



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

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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 17th SEPTEMBER 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 17th September 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 9th day of SEPTEMBER 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 27th August 2024
 5. Adjournment for public question time and statements
 6. Clerk's report from previous Minutes
 7. To consider Planning Applications on Lists dated 23rd, 30th August and 6th September 2024
 8. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, variation to Premises Licence 120123: Butlin's, Upper Bognor Road, Bognor Regis, PO21 1JJ
 9. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
 10. To further consider a request from the Town Force Manager for CIL funding to cover costs associated with green infrastructure improvement works in Bognor Regis, deferred from the previous meeting - Min. 71 refers
 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 27th AUGUST 2024

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

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

The Meeting opened at 4.02pm

62. 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.

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

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

64. 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.

65. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 6th AUGUST 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 6th August 2024 as an accurate record of the proceedings and the Chair signed them.

66. 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.

67. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

68. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2nd, 9th AND 16th AUGUST 2024

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

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

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

69. TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS INCLUDING: - BONITO LOUNGE 1 LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PQ AND GREGGS UNIT 2, 2B, LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PY

**69.1 Business and Planning Act 2020
Premises: Bonito Lounge, 1 London Road, Bognor Regis, West Sussex, PO21 1PQ**

Licence Number: 120061

The Committee noted the application received for a Pavement Licence for 14 tables with 56 chairs to be placed on the pavement directly outside the premises Monday to Sunday, 9am - 9pm.

There was concern expressed about the amount of street furniture already in situ on the High Street side of the premises which included four concrete blocks, three banner-arm columns, two benches, a mature tree, a bike rack and a large Belly bin. Members felt that the presence of so many tables and chairs outside of Bonito Lounge, on High Street, exacerbated the limited amount of pavement for pedestrians, particularly for those using mobility scooters or buggies, and could force them to use the road instead.

Whilst Members **RESOLVED** to raise **NO OBJECTION** to the Pavement Licence being granted, they would like to request that the applicant remove or relocate at least two of the tables and chairs from the High Street side for the safety of pedestrians. Furthermore, during events such as Carnival or the Christmas Switch-On, where large crowds gather to spectate, Members request that the applicant consider the impact of chairs and tables on High Street in reducing the flow of movement for pedestrians during the events.

69.2 Business and Planning Act 2020

Premises: Greggs, 2b London Road, Bognor Regis, West Sussex, PO21 1PY

Licence Number: 120062

The Committee noted the application received for a Pavement Licence for 3 tables with 9 chairs to be placed on the pavement directly outside the premises Monday to Saturday, 7am - 8pm, and Sunday, 8am - 5.30pm.

Members **RESOLVED** to raise **NO OBJECTION** to the Pavement Licence being granted for the reasons outlined in the application.

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

There had been no Premises Licence applications, including any Variations or other Licence applications, received.

71. TO CONSIDER A REQUEST FROM THE TOWN FORCE MANAGER FOR CIL FUNDING TO COVER COSTS ASSOCIATED WITH GREEN INFRASTRUCTURE IMPROVEMENT WORKS IN BOGNOR REGIS

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

Following a discussion about whether the boats on the Squareabout could be replaced, rather than repaired, a query about the Bognor Regis in Bloom Working Group already funding replacement planting on roundabouts, and the possibility of the labour costs quoted in the report being offset through

a community service initiative, Members **RESOLVED** to **DEFER** consideration of the funding until such time that arrangements had been made for them to meet with the Town Force Manager and Senior Town Force Member to discuss the proposals further.

72. CORRESPONDENCE

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

The Meeting closed at 4.37pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 27th AUGUST 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 2nd, 9th AND 16th AUGUST 2024)**

Please Note: there were no planning applications for Bognor Regis on List dated 9th August 2024

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

<p><u>BR/66/24/PL</u> Flat 1 4 Nelson Road Bognor Regis PO21 2RY</p>	<p>Part-retrospective application for the erection of a single storey front/side extension, following demolition of detached garage</p>	<p>OBJECTION Members consider the extension to be in breach of the Arun Design Guide owing to its proximity with the boundary line, and feel that the proposal causes adverse harm by way of lost external amenity. Members are also aware that the previous application on this site (BR/166/23/PL) for the retention of the extension had been refused by the Local Planning Authority.</p>
<p><u>BR/141/24/T</u> 9 Pevensey Road Bognor Regis PO21 5NZ</p>	<p>1 No. Oak (T1) height reduction to leave a height of 9m</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>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
 PLANNING AND LICENSING COMMITTEE TO BE HELD ON 17th SEPTEMBER 2024
 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 23rd, 30th AUGUST AND 6th SEPTEMBER 2024)**

Please Note: there were no planning applications for Bognor Regis on List dated 23rd August 2024.

<p><u>BR/67/24/PL</u> <u>1 Flat, 1 Nelson Road</u> Bognor Regis PO21 2RY</p>	<p>Proposed front extension (remodeling of existing built front extension to accord with approved application BR/158/19/PL)</p>	<p><i>COMMENT BY 26-SEP-24</i></p>
<p><u>BR/155/24/HH</u> <u>156 Aldwick Road</u> Bognor Regis PO21 2YQ</p>	<p>Installation of air source heat pump</p>	<p><i>COMMENT BY 26-SEP-24</i></p>
<p><u>BR/157/24/CLE</u> <u>March House</u> <u>2 Sussex Street</u> Bognor Regis PO21 1SF</p>	<p>Lawful development certificate for the existing signage on the front and side elevations</p>	<p><i>COMMENT BY 26-SEP-24</i></p>
<p><u>BR/159/24/HH</u> <u>2 Pendleton Place</u> Bognor Regis PO21 5GE</p>	<p>Installation of 1 No. air source heat pump to the side</p>	<p><i>COMMENT BY 03-OCT-24</i></p>

Notice of application to vary a Premises Licence under Section 34 of the Licensing Act 2003

Notice is hereby given that Butlins Skyline Limited in respect of Premises known as Butlins Resort, Bognor Regis, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1JJ applied to Arun District Council for a Variation of a Premises Licence.

The proposed variation is to:

1. reconfigure the layout of the theatre to remove existing screens and create new soft play area, and
2. vary back of house kitchen areas in the Beachcomber Inn.

The variation is to have effect upon completion of the works as notified to the Licensing Authority in writing. Permitted hours and licensable activities to remain as existing. There are no changes to any other existing licensed area and all other existing licence plans remain as existing and attached to the premises licence.

Please see application for further details.

Any representations regarding the above-mentioned application must be received in writing by Licensing Team, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF, or via email to licensing@arun.gov.uk, no later than 26 September 2024 stating the grounds for representation.

The application may be inspected at the address of the council, given above, during normal business hours or on the council's website - <https://www.arun.gov.uk/>. It is an offence knowingly or recklessly to make a false statement in connection with an application. A person is liable to an unlimited fine on conviction should such a false statement be made.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
17th SEPTEMBER 2024**

AGENDA ITEM 10 - TO FURTHER CONSIDER A REQUEST FROM THE TOWN FORCE MANAGER FOR CIL FUNDING TO COVER COSTS ASSOCIATED WITH GREEN INFRASTRUCTURE IMPROVEMENT WORKS IN BOGNOR REGIS, DEFERRED FROM THE PREVIOUS MEETING – MIN. 71 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the previous Committee Meeting, held on 27th August 2024, Members considered a request from the Town Force Manager for CIL funding to cover costs associated with green infrastructure improvement works in Bognor Regis, which would be in keeping with the criteria set by ADC as to how town and parish councils can spend CIL receipts. Currently the Town Council has CIL funding available to the value of £13,429.84, which must be spent within 5 years or returned to ADC as the CIL Charging Authority.

The Committee were asked to consider funding improvements to three roundabouts that Town Force maintain as follows: -

Squareabout

Removal of 20-year-old lavender surrounding the boats and planting of new lavender, repairs and painting of boats, new timber borders and additional shingle to the areas. Shrub centre piece for each boat to reduce the size of the planting area for bedding plants which should ease future budgetary pressures.

250 Lavender Hidcote plants	£950
2 tons of shingle	£80
23 lengths of timber	£170
3 sheets of ply & timber batten	£100
Paint for the boats and the wooden surrounds	£75
2 rolls of mypex	£144
A selection of shrubs	£50
Diesel	£40
Green waste disposal charge	£96

Orchard Way roundabout

Shrub centre piece for each boat.

A selection of shrubs	£30
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Butlin's roundabout

Shrub centre piece in the middle of the star shaped bed.

A selection of shrubs	£80
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TOTAL CIL FUNDING REQUESTED	£1,815 (excluding VAT)
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Members are asked to note that whilst the previous report included the projected number of man hours required for each job, and the associated labour costs, these were for illustrative purposes only and would not be funded from CIL monies.

When considering the request at the meeting held on 27th August, and following discussion, Members resolved to defer consideration of the funding until such time that arrangements had been made for them to meet with the Town Force Manager and Senior Town Force Member to discuss the proposals further - Min. 71 refers.

The requested meeting has been arranged for midday on Wednesday 11th September and it is hoped that following Councillor attendance and taking the opportunity to put questions directly to the Town Force Manager and Senior Town Force Member, a decision on the funding request can be agreed upon at the Committee Meeting on the 17th of September 2024.

DECISION

Having further considered the request from the Town Force Manager, Members are asked to **RESOLVE** to **AGREE** any level of expenditure to be funded from CIL receipts to cover the costs associated with the green infrastructure improvement works as proposed.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
17th SEPTEMBER 2024**

AGENDA ITEM 11 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. WSCC - Highways, Transport and Planning - News and Updates, 16th August 2024. Circulated to Committee Members.
2. ADC - Traveller Update - 20th, 28th and 30th August 2024.
3. WSCC - Highways, Transport and Planning Major Projects Biannual Newsletter, 22nd August 2024. Circulated to all Councillors.
4. Update from Edward Bryant School in relation to progress with their request for safety improvement measures - Min. 7 refers.
5. CPRE - Newsletter, August 2024.
6. ADC - Notification that Planning Application BR/111/24/PL (8 Argyle Road, Bognor Regis, PO21 1DY), to which the Town Council objected, is expected to be determined by ADC's Planning Committee on 11th September 2024.
7. ADC - News release - Future Council Housing report, 3rd September 2024. Circulated to all Councillors.
8. WSCC - Public Notice that the use of Upper Bognor Road, from the junction with Felpham Way to Sea Road, will be temporarily prohibited from 3rd September 2024. The restriction will be in place 21:00 - 06:00. This emergency closure is necessary to allow Balfour Beatty to carry out urgent essential safety pothole repairs. It is anticipated the works will be completed by 4th September. 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. 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.