



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE**

**HELD ON TUESDAY 16<sup>th</sup> MARCH 2021**

### **PRESENT ONLINE:**

Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett, Mrs. S. Daniells, Ms. A. Sharples and Mrs. J. Warr

### **IN ATTENDANCE ONLINE:**

Mrs. J. Davis (Civic & Office Manager and Meeting Host)

Mrs. G. Frost (Town Clerk)

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 4.01pm***

### **370. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

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, who was working, and Cllr. Smith due to personal reasons.

### **371. 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 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 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***

**372. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 23<sup>rd</sup> FEBRUARY 2021**

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 23<sup>rd</sup> February 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 23<sup>rd</sup> February 2021 as an accurate record of the proceedings and the Chairman duly signed them.

**373. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS**

There were no public questions or statements.

**374. TO RECEIVE THE CLERK'S REPORT**

There was nothing to report.

**375. 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.

**376. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19<sup>th</sup>, 26<sup>th</sup> FEBRUARY AND 5<sup>th</sup> MARCH 2021**

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

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

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

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

There were no applications to consider.

**378. TO NOTE ANY SUGGESTIONS FOR POTENTIAL PROJECT IDEAS TO BE INCLUDED IN A COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING PLAN - MIN. 366 REFERS**

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

The Chairman invited Cllr. Mrs. Daniells to give an update following the recent ADC Briefing on this issue. Cllr. Mrs. Daniells felt that this was a useful session and focused on ADC's forthcoming Infrastructure Investment Plan (IIP) which concerns the use of the CIL funds that they will receive.

The Civic & Office Manager proceeded to further update Members, highlighting that it was important to note that CIL monies cannot be spent on absolutely anything but must be used on projects that fall into two

criteria; that being infrastructure or anything else that is concerned with addressing the demands that development places on an area. As outlined in the report, it was acknowledged that not all of the ideas initially suggested by Members would be suitable.

Having liaised with the CIL Officer at Arun, of the suggestions put forward and referred to in the report, Members **NOTED** that only the following could meet the criteria for spending CIL monies:

- \* Beach Access;
- \* Bognor Regis Town Council information boards;
- \* Planting of a tree-lined avenue entrance into Bognor Regis;
- \* Supporting a shared space by the Picturedrome cinema and Railway Station;
- \* Electric charging points for cars;
- \* Secure cycle racks/stands;
- \* A 'Boris bike' type scheme;
- \* Updating the brown tourist signs.

So far as next steps, the Civic & Office Manager advised that these schemes should now be checked against the priorities set out in the Bognor Regis Neighbourhood Plan, as the Spending Plan should support the made Neighbourhood Plan.

Consideration then needs to be given in relation to details such as:

- Location, design etc;
- Cost;
- Whether the scheme can be delivered within the 5 years available to spend CIL monies;
- Whether there are other streams of funding available for a scheme;
- Whether the scheme might be delivered in partnership with West Sussex County Council or Arun District Council.

Members noted that Arun District Council were currently in the process of preparing a spending plan for CIL investment for adoption by the end of the year. This would be called the Infrastructure Investment Plan (IIP) and the District Council would be consulting Town and Parish Councils on the Arun IIP process because they believe it is vitally important that spending priorities are clear and shared. This would ensure that opportunities for joint funding can be identified, and investment opportunities for Town and Parish Councils, as well as other infrastructure providers, are maximised across the District.

The Officer advised that this consultation would run for six weeks until Monday the 26<sup>th</sup> of April. After this time, ADC will collate all proposed infrastructure projects that have been submitted and a final baseline infrastructure list will be prepared and scored to identify projects that will be recommended for inclusion in the IIP.

It was therefore proposed, and Members **AGREED**, that further consideration of the Town Council's Spending Plan, and any response to ADC's consultation, would be discussed at the next meeting. The Civic & Officer Manager advised that she would pull together all the relevant projects and ideas and present them to the Meeting for further analysis and consideration.

**379. CORRESPONDENCE**

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

***The Meeting closed at 4.42pm***

<b><u>APPENDIX 1</u></b> <b><u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 16<sup>th</sup> MARCH 2021</u></b> <b><u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 19<sup>th</sup>, 26<sup>th</sup> FEBRUARY AND 5<sup>th</sup> MARCH 2021</u></b>		
<b>BR/29/21/HH</b> 25 Kew Gardens Bognor Regis PO21 5RD	Replacement single storey side extension	<b>NO OBJECTION</b>
<b>BR/37/21/TEL</b> Junction of Lyon Street West and Richmond Road Bognor Regis	Prior Notification under Schedule 2, Part 16, for a proposed 20.0m Phase 8 Monopole C/W wrapround Cabinet at base and associated ancillary works	<b>NO OBJECTION</b>
<b>BR/28/21/HH</b> 20 Southdown Road Bognor Regis PO21 2JR	Single storey rear extension	<b>NO OBJECTION</b>
<b>BR/39/21/PL</b> 2 Lyon Street Bognor Regis PO21 1DA	Variation of condition 4 imposed under BR/227/18/PL relating to the change of the buildings use restricted to Arun Meat & Livestock Company to use by the building owners	<b>NO OBJECTION</b>