



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 31st AUGUST 2021

PRESENT: Cllr Mrs. J. Warr (Chairman), Cllrs: J. Barrett and P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
No members of the public

The Meeting opened at 4.05pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 4th MAY 2021

It was noted that Cllr. Mrs. J. Warr was elected Chairman and Cllr. Barrett was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 4th May 2021.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire.

Apologies for absence had been received from Cllrs. Cunard, who was working, Mrs. Daniells who was on annual leave, and Mrs. Staniforth due to family commitments. No apologies had been received from Cllr. Erskine.

3. 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.

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 leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary 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

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

4. TO APPROVE THE MINUTES OF THE ONLINE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 27th APRIL 2021

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Online Meeting held on 27th April 2021 as an accurate record of the proceedings and the Chairman signed them.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

6. TO CONSIDER THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Planning and Licensing Committee with no amendments.

7. TO NOTE THE PLANNING APPLICATIONS RATIFIED AT THE COUNCIL MEETING HELD 5th JULY 2021

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

Members **NOTED** that the comments agreed by the Planning and Licensing Committee in reference to planning applications on lists dated between 23rd April and 18th June were ratified at the Full Council Meeting held 5th July 2021.

8. TO RATIFY RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 25th JUNE 2021 AND 30th JULY 2021, MADE UNDER DELEGATED AUTHORITY

The Civic and Office Manager's report and Appendix detailing the relating applications was **NOTED**.

Due to the expiration of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, on Friday 7th May 2021, the Planning and Licensing Meetings scheduled to be held on 20th July and 10th August were cancelled. Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 25th June and 30th July 2021, and corresponding comments, as detailed in the report, were submitted to Arun District Council by the Town Clerk under their Delegated Authority.

The responses made to planning applications on lists dated between 25th June 2021 and 30th July 2021, made under Delegated Authority, were **RATIFIED**.

9. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6th, 13th AND 20th AUGUST 2021

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

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

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

10. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There were no Premises Licence applications to consider.

11. TO CONSIDER AND AGREE ANY ATTENDANCE AT A WSCC CONSULTATION WEBINAR IN RELATION TO THE DRAFT WEST SUSSEX TRANSPORT PLAN 2022-2036

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

Members **AGREED** that the Civic & Office Manager would email details of the webinar to all Committee Members asking those able to take part at 2pm on Wednesday 8th September to register for the event.

It was **NOTED** that Members will be asked to consider and agree any response to the WSCC consultation, in relation to the Draft West Sussex Transport Plan 2022 – 2036, at the Planning and Licensing Committee Meeting to be held 21st September 2021.

12. CORRESPONDENCE RECEIVED SINCE THE LAST MEETING HELD ON 27th APRIL 2021

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 4.38pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 31st AUGUST 2021
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 6th, 13th AND 20th AUGUST 2021

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

<p><u>BR/184/21/HH</u> 39 Pevensey Road Bognor Regis PO21 5NS</p>	<p>Erection of single storey side extension</p>	<p>NO OBJECTION</p>
<p><u>BR/190/21/HH</u> 57 Chichester Road Bognor Regis PO21 2XH</p>	<p>Hip to gable extension with rear flat roof dormer</p>	<p>NO OBJECTION</p>
<p><u>BR/172/21/HH</u> 41 Ash Grove Bognor Regis PO22 9JT</p>	<p>Erection of an outbuilding following demolition of existing outbuildings</p>	<p>NO OBJECTION</p>
<p><u>BR/189/21/HH</u> 2A Merchant Street Bognor Regis PO21 1QH</p>	<p>Installation of 1 x rear dormer</p>	<p>NO OBJECTION</p>
<p><u>BR/198/21/HH</u> 88B Nyewood Lane Bognor Regis PO21 2TT</p>	<p>Single storey rear extension</p>	<p>NO OBJECTION</p>