



# 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 4<sup>th</sup> FEBRUARY 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 4<sup>th</sup> February 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 27<sup>th</sup> 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 14<sup>th</sup> January 2025
  5. To welcome the Area Highway Manager (Western Area), from West Sussex County Council, to discuss local issues (Min. 149.1 refers) including: -
    - 20mph Traffic Regulation Order on The Esplanade
    - road safety concerns outside of Edward Bryant School in London Road
    - a zebra crossing in London Road, on the corner with Lyon Street
  6. Adjournment for public question time and statements
  7. Clerk's report from previous Minutes
  8. To consider Planning Applications on Lists dated 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> January 2025
  9. To consider Premises Licence Applications including any variations and any other Licence Applications
  10. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
  11. To note the details of the Transport for the South East public consultation in relation to their Draft Transport Strategy and to agree any comments to be submitted in response
  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 14<sup>th</sup> JANUARY 2025**

**PRESENT:** Cllrs: J. Barrett, D. Dawes, S. Goodheart, P. Ralph  
(during Min. 150.2), B. Waterhouse, P. Woodall and  
Mrs. G. Yeates (during Min. 152)

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

*The Meeting opened at 4.02pm*

### **144. WELCOME BY CHAIR**

In the absence of the Chair, Cllr. Mrs. Warr, the Vice-Chair, Cllr. Barrett, took the 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.

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

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

### **146. 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***

**147. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23<sup>rd</sup> DECEMBER 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 23<sup>rd</sup> December 2024 as an accurate record of the proceedings and the Chair signed them.

**148. 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.

**149. CLERK'S REPORT FROM PREVIOUS MINUTES**

**149.1 19<sup>th</sup> November 2024 – Min. 120 To consider inviting a representative from WSCC Highways to a future meeting**

Members were reminded that the new Area Highway Manager for the Western Area Highways Team, Mark Jacobs, would be joining the Committee when they next meet on Tuesday 4<sup>th</sup> February 2025. It was also possible that Steve Hill, WSCC Parish Council & Community Engagement, would also be in attendance. Topics for discussion include the 20mph TRO on The Esplanade, some road safety concerns outside of Edward Bryant School in London Road, and a zebra crossing also on London Road, on the corner with Lyon Street. Members were asked to send any further questions to the Deputy Clerk by no later than Friday 17<sup>th</sup> January, to enable the Area Highway Manager to seek answers in time for the meeting.

**150. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 20<sup>th</sup>, 27<sup>th</sup> DECEMBER 2024 AND 3<sup>rd</sup> JANUARY 2025**

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

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

***Cllr. Ralph arrived at the Meeting after consideration of Planning Application BR/245/24/HH***

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

**151. 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 23<sup>rd</sup> DECEMBER 2024 REFERS)**

**151.1** Members unanimously **RESOLVED** to suspend Standing Orders to allow for the Deputy Clerk to provide an update, received from Arun District Council, in relation to Planning Application BR/232/24/HH to which the Town Council had objected (Min. 140.3 refers).

**151.2** In light of the new information received, Members **RESOLVED** to further consider their previous decision, and Standing Orders were therefore reinstated.

**152. TO RECEIVE AN UPDATE REGARDING PLANNING APPLICATION BR/232/24/HH - 11 CHICHESTER ROAD, BOGNOR REGIS, PO21 2XG (MIN. 140.3 OF 23<sup>rd</sup> DECEMBER 2024 REFERS)**

Members were informed that Arun District Council had been in touch to advise that having reviewed Planning Application BR/232/24/HH, and in consultation with the applicant, the development would be considered acceptable by the Local Planning Authority with the removal of the proposed rear dormers. The Town Council were subsequently invited to make any further comments and were asked to confirm whether the amendments would be sufficient to overcome their previous objection to the application.

Having considered the information provided in the update, Members **AGREED** to raise **NO OBJECTION** to Planning Application BR/232/24/HH on the grounds that the proposed rear dormers be removed from the development.

***Cllr. Mrs. Yeates arrived at the Meeting***

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

There were no Premises Licence applications, including variations and any other licence applications, to be considered.

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

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. Café, Pier Point House, 1, Waterloo Square, Bognor Regis, West Sussex, PO21 1TA.

Owing to the short turnaround time allowed to respond to the Licensing Authority, Members of the Planning and Licensing Committee were canvassed for their opinion via email in relation to Pavement Licence application number 120589.

Members **RATIFIED** the representation submitted to Arun District Council, by the Town Clerk under their Delegated Authority, stating that the Town Council had **NO OBJECTION** in relation to the Pavement Licence (No. 120589) for Coastal Coffee Bognor Ltd. Café being granted.

**155. CORRESPONDENCE**

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

***The Meeting closed at 4.35pm***

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

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

<p><a href="#"><u>BR/244/24/A</u></a> <a href="#"><u>22 London Road</u></a> Bognor Regis PO21 1PY</p>	<p>Installation of 1 No. internally illuminated fascia sign and 1 No. internally illuminated projection sign.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/245/24/HH</u></a> <a href="#"><u>9 Lyon Street</u></a> Bognor Regis PO21 1BW</p>	<p>Two storey side extension.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/243/24/HH</u></a> <a href="#"><u>2 Glenwood Avenue</u></a> Bognor Regis PO22 8BS</p>	<p>Single storey rear extension and installation of 2 x side windows.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/248/24/T</u></a> <a href="#"><u>Servite House</u></a> 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><b>NO OBJECTION</b> subject to the approval of ADC Tree Warden</p>
<p><a href="#"><u>BR/225/24/HH</u></a> <a href="#"><u>27 Hook Lane</u></a> 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><b>NO OBJECTION</b></p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 4<sup>th</sup> FEBRUARY 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 10<sup>th</sup>, 17<sup>th</sup> AND  
24<sup>th</sup> JANUARY 2025)**

<p><a href="#"><u>BR/214/24/HH</u></a> <a href="#"><u>41 Ash Grove</u></a> Bognor Regis PO22 9JT</p>	<p>Single storey rear extension, new front porch, removal of chimney, replace external cladding and associated works.</p>	<p><i>COMMENT BY 06-FEB-2025</i></p>
<p><a href="#"><u>BR/237/24/PL</u></a> <a href="#"><u>3-4 Albert Road</u></a> Bognor Regis PO21 1NL</p>	<p>Erection of outbuilding for office use to rear of existing HMO. This application affects the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 13-FEB-2025</i></p>
<p><a href="#"><u>BR/1/25/HH</u></a> <a href="#"><u>156 Aldwick Road</u></a> Bognor Regis PO21 2YQ</p>	<p>Installation of air source heat pump.</p>	<p><i>COMMENT BY 13-FEB-2025</i></p>
<p><a href="#"><u>BR/5/25/PL</u></a> <a href="#"><u>St Julianas Convent</u></a> Marian Way Bognor Regis PO21 1PA</p>	<p>Change of use from convent (Sui Generis) to residential use (C3) for adults with learning difficulties and autism with minor amendments to external appearance. This application may affect the setting of a listed building, may affect the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area and is in CIL Zone 4 (zero rated) as flats.</p>	<p><i>COMMENT BY 20-FEB-2025</i></p>
<p><a href="#"><u>BR/2/25/PL</u></a> <a href="#"><u>20 Sudley Road</u></a> Bognor Regis PO21 1EU</p>	<p>Proposed rear extensions to form 2 No. flats with associated works, including external alterations to the existing building. This application is in CIL zone 4 (zero rated).</p>	<p><i>COMMENT BY 20-FEB-2025</i></p>



**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
4<sup>th</sup> FEBRUARY 2025**

**AGENDA ITEM 11 - TO NOTE THE DETAILS OF THE TRANSPORT FOR THE SOUTH EAST PUBLIC CONSULTATION IN RELATION TO THEIR DRAFT TRANSPORT STRATEGY AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Transport for the South East are currently running a public consultation in relation to their [Draft Transport Strategy](#), which highlights their vision for transport in the region over the coming years, and are asking members of the public, transport users, businesses, organisations and interested groups for their views on the proposals. This will remain open until March 7<sup>th</sup> 2025.

Feedback and comments from this consultation will be incorporated with a view to publishing a Final Version later in 2025.

Members received the consultation documents in an email sent by the Deputy Clerk on 20<sup>th</sup> January 2025, including a copy of the organisational response survey, and are now invited to consider any response to the consultation.

**DECISION**

Members are invited to **AGREE** any comments to be submitted on behalf of Bognor Regis Town Council in response to the Transport for the South East public consultation in relation to their Draft Transport Strategy.

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
4<sup>th</sup> FEBRUARY 2025**

**AGENDA ITEM 12 - CORRESPONDENCE**

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

1. Housing, Communities and Local Government Committee (HCLG) - notification that the Committee will question representatives from the social housing and building sectors for a one-off evidence session, looking at how to finance and build new social and affordable housing developments, on 14<sup>th</sup> January 2025. Circulated to Committee Members by email.
2. WSCC - Public Notice that High Street, Bognor Regis, between the junctions with York Road and Lennox Street will be temporarily closed to all traffic on 3<sup>rd</sup> February 2025 for up to 5 days (it is estimated to be completed on 5<sup>th</sup> February 2025) and is required for the safety of the public and workforce while Southern Water undertake jet cleaning works. The restriction will be in place overnight only from 20:00 until 00:00. An alternative route will be signed on site but please visit <https://one.network/?tm=140941097> 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.
3. WSCC – Public Notice that Shripney Road, Bognor Regis, between Chichester Road Roundabout and Orchard Way Roundabout, will be temporarily closed to all on 6<sup>th</sup> February 2025 for up to 5 days (it is estimated to be completed on 7<sup>th</sup> February 2025) and is required for the safety of the public and workforce while Enerveo undertakes an overnight road closure for signage repairs. The restriction will be in place overnight only from 20:00 until 06:00. An alternative route will be signed on site but please visit <https://one.network/?tm=141083717> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Enerveo on behalf of WSCC on 07584 313951 who will be able to assist with scope of these works.
4. Housing, Communities and Local Government Committee (HCLG) - notification that the Committee will question Rushanara Ali MP, Minister for Homelessness and Democracy, Ministry of Housing, Communities and Local Government, for the Committee's short inquiries on children in temporary accommodation and rough sleeping on 21<sup>st</sup> January 2025. Circulated to Committee Members by email.
5. ADC - Notification that Planning Application BE/134/22/OUT (Land West of Bersted), to which the Town Council objected (Min. 48 of the Planning and Licensing Committee Meeting held on 8<sup>th</sup> August 2023 refers), is expected to be determined by ADC's Planning Committee on 29<sup>th</sup> January 2025.
6. Housing, Communities and Local Government Committee (HCLG) - notification that the Committee has launched an inquiry to look at how land value capture policies - which seek to capture the value uplift on land when it is granted planning permission - can contribute to the delivery of the Government's house building plans and help fund affordable housing and public infrastructure.

The Committee's inquiry will consider possible reforms to the current system of developer contributions towards affordable housing and infrastructure. It will also examine the Government's plans to reform compulsory purchase compensation rules, and how increases in land value may be captured more effectively for public good. The cross-party Committee will explore how land value capture (LVC) mechanisms could be optimised to operate with the Government's planning reform agenda, including the delivery of New Towns and the release of 'grey belt' land for development. Circulated to all Members on 22<sup>nd</sup> January 2025.

7. Housing, Communities and Local Government Committee (HCLG) - notification that the Committee has written to Rt Hon Angela Rayner, Secretary of State, Ministry of Housing, Communities and Local Government (MHCLG), to raise concerns about the impact of the freezing of Local Housing Allowance (LHA) rates. Circulated to Committee Members by email.
8. West Sussex Association of Local Councils (WSALC) - copy of report received, commissioned by WSALC, to inform councils on the latest planning reform and proposals for planning reform. Shared with all Councillors.
9. WSCC - Public Notice that Lyon Street, outside Laburnum Centre, Bognor Regis will be temporarily closed to all traffic on 17<sup>th</sup> February 2025 for up to 5 days (it is estimated to be completed on 18<sup>th</sup> February 2025) and is required for the safety of the public and workforce while Southern Water undertakes an overnight road closure, required to allow Southern Water to undertake defect repair. The restriction will be in place overnight only from 19:00 until 01:00. An alternative route will be signed on site but please visit <https://one.network/?tm=140940380> 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 the scope of these works.
10. WSCC - Public Notice that Hawthorn Road, outside Number 8, Bognor Regis will be temporarily closed to all traffic on 17<sup>th</sup> February 2025 for up to 5 days (it is estimated to be completed on 17<sup>th</sup> February 2025) and is required for the safety of the public and workforce while Southern Water undertakes a defect repair. The restriction will be in place daytime only from 09:00 until 16:00. An alternative route will be signed on site but please visit <https://one.network/?tm=141186074> 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 the scope of these works.
11. WSCC - Public Notice that Lyon Street West, between the junction with Station Road and the junction with London Road, Bognor Regis will be temporarily closed to all traffic on 25<sup>th</sup> February 2025 for up to 5 days (it is estimated to be completed on 26<sup>th</sup> February 2025) and is required for the safety of the public and workforce while T-Mobile/EE undertake telecoms mast testing and maintenance. The restriction will be in place overnight only from 22:00 until 05:00. An alternative route will be signed on site but please visit <https://one.network/?tm=141092176> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact T-Mobile (UK) Limited on 01652 638359 who will be able to assist with the scope of these works.