



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

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 14th JANUARY 2025

PRESENT: Cllrs: J. Barrett, D. Dawes, S. Goodheart, P. Ralph
(during Min. 150.2), B. Waterhouse, P. Woodall and
Mrs. G. Yeates (during Min. 152)

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

The Meeting opened at 4.02pm

144. WELCOME BY CHAIR

In the absence of the Chair, Cllr. Mrs. Warr, the Vice-Chair, Cllr. Barrett, took the 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.

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

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

146. 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

147. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23rd DECEMBER 2024

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

148. 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.

149. CLERK'S REPORT FROM PREVIOUS MINUTES

149.1 19th November 2024 – Min. 120 To consider inviting a representative from WSCC Highways to a future meeting

Members were reminded that the new Area Highway Manager for the Western Area Highways Team, Mark Jacobs, would be joining the Committee when they next meet on Tuesday 4th February 2025. It was also possible that Steve Hill, WSCC Parish Council & Community Engagement, would also be in attendance. Topics for discussion include the 20mph TRO on The Esplanade, some road safety concerns outside of Edward Bryant School in London Road, and a zebra crossing also on London Road, on the corner with Lyon Street. Members were asked to send any further questions to the Deputy Clerk by no later than Friday 17th January, to enable the Area Highway Manager to seek answers in time for the meeting.

150. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 20th, 27th DECEMBER 2024 AND 3rd JANUARY 2025

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

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

Cllr. Ralph arrived at the Meeting after consideration of Planning Application BR/245/24/HH

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

151. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7a) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING AMENDED PLANS TO PLANNING APPLICATION BR/232/24/HH – 11 CHICHESTER ROAD, BOGNOR REGIS, PO21 2XG (MIN. 140.3 OF 23rd DECEMBER 2024 REFERS)

151.1 Members unanimously **RESOLVED** to suspend Standing Orders to allow for the Deputy Clerk to provide an update, received from Arun District Council, in relation to Planning Application BR/232/24/HH to which the Town Council had objected (Min. 140.3 refers).

151.2 In light of the new information received, Members **RESOLVED** to further consider their previous decision, and Standing Orders were therefore reinstated.

152. TO RECEIVE AN UPDATE REGARDING PLANNING APPLICATION BR/232/24/HH - 11 CHICHESTER ROAD, BOGNOR REGIS, PO21 2XG (MIN. 140.3 OF 23rd DECEMBER 2024 REFERS)

Members were informed that Arun District Council had been in touch to advise that having reviewed Planning Application BR/232/24/HH, and in consultation with the applicant, the development would be considered acceptable by the Local Planning Authority with the removal of the proposed rear dormers. The Town Council were subsequently invited to make any further comments and were asked to confirm whether the amendments would be sufficient to overcome their previous objection to the application.

Having considered the information provided in the update, Members **AGREED** to raise **NO OBJECTION** to Planning Application BR/232/24/HH on the grounds that the proposed rear dormers be removed from the development.

Cllr. Mrs. Yeates arrived at the Meeting

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

There were no Premises Licence applications, including variations and any other licence applications, to be considered.

154. TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

The following Pavement Licence application was made to Arun District Council, under the Business and Planning Act 2020: -

- Licence Application Number: 120589 - Coastal Coffee Bognor Ltd. Café, Pier Point House, 1, Waterloo Square, Bognor Regis, West Sussex, PO21 1TA.

Owing to the short turnaround time allowed to respond to the Licensing Authority, Members of the Planning and Licensing Committee were canvassed for their opinion via email in relation to Pavement Licence application number 120589.

Members **RATIFIED** the representation submitted to Arun District Council, by the Town Clerk under their Delegated Authority, stating that the Town Council had **NO OBJECTION** in relation to the Pavement Licence (No. 120589) for Coastal Coffee Bognor Ltd. Café being granted.

155. CORRESPONDENCE

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

The Meeting closed at 4.35pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 14th JANUARY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 20th, 27th DECEMBER 2024 AND 3rd JANUARY
2025)**

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

<p><u>BR/244/24/A</u> <u>22 London Road</u> Bognor Regis PO21 1PY</p>	<p>Installation of 1 No. internally illuminated fascia sign and 1 No. internally illuminated projection sign.</p>	<p>NO OBJECTION</p>
<p><u>BR/245/24/HH</u> <u>9 Lyon Street</u> Bognor Regis PO21 1BW</p>	<p>Two storey side extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/243/24/HH</u> <u>2 Glenwood Avenue</u> Bognor Regis PO22 8BS</p>	<p>Single storey rear extension and installation of 2 x side windows.</p>	<p>NO OBJECTION</p>
<p><u>BR/248/24/T</u> <u>Servite House</u> Servite Close Bognor Regis PO21 2DF</p>	<p>1 No. Macrocarpa (T1) crown reduction to leave a height of 10m and spread of 8m. 1 No. Sycamore (T2) removal of lower branch.</p>	<p>NO OBJECTION subject to the approval of ADC Tree Warden</p>
<p><u>BR/225/24/HH</u> <u>27 Hook Lane</u> Bognor Regis PO22 8AU</p>	<p>Conversion of loft to habitable use, including raising ridge line and installation of 2 x front and 1 x rear dormers with rear Juliet balcony. Extend existing crossover.</p>	<p>NO OBJECTION</p>