



# BOGNOR REGIS TOWN COUNCIL

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

### **HELD ON TUESDAY 20<sup>th</sup> FEBRUARY 2024**

**PRESENT:** Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, Miss. C. Needs,  
P. Ralph, B. Waterhouse and Mrs. G. Yeates

**IN ATTENDANCE:** Mrs. J. Davis (Assistant Clerk)

*The Meeting opened at 4.06pm*

#### **153. WELCOME BY CHAIR**

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

#### **154. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllr. Woodall with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

No apologies had been received from Cllr. Goodheart, prior to the meeting, and could not therefore be approved.

#### **155. DECLARATIONS OF INTEREST**

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable 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, Other Registrable 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 or Other Registrable 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, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair 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***

**156. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30<sup>th</sup> JANUARY 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 30<sup>th</sup> January 2024 as an accurate record of the proceedings and the Chair signed them.

**157. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no members of the public seated in the public gallery, therefore, the meeting was not adjourned.

**158. CLERK'S REPORT FROM PREVIOUS MINUTES**

**158.1 30<sup>th</sup> January 2024 – Min. 147 Highways issues discussed with Steve Hill, WSCC Parish & Community Engagement Coordinator**

Following the attendance of Steve Hill at the previous meeting, to discuss Highways issues with Members, the Clerk reported that following feedback from the Town Council, Steve had confirmed that this had been passed on to local Highways Operations and that he would contact the Town Council once he had some answers, actions and next steps.

During discussions with Steve, Members asked for any update in relation to the 'Bognor Regis Esplanade Public Realm Improvement' scheme, which is part of the WSCC/ADC Arun Growth Deal. This was not something that Steve Hill had any information about, however, the Clerk advised that an update had been shared by representatives from WSCC, at a Bognor Regis Regeneration Board Meeting the previous week, concerning the scheme.

It was agreed that the Clerk would contact Nick Burrell (WSCC Strategic Programme Manager, Growth & OPE) and invite him to provide an update to Members of the Town Council at a future meeting. Having emailed Nick, the Town Council were simultaneously contacted by Stephen Reed, Projects Project Manager (WSP Secondment) for WSCC Highways, Transport and Planning, advising that the detailed design of the scheme had now been completed and asking for the opportunity to update BRTC.

A Member's Briefing has, therefore, been arranged to be held in the Council Chamber at 5.30pm on Monday 4<sup>th</sup> March 2024, prior to the Full Council Meeting at 6.30pm, to which all Members will be invited to receive an update from WSCC on the Esplanade improvement scheme.

**159. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 26<sup>th</sup> JANUARY, 2<sup>nd</sup> AND 9<sup>th</sup> FEBRUARY 2024**

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

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

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

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

There were no Pavement Licence application representations to be ratified.

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

**161.1 Licensing Act 2003**

**Premises: Butlin's, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1JJ**

**Licence Number: 119293**

The Committee noted the application received for a Variation of a Premises Licence including: - To amend the name of the venue known as "Temporary Entertainment Venue" to "Studio 36"; To amend the layout of the venue Studio 36 (previously known as Temporary Entertainment Venue) in accordance with the plan supplied by the applicant. There are no changes to any of the other existing licensed areas and all other existing licence plans are to remain as existing and attached to the premises licence; For the venue Studio 36 (previously known as Temporary Entertainment Venue) only, to extend the terminal hour for all permitted licensable

activities in this venue (Sale of alcohol for consumption on & off the premises, plays, films, indoor sporting events, boxing & wrestling, live music, recorded music, performance of dance and entertainment of a like kind) to 23:00 hours Monday to Thursday (currently 22:30). All other existing permitted hours and days for Studio 36 and all other venues licensed under this premises licence to remain as per the existing premises licence; For the venue Studio 36 (previously known as Temporary Entertainment Venue) only, to extend the terminal opening hours to 23:30 Monday to Thursday (currently 23:00). All other existing permitted opening hours and days for Studio 36 and all other venues licensed under this premises licence to remain as per the existing premises licence.

Members **RESOLVED** to raise **NO OBJECTION** to the Variation of a Premises Licence being granted for the reasons outlined in the application.

### **161.2 Licensing Act 2003**

**Premises: Arena Sports Centre, Westloats Lane, Bognor Regis, West Sussex, PO21 5JD**  
**Licence Number: 119276**

The Committee noted the application for a Premises Licence including: - Indoor Sporting Events, Saturday and Sunday, between the hours of 09:00 – 21:00; Boxing/Wrestling, Indoors on Saturday and Sunday, between the hours of 12:00 – 22:00.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted for the reasons outlined in the application.

### **162. TO NOTE DETAILS OF THE WSCC A259 CHICHESTER TO BOGNOR REGIS CORRIDOR SCHEME PUBLIC CONSULTATION**

The Assistant Clerk's report was **NOTED**.

The details of the WSCC A259 Chichester to Bognor Regis Corridor Scheme public consultation, including the deadline of 11:55pm on Monday 11<sup>th</sup> March 2024 for individual responses to the survey to be submitted, were **NOTED**.

### **163. TO RECEIVE DETAILS OF WSCC'S POST-16 TRANSPORT CONSULTATION AND TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

The Assistant Clerk's report was **NOTED**.

Having considered the consultation documents, Members **AGREED** that any comments in response to the Post-16 Transport Consultation should be submitted individually by the deadline of 17<sup>th</sup> March 2024.

### **164. CORRESPONDENCE**

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

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

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 20<sup>th</sup> FEBRUARY 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 26<sup>th</sup> JANUARY, 2<sup>nd</sup> AND 9<sup>th</sup> FEBRUARY 2024)**

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

<p><b><u>BR/10/24/HH</u></b> 1A Normanton Avenue Bognor Regis PO21 2TX</p>	<p>Removal of existing roof and building an extension to the front and a new first floor extension with a pitched roof housing the new second floor with rear facing dormer. New highway access and vehicle crossover.</p>	<p>Members <b>NOTED</b> that planning application BR/10/24/HH had been withdrawn.</p>
<p><b><u>BR/15/24/HH</u></b> 36 Ivy Crescent Bognor Regis PO22 8AB</p>	<p>Larger front porch.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/14/24/PL</u></b> Streete Court 22 Victoria Drive Bognor Regis PO21 2RL</p>	<p>Removal of existing cantilevered balconies to flats 36 and 41 to be replaced by stacking type balconies of similar design and appearance. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/246/23/PL</u></b> Land adjacent 285 Chichester Road Bognor Regis PO21 5AH</p>	<p>Demolition of existing commercial premises and replacement with 1 No single dwelling. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/1/24/T</u></b> The Maples 45 Victoria Drive Bognor Regis PO21 2TQ</p>	<p>Various works to various trees.</p>	<p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><b><u>BR/4/24/HH</u></b> Pebbles, 60 Highcroft Crescent Bognor Regis PO22 8DU</p>	<p>Installation of a front wooden shed.</p>	<p><b>OBJECTION</b> The scale, height, and siting of the outbuilding are such that it has unneighbourly and significantly adverse impacts on the amenities of</p>

		the occupiers of the neighbouring properties by way of appearing overbearing and oppressive in contradiction with Policies D DM1 and QE SP1 of the Arun Local Plan.
<b><u>BR/17/24/T</u></b> <u>Hollywood Cottage</u> <u>Bersted Street</u> Bognor Regis PO22 9QJ	Reduction of entire Holm Oak tree (T1) crown by approximately 4m all over leaving the height at approximately 20m and the spread at approximately 8m all around; reduction of entire Holm Oak tree (T2) crown by approximately 3-4m leaving the height at approximately 20m and the spread at approximately 8m all around; reduction of lateral branches of 1 No Holm Oak tree by approximately 4m leaving an approximate spread of 2m and raise crown of canopy overhanging driveway to 6m to 1 No Beech tree (T4) and 1 No Bay tree (T5) to allow for clearance of emergency service vehicles.	<b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.
<b><u>BR/18/24/T</u></b> <u>97 Nyewood Lane</u> Bognor Regis PO21 2TY	Reduce back to previous knuckles 1 No Holm Oak tree (T1) which is a reduction by 3-4m over the complete canopy leaving the height of 12m in height & 8m in width.	<b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.
<b><u>BR/6/24/PL</u></b> <u>1 Argyle Road</u> Bognor Regis PO21 1DY	Conversion of an existing 2 storey, 4-bedroom end of terrace house into 2 No. 2 bedroom flats. This application is CIL Zone 4 (zero rated) as other development.	<b>NO COMMENT</b> Members noted that the applicant was a fellow Town Councillor. Therefore, having all declared an Ordinary Interest, Members unanimously <b>ASBTAINED</b> from voting on this application.