Number: 118040

The Committee noted the application received for a Premises Licence for the following 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.

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

125. TO RECEIVE AN UPDATE IN RELATION TO THE COMMUNITY INFRASTRUCTURE LEVY (CIL)

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

126. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated and the following was brought to Members attention:

Additional correspondence included: -

- 126.1** 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/294/21/PL (2-10 The Hatters Inn, Queensway, Bognor Regis, PO21 1QT), to which Bognor Regis Town Council objected.

The Meeting closed at 5.16pm

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

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

<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>NO OBJECTION</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>NO OBJECTION</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>NO OBJECTION</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>OBJECTION The proposed development would result in an intensification of use of the site and a cramped appearance which would adversely affect the character of the building occupying the site of 86 Annandale Avenue and the character of the residential area which affects neighbouring amenities. It is felt that it fails to provide an adequate area of amenity space commensurate to the size of the dwelling located on the site of 86 Annandale Avenue, which could harm the amenities of future and existing occupants and would be,</p>

BR/48/23/PL (continued)
86 Annandale Avenue
Bognor Regis
PO21 2EX

therefore, contrary to Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan.

Members are concerned that these proposals will result in an increase in pressure for on-street parking spaces, by losing the current parking provision running alongside 86 Annandale Avenue in order to gain vehicular access to the proposed development, which will be harmful to the amenity of existing local residents in the area. This would result in an intensification of use, that adversely affects the character of the area, which would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Local Plan. Criterion (b) of Policy H SP4 requires HMOs, of which it is believed 86 Annandale Avenue is classed as, to not contribute to the generation of excessive parking demands and requires that capacity is provided for or exists to cater for any demand likely to be generated.

There is also concern about the mature trees that run along the northern boundary, of which one is regarded by Members to be a magnificent Magnolia tree. It is not clear from the plans whether it is intended to remove any of these trees. If this were to be the case then the proposals have the potential to fall short of Policy ENV DM4 which requires that it can be demonstrated that trees protected by a TPO, or those contributing to local amenity, will not be damaged or destroyed unless certain

<p><i>BR/48/23/PL (continued)</i> 86 Annandale Avenue Bognor Regis PO21 2EX</p>		<p>conditions can be met. Furthermore, Policy QE SP1 requires all development to contribute positively to the quality of the environment and to ensure that development does not have a significantly negative impact upon residential amenity, or the natural environment, which Members consider the proposals to be contrary to should any mature trees be removed.</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>NO OBJECTION</p>
<p><u>BR/67/23/HH</u> <u>1 Westway</u> Bognor Regis PO22 8DA</p>	<p>First floor rear extension</p>	<p>NO OBJECTION</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>OBJECTION The development due to its massing, bulk and design fails to respect the surrounding character and appearance of the area, contrary to policies D SP1, D DM1 of the Arun Local Plan, the Arun Design Guide and relevant paragraphs of the NPPF.</p> <p>It is felt that insufficient information has been provided to demonstrate that there is a sufficient capacity to accommodate the expected parking demand in existing streets without causing harm to the amenity of neighbouring properties by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling.</p>

<p><i>BR/70/23/PL (continued)</i> <i>9-11 Station Road</i> <i>Bognor Regis</i> <i>PO21 1QD</i></p>		<p>It is therefore contrary to policies T SP1 (d) and QE SP1 of the Arun Local Plan.</p> <p>Members were also disappointed with the proposed design, which they felt was lacking in the required design excellence addressed in the Neighbourhood Development Plan. Contrary to Policy 8A of the NDP, the development proposals fail in taking the opportunity to enhance the local character by using good materials that complement the existing palette of materials used within the area.</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>NO OBJECTION</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>NO OBJECTION</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>OBJECTION The proposed development would result in an intensification of use of the site and a cramped appearance which would adversely affect the character of the building occupying the site and the character of the residential area which affects neighbouring amenities. It is felt that it fails to provide an adequate area of amenity space which could harm the amenities of future and existing occupants and would be, therefore, contrary to Policies D SP1, D DM1 and QE SP1 of the Arun</p>

BR/45/23/PL (continued)
4 Clifton Road
Bognor Regis
PO21 2HH

Local Plan and relevant paragraphs of the NPPF.

Members are concerned that these proposals will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of existing local residents in the area. Such amenity issues have involved anti-social blocking of driveways and overspill parking on roads. Allowing for the proposed change of use would result in an intensification of use, that adversely affects the character of the area, which would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Local Plan. Criterion (b) of Policy H SP4 requires HMOs to not contribute to the generation of excessive parking demands and requires that capacity is provided for, or exists to cater for any demand likely to be generated.

There are also concerns for the safety of future residents of the proposed rooms, in the event of an emergency evacuation, with only one access point and what appears to be only a small window in each room.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
23rd MAY 2023**

**AGENDA ITEM 6 - TO NOTE THE TERMS OF REFERENCE FOR THE
PLANNING AND LICENSING COMMITTEE AS ADOPTED AT THE ANNUAL
TOWN COUNCIL MEETING HELD 22ND MAY 2023**

REPORT BY THE ASSISTANT CLERK

FOR NOTING

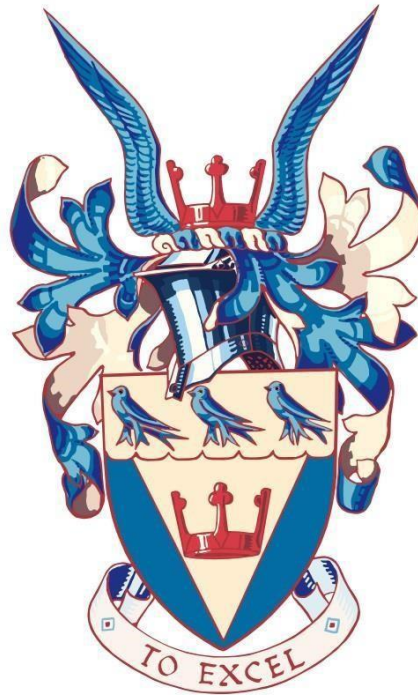
It is usual practice for each Committee to consider their Terms of Reference at their first meeting following the Annual Town Council Meeting in May. However, a thorough review of all the Council's Terms of Reference has been carried out in the last few months.

Following a number of Members Briefings, the proposed changes to the various Terms of Reference were considered at the Policy and Resources Committee Meeting, held 27th March 2023, where Members **AGREED** to **RATIFY** these, without any further amendments, and **RECOMMEND** to Council that these be **ADOPTED** (Min. 151 refers).

At the Annual Town Council Meeting, held on 22nd May 2023, Members **AGREED** to **ADOPT** the Terms of Reference for the Planning and Licensing Committee, attached to this report as **Appendix 1**).

DECISION

Members are invited to **NOTE** the Terms of Reference for the Planning and Licensing Committee.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLANNING AND LICENSING **COMMITTEE**

Adopted by the Council at its Meeting held on 22nd May 2023

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

9 Members of the Authority

Quorum = 3

Introduction

The Planning and Licensing Committee shall exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities and shall authorise the Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications. Where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Definitions

- **Management Overview:** To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- **Operational Management:** That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1	Delegation of Functions Column 2
<p>1 Planning and Development Control</p> <p>To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy & traveller consultations</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>2 Referring any Planning enforcement issue to the principal Council</p>	<ul style="list-style-type: none"> • Town Clerk
<p>3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>4 To comment on Tree Preservation applications or the making of Orders</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>5 To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies</p>	<ul style="list-style-type: none"> • Committee, except Local Plan and strategic Regeneration sites which are reserved for Council
<p>6 To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>7 To make observations on Hazardous Substance applications</p>	<ul style="list-style-type: none"> • Committee
<p>8 Responding to consultations from adjoining parishes</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>9 Making observations on applications for amendments to planning and other related consents previously granted by any authority</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members

10	Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
11	Making observations on applications and other actions in relation to hedge rows	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
12	Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
13	Making observations on street naming or numbering	<ul style="list-style-type: none"> Committee
14	Making observations on highways consultations including all on-road issues, on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
15	Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> Committee
16	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
17	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
18	To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> Town Clerk in the case of an emergency, or following consultation with Members
19	To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
20	Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 S3: Highways Act 1980, S301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
21	Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> Committee
22	Responding to consultations on community assets	<ul style="list-style-type: none"> Committee
23	Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> Committee within Council Policy
24	Highways & Transport	
24.1	Power to maintain footpaths & bridleways	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
24.2	Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
24.3	Improve off street parking	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
24.4	Power to provide roadside seats & shelters	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
24.5	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
24.6	Power to provide traffic signs and other objects or devices warning of danger	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk

24.7	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.8	Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.9	To support approved community transport schemes.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.10	Making observations on transportation consultations	<ul style="list-style-type: none"> • Committee under the direction of Council • Grants to Policy and Resources Committee
24.11	Power to erect flagpoles in highway land. Highways Act 1980, S144	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
25.	To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
26.	Bus Shelters	
26.1	Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Power to make contribution, within budget to Committee
27.	Neighbourhood Planning	<ul style="list-style-type: none"> • Management overview to Committee
27.1	To monitor for any changes in Neighbourhood Plan legislation	<ul style="list-style-type: none"> • Committee
27.2	To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee	

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
23rd MAY 2023**

**AGENDA ITEM 7 - TO RATIFY DELEGATED DECISIONS INCLUDING
RESPONSES MADE TO PLANNING APPLICATIONS ON LIST DATED 21st
APRIL 2023**

REPORT BY THE ASSISTANT CLERK

FOR RATIFICATION

Owing to the local elections held on 4th May 2023, there was not a meeting of the Planning and Licensing Committee that would have allowed for planning applications on List dated 21st April to be considered in-person.

Therefore, Members of the Planning and Licensing Committee were instead canvassed for their opinion on planning application BR/71/23/RES 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 response made to planning application BR/71/23/RES on List dated 21st April 2023.

**PLANNING APPLICATIONS ADVERTISED DURING THE MAY 2023 ELECTION PERIOD
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 21st APRIL 2023)**

[BR/71/23/RES](#)

30 Devonshire Road
Bognor Regis
PO21 2SY

Approval of reserved matters following BR/283/19/OUT for layout, scale, appearance, access, and landscaping and other details

NO OBJECTION

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 23rd MAY 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 28th APRIL, 5th AND 12th MAY 2023)**

<p><u>BR/86/23/A</u> Oceans 13 High Street Bognor Regis PO21 1RJ</p>	<p>1 No externally illuminated fascia sign, 2 No door plaques, 1 No non illuminated bullnose amenity board, 2 No CCTV disclaimer signs and 1 No double sided externally illuminated hanging sign on front elevation</p>	<p><i>Comment by 26-MAY-23</i></p>
<p><u>BR/94/23/PL</u> <u>The Regis School</u> Westloats Lane Bognor Regis PO21 5LH</p>	<p>Demolition of existing structure approved under BR/84/15/PL and erection of a new glazed extension. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p><i>Comment by 26-MAY-23</i></p>
<p><u>BR/83/23/PL</u> <u>Regis Centre Car Park</u> Belmont Street Bognor Regis PO21 1LE</p>	<p>Demolition of former station, and construction of a 5-storey, 116-bedroom hotel with ancillary restaurant and all associated works. This application affects the setting of a Listed Building and is in CIL Zone 3 (Zero Rated) as other development</p>	<p><i>Comment by 02-JUN-23</i></p>
<p><u>BR/84/23/L</u> <u>Regis Centre Car Park</u> Belmont Street Bognor Regis, PO21 1LE</p>	<p>Listed building consent for demolition of former fire station and construction of a 5-storey, 116-bedroom hotel with ancillary restaurant and all associated works</p>	<p><i>Comment by 02-JUN-23</i></p>
<p><u>BR/25/23/HH</u> (RE-ADVERTISED) <u>38 Bassett Road</u> Bognor Regis PO21 2JH</p>	<p>Roof extension to create 2 additional annex and alterations to fenestration/openings. Re-Advertised - substitute proposed floor plans and elevations</p>	<p><i>Comment by 02-JUN-23</i></p>
<p><u>BR/53/23/PL</u> <u>127 Amberley Drive</u> Bognor Regis PO21 5PH</p>	<p>Replacing of all the windows within the flat</p>	<p><i>Comment by 02-JUN-23</i></p>

<p><u>BR/91/23/T</u> <u>Allotments</u> Amberley Drive Bognor Regis PO21 5PR</p>	<p>1 No Poplar (T1) crown reduction to 5m from ground level</p>	<p><i>Comment by 02-JUN-23</i></p>
<p><u>BR/93/23/PL</u> <u>Rear of 42 Sudley Road</u> Bognor Regis PO21 1ES</p>	<p>2 No. new semi-detached 3-storey houses with parking and new vehicle access. This application is in CIL Zone 4 and is CIL Liable as new dwellings. (Re-submission of BR/77/22/PL)</p>	<p><i>Comment by 09-JUN-23</i></p>
<p><u>BR/101/23/T</u> <u>9 Pevensey Road</u> Bognor Regis PO21 5NR</p>	<p>1 No. Oak tree (T1) removal of epicormic growth up to a height of 3.5m from ground level</p>	<p><i>Comment by 09-JUN-23</i></p>

AGENDA ITEM 11

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
23rd MAY 2023**

AGENDA ITEM 11 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. WSCC – Public Notice that Longford Road, between the junctions of Linden Road and Chichester Road Roundabout, will be temporarily closed to traffic from 16th May 2023 for up to 5 days (it is estimated to be completed on 16th May 2023) and is required for the safety of the public and workforce while West Sussex County Council undertakes a Road Closure to undertake urgent carriageway repairs. The restriction will be in place daytime only from 09:30 until 15:00. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians.
2. WSCC – Public Notice that Pevensey Road, between the junctions of Amberley Drive and Hawthorn Road, will be temporarily closed to traffic on 24th May 2023 for up to 5 days (it is estimated to be completed on 24th May 2023) and is required for the safety of the public and workforce while Southern Water undertakes work to replace a frame and cover in the carriageway. The restriction will be in place daytime only from 09:00 until 16:00. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians.
3. WSCC – Public Notice that Chichester Road, between its junctions with Mansfield Road to Westloats Lane, will be temporarily closed to all traffic on 9th May 2023 for a maximum of 21 days. It is anticipated that works will be completed on 15th May 2023. The road closure is required for the safety of the public and workforce while SGN undertakes repairs to a gas escape. The restriction will be in place 24hrs. An alternative route will be signed on site - access will not be maintained during works and the diversion route will need to be followed.
4. ADC – Notification that the Yapton Neighbourhood Development Plan has successfully passed examination.
5. WSCC – Annual Public Rights of Way (PROW) Parish Report.
6. WSCC – Public Notice that Victoria Drive, between the junctions of Annandale Avenue and Chichester Road Roundabout, will be temporarily closed to traffic on 1st June 2023 for up to 5 days (it is estimated to be completed on 1st June 2023) and is required for the safety of the public and workforce while West Sussex County Council undertakes carriageway repairs. The restriction will be in place off peak only from 09:30 until 15:00. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians.
7. Copy of letter sent to ADC by resident of Berkeley Court, Bognor Regis, in relation to planning applications BR/83/23/PL and BR/84/23/L.