



# 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](mailto:bognortc@bognorregis.gov.uk)

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

### **HELD ON TUESDAY 14<sup>th</sup> MAY 2024**

**PRESENT:** Cllr. Mrs. J. Warr (Chair), Cllrs: D. Dawes (until Min. 13),  
S. Goodheart, P. Ralph, B. Waterhouse and  
Mrs. G. Yeates

**IN ATTENDANCE:** Mrs. J. Davis (Assistant Clerk)  
Mr. S. Hill (WSCC Parish & Community Engagement  
Officer) (part of meeting)  
2 members of the public (part of meeting)

*The Meeting opened at 4.00pm*

1. **TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 13<sup>th</sup> MAY 2024**

It was noted that Cllr. Mrs. J. Warr was elected Chair and Cllr. J. Barrett was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 13<sup>th</sup> May 2024.

2. **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.

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

Apologies for absence were received from Cllrs. Barrett and Woodall with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

4. **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***

**5. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23<sup>rd</sup> APRIL 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 23<sup>rd</sup> April 2024 as an accurate record of the proceedings and the Chair signed them.

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

***The Chair adjourned the Meeting at 4.03pm***

Representatives from Edward Bryant School (London Road, Bognor Regis), seated in the public gallery, addressed those present in relation to concerns for child pedestrian safety outside of the school.

They explained that the school is for children of primary age (4-11 years) with 630 on the register. Situated on a very busy road, there is concern about the safety of children outside of school, especially at school drop-off and pick-up times. A death or life changing injury of a child caused by a road traffic collision has a devastating impact upon the family and school community.

However, the chances of an accident happening, and the severity of injuries sustained, they felt would be significantly reduced with the installation of safety railings.

Their research has shown that other local schools have, what they consider to be, far better safety measures than Edward Bryant School. For example, Rose Green Junior School has 28 metres of safety railings, Bersted Green Primary School has 12 metres of railings, Southway Primary School is located in a closed-end road with railings either side of the entrance gates and wrapped around part of the car park, Nyewood School is also in a closed-end road with concrete bollards, and Bartons School is at the end of an Estate with concrete bollards in place.

Edward Bryant School have made enquiries with West Sussex County Council (WSSCC) about the possibility of safety railings being installed and were advised that before an application could be submitted, they would need support from the local County Councillor, and the Town Council.

County Councillor Oppler met with school representatives and has given his full support to the proposals, advising that he would contact Highways to arrange a site meeting and discuss options to improve pedestrian safety outside of Edward Bryant School.

### ***The Chair reconvened the Meeting at 4.18pm***

## **7. TO CONSIDER A REQUEST FROM STAFF FOR SAFETY RAILINGS OUTSIDE OF EDWARD BRYANT SCHOOL, LONDON ROAD, BOGNOR REGIS**

### ***Cllr. Dawes declared an Ordinary Interest as his children attend Edward Bryant School***

The Chair welcomed Steve Hill, Parish & Community Engagement Officer for WSSCC, to the meeting and invited him to offer any input in response to the comments made under Public Question Time.

Prior to his attendance at the meeting, the Assistant Clerk had shared details of the request from Edward Bryant School. Steve had subsequently liaised with the Active Travel team and Highways at WSSCC. Whilst their initial response had been negative, as there was concern that the installation of safety railings as requested would create more barriers, Steve was encouraged to hear that the County Councillor was in support and advised that he would follow up with WSSCC to arrange a site visit as previously mentioned.

Members shared their own experiences and witness accounts of the density of traffic at this location and shared concerns for the safety of pedestrians. Other methods to mitigate the risks, such as the presence of staff and Community Enforcement Officers outside the school, signage on fences, letters home, and road safety awareness assemblies, were discussed but it was felt that these were not sufficient.

It was **AGREED** to support Edward Bryant School in their request for safety railings to be installed, with the Assistant Clerk asked to write to WSCC to advise of this and urge that a site visit be conducted at an appropriate time of the school day i.e. at drop-off and pick-up times.

***The Chair thanked those seated in the public gallery for explaining the reasons for their request, and Mr. Hill for his input, after which they left the Meeting***

**8. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19<sup>th</sup>, 26<sup>th</sup> APRIL, AND 3<sup>rd</sup> MAY 2024**

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

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

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

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

There had been no Pavement Licence applications received for Bognor Regis.

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

There were no Premises Licence applications for Bognor Regis to be considered.

**11. TO RATIFY ANY COMMENTS SUBMITTED UNDER DELEGATED AUTHORITY IN RESPONSE TO ADC'S ARUN LOCAL PLAN 2023 - 2041 DIRECTION OF TRAVEL DOCUMENT ISSUES AND OPTIONS REGULATION 18 CONSULTATION**

At the previous meeting it had been agreed that the Assistant Clerk would re-circulate the consultation documents on the understanding that each Councillor responding to the consultation questions would do so by replying to the Assistant Clerk, and all Committee Members, by no later than midday on Monday 13<sup>th</sup> May 2024. With Members having resolved to give Delegated Authority to the Assistant Clerk, to enable them to submit the collated responses to ADC by the deadline, the intention was that any representation would be subsequently ratified at the Committee Meeting to be held on 14<sup>th</sup> May 2024 (Min. 194 refers).

However, despite the Assistant Clerk sending a reminder email to Members, on 5<sup>th</sup> May 2024, no responses were received and, therefore, no representation was submitted on behalf of the Town Council in response to ADC's Arun Local Plan 2023 - 2041 Direction of Travel Document Issues and Options Regulation 18 Consultation.

It is understood that some Members had submitted an individual response to the consultation or had actively participated in submitting a representation to ADC in their role of Councillor with another parish council in the district.

**12. TO CONSIDER A REQUEST FROM CPRE TO COMPLETE THEIR SURVEY ON SEWAGE SPILLS AND DEVELOPMENT PRESSURES IN LOCAL AREAS AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

The Assistant Clerk explained to Members that CPRE Sussex, the countryside charity for East and West Sussex and Brighton & Hove, were launching a new campaign on the impact of development pressures on the overloaded sewerage system and were inviting all parish and town councils within Sussex to respond to a short survey. The results from the survey would help to build the case for CPRE to call upon Local Planning Authorities in our area to make adequate sewerage infrastructure a prerequisite to development.

Members **AGREED** to respond to the questions within the survey with the Assistant Clerk to submit these online after the meeting.

**13. TO RECEIVE DETAILS OF THE CIL RECEIPTS PAID TO THE TOWN COUNCIL IN APRIL 2024 AND TO NOTE THAT THE COUNCIL'S CIL SPENDING LIST WILL BE REVIEWED AT THE COMMITTEE MEETING TO BE HELD ON 4<sup>th</sup> JUNE 2024**

It was reported to Members that the Town Council had received Community Infrastructure Levy (CIL) monies of £9,777.69 for the April 2024 CIL period, bringing the current budget available to £13,429.84.

Members **NOTED** that the Council's CIL Spending List would be reviewed, to include consideration of the viability of projects currently on the list and any further suggested projects to be included on the list, at the Committee Meeting to be held on 4<sup>th</sup> June.

***Cllr. Dawes gave his apologies and left the Meeting***

**14. CORRESPONDENCE**

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

***The Meeting closed at 5.23pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 14<sup>th</sup> MAY 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 19<sup>th</sup>, 26<sup>th</sup> APRIL, AND 3<sup>rd</sup> MAY 2024)**

*Please Note: there were no planning applications for Bognor Regis on List dated 3<sup>rd</sup> May 2024.*

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

<p><b><u>BR/59/24/HH</u></b>  <a href="#">9 Marshall Avenue</a>          Bognor Regis          PO21 2TH</p>	<p>Conversion and extension to existing garage and alteration to porch.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/64/24/HH</u></b>  <a href="#">Culver Cottage</a>          37 Aldwick Road          Bognor Regis          PO21 2LN</p>	<p>Proposed rear facing dormer window. (This application may affect the character and appearance of the Aldwick Road, Bognor Conservation Area).</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/65/24/L</u></b>  <a href="#">Culver Cottage</a>          37 Aldwick Road          Bognor Regis          PO21 2LN</p>	<p>Listed building consent for proposed rear facing dormer window.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/52/24/T</u></b>  <a href="#">37 Upper Bognor Road</a>          Bognor Regis          PO21 1HX</p>	<p>1 No. Sycamore (T1) crown reduction to 5m height, 13.7m spread. 2 No. Sycamore (T2 &amp; T3) crown reductions to 4m height, 10.6m spread. 1 No. Ash (T4) crown reduction to 5m height, 13.7m spread.</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/58/24/A</u></b>  <a href="#">Premier Inn Hotel</a>          Junction of The Esplanade and          Clarence Road          Bognor Regis          PO21</p>	<p>Installation of 8 No. internally illuminated signs and 6 No. non-illuminated signs.</p>	<p><b>OBJECTION</b> Members object to the proposals on the grounds that they would result in significant harm to amenity owing to the size, scale and number of signs proposed.</p>

*BR/58/24/A (continued)*  
*Premier Inn Hotel*  
*Junction of The Esplanade and*  
*Clarence Road*  
*Bognor Regis*  
*PO21*

Signs E13 and E14, on the south elevation, are repetitive with only one being considered sufficient. Equally sign E11 is regarded unnecessary with E4 being in a prominent enough position. The need for sign E3 is called into question given its proximity to sign E2, and the protruding presence of E1. It is likely that sign E12, on the north elevation, will be visible to only those working in the Town Hall and is therefore redundant.

The proposals are in conflict with the Arun Design Guide SPD, Section 2 H.05, in failing to confirm to: Ensures that frontages are in keeping with their context including the surrounding street scene and the existing features, scale and proportion of the building; Provides an appropriate balance between the need to advertise, and respect for the existing character of the street scene; Minimises street clutter and respects local character by only providing signage where necessary, and mounting signs onto existing walls, buildings and street furniture.

Members would like to see proposals that are more community ethos minded, reinforcing the identity of the wider street scene, minimizing visual clutter so as to

<p><i>BR/58/24/A (continued)</i> <i>Premier Inn Hotel</i> <i>Junction of The Esplanade and</i> <i>Clarence Road</i> <i>Bognor Regis</i> <i>PO21</i></p>		<p>not detract from sense of place, and that are more befitting with the character, feel and function of the area.</p>
---	--	--