



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 2nd FEBRUARY 2021

PRESENT ONLINE: Cllrs: J. Barrett, Mrs. S. Daniells, Ms. A. Sharples,
W. Smith and Mrs. J. Warr

IN ATTENDANCE ONLINE: Mrs. J. Davis (Civic & Office Manager and
Meeting Host)
Mrs. S. Norman (Deputy Clerk)
No members of the public attended via Zoom
(at start of meeting)
5 members of the public watching via Facebook
(at start of meeting)

The Meeting opened at 4.00pm

344. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, Cllr. Goodheart, the Vice-Chairman of the Committee, Cllr. Mrs. Warr, chaired the Meeting.

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the Meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies for absence had been received from Cllr. Erskine, due to work commitments, and Cllr. Goodheart who had another Meeting.

345. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

If a Member were required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 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 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

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 Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman 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

346. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 12th JANUARY 2021

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 12th January 2021. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 12th January 2021 as an accurate record of the proceedings and the Chairman duly signed them.

347. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

348. TO RECEIVE THE CLERK'S REPORT

There was nothing to report.

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

There had been no notification of any Pavement Licence Applications, in relation to Bognor Regis, being submitted to Arun District Council.

350. TO CONSIDER PLANNING APPLICATIONS ON LISTS 8th, 15th AND 22nd JANUARY 2021

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

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

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

351. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 8th, 15th AND 22nd JANUARY 2021

There were no applications to consider.

352. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

Licensing Act 2003

Premises: Butlins Resort, Upper Bognor Road, Bognor Regis, PO21 1JJ

Application Number: 114456

The Committee noted the application that had been received for a Variation of a Premises Licence to be granted for the sale of alcohol and regulated entertainment Monday to Sunday 1000 to 2300 in the Temporary Entertainment Venue.

Members **RESOLVED** unanimously to offer **NO OBJECTION** to a Variation of Premises Licence for Butlin's.

353. TO RATIFY ATTENDANCE OF A TOWN COUNCIL REPRESENTATIVE FOR THE ADC DEVELOPMENT CONTROL COMMITTEE MEETING, TO BE HELD ON 3rd FEBRUARY, IN RELATION TO PLANNING APPLICATION BR/286/20/HH IF REQUIRED

The Civic & Office Manager's report was **NOTED**.

As there had been no nominations submitted to the Civic & Office Manager, it was not therefore necessary to ratify any attendance of a Town Council representative for the ADC Development Control Committee Meeting, to be held on 3rd February, in relation to planning application BR/286/20/HH.

It was noted the Town Council's previous representation on the application, as agreed at the Planning and Licensing Committee Meeting held on the 22nd December 2020 (Min. 328.3 refers), would be summarised for the Development Control Committee in the officer report.

354. TO AGREE SENDING A LETTER TO BERSTED PARISH COUNCIL, IN RELATION TO RECENT PLANNING APPLICATIONS, AND, IF RELEVANT, APPROVE THE DRAFT LETTER TO BE SENT - MIN. 340 REFERS

The Civic & Office Manager's report was **NOTED**.

Following a vote, Members **RESOLVED** unanimously to **AGREE** that a letter, as proposed in the draft letter attached to the report as Appendix 1, be sent to Bersted Parish Council to express the concerns raised by the Town Council in objection to planning application BE/148/20/OUT (Nursery Fields, Land to the North of Chalcraft Lane, West Bersted).

355. CORRESPONDENCE

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

The Meeting closed at 4.23pm

<u>APPENDIX 1</u> <u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 2nd FEBRUARY 2021</u> <u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 8th, 15th AND 22nd JANUARY 2021</u>		
BR/298/20/PL 25 Sudley Road Bognor Regis PO21 1EW	New 2 storey extension on first floor with loft floor including 8 (4 front & 4 rear) dormer windows), first floor rear extension (mansard floor) with 8 No roof windows, alterations to ground floor shopfront and new access to upper floor into use for 10 residential units (5 No 1-bed & 5 No 2-bed) (resubmission following BR/196/20/PL). This application may affect the setting of a listed building & the site is in CIL Zone 4 (Zero Rated) as flats.	NO OBJECTION
BR/305/20/PL Flat 2 42 Sudley Road Bognor Regis PO21 1ES	Ground floor rear extension. This site is in CIL Zone 4 (Zero Rated) as extensions under 100 sqm.	NO OBJECTION
BR/307/20/PL Butlin's Upper Bognor Road Bognor Regis PO21 1JJ	New reception kiosk and alterations to car park layout. This application is in CIL Zone 4 zero rated as other development.	NO OBJECTION
BR/302/20/PL 3 York Road Bognor Regis PO21 1LW	Change of use from shop (Class E) to nail salon (Sui Generis). This site is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
BR/1/21/HH 69 Longford Road Bognor Regis PO21 1AE	Extension and conversion of detached garage into habitable space.	NO OBJECTION

<p>BR/2/21/PL 9-11 Station Road Bognor Regis PO21 1QD</p>	<p>Change of use from commercial on ground floor & dwelling on first floor & conversion to the ground floor, first floor, loft & new first floor over the garage area to create bed & breakfast accommodation. This site is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p>BR/4/21/HH Courtney Lodge Sylvan Way Bognor Regis PO21 2RS</p>	<p>Rear/side single storey extension and alterations.</p>	<p>NO OBJECTION</p>