



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 25th JUNE 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 25th June 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 18th day of JUNE 2024

CLERK TO THE COUNCIL

AGENDA AND BUSINESS

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
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 4th June 2024
 5. Adjournment for public question time and statements
 6. Clerk's report from previous Minutes
 7. To consider Planning Applications on Lists dated 31st May, 7th and 14th June 2024
 8. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
 9. To consider Premises Licence Applications including any variations and any other Licence Applications
 10. To consider WSCC's proposals for two permanent Traffic Regulation Orders (TROs) in relation to The Esplanade, Bognor Regis, and to agree any comments to be submitted in response
 11. To consider comments made during Public Question Time in relation to potholes, and agree any action (Min. 6 of the Policy and Resources Committee Meeting held on 3rd June 2024 refers)
 12. Correspondence

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 4th JUNE 2024

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes,
S. Goodheart, B. Waterhouse and Mrs. G. Yeates

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

The Meeting opened at 4.04pm

15. 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.

16. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. Woodall with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

There were no apologies received from Cllr. Ralph, therefore, this absence could not be approved.

17. 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

18. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14th MAY 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 14th May 2024 as an accurate record of the proceedings and the Chair signed them.

19. 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.

20. CLERK'S REPORT FROM PREVIOUS MINUTES

14th May 2024 – Min. 7 Safety railings outside of Edward Bryant School

The Clerk advised Members that an email had been received from the school informing that a site visit had been arranged, with WSCC's Principal Transport Improvements Officer and County Councillor Oppler, to take place on 6th June 2024.

21. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10th, 17th AND 24th MAY 2024

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

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

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

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

There had been no Pavement Licence applications received for Bognor Regis.

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

23.1 Licensing Act 2003

Premises: The Landing Place 1A, West Lodge, The Esplanade, Bognor Regis, West Sussex, PO21 1GF
Licence Number: 119667

The Committee noted the application for a Variation to a Premises Licence with proposed changes to licensable activities as follows: - Introduction of a bar area on the lower ground floor to serve pre/during and post meal drinks; To supply alcohol for consumption on and off the premises.

Members **RESOLVED** to raise **NO OBJECTION** to the Variation of a Premises Licence being granted for the reasons outlined in the application.

23.2 Licensing Act 2003

Premises: Butlin's, Upper Bognor Road, Bognor Regis, PO21 1JJ
Licence Number: 119723

The Committee noted the application for a Variation to a Premises Licence with proposed changes as follows: - Extension of the area covered by the Premises Licence to cover a new building to be known as PlayXperience as per the plans submitted with the application; To permit the sale of alcohol within the PlayXperience for consumption on and off the premises; The showing of films and indoor sports from 0900-2300 each day.

Members **RESOLVED** to raise **NO OBJECTION** to the Variation of a Premises Licence being granted for the reasons outlined in the application.

24. TO REVIEW THE TOWN COUNCIL'S CIL SPENDING LIST AND AGREE ANY AMENDMENTS – MIN. 13 REFERS

The Assistant Clerk's report, including the appendices relating to CIL, was **NOTED**.

Having considered the Town Council's Community Infrastructure Levy (CIL) Spending List, Members **AGREED** for all existing projects to remain.

In addition to these projects, it was **AGREED** to add to the list initiatives

that addressed community safety, such as the provision of Emergency Bleed Control kits, flood mitigation, graffiti, and speed awareness.

Members **RESOLVED** that a quarterly review of the projects on the CIL Spending List be programmed.

25. TO CONSIDER A REQUEST FROM A MEMBER OF THE PUBLIC FOR THE TOWN COUNCIL TO SUPPORT A TRAFFIC REGULATION ORDER (TRO) APPLICATION FOR PARK TERRACE, BOGNOR REGIS

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

Having considered the request from a member of the public, as detailed in the report, Members **AGREED** to support the application to WSCC for a Traffic Regulation Order (TRO) in Park Terrace, Bognor Regis.

26. CORRESPONDENCE

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

The Meeting closed at 5.16pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 4th JUNE 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 10th, 17th AND 24th MAY 2024)**

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

<p><u>BR/48/24/PL</u> Marine Court Flat 3, 4 Marine Drive West Bognor Regis PO21 2QA</p>	<p>Retrospective application for installation of front balcony.</p>	<p>NO OBJECTION</p>
<p><u>BR/63/24/HH</u> 1A Normanton Avenue Bognor Regis PO21 2XT</p>	<p>Removal of existing roof and building an extension to the front and a new first floor extension within the pitched roof including 1 No. front and 1 No. rear dormer. Alterations to fenestration. Demolition of conservatory. New highway access and vehicle crossover.</p>	<p>NO OBJECTION</p>
<p><u>BR/70/24/A</u> 43 London Road Bognor Regis PO21 1PQ</p>	<p>Replacement of existing signage.</p>	<p>NO OBJECTION</p>
<p><u>BR/71/24/PL</u> 43 London Road Bognor Regis PO21 1PQ</p>	<p>Replacement of existing shop front and replacement of existing signage. This application is in CIL zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/47/24/T</u> Kyoto Court Bognor Regis PO21 2UL</p>	<p>1 No. Pine (T1) crown raise to 4m. Prunus group (G2) to fell or cut back.</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>

<p><u>BR/69/24/PL</u> <u>10 Longford Road</u> Bognor Regis PO21 1AQ</p>	<p>Change of use to large HMO (sui generis - 9 unrelated occupants) and removal of outbuilding. This application is in CIL zone 4 (zero rated) as other development.</p>	<p>OBJECTION Members upheld their previous objection to this proposal (submitted under planning application BR/256/23/PL) for a change of use to a large HMO.</p> <p>The introduction of an additional HMO would result in a proliferation and over concentration of such uses in an area close to being over-run with these forms of housing, which shares the boundary with 2 wards within which an Article 4 Direction is in place. The proposal will result in adverse harm to the character of the area and result in an imbalance of uses by the eroding of household types, contrary to criterion (a) of H SP4 of the Arun Local Plan.</p> <p>The lacking provision of 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.</p> <p>It is the opinion of local Councillors that Longford Road is an incredibly busy thoroughfare used by large vehicles, such as buses and lorries, and is considered by some as dangerous for cyclists.</p>
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<p><i>BR/69/24/PL (continued)</i> 10 Longford Road Bognor Regis PO21 1AQ</p>		<p>To allow further proliferation of smaller household typologies would only exacerbate safety concerns at this location, brought about by the potential for further demands on street parking in the area. The plans do not indicate cycle storage facilities to address the lack of parking provision.</p> <p>Furthermore, the House in Multiple Occupation by reason of the number of occupiers would have a detrimental impact on the residential amenity of the other dwellings in the area contrary to D DM1 and QE SP1 of the Arun Local Plan.</p>
<p><u>BR/75/24/PL</u> Flat 1, 77 Collyer Avenue Bognor Regis PO21 5JR</p>	<p>Retrospective permission for a rear single storey conservatory extension and permission for a new flat roof lantern roof light.</p>	<p>NO OBJECTION</p>
<p><u>BR/77/24/PL</u> Cordell House Rest Home 120 Victoria Drive Bognor Regis PO21 2EJ</p>	<p>Following the grant of BR/12/23/PL, this application seeks approval to amend the scheme to a 9-bed House in multiple occupation (HMO), from an 8-bed HMO. Approval is also sought to reduce the existing window opening to bedroom 1a and install a new uPVC window instead, move the existing window opening in bedroom 1b into the centre of the room, extend the window opening down in bedroom 7 and replace with a new uPVC window and the removal of the small retaining wall in the front garden and install a sloped garden area. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p>OBJECTION Despite the Local Planning Authority having conditionally approved the scheme for an HMO at this location, under planning application BR/12/23/PL, the Town Council continues to object to this household type.</p> <p>There is anecdotal evidence from residents living in Victoria Drive, and the neighbouring roads, that there already exists pressure for on-street parking spaces at this</p>

BR/77/24/PL (continued)
Cordell House Rest Home
120 Victoria Drive
Bognor Regis
PO21 2EJ

location. A 360° view using Google Maps shows cars parked up on pavements which causes issues for pedestrians and those with buggies, wheelchairs and mobility scooters, for example. This additional HMO will only exacerbate the problem thereby causing adverse harm to the amenity of existing local residents in the area, resulting in an intensification of use that adversely affects the character of the area, 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.

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 25th JUNE 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 31st MAY, 7th AND 14th JUNE 2024)**

<p><u>BR/81/24/T</u> University of Chichester Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Various works to various trees.</p>	<p><i>COMMENT BY 27-JUN-24</i></p>
<p><u>BR/89/24/T</u> 43C Pevensey Road Bognor Regis PO21 5NY</p>	<p>1 No. Horse Chestnut crown lift to 2.5m and to reduce branches on south side leaving 6m length. 1 No. Oak to reduce branches on north side leaving 4m length and to reduce branches on north/east side leaving 6m length.</p>	<p><i>COMMENT BY 27-JUN-24</i></p>
<p><u>BR/90/24/PL</u> 48 Gracelands Rest Home Richmond Avenue Bognor Regis PO21 2YE</p>	<p>Change the use of No.48 Richmond Avenue from C2 Residential Institution to C3 Dwelling house. This application is in CIL zone 4 and is CIL liable as a new dwelling.</p>	<p><i>COMMENT BY 04-JUL-24</i></p>
<p><u>BR/77/24/PL</u> <i>RE-ADVERTISED</i> Cordell House Rest Home 120 Victoria Drive Bognor Regis PO21 2EJ</p>	<p>Change of use of a C2 Residential care home into a 9 No. bed C4 House in Multiple Occupation (following the grant of BR/12/23/PL) including changes to fenestrations and associated works. This application is in CIL Zone 4 (Zero Rated) as other development. Re-advertised owing to an amended description.</p>	<p><i>COMMENT BY 11-JUL-24</i></p>

AGENDA ITEM 10

BOGNOR REGIS TOWN COUNCIL PLANNING AND LICENSING COMMITTEE MEETING 25th JUNE 2024

AGENDA ITEM 10 - TO CONSIDER WSCC'S PROPOSALS FOR TWO PERMANENT TRAFFIC REGULATION ORDERS (TROS) IN RELATION TO THE ESPLANADE, BOGNOR REGIS, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

REPORT BY THE ASSISTANT CLERK

FOR DECISION

West Sussex County Council proposes to make two permanent Traffic Regulation Orders in Bognor Regis as follows:

The effect of the first Order will be to amend the layout of the parking bays on The Esplanade in Bognor Regis between its junctions with Lennox Street and Clarence Road.

The second Order introduces a 20mph speed limit on The Esplanade from its junction with Lennox Street eastwards to its junction with Clarence Road.

It is also proposed to install three raised traffic calming features on The Esplanade. Features would be installed at the location of both current Puffin crossings between Lennox Street and Clarence Road, with a further feature approximately 50m east of its junction with Lennox Street. These features will be constructed in black macadam and constructed 6m in width and 65mm in height.

Below is a link to the TRO Team's consultation web page, containing plans showing the new restriction, the public notice, statement of reasons for proposing the Order, and the draft Order itself. Any comments or objections to the scheme, must be submitted before 27th June 2024.

[Bognor Regis: The Esplanade \(ARN-8010-MM\)](#)

DECISION

Do Members **AGREE** to submit any comments in response to WSCC's proposals for two permanent traffic regulation orders (TROs) in relation to The Esplanade, Bognor Regis?

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL PLANNING AND LICENSING COMMITTEE MEETING 25th JUNE 2024

AGENDA ITEM 11 - TO CONSIDER COMMENTS MADE DURING PUBLIC QUESTION TIME IN RELATION TO POTHOLES, AND AGREE ANY ACTION (MIN. 6 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 3rd JUNE 2024 REFERS)

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Policy and Resources Committee Meeting held on 3rd June 2024, during an adjournment for Public Question Time and Statements, a member of the public spoke about potholes on local roads. They were of the opinion that many were caused by utility companies digging up roads and not repairing the surface to an adequate standard. They suggested that a mandatory guarantee should be put in place to ensure that such companies carry out groundworks were required to repair to a high quality, rather than WSCC utilising taxpayers' money to cover the repair costs.

Whilst acknowledging that it was a matter for West Sussex County Council (WSCC), Members felt that this was a discussion for the Town Council's Planning and Licensing Committee and asked that it be referred to them (Min. 6 refers).

DECISION

In light of the comments, and suggestions, made by the member of the public at the Policy and Resources Committee Meeting, Members are invited to **AGREE** any action to be taken in response.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
25th JUNE 2024**

AGENDA ITEM 12 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. WSCC - Highways, Transport and Planning - News and Updates, 28th May 2024.
2. CPRE - Newsletter, May 2024.
3. WSCC - News Release: Better Roads campaign: county council's commitment to improving road conditions continues, 31st May 2024.
4. ADC - Travellers at the junction of Horsemere Green Lane and Yapton Road in Climping, 3rd June 2024.
5. ADC - Notification that Arun District Council is not submitting but withdrawing the Arun Gypsy & Traveller Development Plan Document 2018-2036 which was recently subject to a Regulation 19 Publication consultation (13 December 2023 – 7 February 2024). The G&T Publication Plan and supporting documents matters and statements will then be removed from ADC's website after 6 weeks.
6. WSCC - Public Notice that Victoria Drive, at the junction with Ellasdale Road, will be temporarily closed to all traffic commencing 4th July 2024 for up to 5 days (it is estimated to be completed on 4th July 2024) and is required for the safety of the public and workforce while Southern Water undertakes replacing frame and cover in the carriageway. The restriction will be in place daytime only from 09:30 until 15:30 An alternative route will be signed on site but please visit <https://one.network/?tm=138273354> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Cappagh Browne on behalf of Southern Water on 03303 030368 who will be able to assist with scope of these works.
7. WSCC - Public Notice that Shripney Road, between Chichester Road Roundabout and Oldlands Way Roundabout, will be temporarily closed to all commencing 27th June 2024 for up to 5 days (it is estimated to be completed on 28th June 2024) and is required for the safety of the public and workforce while Enerveo undertake an overnight road closure for sign replacement works. The restriction will be in place overnight only from 19:00 until 06:00. An alternative route will be signed on site but please visit <https://one.network/?tm=138534228> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Enerveo on 07584 313951 who will be able to assist with scope of these works.
8. 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/71/23/RES (30 Devonshire Road, Bognor Regis, PO21 2SY).