



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 14th JANUARY 2025**.

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 14th January 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 6th day of JANUARY 2025

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 23rd December 2024
 5. Adjournment for public question time and statements
 6. Clerk's report from previous Minutes
 7. To consider Planning Applications on Lists dated 20th, 27th December 2024 and 3rd January 2025
 8. To resolve to suspend Standing Orders (S.O. 7a) to consider revisiting the previous decision, or making further comment, following amended plans to planning application BR/232/24/HH – 11 Chichester Road, Bognor Regis, PO21 2XG (Min. 140.3 of 23rd December 2024 refers)
 9. To receive an update regarding planning application BR/232/24/HH - 11 Chichester Road, Bognor Regis, PO21 2XG (Min. 140.3 of 23rd December 2024 refers)
 10. To consider Premises Licence Applications including any variations and any other Licence Applications
 11. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
 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 MONDAY 23rd DECEMBER 2024

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

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

The Meeting opened at 11.06am

134. 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.

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

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

No apologies for absence had been received from Cllr. Dawes. This absence could not, therefore, be approved.

136. 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

137. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 10th DECEMBER 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 10th December 2024 as an accurate record of the proceedings and the Chair signed them.

138. 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.

139. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

140. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6th AND 13th DECEMBER 2024

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

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

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

141. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 120544: YANNIS TRADITIONAL FISH AND CHIPS, 27-31 LENNOX STREET, BOGNOR REGIS, PO21 1NA

141.1 Licensing Act 2003

**Premises: Yannis Traditional Fish & Chips, 27-31 Lennox Street, Bognor Regis, PO21 1NA
Licence Number: 120544**

The Committee noted the application for a Premises Licence with proposed licensable activities as follows: - Consumption of alcohol on the premises Monday – Sunday, 09:00 – 23:00.

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

142. TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

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

143. CORRESPONDENCE

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

Additional correspondence included: -

143.1 ADC - Notification that an appeal has been made to the Secretary of State in relation to Arun's refusal to permit Planning Application BR/50/24/PL (Hook House, 51 Hook Lane, Bognor Regis, PO22 8AR), to which the Town Council objected.

143.2 ADC - Notification of an application for a new 2-year Pavement Licence in relation to Coastal Coffee Bognor Ltd, Pier Point House, 1 Waterloo Square, Bognor Regis, PO21 1TA. Owing to the consultation closing on 3rd January 2025, an email was sent to Committee Members on 20th December 2024, canvassing them for their opinions. Any representation submitted by the deadline will be ratified at the next Committee Meeting to be held on 14th January 2025.

The Meeting closed at 11.29am

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 23rd DECEMBER 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 6th AND 13th DECEMBER 2024)**

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

<p><u>BR/236/24/PL</u> <u>Bognor Regis Football Club</u> Nyewood Lane Bognor Regis PO21 2TY</p>	<p>Creation of a Synthetic Turf Stadia Pitch including upgraded fencing, floodlighting and ancillary equipment to replace a natural grass stadia pitch. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/232/24/HH</u> <u>11 Chichester Road</u> Bognor Regis PO21 2XG</p>	<p>Proposed loft conversion. Adjustments to the fenestration</p>	<p>OBJECTION The scale and height of the building, with the addition of dormers to the rear, are such that it has unneighbourly and significantly adverse impacts on the amenities of the occupiers of the neighbouring property to the east (81 Annandale Avenue) by way of appearing overbearing and oppressive in contradiction with Policies D DM1 and QE SP1 of the Arun Local Plan.</p> <p>Members of the Town Council consider that the grounds on which the Local Planning Authority refused permission of the previous application on this site (BR/170/24/HH) still stand.</p>
<p><u>BR/234/24/PL</u> <u>Witham Court</u> Westloats Lane Bognor Regis PO21 5AB</p>	<p>Extension of existing detached refuse and recycling store. This application is in CIL zone 4 (zero rated) as other development</p>	<p>NO OBJECTION</p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
 PLANNING AND LICENSING COMMITTEE TO BE HELD ON 14th JANUARY 2025
 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 20th, 27th DECEMBER 2024, AND
 3rd JANUARY 2025)**

<p><u>BR/244/24/A</u> <u>22 London Road</u> Bognor Regis PO21 1PY</p>	<p>Installation of 1 No. internally illuminated fascia sign and 1 No. internally illuminated projection sign.</p>	<p><i>COMMENT BY 18-JAN-25</i></p>
<p><u>BR/245/24/HH</u> <u>9 Lyon Street</u> Bognor Regis PO21 1BW</p>	<p>Two storey side extension.</p>	<p><i>COMMENT BY 23-JAN-25</i></p>
<p><u>BR/243/24/HH</u> <u>2 Glenwood Avenue</u> Bognor Regis PO22 8BS</p>	<p>Single storey rear extension and installation of 2 x side windows.</p>	<p><i>COMMENT BY 23-JAN-25</i></p>
<p><u>BR/248/24/T</u> <u>Servite House</u> Servite Close Bognor Regis PO21 2DF</p>	<p>1 No. Macrocarpa (T1) crown reduction to leave a height of 10m and spread of 8m. 1 No. Sycamore (T2) removal of lower branch.</p>	<p><i>COMMENT BY 23-JAN-25</i></p>
<p><u>BR/225/24/HH</u> <u>27 Hook Lane</u> Bognor Regis PO22 8AU</p>	<p>Conversion of loft to habitable use, including raising ridge line and installation of 2 x front and 1 x rear dormers with rear juliet balcony. Extend existing crossover.</p>	<p><i>COMMENT BY 30-JAN-25</i></p>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
14th JANUARY 2025**

AGENDA ITEM 11 - TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

REPORT BY THE DEPUTY CLERK

FOR DECISION

The following Pavement Licence application was made to Arun District Council, under the Business and Planning Act 2020: -

- Licence Application Number: 120589 - Coastal Coffee Bognor Ltd Cafe, Pier Point House, 1, Waterloo Square, Bognor Regis, West Sussex, PO21 1TA.

On occasion, due to the short turnaround time allowed to respond to the Licensing Authority, Members of the Planning and Licensing Committee are canvassed for their opinion via email in relation to Pavement Licence applications.

Having followed due process, Members raised **NO OBJECTION** to Pavement Licence application 120589. These comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority.

DECISION

Members are invited to consider any new Pavement Licence applications received and **RATIFY** decisions made under Delegated Authority including the response made to Pavement Licence application 120589 - Coastal Coffee Bognor Ltd Cafe, Pier Point House, 1, Waterloo Square, Bognor Regis, West Sussex, PO21 1TA.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
14th JANUARY 2025**

AGENDA ITEM 12 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. WSCC – Public Notice that Shripney Lane will be temporarily closed to all traffic on 20th January 2025 for up to 5 days (it is estimated to be completed on 24th January 2025) and is required for the safety of the public and workforce while Portsmouth Waterworks Company undertake 24hr/day road closures with works adjacent to Walnut Tree Cottage for new connection works. The restriction will be in place 24hrs/day. An alternative route will be signed on site but please visit <https://one.network/?tm=141281094> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Portsmouth Waterworks Company on 023 9249 9888 who will be able to assist with scope of these works.
2. WSCC – Public Notice that Marine Drive West, between the junctions with Nyewood Lane and Park Terrace o/s The Waverley Pub, will be temporarily closed to all traffic on 13th January 2025 for up to 5 days (it is estimated to be completed on 14th January 2025) and is required for the safety of the public and workforce while Southern Water undertakes an overnight road closure for manhole frame and cover replacement works. The restriction will be in place overnight only from 19:00 until 07:00. An alternative route will be signed on site but please visit <https://one.network/?tm=140439253> 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 03303030368 who will be able to assist with scope of these works.
3. ADC – Notification that Planning Application BR/232/24/HH (11 Chichester Road, Bognor Regis, PO21 2XG), to which the Town Council objected, is expected to be determined by ADC's Planning Committee at a meeting to be held on 15th January 2025.