



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

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

**HELD ON TUESDAY 27<sup>th</sup> APRIL 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)  
No members of the public attended via Zoom  
(at start of meeting)  
7 members of the public watching via Facebook  
(at start of meeting)

***The Meeting opened at 4.03pm***

### **390. 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. Smith, owing to personal reasons.

No apologies for absence had been received from Cllr. Erksine.

### **391. 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***

### **392. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 6<sup>th</sup> APRIL 2021**

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 6<sup>th</sup> April 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 6<sup>th</sup> April 2021 as an accurate record of the proceedings and the Chairman duly signed them.

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

There were no public questions or statements.

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

There was nothing to report.

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

The following decisions were **RATIFIED**:

- Licence Application Number: 114688 in relation to Mitchell's Travel, 2 London Road Bognor Regis - Members **AGREED** to offer **NO OBJECTION** to the application to place 4 tables and 16 chairs directly outside the premises from 8am until 7pm Monday to Saturday and 8am to 5pm on Sundays.
- Licence Application Number: 114702 in relation to London Road Café, 6-8 London Road, Bognor Regis – Members **AGREED** to offer **NO OBJECTION** to the application to place 11 tables and 44 chairs directly outside the premises from 8am until 6pm Monday to Sunday.

**396. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2<sup>nd</sup> AND 9<sup>th</sup> APRIL 2021**

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

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

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

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

There were no applications to consider.

**398. CORRESPONDENCE**

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

***The Meeting closed at 4.41pm***

<b><u>APPENDIX 1</u></b> <b><u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 7<sup>th</sup> APRIL 2021</u></b> <b><u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 2<sup>nd</sup> AND 9<sup>th</sup> APRIL 2021</u></b>		
<b>BR/86/21/PL</b> 29 Highcroft Crescent Bognor Regis PO22 8DH	Convert existing bungalow in to 1 No. 3 bed bungalow and 1 No. 2 bed bungalow. This application is in CIL Zone 4 and is CIL Liable as new dwelling	<b>NO OBJECTION</b>
<b>BR/89/21/A</b> 4C London Road Bognor Regis PO21 1PY	Installation of 2 x fascia signs and 1 x hanging sign	<b>NO OBJECTION</b>
<b>BR/91/21/HH</b> 84a Victoria Drive Bognor Regis PO21 2TA	Removal of existing attached garage and erection of single storey side extension	<b>NO OBJECTION</b>
<b>BR/94/21/PL</b> 32 William Street Bognor Regis PO21 1DL	Loft conversion, dormer extensions and conversion of the property into 2 x self-contained apartments	<b>NO OBJECTION</b>
<b>BR/93/21/PL</b> 22 Neville Road Bognor Regis PO22 8BN	Erection of a single storey one bed dwelling house with private amenity space, car parking space and refuse / recycling store	<b>NO OBJECTION</b>