



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON TUESDAY 6<sup>th</sup> APRIL 2021**

**PRESENT ONLINE:** Cllr. S. Goodheart (Chairman) (during Min. 380),  
Cllrs: J. Barrett, W. Smith and Mrs. J. Warr

**IN ATTENDANCE ONLINE:** Mrs. J. Davis (Civic & Office Manager and  
Meeting Host)  
Mrs. G. Frost (Town Clerk)  
No members of the public attended via Zoom  
(at start of meeting)  
8 members of the public watching via Facebook  
(at start of meeting)

***The Meeting opened at 4.02pm***

### **380. 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.

***Cllr. Goodheart joined the meeting but appeared to be having technical issues with his audio. Cllr. Goodheart left the Meeting and sent his apologies***

Apologies for absence had been received from Cllr. Ms. Sharples, who had an appointment.

No apologies for absence had been received from Cllrs. Mrs. S. Daniells or J. Erksine.

***Cllr. Goodheart rejoined the Meeting but continued to experience technical problems***

### **381. 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***

**382. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 16<sup>th</sup> MARCH 2021**

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 16<sup>th</sup> March 2021.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 16<sup>th</sup> March 2021 as an accurate record of the proceedings and the Chairman stated that she would sign them.

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

There were no public questions or statements.

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

There was nothing to report.

**385. 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.

***Cllr. Goodheart, having resolved the technical issues, thanked Cllr. Mrs. Warr for taking the Chair and took over as Chairman of the Meeting***

**386. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12<sup>th</sup>, 19<sup>th</sup> AND 26<sup>th</sup> MARCH 2021**

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

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

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

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

**Licensing Act 2003**

**Premises: Aldi Stores Ltd, Shripney Road, Bognor Regis  
Application Number: 114625**

The Committee noted the application that had been received for a Premises Licence to be granted for the sale by retail of alcohol for consumption off the premises each day of the week between 06:00 and 00:00.

It was further noted that the store lies just outside the Wards of Bognor Regis.

Members **RESOLVED** unanimously to offer **NO OBJECTION** to a Premises Licence being granted for Aldi Stores Ltd.

**388. TO FURTHER ANALYSE AND CONSIDER THE TOWN COUNCIL'S CIL SPENDING PLAN, AND TO DISCUSS AND AGREE ANY RESPONSE TO ADC'S IIP CONSULTATION - MIN. 378 REFERS**

The Civic & Office Manager gave a verbal update and reported that in a letter to the Town Council, dated 31<sup>st</sup> of March, Arun have confirmed that an amount of £725 will be paid to BRTC in this CIL period. This is the first CIL monies that the Town Council will receive and, should any further CIL monies be due, the next payment date is not until the end of October. Members were reminded that the Town Council have 5 years in which to spend CIL payments received, allowing for annual payments to be accrued and saved towards more costly projects.

Members went on to further consider the Town Council's CIL Spending Plan and felt that the suggested project ideas, as noted at the previous meeting, should form the basis of an initial Spending Plan. However, the Civic & Office Manager pointed out that the Spending Plan should be a flexible document that could be reviewed as and when it was felt necessary.

In discussing whether any response should be made to Arun's Infrastructure Investment Plan (IIP) consultation, Members considered the projects to be included in the Town Council's Spending Plan and which of them might be suitable to request either full, or part funding, through Arun's IIP.

Members **RESOLVED** to **AGREE** that a request for full funding for the Town Council's Beach Access CIL Project, and a request for part funding of the Tree-Lined Avenue CIL Project, should be submitted in response to Arun's IIP consultation.

Furthermore, it was **AGREED** that the £725 CIL monies to be paid to the Town Council would remain unspent until such time that the outcome of Arun's IIP consultation was known, and that a review of the Spending Plan would be an Agenda item at the Committee Meeting to be held 12<sup>th</sup> October 2021.

**389. CORRESPONDENCE**

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

***The Meeting closed at 4.46pm***

<b><u>APPENDIX 1</u></b> <b><u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 6<sup>th</sup> APRIL 2021</u></b> <b><u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 12<sup>th</sup>, 19<sup>th</sup> AND 26<sup>th</sup> MARCH 2021</u></b>		
<b>BR/59/21/PL</b> 10 Oakhurst 22-24 Upper Bognor Road Bognor Regis PO21 1FW	Change from studio flat to 1 No. 1 bed unit with dormer extension. This site may affect the setting of a listed building, may affect the character & appearance of the Upper Bognor Road and Mead Lane Conservation Area. This site is in CIL Zone 4 (Zero Rated) as flat	<b>NO OBJECTION</b>
<b>BR/42/21/PL</b> 48 Aldwick Road Bognor Regis PO21 2PN	Change of use from betting shop (Class Ea) to a hot food takeaway (Sui Generis) including installation of extraction. This site is in CIL Zone 4 (Zero Rated) as other development	<b>NO OBJECTION</b>
<b>BR/64/21/HH</b> 16 Glenway Bognor Regis PO22 8BU	Single storey side extension to replace existing single storey garage, and bay window to front elevation	<b>NO OBJECTION</b>
<b>BR/69/21/L</b> 2 Hereford Cottages Bersted Street Bognor Regis PO22 9QH	Listed building consent for the existing cloakroom to be extended to provide accessible wc with shower, new floor level to be level with existing Kitchen floor and existing door opening widened to improve access for elderly and disabled	<b>NO OBJECTION</b>
<b>BR/68/21/HH</b> 2 Hereford Cottages Bersted Street Bognor Regis PO22 9QH	Existing cloakroom to be extended to provide accessible wc with shower, new floor level to be level with existing Kitchen floor and existing door opening widened to improve access for elderly and disabled	<b>NO OBJECTION</b>

<p><b>BR/63/21/HH</b> 2A Merchant Street Bognor Regis PO21 1QH</p>	<p>First floor rear extension</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/77/21/HH</b> 132A Orchard Way Bognor Regis PO22 9JU</p>	<p>To replace the existing White P.V.C.u. windows with new, there is NO colour, material or design change, straight like for like replacements</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/79/21/PL</b> 83 Aldwick Road Bognor Regis PO21 2NW</p>	<p>Rear extensions and loft conversion to form enlarged HMO (Sui Generis) (resubmission following BR/206/19/PL)</p>	<p><b>OBJECTION</b> The scale of the proposed extensions and loft conversion to form an enlarged HMO, with no car parking provision, will contribute to the generation of excessive parking demands or traffic in the area. Aldwick Road is an area with a Traffic Regulation Order in place, with waiting restrictions along the road between Park Road/Victoria Road and Nyewood Lane. The proposal is therefore contrary to policy H SP4 of the Arun District Local Plan and the National Planning Policy Framework.</p>
<p><b>BR/83/21/HH</b> 60 Pevensey Road Bognor Regis PO21 5NU</p>	<p>Erection of front porch</p>	<p><b>NO OBJECTION</b></p>