



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON TUESDAY 17<sup>th</sup> SEPTEMBER 2024**

**PRESENT:**

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

**IN ATTENDANCE:**

Mrs. J. Davis (Assistant Clerk)

***The Meeting opened at 4.02pm***

**73. 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.

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

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

**75. 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.

**76. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 27<sup>th</sup> AUGUST 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 27<sup>th</sup> August 2024 as an accurate record of the proceedings and the Chair signed them.

**77. 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.

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

There was nothing to report.

**79. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 23<sup>rd</sup>, 30<sup>th</sup> AUGUST AND 6<sup>th</sup> SEPTEMBER 2024**

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

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

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

**80. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, VARIATION TO PREMISES LICENCE 120123: BUTLIN'S, UPPER BOGNOR ROAD, BOGNOR REGIS, PO21 1JJ**

**80.1 Licensing Act 2003**

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

**Licence Number: 120123**

The Committee noted the application for a Variation to a Premises Licence with proposed changes as follows: - reconfigure the layout of the theatre to remove existing screens and create new soft play area, and; vary back of house kitchen areas in Beachcomber Inn.

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

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

A Pavement Licence application (number: 120139) was received for Punch & Judy, High Street, with a consultation deadline of 16<sup>th</sup> September 2024. Committee Members were canvassed for their comments via an email sent on 6<sup>th</sup> September, with the intention to ratify any representation submitted at the next Committee Meeting. Unfortunately, an insufficient number of responses were received from Members and, therefore, no representation was submitted on behalf of the Town Council in response to the Pavement Licence application for Punch & Judy.

**82. TO FURTHER CONSIDER A REQUEST FROM THE TOWN FORCE MANAGER FOR CIL FUNDING TO COVER COSTS ASSOCIATED WITH GREEN INFRASTRUCTURE IMPROVEMENT WORKS IN BOGNOR REGIS, DEFERRED FROM THE PREVIOUS MEETING - MIN. 71 REFERS**

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

At the previous Committee Meeting, held on 27<sup>th</sup> August 2024, Members considered a request from the Town Force Manager for CIL funding to cover costs associated with green infrastructure improvement works in Bognor Regis, which would be in keeping with the criteria set by ADC as to how town and parish councils can spend CIL receipts. Currently the Town Council has CIL funding available to the value of £13,429.84, which must be spent within 5 years or returned to ADC as the CIL Charging Authority.

When considering the request at the meeting held on 27<sup>th</sup> August, and following discussion, Members resolved to defer consideration of the funding until such time that arrangements had been made for them to meet with the Town Force Manager and Senior Town Force Member to discuss the proposals further - Min. 71 refers.

The requested meeting took place on Wednesday 11<sup>th</sup> September at which Members took the opportunity to discuss the proposals further and ask questions of the Town Force team. Some alternative suggestions were also made by Members in relation to the lengths of timber used to border the displays with Officers asked to provide costings for these alternatives, to be presented at the Committee Meeting on 17<sup>th</sup> September.

Having considered the options of materials used for the display borders, Members unanimously **RESOLVED** to **AGREE** that £3,000 of CIL funding be awarded to Town Force to carry out the green infrastructure improvements proposed with the final decision on borders being left to the expertise of Town Force, based on what they felt was most appropriate.

### **83. CORRESPONDENCE**

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

***The Meeting closed at 4.36pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 17<sup>th</sup> SEPTEMBER 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 23<sup>rd</sup>, 30<sup>th</sup> AUGUST AND 6<sup>th</sup> SEPTEMBER 2024)**

*Please Note: there were no planning applications for Bognor Regis on List dated 23<sup>rd</sup> August 2024*

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

<p><a href="#"><b>BR/67/24/PL</b></a> <a href="#">1 Flat, 1 Nelson Road</a> Bognor Regis PO21 2RY</p>	<p>Proposed front extension (remodeling of existing built front extension to accord with approved application BR/158/19/PL)</p>	<p><b>OBJECTION</b> Members continue to object to these proposals. There appear to have been no new plans submitted showing the dimensions of the proposed extension and it cannot, therefore, be demonstrated where the elevations sit in proximity to the boundary line. In only being able to go by the previous plans submitted, under application BR/66/24/PL, Members consider the extension to be in breach of the Arun Design Guide owing to its proximity with the boundary line, and feel that the proposal causes adverse harm by way of lost external amenity.</p>
<p><a href="#"><b>BR/155/24/HH</b></a> <a href="#">156 Aldwick Road</a> Bognor Regis PO21 2YQ</p>	<p>Installation of air source heat pump</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><b>BR/157/24/CLE</b></a> <a href="#">March House</a> <a href="#">2 Sussex Street</a> Bognor Regis PO21 1SF</p>	<p>Lawful development certificate for the existing signage on the front and side elevations</p>	<p><b>NO OBJECTION</b></p>

<p><b><u>BR/159/24/HH</u></b> <u>2 Pendleton Place</u> Bognor Regis PO21 5GE</p>	<p>Installation of 1 No. air source heat pump to the side</p>	<p><b>NO OBJECTION</b> provided that the proposal does not reduce the amount of off street parking available, owing to the location of the proposed air source heat pump, contrary to ADC Parking Standards.</p>
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