



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON TUESDAY 18<sup>th</sup> MARCH 2025**

### **PRESENT:**

Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, S. Goodheart (until Min. 186) and B. Waterhouse

### **IN ATTENDANCE:**

Mrs. J. Davis (Deputy Clerk)

***The Meeting opened at 4.01pm***

### **178. 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.

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

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

No apologies for absence were received from Cllr. Mrs. Yeates. This absence could not, therefore, be approved.

### **180. 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. Goodheart and Mrs. Warr 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***

**181. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25<sup>th</sup> FEBRUARY 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 25<sup>th</sup> February 2025 as an accurate record of the proceedings and the Chair signed them.

**182. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

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

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

**183.1 4<sup>th</sup> June 2024 – Min. 24 Review of the Town Council's Community Infrastructure Levy (CIL) Spending List**

At the Planning and Licensing Committee Meeting held on 4<sup>th</sup> June 2024, Members were invited to review the Council's current CIL Spending List, consider the viability of the projects previously included, and suggest any projects to be omitted or added to the Spending List. Members agreed for all existing projects to remain and that initiatives addressing community safety, such as the provision of Emergency Bleed Control kits be added to the list.

A bleed control kit, in a locked cabinet, can be purchased for approximately £425 plus VAT.

Following a request from a member of the public, the Town Council applied for funding from the Sussex Police Property Act Fund towards to provision of an Emergency Bleed Control kit in Bognor Regis Town Centre. Our application was unsuccessful but feedback from the police suggested that the application be resubmitted under the banner of a charity or CIC. Grandads Front Room kindly agreed to support the Town Council with the resubmission and the application has been successful with £200 being awarded.

**184. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21<sup>st</sup>, 28<sup>th</sup> FEBRUARY AND 7<sup>th</sup> MARCH 2025**

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

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

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

**185. TO RECEIVE DETAILS OF PLANNING APPLICATION WSCC/010/25 (NYEWOOD CHURCH OF ENGLAND JUNIOR SCHOOL, BRENT ROAD, WEST SUSSEX, BOGNOR REGIS, PO21 5NW) AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

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

Having considered the application for the continued siting and use of a temporary classroom building, as previously permitted under planning application WSCC/043/15/BR, Members **AGREED** to submit **NO OBJECTION** in response to planning application WSCC/010/25.

**186. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 120860: ROSSO BEVERAGES LTD., SELF STORAGE SPACE 5, DURBAN ROAD, BOGNOR REGIS, WEST SUSSEX, PO22 9RZ**

***Cllr. Goodheart gave his apologies and left the Meeting***

**186.1 Licensing Act 2003**  
**Premises: Rosso Beverages Ltd., Self Storage Space 5, Durban Road, Bognor Regis, West Sussex, PO22 9RZ**  
**Licence Number: 120860**

The Committee noted the Premises Licence application for the supply of

alcohol for consumption off the premises from Monday to Sunday between 09:00hrs and 18:00hrs.

Preferring to see a named responsible person, rather than a premises, applying for a Premises Licence, concerns were raised around whether the company owning the site, Storage Mart, were aware of and agreeable to one of the units being used for the distribution of alcohol. With this in mind, Members **RESOLVED** to **OBJECT** to the Premises Licence being granted.

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

**Local Government (Miscellaneous Provisions) Act 1982**

**Premises: Terry's Donuts, Street Record, London Road, Bognor Regis**

**Licence Number: 120997**

The Committee noted the application for an Annual Street Trading Consent – Individual Trader, to sell hot dogs, doughnuts, jacket potatoes, ice cream, hot and cold drinks.

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

- 187. 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.

- 188. COMMUNITY INFRASTRUCTURE LEVY (CIL) INCLUDING: TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST, DEFERRED FROM THE PREVIOUS MEETING (MIN. 173.1 REFERS); TO CONSIDER AND AGREE THE INTRODUCTION OF AN APPLICATION FORM FOR LOCAL GROUPS SEEKING FUNDING TO APPLY TO HAVE THEIR PROJECT INCLUDED IN THE TOWN COUNCIL'S CIL SPENDING LIST**

The Deputy Clerk's report, including the Town Council's current CIL Spending List that was attached, was **NOTED**.

- 188.1** Having received notification, earlier in the meeting, that £200 towards to cost of an Emergency Bleed Control kit had been secured, Members were asked to consider agreeing to funding the remaining costs (in the region of £225 plus VAT) from CIL monies, as this project was one included on the CIL Spending List. During discussions, it was suggested that additional funding be ringfenced to allow for restocking the kit's supplies, should the need arise

Suggestions for locations at which the kit could be installed, on sites in the Town Centre that were accessible to the public at all times, included ADC's public conveniences in Bedford Street, or the external wall of Morrisons, also in Bedford Street.

Members **RESOLVED** to **AGREE**, in principle, that expenditure of £625 for the purchase of an Emergency Bleed Control kit, to be installed in Bognor Regis Town Centre, be funded from the Town Council's CIL monies with the surplus ringfenced to replenish the kit's supplies when required. It was **NOTED** that installation would be subject to the landowner's consent.

**188.2** Having reviewed the Council's current CIL Spending List, Members **AGREED** to make no amendments at this time and to carry out the next quarterly review of the list at the Committee Meeting to be held on 10<sup>th</sup> June 2025.

**188.3** Members considered asking the community to put forward project ideas that will benefit Bognor Regis, to be delivered by the Town Council or the applicant themselves, on which CIL receipts could be spent. It was **AGREED** that an application form for local groups seeking funding, to have their project included in the Town Council's CIL Spending List, and guidelines/criteria to support applications, should be drafted and presented for consideration at the next Committee Meeting.

## **189. CORRESPONDENCE**

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

Additional correspondence included: -

**189.1** WSCC - Public Notice that The Esplanade, Bognor Regis, will be temporarily closed to all traffic, from the junction with Clarence Road to junction with Lennox Street, commencing on 10<sup>th</sup> March 2025 for up to 5 days (it is estimated to be completed on 15<sup>th</sup> March 2025). This closure is required for the safety of the public and workforce while Landbuild, on behalf of West Sussex County Council, undertakes the construction of carriageway speed ramps and associated resurfacing and line marking. The restriction will be in place overnight only from 20:00 until 06:00. An alternative route will be signed on site but please visit <https://one.network/?tm=142372601> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact West Sussex County Council on 01243 642105 who will be able to assist with scope of these works.

**189.2** WSCC - Notification that WSCC have awarded 2 new highways maintenance contracts which start on 1<sup>st</sup> April 2025. More information is available - [West Sussex County Council awards highways maintenance contracts - West Sussex County Council](#) . Further information about the contracts will be available in the Highways, Transport and Planning April e-newsletter.

**189.3** WSCC - Notification that a diary of Parish Briefings is being planned for the year ahead, details of which will be communicated in due course.

**189.4** ADC - Notification that planning application BR/2/25/PL (20 Sudley Road,

Bognor Regis, PO21 1EU), to which the Town Council objected, is expected to be determined by ADC's Planning Committee on 26<sup>th</sup> March 2025.

**189.5** ADC - Notification that planning application BR/236/24/PL (Bognor Regis Football Club, Nyewood Lane, Bognor Regis, PO21 2TY), to which the Town Council raised no objection, is expected to be determined by ADC's Planning Committee on 26<sup>th</sup> March 2025.

**189.6** WSCC – Public Notice that Market Street, Bognor Regis, will be temporarily closed to all traffic commencing on 13<sup>th</sup> March 2025 for a maximum of 21 days. It is anticipated that works will be completed on 13<sup>th</sup> March 2025. The emergency road closure is required for the safety of the public and workforce while Openreach undertakes 'Safe access to roadbox/overhead Structure to localise and repair damage to cable, affecting multiple customers with loss of or poor service'. The restriction will be in place from 10:00hrs until 23:59hrs. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians within the closed area. For information regarding this closure please contact Openreach 0800 023 2450 who will be able to assist with scope of these works.

***The Meeting closed at 4.51pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 18<sup>th</sup> MARCH 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 21<sup>st</sup>, 28<sup>th</sup> FEBRUARY AND 7<sup>th</sup> MARCH 2025)**

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

<p><b><u>BR/21/25/PL</u></b>  <b><u>St Marys Roman Catholic School</u></b>  Glamis Street  Bognor Regis  PO21 1DJ</p>	<p>Extend the height of existing brick boundary wall by adding a 1.2m high green twin mesh fence, to sit above existing wall between the boundary of the school field and Hotham Park. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/30/25/HH</u></b>  <b><u>178 Aldwick Road</u></b>  Bognor Regis  PO21 2YQ</p>	<p>Rear and side single storey extension, replacement porch extension and conversion of the second floor loft space with facing dormer extension.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/32/25/PL</u></b>  <b><u>Trevali Lodge</u></b>  31 Aldwick Road  Bognor Regis  PO21 2LN</p>	<p>External changes, amendments to fenestrations and re-building the garden wall. This application is in CIL zone 4 (zero rated as other development), may affect the setting of listed buildings and may affect the character and appearance of the Aldwick Road, Bognor Conservation Area.</p>	<p><b>NO OBJECTION</b></p>