



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 8th AUGUST 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 8th August 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 31st day of JULY 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 18th July 2023
 4. Adjournment for public question time and statements
 5. To consider Planning Applications on Lists dated 14th, 21st and 28th July 2023
 6. To consider commenting on any significant Planning Applications outside the wards of Bognor Regis, that may impact on the infrastructure of Bognor Regis on Lists dated 14th, 21st and 28th July 2023 including readvertisement of BE/134/22/OUT: Land West of Bersted - Outline application with all matters reserved except access for demolition of existing structures and mixed use development to provide residential dwellings (Use Class C3), care home/senior living accommodation (Use Classes C2/C3), employment floor space (Use Classes B2/B8/C1/E), retail and community floorspace (Use Classes E/F2/Sui Generis), a three-form entry primary school and spine road plus associated open space, landscaping, drainage and all other associated ancillary works. This application also lies within the parish of Pagham, may affect the setting of a listed building, affects a Public Right of Way, falls within strategic site SD3 and is subject to an Environmental Statement
 7. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
 8. To consider Premises Licence Applications including any variations and any other Licence Applications
 9. To consider and agree any response to the Govia Thameslink Railway Public Consultation in relation to proposals to change Southern services on the West Coastway from 2024
 10. 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 18th JULY 2023

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett,
Miss. C. Needs, B. Waterhouse and Mrs. G. Yeates

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)
John Thompson MBE (Arun Arts Ltd) (part of meeting)
Neil Taylor (Arun District Council)
Max Whitehand (Arun District Council)
2 members of the public

The Meeting opened at 4.00pm

30. 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 were received from Cllr. Woodall who was working. No apologies for absence were received from Cllrs. Goodheart and Ralph.

31. 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

32. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 27th JUNE 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 27th June 2023 as an accurate record of the proceedings and the Chairman signed them.

33. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 4.02pm

John Thompson MBE, a volunteer with Arun Arts Ltd, spoke in favour of planning application BR/142/23/PL (Regis Centre and adjoining land, Belmont Street, Bognor Regis). He reported that Arun Arts Trustees were delighted that the planning application was being brought forward and hoped that the Town Council could support it. The public exhibitions were well attended from which feedback showed there to be unanimous support for the proposals.

A member of the public asked for the Town Council's views on Govia Thameslink Railway's proposal to close ticket offices at stations, including Bognor Regis. He considered the plans to be an attack on the nation's railways, believing it to be a cost-cutting measure, and requested that Members write to Nick Gibb MP asking him to condemn the proposal.

The Chairman reconvened the Meeting at 4.06pm

34. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 23rd, 30th JUNE, AND 7th JULY 2023

- 34.1** The Committee noted that there were no views from other Town Councillors to report.

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

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

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

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

The following decisions were **RATIFIED**:

- Licence Application Number: 118349 in relation to Rocks Bar and Restaurant, 41-43 High Street, Bognor Regis - Members **AGREED** to offer **NO OBJECTION** to the application to place 4 small bistro tables with 16 small garden style chairs, enclosed by canvas barriers, to be placed directly outside the premises. However, Members asked ADC to advise the applicant that they ensure visible markings are in place to signify where the ends of the barriers should be, to prevent these from being moved outward and encroaching further onto the footpath. The applicant should also ensure that any protruding feet/bases, which may cause a trip hazard, are clearly highlighted at all times.

36. It was **RESOLVED** to vary the order of business to allow Agenda item 10 to be discussed at this point of the meeting - S.O. 10(a)(vi).

37. TO CONSIDER AND AGREE ANY RESPONSE TO THE GOVIA THAMESLINK RAILWAY PUBLIC CONSULTATION IN RELATION TO THE PROPOSED CLOSURE OF TICKET OFFICES

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

There was deep concern expressed by Members about what impact the proposal to close ticket offices at stations would have on those who may not have access to booking tickets online, or those who might struggle to use ticket machines because of language barriers or poor eyesight, for example.

A member of the public, who lives with impaired sight and dyslexia, shared their experience of using railway stations as a nervous traveller. They explained the difficulty they have with reading announcement boards on station concourses and that, if in a rush, they might not have time to seek out station staff that were not located in a set place, such as a ticket office.

Further comments were made around the potential that removing ticket offices would remove necessary face-to-face contact, changing people's freedom of movement and communications and, for some, taking away their independence.

It was agreed that staffed ticket offices, in a designated spot, are a reassuring presence for all passengers, but particularly for women and children. Ticket office staff often build relations with regular railway passengers and become familiar with people's movements, becoming aware of and alert to anything of concern. This is regarded as crucially important particularly in Bognor Regis which is an important station serving the railway line. However, its significance as a rail hub has perhaps contributed to the level of County Lines activity connected to Bognor Regis, which only goes to show how important it is to have the familiar face of ticket office staff located in a designated area of the station.

Members unanimously **AGREED** to submit comments to the Govia Thameslink Railway public consultation **STRONGLY OBJECTING** to the proposal to close ticket offices. It was further unanimously **AGREED** to write a letter to Nick Gibb MP, asking for him to support the Town Council's objection.

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

There were no Premises Licence applications to be considered.

39. TO REVIEW THE TOWN COUNCIL'S CIL SPENDING LIST – MIN. 125 REFERS

The Assistant Clerk's report, and related appendix, was **NOTED**.

Following a brief discussion about potential projects to be included on the Town Council's CIL Spending List, such as the provision of litter bins, Members unanimously **AGREED** to contact the Clerk with any suggestions which would then be brought to the Committee for consideration.

40. TO RECEIVE DETAILS OF PROPOSED LOCATIONS FOR ELECTRIC VEHICLE CHARGING POINTS IN BOGNOR REGIS AND TO AGREE ANY RESPONSE TO THE PUBLIC CONSULTATION

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

Members acknowledged the need for public electric vehicle chargepoints and welcomed the news that proposals for new locations in Bognor Regis would not restrict the use of parking bays with chargepoints to electric vehicles only.

It would be preferable to see electric vehicle charging points being installed in car parks rather than losing on-street parking spaces in residential streets. It was suggested by Members that Fitzleet car park could

accommodate an entire row of parking bays for electric vehicles to recharge.

Cllr. Mrs. Yeates declared an Ordinary Interest as an Arun District Councillor

Of the locations proposed in Bognor Regis, Aldwick Road, The Esplanade and Lyon Street were considered to be acceptable as Members felt that these were well located in being visible to visitors, using electric vehicles, rather than being tucked away in residential streets.

Members unanimously **AGREED** to respond to the public consultation with a summary of the comments made.

41. ARUN DISTRICT COUNCIL CALL FOR SITES 2023

The Assistant Clerk's report, and Arun District Council's Call for Sites 2023, was **NOTED**.

42. CORRESPONDENCE

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

The Meeting closed at 5.20pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 18th JULY 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 23rd, 30th JUNE, AND 7th JULY 2023)**

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

<p><u>BR/105/23/HH</u> <u>37 Stratton Court</u> Bognor Regis PO22 8DP</p>	<p>Replace front bedroom window with door and build ramp for wheelchair access</p>	<p>NO OBJECTION</p>
<p><u>BR/115/23/PL</u> <u>105 Victoria Drive</u> Bognor Regis PO21 2DZ</p>	<p>Demolition of existing garages and construction of an attached two storey dwelling. This application is in CIL Zone 4 and is CIL Liable as new dwelling</p>	<p>NO OBJECTION Given how busy Victoria Drive is, and the demand for on-street parking, Members feel that the parking provision in the proposal is slightly inadequate and would welcome any improvement to this.</p>
<p><u>BR/129/23/PL</u> <u>2 Wellington Road</u> Bognor Regis PO21 2RR</p>	<p>Change of Use to house in multiple occupation for up to 10 persons</p>	<p>NO OBJECTION According to the documents uploaded to the planning portal, this property has been registered with ADC, and used, as an HMO since 2008. However, Members noted the number of objections to the planning application, most of which were concerned with parking. Members agreed that they would prefer if the property were not used as an HMO, because of the excessive parking demand it could cause, however this seemed irrelevant if it has been used as such for the last 15 years.</p>

<p>BR/131/23/PL Charlotte House 71 Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Amendments to design approved for two storey extension to existing building to form office and warden accommodation under BR/252/21/PL. This application affects the setting of a Listed Building and may affect the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/142/23/PL Regis Centre and adjoining land Belmont Street Bognor Regis PO21 1BL</p>	<p>Application under Regulation 3 of the Town & Country Planning Act (General Regulations) 1992 for partial demolition of existing theatre and erection of extension to provide new studio/performance space, cafe/bar/restaurant, foyer, back of house space, outside seating area, new and replacement landscaping and new plant on roof space. This application may affect the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION Following a brief discussion about seat numbers and the consultation process, Members agreed to support the development of this key asset in Bognor Regis.</p>
<p>BR/145/23/S73 University Of Chichester Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Variation of conditions 2 and 6 imposed under BR/72/22/PL (which previously varied condition 2 of BR/311/18/PL) relating to amendments to floor plans, minor changes to the building footprint and elevations, improvements to fire escape routes, changes to the approved materials and an amendment to the occupancy condition. There is no change to the overall height or the number of proposed student beds</p>	<p>NO OBJECTION</p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 8th AUGUST 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 14th, 21st AND 28th JULY 2023)**

<p><u>BR/147/23/T</u> <u>Kyoto Court</u> Bognor Regis PO21 2UL</p>	<p>Various works to various trees</p>	<p><i>Comment by 10-AUG-23</i></p>
<p><u>BR/148/23/HH</u> <u>129 Chichester Road</u> Bognor Regis PO21 5AE</p>	<p>Demolition of conservatory and erection of single storey rear extension and alterations</p>	<p><i>Comment by 10-AUG-23</i></p>
<p><u>BR/132/23/L</u> <u>Charlotte House</u> 71 Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Listed building consent for amendments to design approved for two storey extension to existing building to form office and warden accommodation under BR/252/21/PL</p>	<p><i>Comment by 17-AUG-23</i></p>
<p><u>BR/155/23/PL</u> <u>60 High Street</u> Bognor Regis PO21 1FB</p>	<p>Removal of existing external signage and ATM and infill with materials to match the existing elevation. This application is in CIL Zone 4 (zero rated) as other development</p>	<p><i>Comment by 17-AUG-23</i></p>
<p><u>BR/161/23/PL</u> <u>Butlins</u> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Retention of Studio 36 building on a permanent basis (including internal alterations to improve insulation), retention of 17 No car parking spaces and all associated works. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p><i>Comment by 24-AUG-23</i></p>
<p><u>BR/158/23/PL</u> <u>140 Aldwick Road</u> Bognor Regis PO21 2PA</p>	<p>Demolition of an existing building (2 flats) and garage and erection of a part three/ part four storey building to provide 8 no. two-bedroom flats, with associated amenity areas, access and car parking. This application is in CIL Zone 4 (zero rated) as flats</p>	<p><i>Comment by 24-AUG-23</i></p>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
8th AUGUST 2023**

AGENDA ITEM 9 - TO CONSIDER AND AGREE ANY RESPONSE TO THE GOVIA THAMESLINK RAILWAY PUBLIC CONSULTATION IN RELATION TO PROPOSALS TO CHANGE SOUTHERN SERVICES ON THE WEST COASTWAY FROM 2024

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Govia Thameslink Railway (GTR) have started a period of engagement on proposals to change Southern services on the West Coastway from 2024.

The West Coastway route connects the towns and cities between Brighton and Southampton and is one of the most popular on our network. The scope of these proposals also includes services between Portsmouth, Southampton, Bognor Regis and London Victoria via Horsham.

They believe the proposed timetable would improve reliability, especially for journeys over longer distances, and create more space on trains for customers.

A webpage with more information on the proposals, the engagement period and how to provide feedback is available here:
www.southernrailway.com/westcoastway.

In the first phase of the engagement, GTR are inviting their stakeholders and partners on the West Coastway to consider the proposals and share their thoughts with them.

Then later in the Summer, GTR will open the engagement to their customers and the public more widely and request their thoughts on the proposals and suggestions on how they can improve the service they deliver.

DECISION

Members are invited to **AGREE** any next steps.

AGENDA ITEM 10

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
8th AUGUST 2023**

AGENDA ITEM 10 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. ADC - Travellers update (Goring Gap, Worthing), 20th July 2023.
2. WSCC - News Release: West Sussex County Council to express concerns to government over proposed infrastructure levy.
3. WSCC - News Release: Book-a-Bus – the new, flexible transport option for rural areas.
4. WSCC – Public Notice that Chalcraft Lane, Aldwick, at the roundabout with Lower Bognor Road and junction with West Meads Drive, will be temporarily closed to all traffic on 16th August 2023 for up to 5 days (it is estimated to be completed on 16th August 2023). The closure is required for the safety of the public and workforce while West Sussex County Council undertakes carriageway patching. The restriction will be in place daytime only from 09:30 until 15:00. An alternative route will be signed on site. Access will be maintained for emergency services, residents and pedestrians.
5. Govia Thameslink Railway - Notification that the public consultation on proposals to change how tickets are sold and for improvements to customer service has been extended to Friday 1 September 2023.
6. WSCC - West Sussex Minerals & Waste Planning Policy: Summer Update.