



# BOGNOR REGIS TOWN COUNCIL

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

### **HELD ON TUESDAY 16<sup>th</sup> JULY 2024**

**PRESENT:** Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes,  
P. Ralph and P. Woodall

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

*The Meeting opened at 4.00pm*

#### **39. 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.

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

Apologies for absence were received from Cllrs. Goodheart, Waterhouse and Mrs. Yeates with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

#### **41. 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.

***Cllr. Woodall declared an Ordinary Interest in Agenda item 7, in relation to planning application BR/98/24/PL, as the address at which he was employed***

**42. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25<sup>th</sup> JUNE 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 25<sup>th</sup> June 2024 as an accurate record of the proceedings and the Chair signed them.

**43. 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.

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

**44.1 31<sup>st</sup> October 2023 – Min. 95 – Appointment of a Representative and Reserves to the Arun-Chichester Neighbourhood Planning Network**

Following an invitation from Middleton-on-Sea Parish Council for representatives of the Town Council to join the Arun-Chichester Neighbourhood Planning Network, Cllrs. Ralph, Mrs. Warr and Waterhouse were appointed and subsequently attended a seminar held on 24<sup>th</sup> November 2023. Since that time, there has been no communication relating to the Network received and this point was made by Cllr. Ralph at the Council Meeting held on 8<sup>th</sup> July 2024, under the Agenda item to receive reports from Representatives to Outside Bodies. The Assistant Clerk followed this up with Middleton-on-Sea Parish Council and has established that the focus of the Network, in regard to sewerage infrastructure related to planning, has been largely superseded by the CPRE campaign calling upon Local Planning Authorities in our area to make adequate sewerage infrastructure a prerequisite to development. Therefore, with there being no future plans for the Arun-Chichester Neighbourhood Planning Network to meet again, Cllrs. Ralph, Mrs. Warr and Waterhouse will be removed, as Representatives and Reserves to this group, from the Council's list of Representatives to Outside Bodies.

#### **44.2 25<sup>th</sup> June 2024 – Min. 37 – Query concerning potholes arising from Public Question Time**

Following the Committee agreeing to write to West Sussex County Council, enquiring whether there was an onus on utility companies carrying out works on the highway to repair the road surface to a satisfactory standard, and asking who enforces this, the following response was received from WSCC's Streetworks Compliance Team: -

*"Thank you for your e-mail, I can confirm that it is the responsibility of any utility company completing excavation work on highway land to reinstate any openings to the required standard and in the correct materials.*

*Under The New Roads and Street Works Act 1991 (NRSWA) and the Traffic Management Act 2004 (TMA), the Code of Practice for Streetworks Inspections requires us to inspect a sample of each utility's works on live sites, at 6 months after reinstatement, and after 2 years (the end of the standard guarantee period). The sample size varies for each utility and is based on the number of works they undertake in the County and their previous performance (poor performers are inspected more frequently). We also complete as many routine ad hoc inspections as possible, however due to the level of works in the County, it is not possible to inspect every reinstatement that has been completed.*

*Our Inspectors check that the work meets the standards set out in the Specification for the Reinstatement of Openings in the Highway (SROH). Any non-compliances found are recorded as a high or low risk defect depending on severity. Defects are issued to the utility company via their permit and then remain in our cycle of inspections until remedial works have been carried out to bring the reinstatement up to the required standard.*

*We also rely on information from members of the public to advise us when issues with reinstatements arise. These are then investigated and if found to be defective, will also fall into the above defect cycle process."*

#### **45. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21<sup>st</sup>, 28<sup>th</sup> JUNE AND 5<sup>th</sup> JULY 2024**

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

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

***Cllr. Woodall redeclared his Ordinary Interest in relation to planning application BR/98/24/PL***

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

**46. 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.

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

There had been no Premises Licence applications, including any Variations or other Licence applications, received.

**48. TO RECEIVE DETAILS OF ADC'S PUBLIC CONSULTATION IN RELATION TO REVISED HOUSING AND HOMELESSNESS STRATEGIES, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

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

Prior to the meeting, Cllr. Mrs. Yeates had emailed Committee Members proposing that consideration of any response to ADC's Housing and Homeless Strategies public consultations be deferred until consultation events, including a Members Briefing at the Civic Centre, had taken place. With the next Committee Meeting scheduled for 6<sup>th</sup> August, the Assistant Clerk emailed ADC to ask for an extension to the consultation deadline of 4<sup>th</sup> August. However, this was refused on the grounds that ADC would be on a tight deadline to finalise the strategies and write the reports to take them back to their Housing and Wellbeing Committee on 10<sup>th</sup> September 2024.

Having considered the consultation documents for the Arun Homelessness and Rough Sleeping Strategy – Draft June 2024, Members **AGREED** to respond to the survey, on behalf of the Town Council, and, having gone through each question, these responses were submitted online to ADC during the meeting.

Members **AGREED** to respond individually to ADC's Housing Strategy 2024-2029 – Draft July 2024 consultation survey, at a time of their choosing, by the deadline of 4<sup>th</sup> August 2024.

**49. CORRESPONDENCE**

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

Additional correspondence included: -

- 49.1** WSCC – Public Notice that the use of **Victoria Drive Bognor Regis** from the junction with Aldwick Road to Sylvan Way is temporarily prohibited from 15<sup>th</sup> July. The restriction will be in place 24hrs. This emergency closure is necessary to allow Southern Water to carry out replacement of frame and cover safely. It is anticipated the works will be completed by 16<sup>th</sup> July. Emergency vehicle, Residential and Pedestrian access will be

maintained at all times. The alternative route for traffic will be signed on site. This notice will be effective for a maximum of 21 days from the date given above. Any queries about the effect of the closure on traffic using the highway please contact the West Sussex Contact Centre on 01243 642105. Any queries about the nature of works please contact Southern Water on 01903 272167.

- 49.2** ADC – Notification that ADC has issued an Enforcement Notice in respect of 1 Somerset Gardens, Bognor Regis, because it appears to them that there has been a breach of planning control under Section 171A(1)(a) of the above act at the land described above, following a refusal for the retention of a 7 bed HMO.

***The Meeting closed at 5.09pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 16<sup>th</sup> JULY 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 21<sup>st</sup>, 28<sup>th</sup> JUNE AND 5<sup>th</sup> JULY 2024)**

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

<p><b><u>BR/84/24/PL</u></b> <b><u>3 Gordon Avenue</u></b> Bognor Regis PO21 9LG</p>	<p>Subdivision of 5-bedroom detached dwelling into 1 No. 1 bedroom flat, 1 No. 2 bedroom flat and 1 No. 3 bedroom flat, with changes to fenestrations. This application is in CIL zone 4 (zero rated) as other development.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/98/24/PL</u></b> <b><u>36-38 London Road</u></b> Bognor Regis PO21 1PY</p>	<p>Change of use of the existing 1<sup>st</sup> floor from Commercial to C3 residential, installation of windows along the northwest and southeast elevations, conversion of existing first floor to provide 1 No. studio, 4 No. 1-bed flats and 1 No. 2 bed flat, along with reconfiguration of part of the ground floor including the provision for refuse, recycling facilities and cycle storage. The existing ground floor commercial will remain. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/101/24/PL</u></b> <b><u>Winslade Court</u></b> 10 Cavendish Road Bognor Regis PO21 2JW</p>	<p>Construction of single storey rear extension.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/103/24/PL</u></b> <b><u>Southview Cottage</u></b> High Street Bognor Regis, PO21 1HA</p>	<p>Change of use from single dwelling house into residential unit for short term holiday lets. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/106/24/A</u></b> <b><u>7 London Road</u></b> Bognor Regis PO21 1PQ</p>	<p>Installation of 1 No. internally illuminated fascia sign and 1 No. internally illuminated projecting sign.</p>	<p><b>NO OBJECTION</b></p>

<p><b><u>BR/108/24/HH</u></b>  <u>93 Pevensey Road</u>  Bognor Regis  PO21 5PB</p>	<p>Single storey front extension.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/110/24/PL</u></b>  <u>9 Park Road (Flat 1)</u>  Bognor Regis  PO21 2PX</p>	<p>Replacement windows and front door. (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/114/24/CLE</u></b>  <u>Winslade Court</u>  10 Cavendish Road  Bognor Regis  PO21 2JW</p>	<p>Lawful development certificate for the existing use of a house in multiple occupation for more than 6 persons.</p>	<p><b>NO OBJECTION</b> On the proviso that any Licence to use a Property as a House in Multiple Occupation granted mirrors that of Licence Number: 112604, whereby the limitation is that the maximum number of households be 7, and the maximum number of occupants be 8.</p>