



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

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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 14<sup>th</sup> MAY 2024**.

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 14<sup>th</sup> May from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

**PLEASE NOTE START TIME**

**DATED this 7<sup>th</sup> day of MAY 2024**

**CLERK TO THE COUNCIL**

## **AGENDA AND BUSINESS**

1. To note the appointment of Chair and Vice-Chair as agreed at the Annual Town Council Meeting held 13<sup>th</sup> May 2024
2. Welcome by Chair
3. Apologies for Absence and their approval, subject to meeting the agreed criteria
4. 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
5. To approve the Minutes of the Planning and Licensing Committee Meeting held on 23<sup>rd</sup> April 2024
  6. Adjournment for public question time and statements
  7. To consider a request from staff for safety railings outside of Edward Bryant School, London Road, Bognor Regis
  8. To consider Planning Applications on Lists dated 19<sup>th</sup>, 26<sup>th</sup> April, and 3<sup>rd</sup> May 2024
  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. To ratify any comments submitted under Delegated Authority in response to ADC's Arun Local Plan 2023 - 2041 Direction of Travel Document Issues and Options Regulation 18 Consultation
  12. To consider a request from CPRE to complete their survey on sewage spills and development pressures in local areas and to agree any comments to be submitted in response
  13. To receive details of the CIL receipts paid to the Town Council in April 2024 and to note that the Council's CIL Spending List will be reviewed at the Committee Meeting to be held on 4<sup>th</sup> June 2024
  14. 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 23<sup>rd</sup> APRIL 2024**

**PRESENT:** Cllr. Mrs. J. Warr (Chair), Cllrs: S. Goodheart (during Min. 191), P. Ralph, B. Waterhouse and Mrs. G. Yeates

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

*The Meeting opened at 4.02pm*

### **186. WELCOME BY CHAIR**

The Chair 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.

### **187. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllrs. Barrett, Miss. Needs and Woodall with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

### **188. DECLARATIONS OF INTEREST**

The Chair 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 Chair 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*

**189. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 2<sup>nd</sup> APRIL 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 2<sup>nd</sup> April 2024 as an accurate record of the proceedings and the Chair signed them.

**190. 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.

**191. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 29<sup>th</sup> MARCH, 5<sup>th</sup> AND 12<sup>th</sup> APRIL 2024**

*Cllr. Goodheart arrived at the Meeting*

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

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

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

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

Having considered Pavement Licence Application Number: 119568, in relation to Charlie Charlie 1, 56A High Street, Bognor Regis, West Sussex, PO21 1SP, Members **AGREED** to offer **NO OBJECTION** to the application

to place 5 tables and 15 chairs directly outside the premises, Monday to Friday 8.00am – 5.00pm, Saturday and Sunday 8.30am - 4.30pm.

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

**193.1 Local Government (Miscellaneous Provisions) Act 1982  
Premises: London Road, Bognor Regis  
Licence Number: 119582**

The Committee noted the application for Annual Street Trading Consent for an Individual Trader (Fashion Clothing), Monday to Sunday, 9.00am – 5.00pm.

Members **RESOLVED** to raise **NO OBJECTION** to the Consent being granted.

**194. TO CONSIDER AND AGREE ANY RESPONSE TO ADC'S ARUN LOCAL PLAN 2023 - 2041 DIRECTION OF TRAVEL DOCUMENT ISSUES AND OPTIONS REGULATION 18 CONSULTATION**

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

Members considered it important for the Town Council to submit a representation in response to the consultation but required more time to consider the consultation documents and to allow for the opportunity to attend the ADC Drop-In Sessions to be held at Bognor Regis Town Hall on Thursday 25<sup>th</sup> April and Friday 3<sup>rd</sup> May 2024.

Therefore, it was **AGREED** that the Assistant Clerk would re-circulate the consultation documents on the understanding that each Councillor responding to the consultation questions would do so by replying to the Assistant Clerk, and all Committee Members, by no later than midday on Monday 13<sup>th</sup> May 2024. Members **RESOLVED** to give Delegated Authority to the Assistant Clerk to enable them to submit the collated responses to ADC by the deadline of 5pm on 13<sup>th</sup> May, with this representation to be subsequently ratified at the Committee Meeting to be held on 14<sup>th</sup> May 2024.

**195. CORRESPONDENCE**

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

Additional correspondence included: -

- 195.1** WSCC - Public Notice that the use of Linden Road, Bognor Regis, from junction with Town Cross Avenue to Victoria Drive is temporarily prohibited from 16<sup>th</sup> April. The restriction will be in place 24hrs and is necessary to allow SGN to carry out emergency repairs on a gas leak safely. It is anticipated the works will be completed by 24<sup>th</sup> April. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This notice will be effective for a maximum of 21 days from the date given above.

- 195.2** WSCC – Public Notice that the use of Rowan Way, Bersted, from junction with Rowan Way Roundabout to junction with North Bersted Street is temporarily prohibited from 18<sup>th</sup> April. The restriction will be in place 1 night only, 8pm – 6am. This emergency closure is necessary to allow Balfour Beatty to undertake urgent carriageway patching. It is anticipated the works will be completed by 19<sup>th</sup> April. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This notice will be effective for a maximum of 21 days from the date given above.

*The Meeting closed at 4.55pm*

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 23<sup>rd</sup> APRIL 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 29<sup>th</sup> MARCH, 5<sup>th</sup> AND 12<sup>th</sup> APRIL 2024)**

*Please Note: there were no planning applications for Bognor Regis on List dated 29<sup>th</sup> March 2024. Furthermore, owing to an amendment in the description of works, planning application BR/46/24/HH, which was the only application for Bognor Regis featured on List dated 5<sup>th</sup> April 2024, was subsequently re-advertised the following week.*

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

<p><b><u>BR/46/24/HH</u></b> <i>(re-advertised)</i> <b><u>45 Mead Lane</u></b> Bognor Regis PO21 2TH</p>	<p>Rear dormer extension and alterations to fenestrations at rear. (This application may affect the character and appearance of the Upper Bognor Road &amp; Mead Land Conservation Area).</p>	<p><b>NO OBJECTION</b> However, concerns arise from the proposed roof light and the residential amenity of neighbours owing to proximity. The comments of the Conservation Panel, in relation to style, are supported.</p>
<p><b><u>BR/50/24/PL</u></b> <b><u>Hook House</u></b> 51 Hook Lane Bognor Regis PO22 8AR</p>	<p>Change of use from a 4-bedroom dwelling to a 6-bedroom student HMO (resubmission following BR/180/23/PL). This site is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b> The HMO would result in a proliferation and over concentration of such uses in an area with an Article 4 direction which removed permitted development rights for C3 to C4 changes. The additional HMO would result in harm to the character of the area by virtue of harm associated with a further House in Multiple Occupation to the wellbeing of the local community due to the number of such uses contrary to policy HSP 4 (a) of the Arun Local Plan.</p> <p>The previous application proposed parking for 4 cars, and yet the</p>

*BR/50/24/PL (continued)*  
*Hook House*  
*51 Hook Lane*  
*Bognor Regis*  
*PO22 8AR*

resubmitted application form suggests that only 2 car parking spaces are now proposed, with no evidence of cycle storage provision. The provision of only 2 car parking spaces would contribute to the generation of excessive parking demands causing harm to the amenity of the area contrary to policy HSP4 (b) of the Arun Local Plan.

Despite the comments in ADC's decision notice when refusing BR/180/23/PL, it is not evident that the applicant has resubmitted sufficient information to adequately assess the flood risks posed by the development, especially in regard to people and climate change, and the proposal continues to be in conflict with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Flood Zone 3.

Additionally, it cannot be determined where the applicant has responded to ADC's concerns, and it appears that they have still not satisfactorily demonstrated that sufficient external amenity space/open space is provided by the property for the six students. This conflicts with Arun Local Plan Policy H SP4 (c), and Part H of the Arun Design Guide.



**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 14<sup>th</sup> MAY 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 19<sup>th</sup>, 26<sup>th</sup> APRIL, AND 3<sup>rd</sup> MAY 2024)**

*Please Note: there were no planning applications for Bognor Regis on List dated 3<sup>rd</sup> May 2024.*

<p><a href="#"><u>BR/59/24/HH</u></a> <a href="#"><u>9 Marshall Avenue</u></a> Bognor Regis PO21 2TH</p>	<p>Conversion and extension to existing garage and alteration to porch.</p>	<p><i>COMMENT BY 17-MAY-24</i></p>
<p><a href="#"><u>BR/64/24/HH</u></a> <a href="#"><u>Culver Cottage</u></a> 37 Aldwick Road Bognor Regis PO21 2LN</p>	<p>Proposed rear facing dormer window. (This application may affect the character and appearance of the Aldwick Road, Bognor Conservation Area).</p>	<p><i>COMMENT BY 24-MAY-24</i></p>
<p><a href="#"><u>BR/65/24/L</u></a> <a href="#"><u>Culver Cottage</u></a> 37 Aldwick Road Bognor Regis PO21 2LN</p>	<p>Listed building consent for proposed rear facing dormer window.</p>	<p><i>COMMENT BY 24-MAY-24</i></p>
<p><a href="#"><u>BR/52/24/T</u></a> <a href="#"><u>37 Upper Bognor Road</u></a> Bognor Regis PO21 1HX</p>	<p>1 No. Sycamore (T1) crown reduction to 5m height, 13.7m spread. 2 No. Sycamore (T2 &amp; T3) crown reductions to 4m height, 10.6m spread. 1 No. Ash (T4) crown reduction to 5m height, 13.7m spread.</p>	<p><i>COMMENT BY 24-MAY-24</i></p>
<p><a href="#"><u>BR/58/24/A</u></a> <a href="#"><u>Premier Inn Hotel</u></a> Junction of The Esplanade and Clarence Road Bognor Regis PO21</p>	<p>Installation of 8 No. internally illuminated signs and 6 No. non-illuminated signs.</p>	<p><i>COMMENT BY 24-MAY-24</i></p>

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
14<sup>th</sup> MAY 2024**

**AGENDA ITEM 14 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. ADC - Travellers off Charles Purley Way (A259), Felpham, Bognor Regis - 24<sup>th</sup> April 2024.
2. WSCC Parish & Community Engagement Officer – brief update in relation to questions posed to local councils about communications.
3. ADC - Travellers in Henry Lock Way, Wick, Littlehampton – 25<sup>th</sup> April 2024.
4. CPRE - Newsletter, April 2024.
5. WSCC - Highways, Transport and Planning - News and Updates.
6. WSCC - Public Notice that the use of Victoria Drive, from junction with Linden Road to Annandale Avenue, is temporarily prohibited from 26<sup>th</sup> April. The restriction will be in place Off peak 09:30-15:30 and is necessary to allow Balfour Beatty to carry out investigation of a void in the carriageway safely. It is anticipated the works will be completed by 26<sup>th</sup> April. Emergency vehicle, Residential and Pedestrian access will be maintained at all times with an alternative route for traffic signed on site. This notice will be effective for a maximum of 21 days from the date given above. Any queries about the effect of the closure on traffic using the highway please contact the West Sussex Contact Centre on 01243 642105. Any queries about the nature of works please contact Balfour Beatty on 01243 642105.
7. WSCC – Public Notice that the use of Linden Road, from junction with Hawthorn Road to Town Cross Avenue, is temporarily prohibited from 7<sup>th</sup> May. The restriction will be in place Night 20:00-06:00 and is necessary to allow Balfour Beatty to carry out repairs to a pothole. It is anticipated the works will be completed by 8<sup>th</sup> May. Emergency vehicle, Residential and Pedestrian access will be maintained at all times with the alternative route for traffic signed on site. This notice will be effective for a maximum of 21 days from the date given above. Any queries about the effect of the closure on traffic using the highway please contact the West Sussex Contact Centre on 01243 642105. Any queries about the nature of works please contact Balfour Beatty on 01243 642105.