



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 25th FEBRUARY 2025

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

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

The Meeting opened at 4.01pm

168. 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.

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

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

170. 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.

Cllrs. Mrs. Warr and Yeates stated that as Members of Arun District Council, they will be voting on the matters before them having regard to only such information as placed before the Town Council. Should they come to consider any matters again at Arun District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

171. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th FEBRUARY 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 4th February 2025 as an accurate record of the proceedings and the Chair signed them.

172. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present, and the meeting was not, therefore, adjourned.

173. CLERK'S REPORT FROM PREVIOUS MINUTES

173.1 19th November 2024 – Min. 119.2 Quarterly review of the Town Council's Community Infrastructure Levy (CIL) Spending List

The Town Council's CIL Spending List was last reviewed by the Planning and Licensing Committee at the meeting held on 19th November 2024, at which time no amendments to the list were made (Min. 119.2 refers). The next review was due to take place on 25th February 2025, however, this has been deferred until the meeting scheduled for 18th March 2025.

173.2 4th February 2025 – Min. 160 refers To welcome the WSCC Area Highway Manager (Western Area) to discuss local issues

The answer to many of the questions raised with the Area Highway Manager involved a Community Highway Scheme (CHS) or Community Traffic Regulation Order (CTRO) being applied for. It was, therefore, suggested that Members wishing to further explore highway schemes would email the Committee Clerk with full details of what was being

proposed. These proposals would then be considered by the Committee and, with their approval, a Members Briefing would be arranged with the WSCC Area Highway Manager (Western Area) to discuss how best to progress the proposals. To date, full details of any such proposals have not been forthcoming, however, as and when these are received, they will be presented to the Committee at the next available meeting.

174. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31st JANUARY, 7th AND 14th FEBRUARY 2025

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

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

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

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

In view of the short timescale for response, Members **NOTED** receipt of the following applications for consideration: -

**175.1 Local Government (Miscellaneous Provisions) Act 1982
Premises: 35 London Road, Bognor Regis, PO21 1PQ
Licence Number: 120871**

The Committee noted the application for an Annual Street Trading Consent – Individual Trader, to sell hot food to takeaway.

Members **RESOLVED** to raise **NO OBJECTION** to the Annual Street Trading Consent – Individual Trader being granted.

**175.2 Local Government (Miscellaneous Provisions) Act 1982
Premises: Street Record, London Road, Bognor Regis, West Sussex
Licence Number: 120853**

The Committee noted the application for Regular Markets Consent Annual – Market Operator, from the Bognor Regis BID.

With the Town Council having recently recruited a Town Market Officer, to increase and enhance the market offering in Bognor Regis, there was comment about whether the BID's application would hinder the Town Council's plans. However, the benefits of working with the BID in the coming months, on markets in the town, were evident.

Members **RESOLVED** to raise **NO OBJECTION** to the Annual Street

Trading Consent – Individual Trader being granted.

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

There were no Pavement Licence applications to be considered, nor representations to be ratified.

177. CORRESPONDENCE

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

The Meeting closed at 4.33pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 25th FEBRUARY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 31st JANUARY, 7th AND 14th FEBRUARY 2025)**

Please Note: there were no planning applications for Bognor Regis on List dated 7th February 2025

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

<p><u>BR/9/25/L</u> <u>The Lodge</u> 1-3 Sudley Gardens Bognor Regis PO21 1HY</p>	<p>Listed building consent for general maintenance and re-decoration of building, including upgrades and repairs to external elevations.</p>	<p>NO OBJECTION</p>
<p><u>BR/15/25/PL</u> <u>Land Opposite 54 High Street</u> Bognor Regis PO21 1SP</p>	<p>Installation of 1 No. new communications Kiosk with integrated defibrillator and illuminated advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/16/25/A</u> <u>Land Opposite 54 High Street</u> Bognor Regis PO21 1SP</p>	<p>Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.</p>	<p>NO OBJECTION</p>
<p><u>BR/11/25/PL</u> <u>Land outside 24 London Road</u> Bognor Regis PO21 1PY</p>	<p>Installation of 1 No. new communications kiosk with integrated defibrillator and advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/12/25/A</u> <u>Land outside 24 London Road</u> Bognor Regis PO21 1PY</p>	<p>Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.</p>	<p>NO OBJECTION</p>

<p><u>BR/13/25/PL</u> <u>Land opposite 19 London Road</u> Bognor Regis PO21 1PQ</p>	<p>Installation of 1 No. new communications kiosk with Integrated defibrillator and advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/14/25/A</u> <u>Land opposite 19 London Road</u> Bognor Regis PO21 1PQ</p>	<p>Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.</p>	<p>NO OBJECTION</p>
<p><u>BR/19/25/T</u> <u>210 Hammonds Block 1 Admin</u> Hawthorn Road Bognor Regis PO21 2UP</p>	<p>Section fell 1 No. Ash tree (T1).</p>	<p>NO OBJECTION</p>