



# 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 29<sup>th</sup> 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 29<sup>th</sup> 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 21<sup>st</sup> day of AUGUST 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 8<sup>th</sup> August 2023
  4. Adjournment for public question time and statements
  5. To consider Planning Applications on Lists dated 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup> August 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 discuss road safety concerns and agree any next steps - referred from Community Engagement and Environment Committee (Min. 19 refers)
  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 8<sup>th</sup> AUGUST 2023**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett, S. Goodheart (from Min. 47.3), Miss. C. Needs, P. Ralph, B. Waterhouse, P. Woodall and Mrs. G. Yeates

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

*The Meeting opened at 4.01pm*

#### **43. 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.

#### **44. 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***

**45. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18<sup>th</sup> JULY 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 18<sup>th</sup> July 2023 as an accurate record of the proceedings and the Chairman signed them.

**46. 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.

**47. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 14<sup>th</sup>, 21<sup>st</sup> AND 28<sup>th</sup> JULY 2023**

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

**47.2** 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***

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

**48. 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 14<sup>th</sup>, 21<sup>st</sup> AND 28<sup>th</sup> JULY 2023**

***Cllr. Mrs. Yeates declared an Ordinary Interest as a Member of the Bersted Advisory Group and as an Arun District Councillor and stated that she may not take part in any voting***

Members considered the readvertised planning application 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).

Concern was expressed amongst several Members about the negative impact that the proposal could have on the infrastructure of Bognor Regis with increased traffic movements arising from the proposed development on roads already known for their congestion. Consideration was also given to surrounding areas, such as the village of Merston, which had the potential to become a 'rat run' with people trying to avoid congested roads. Another cause for concern was the fact that this is land prone to flooding with known reports of the current sewerage system in the area being inadequate.

The Committee **AGREED** to uphold their **OBJECTION**, having previously considered planning application BE/134/22/OUT at the Meeting held 6<sup>th</sup> December 2022 (Min. 66 refers). Members **AGREED** to submit a further **OBJECTION** on the grounds that the proposals are lacking in the provision of services such as doctors and dentists. Cllr. Mrs. Yeates abstained from voting.

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

There were no Pavement Licence application representations to be ratified.

**50. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

**Licensing Act 2003**

**Premises: The Landing Place, 1A West Lodge, The Esplanade, Bognor Regis, PO21 1GF**

**Licence Number: 118483**

The Committee noted the application received for a Premises Licence for the supply of alcohol for consumption with food on the premises between the hours of 10:00 – 23:00 Monday to Friday, 10:00 – 00:00 Saturday, and 10:00 -22:00 Sunday. Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

**51. 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**

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

Members **AGREED** to submit comments in **SUPPORT** of any proposals that would improve reliability for train customers but reserved the right to submit further comments when Govia Thameslink Railway consult more widely with the public on proposals to change Southern services on the West Coastway from 2024.

**52. CORRESPONDENCE**

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

Additional correspondence included: -

- 52.1** Response from Nick Gibb MP, in response to the Town Council's letter sent in relation to proposals to close train ticket offices (Min. 37 refers). Mr. Gibb has written to the Minister for Rail and HS2 about this matter and, as soon as a reply is received from Huw Merriman MP, he will let us know.

***The Meeting closed at 5.12pm***

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

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

<p><a href="#"><u>BR/147/23/T</u></a> <a href="#"><u>Kyoto Court</u></a> Bognor Regis PO21 2UL</p>	<p>Various works to various trees</p>	<p><b>NO OBJECTION</b> 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><a href="#"><u>BR/148/23/HH</u></a> <a href="#"><u>129 Chichester Road</u></a> Bognor Regis PO21 5AE</p>	<p>Demolition of conservatory and erection of single storey rear extension and alterations</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/132/23/L</u></a> <a href="#"><u>Charlotte House</u></a> 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><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/155/23/PL</u></a> <a href="#"><u>60 High Street</u></a> 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><b>NO OBJECTION</b> Members would be interested to know why the night safe is being retained?</p>
<p><a href="#"><u>BR/161/23/PL</u></a> <a href="#"><u>Butlin's</u></a> 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><b>NO OBJECTION</b></p>

<p><a href="#">BR/158/23/PL</a>  <a href="#">140 Aldwick Road</a>  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><b>OBJECTION</b> The proposal is considered to be overdevelopment of the site, detracting from the pattern of development in the area. Furthermore, the proposal would result in an unacceptable and detrimental impact on the amenities of the future occupiers through insufficient provision of private/shared residential amenity space area. Members feel that at least one parking space per flat, plus an additional 2 spaces for visitors, should be provided in the proposals. The development would result in the generation of excessive parking demands which would harm nearby public amenity. Having regard to the proximity and relationship of the building to neighbouring residential properties, particularly to the rear of the site, the proposal creates unacceptable living conditions to users and occupiers of nearby property and land as a result of loss of sunlight and privacy; contrary to Policies D DM1, H SP4, QE SP1 and T SP1 of the Arun Local Plan.</p>
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**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 29<sup>th</sup> AUGUST 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> AUGUST 2023)**

*Please Note: there are no applications for Bognor Regis advertised on the List Dated 4<sup>th</sup> August 2023.*

<p><b><u>BR/168/23/PL</u></b> Rose Cottage Shripney Road Bognor Regis PO22 9LN</p>	<p>Change of use of the existing dwelling and annexe to HMO</p>	<p><i>Comment by 08-SEP-23</i></p>
<p><b><u>BR/172/23/CLE</u></b> <u>3 Gloucester Road</u> Bognor Regis PO21 1NU</p>	<p>Lawful development for existing use as a dwelling house</p>	<p><i>Comment by 08-SEP-23</i></p>
<p><b><u>BR/166/23/PL</u></b> <u>Flat 1</u> 4 Nelson Road Bognor Regis PO21 2RY</p>	<p>Retention of front extension with change in front window and roofline only from approved BR/158/19/PL. This application is in CIL Zone 4 (Zero Rated)</p>	<p><i>Comment by 15-SEP-23</i></p>
<p><b><u>BR/173/23/HH</u></b> <u>99 Hook Lane</u> Bognor Regis PO22 8AT</p>	<p>Proposed single storey extension to rear of existing detached bungalow</p>	<p><i>Comment by 15-SEP-23</i></p>
<p><b><u>BR/177/23/HH</u></b> <u>51 Orchard Way</u> Bognor Regis PO22 9HH</p>	<p>Rear and side extensions</p>	<p><i>Comment by 15-SEP-23</i></p>

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
29<sup>th</sup> AUGUST 2023**

**AGENDA ITEM 8 - TO DISCUSS ROAD SAFETY CONCERNS AND AGREE ANY  
NEXT STEPS - REFERRED FROM COMMUNITY ENGAGEMENT AND  
ENVIRONMENT COMMITTEE (MIN. 19 REFERS)**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

At the Community Engagement and Environment Committee Meeting held on 7<sup>th</sup> August 2023, during an adjournment for public question time and statements, a member of the public spoke of a local petition regarding road safety concerns, which was passed on to the local MP, Mr. Nick Gibb. A Committee Member proposed that the Town Council work with Nick Gibb MP and the County Council to address the road safety concerns. Another suggestion was that the Town Council set up a Road Safety Panel or a Working Group to address them.

Discussion included a national initiative called 'Community Speedwatch', where active members of local communities join with the support of Sussex Police to monitor speeds using speed detection devices, and the County Council initiative, 'Operation Crackdown', where the public can report traffic offences, as well as abandoned vehicles.

A Member, seated in the public gallery, felt that creating a group was the best way forward but that it was important for the County Council to engage with the Town Council for best results. A member of the public requested that any such meetings be online, so that the public can be involved.

With the suggestion that a Road Safety Panel or a Working Group be created to address the concerns, including ideas around refreshing road signs and implementing speed humps, the Chairman suggested this be an Agenda item at a future meeting. However, as Highways and Transport falls within the remit of the Town Council's Planning and Licensing Committee, it was agreed that the comments and suggestions would be referred to them for consideration (Min. 19 refers).

Road safety concerns are an issue that the Planning and Licensing Committee have considered in the last year. At the meeting held 30<sup>th</sup> August 2022, Members received a presentation from West Sussex County Councillor, Keir Greenway, in relation to mobile speed indicator devices. Cllr. Greenway spoke about the benefits of mobile speed indicator devices, which he considered to be a cost-effective way of impacting speed. The devices can also gather traffic flow data that has the potential to be used to present evidence to planners, WSCC and the police. It was reported, by Cllr. Greenway, that some local parish councils had either already invested in their own devices or were including the future provision of these devices in their forthcoming budgets.

Having been contacted by several local residents who complained about speeding in and around the Town, of which West Meads Drive was a particular concern, Cllr. Greenway was imploring town and parish councils to consider investing in their own devices.

A Member expressed concern about the additional work that collecting and reporting data would create, and the time taken to relocate the mobile devices on a regular basis, when Town Council staff are already overstretched. The Chairman asked Cllr. Greenway whether there was anything that WSCC could do to combat the issue of speeding, since the responsibility for highways falls within their remit. Cllr. Greenway responded by saying that he was exploring other avenues to address the issue which included liaison with the Highways Manager at WSCC.

It was agreed by the Committee that a letter be written to WSCC Highways, asking them to consider the installation of speed cushions on West Meads Drive to combat the problem of speeding (Min. 36 refers). In an email received from Cllr. Greenway dated 21<sup>st</sup> July 2023, he advised that Aldwick Parish Council were also supporting a community highway scheme to progress to submission. This included the speed cushions on West Meads Drive (and Chalcraft Lane, to which Bersted Parish Council are in support). Should this scheme progress, there will be a consultation for all parish councils, and members of the public, to comment on. Cllr. Greenway concluded by explaining that the first stage is to get the scheme submitted, which he advised would be done shortly.

## **DECISION**

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

**AGENDA ITEM 9**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
29<sup>th</sup> AUGUST 2023**

**AGENDA ITEM 9 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. WSCC - email from EV Infrastructure Manager & Senior Network Permit Officer, in response to Bognor Regis Town Council feedback on proposed locations for more electric vehicle chargepoints. Circulated to Members.
2. WSCC - B2259 Felpham Way, Bognor Regis - Ladybrook Bridge Refurbishment – Update.
3. WSCC - Cheap and free bus travel across West Sussex - Bus it! special edition.