



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 29th APRIL 2025

PRESENT:

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

IN ATTENDANCE:

Mrs. J. Davis (Deputy Clerk)

The Meeting opened at 4.03pm

202. 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.

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

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

204. 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, Mrs. Warr and Mrs. Yeates stated that as a Member of Arun District Council, they would 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

205. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8th APRIL 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 8th April 2025 as an accurate record of the proceedings and the Chair signed them.

206. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

207. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

208. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 4th, 11th AND 18th APRIL 2025

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

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

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

209. 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.

210. 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.

211. TO CONSIDER ANY FEEDBACK RECEIVED IN RELATION TO DRAFT PROPOSALS FOR A COMMUNITY INFRASTRUCTURE LEVY (CIL) APPLICATION FORM, AND SUPPORTING DOCUMENTS, AND TO AGREE ITS ADOPTION (MIN. 199 REFERS)

Following the distribution of the proposed CIL application form and supporting documents to all Committee Members, in both hard copy and electronic format, Members considered the feedback received and **AGREED** to make certain amendments to the terms and conditions.

It was further **AGREED** to **DEFER** the adoption of the CIL application form and supporting documents to allow one week for further feedback to be provided to the Clerk. Committee Members would then be asked to agree to any further amendments, by email, after which the documents would go live, and the application window opened. The adoption of the final versions will be ratified at the next Committee Meeting.

212. CORRESPONDENCE

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

Additional correspondence included: -

- 212.1** WSCC - Notification that planning permission has been granted in relation to Planning Application WSCC/010/25 (Nyewood Church of England Junior School, Brent Road, Bognor Regis, PO21 5NW - Siting and use of temporary classroom building).
- 212.2** ADC - Notification that Planning Application BR/249/24/PL (27 Argyle Road, Bognor Regis, PO21 1DZ - Change of use from dwelling house (Class C3) to a 7-bed House in Multiple Occupation (HMO) (Sui Generis)), to which the Town Council objected, is expected to be determined by ADC's Planning Committee at the meeting to be held on 8th May 2025.
- 212.3** ADC Traveller Update Team – Notification that Travellers have gained access to West Park in Aldwick on 25th April 2025. West Sussex County Council (who undertake duties on ADC's behalf for unauthorised

encampments on Arun District Council land) have been made aware and will take action as appropriate. The Police have also been made aware.

- 212.4** Housing, Communities and Local Government Committee - The Housing, Communities and Local Government (HCLG) Committee holds a one-off evidence session on Tuesday 29th April 2025 examining aspects of the current Planning and Infrastructure Bill with the Local Government Association and planning experts. The bill would make changes to the law around planning and infrastructure to support ambitions in the government's [Plan for Change](#). These ambitions include delivering 1.5 million homes and deciding 150 nationally significant infrastructure projects (NSIPs).

The Meeting closed at 5.26pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 29th APRIL 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 4th, 11th AND 18th APRIL 2025)**

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

<u>BR/45/25/HH</u> <u>18 Mons Avenue</u> Bognor Regis PO21 5JN	Drop kerb.	NO OBJECTION
<u>BR/47/25/PL</u> <u>10 Nelson Road</u> Bognor Regis PO21 2RY	Demolition of existing garage and erection of 1 No. 2-bed chalet bungalow (self-build), close up existing gateway and addition of new gateway. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.	NO OBJECTION
<u>BR/53/25/HH</u> <u>5 Russell Terrace</u> Glencathara Road Bognor Regis PO21 2SE	Conversion of garage to habitable use and alterations to fenestration with front balcony.	NO OBJECTION
<u>BR/55/25/PD</u> <u>26-28 Sudley Road</u> Bognor Regis PO21 1ER	Prior notification under Schedule 2, Part 3, Class MA for a change of use from offices to 6 No self-contained flats.	NO OBJECTION
<u>BR/50/25/PL</u> <u>Milton Lodge</u> <u>192 Hawthorn Road</u> Bognor Regis PO21 2UX	Change of use from supported living accommodation to 10 No. residential units (Use Class C3), proposed rear extension following demolition of detached building, fenestration changes and associated works. This application is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/49/25/HH</u> <u>1A Normanton Avenue</u> Bognor Regis PO21 2TX	Removal of existing roof and building an extension to the front and a new first floor extension within the pitched roof including 1 No. front and 1 No. rear dormer. Alterations to fenestration. Demolition of	NO OBJECTION

	conservatory. New highway access and vehicle crossover.	
<u>BR/56/25/HH</u> <u>30 Madeira Avenue</u> Bognor Regis PO22 8DB	Demolition and replacement of garage with small extension in its area and creation of habitable space above, changes to depth of upper first floor front window, addition of 2 No. roof windows to existing building and PV panels on South elevation.	NO OBJECTION