



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 4th JUNE 2024

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes,
S. Goodheart, B. Waterhouse and Mrs. G. Yeates

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

The Meeting opened at 4.04pm

15. 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.

16. 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.

There were no apologies received from Cllr. Ralph, therefore, this absence could not be approved.

17. 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

18. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14th MAY 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 14th May 2024 as an accurate record of the proceedings and the Chair signed them.

19. 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.

20. CLERK'S REPORT FROM PREVIOUS MINUTES

14th May 2024 – Min. 7 Safety railings outside of Edward Bryant School

The Clerk advised Members that an email had been received from the school informing that a site visit had been arranged, with WSCC's Principal Transport Improvements Officer and County Councillor Oppler, to take place on 6th June 2024.

21. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10th, 17th AND 24th MAY 2024

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

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

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

22. 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.

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

23.1 Licensing Act 2003

Premises: The Landing Place 1A, West Lodge, The Esplanade, Bognor Regis, West Sussex, PO21 1GF
Licence Number: 119667

The Committee noted the application for a Variation to a Premises Licence with proposed changes to licensable activities as follows: - Introduction of a bar area on the lower ground floor to serve pre/during and post meal drinks; To supply alcohol for consumption on and off the premises.

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

23.2 Licensing Act 2003

Premises: Butlin's, Upper Bognor Road, Bognor Regis, PO21 1JJ
Licence Number: 119723

The Committee noted the application for a Variation to a Premises Licence with proposed changes as follows: - Extension of the area covered by the Premises Licence to cover a new building to be known as PlayXperience as per the plans submitted with the application; To permit the sale of alcohol within the PlayXperience for consumption on and off the premises; The showing of films and indoor sports from 0900-2300 each day.

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

24. TO REVIEW THE TOWN COUNCIL'S CIL SPENDING LIST AND AGREE ANY AMENDMENTS – MIN. 13 REFERS

The Assistant Clerk's report, including the appendices relating to CIL, was **NOTED**.

Having considered the Town Council's Community Infrastructure Levy (CIL) Spending List, Members **AGREED** for all existing projects to remain.

In addition to these projects, it was **AGREED** to add to the list initiatives

that addressed community safety, such as the provision of Emergency Bleed Control kits, flood mitigation, graffiti, and speed awareness.

Members **RESOLVED** that a quarterly review of the projects on the CIL Spending List be programmed.

25. TO CONSIDER A REQUEST FROM A MEMBER OF THE PUBLIC FOR THE TOWN COUNCIL TO SUPPORT A TRAFFIC REGULATION ORDER (TRO) APPLICATION FOR PARK TERRACE, BOGNOR REGIS

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

Having considered the request from a member of the public, as detailed in the report, Members **AGREED** to support the application to WSCC for a Traffic Regulation Order (TRO) in Park Terrace, Bognor Regis.

26. CORRESPONDENCE

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

The Meeting closed at 5.16pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 4th JUNE 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 10th, 17th AND 24th MAY 2024)**

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

<p><u>BR/48/24/PL</u> Marine Court Flat 3, 4 Marine Drive West Bognor Regis PO21 2QA</p>	<p>Retrospective application for installation of front balcony.</p>	<p>NO OBJECTION</p>
<p><u>BR/63/24/HH</u> 1A Normanton Avenue Bognor Regis PO21 2XT</p>	<p>Removal of existing roof and building an extension to the front and a new first floor extension within the pitched roof including 1 No. front and 1 No. rear dormer. Alterations to fenestration. Demolition of conservatory. New highway access and vehicle crossover.</p>	<p>NO OBJECTION</p>
<p><u>BR/70/24/A</u> 43 London Road Bognor Regis PO21 1PQ</p>	<p>Replacement of existing signage.</p>	<p>NO OBJECTION</p>
<p><u>BR/71/24/PL</u> 43 London Road Bognor Regis PO21 1PQ</p>	<p>Replacement of existing shop front and replacement of existing signage. This application is in CIL zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/47/24/T</u> Kyoto Court Bognor Regis PO21 2UL</p>	<p>1 No. Pine (T1) crown raise to 4m. Prunus group (G2) to fell or cut back.</p>	<p>NO OBJECTION 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><u>BR/69/24/PL</u> <u>10 Longford Road</u> Bognor Regis PO21 1AQ</p>	<p>Change of use to large HMO (sui generis - 9 unrelated occupants) and removal of outbuilding. This application is in CIL zone 4 (zero rated) as other development.</p>	<p>OBJECTION Members upheld their previous objection to this proposal (submitted under planning application BR/256/23/PL) for a change of use to a large HMO.</p> <p>The introduction of an additional HMO would result in a proliferation and over concentration of such uses in an area close to being over-run with these forms of housing, which shares the boundary with 2 wards within which an Article 4 Direction is in place. The proposal will result in adverse harm to the character of the area and result in an imbalance of uses by the eroding of household types, contrary to criterion (a) of H SP4 of the Arun Local Plan.</p> <p>The lacking provision of car parking spaces would contribute to the generation of excessive parking demands causing harm to the amenity of the area contrary to policy HSP4 (b) of the Arun Local Plan.</p> <p>It is the opinion of local Councillors that Longford Road is an incredibly busy thoroughfare used by large vehicles, such as buses and lorries, and is considered by some as dangerous for cyclists.</p>
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<p><i>BR/69/24/PL (continued)</i> 10 Longford Road Bognor Regis PO21 1AQ</p>		<p>To allow further proliferation of smaller household typologies would only exacerbate safety concerns at this location, brought about by the potential for further demands on street parking in the area. The plans do not indicate cycle storage facilities to address the lack of parking provision.</p> <p>Furthermore, the House in Multiple Occupation by reason of the number of occupiers would have a detrimental impact on the residential amenity of the other dwellings in the area contrary to D DM1 and QE SP1 of the Arun Local Plan.</p>
<p><u>BR/75/24/PL</u> Flat 1, 77 Collyer Avenue Bognor Regis PO21 5JR</p>	<p>Retrospective permission for a rear single storey conservatory extension and permission for a new flat roof lantern roof light.</p>	<p>NO OBJECTION</p>
<p><u>BR/77/24/PL</u> Cordell House Rest Home 120 Victoria Drive Bognor Regis PO21 2EJ</p>	<p>Following the grant of BR/12/23/PL, this application seeks approval to amend the scheme to a 9-bed House in multiple occupation (HMO), from an 8-bed HMO. Approval is also sought to reduce the existing window opening to bedroom 1a and install a new uPVC window instead, move the existing window opening in bedroom 1b into the centre of the room, extend the window opening down in bedroom 7 and replace with a new uPVC window and the removal of the small retaining wall in the front garden and install a sloped garden area. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p>OBJECTION Despite the Local Planning Authority having conditionally approved the scheme for an HMO at this location, under planning application BR/12/23/PL, the Town Council continues to object to this household type.</p> <p>There is anecdotal evidence from residents living in Victoria Drive, and the neighbouring roads, that there already exists pressure for on-street parking spaces at this</p>

BR/77/24/PL (continued)
Cordell House Rest Home
120 Victoria Drive
Bognor Regis
PO21 2EJ

location. A 360° view using Google Maps shows cars parked up on pavements which causes issues for pedestrians and those with buggies, wheelchairs and mobility scooters, for example. This additional HMO will only exacerbate the problem thereby causing adverse harm to the amenity of existing local residents in the area, resulting in an intensification of use that adversely affects the character of the area, contrary to Policies H SP4 and QE SP1 of the Local Plan. Criterion (b) of Policy H SP4 requires HMOs to not contribute to the generation of excessive parking demands and requires that capacity is provided for, or exists to cater for any demand likely to be generated.