



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 20th MAY 2025

PRESENT:

Cllrs: J. Barrett, D. Dawes, S. Goodheart, P. Ralph,
B. Waterhouse, M. White and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. J. Davis (Deputy Clerk)

The Meeting opened at 4.02pm

1. TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 12th MAY 2025

It was noted that Cllr. Mrs. J. Warr was elected Chair and Cllr. J. Barrett was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 12th May 2025.

2. 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.

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

Apologies for absence were received from Cllrs. Miss. Needs and Mrs. Warr with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

4. 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. 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

5. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29th APRIL 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 29th April 2025 as an accurate record of the proceedings and the Chair signed them.

6. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

7. CLERK'S REPORT FROM PREVIOUS MINUTES

7.1 29th April 2025 – Min. 211 Community Infrastructure Levy (CIL) application form and supporting documents

At the last Committee meeting, Members 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, as Cllr. Goodheart, in particular, had indicated that he would like to make some further suggestions to those already considered. To date, these suggestions have not been forthcoming and, therefore, the adoption of the application form and supporting documents has been deferred.

The Committee Clerk will circulate the documents once again to Members, allowing for any further suggested amendments to be received by no later than 5pm on Wednesday 28th May 2025. If none are received, then the documents will go live, and their adoption ratified at the Committee meeting to be held on 10th June 2025. If suggested amendments are received within the timeframe, then Members will be asked to agree to these, by email, before going live and subsequently ratified.

8. TO CONSIDER THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

There was a suggestion that substitutes be appointed, in case of absences, to ensure a quorum that would allow the Committee to exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities.

Members were reminded by the Clerk that the Committee's adopted Terms of Reference set out that, where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Town Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Planning and Licensing Committee with no amendments.

9. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 25th APRIL, 2nd AND 9th MAY 2025

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

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

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

10. 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.

11. 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.

12. CORRESPONDENCE

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

Additional correspondence included: -

- 12.1** ADC - Notification that a large group of travellers were present on Goring Gap, Goring-By-Sea, having apparently cut wooden posts with a chainsaw to gain access. Advice given to check that sites are secure, and that height barriers are locked etc.
- 12.2** WSCC - A259 Bognor Regis to Littlehampton Corridor Enhancement Scheme - Outline Business Case Approval. Circulated to Committee Members, 20th May 2025.

The Meeting closed at 5.07pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 20th MAY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 25th APRIL, 2nd AND 9th MAY 2025)**

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

<u>BR/57/25/PL</u> <u>Ground Floor Flat</u> <u>77 Annandale Avenue</u> Bognor Regis PO21 2ET	Installation of two additional windows to the ground floor.	NO OBJECTION
<u>BR/59/25/PL</u> <u>Ground Floor Flat</u> <u>29 Wood Street</u> Bognor Regis PO21 4DT	Replace windows with uPVC, block up existing window in rear elevation, block up existing door in side elevation and convert existing window opening in side elevation to a door. This application is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/66/25/PL</u> <u>Flat 6 Victoria Court</u> <u>2 Victoria Drive</u> Bognor Regis PO21 2PS	Replacement of windows.	NO OBJECTION
<u>BR/65/25/PL</u> <u>New Barn Garage</u> <u>65-67 Aldwick Road</u> Bognor Regis PO21 2NW	Change of use of existing car showroom to a self-storage unit, including the change of use of an attached ground-floor retail unit to associated office space. Extension and replacement of the existing showroom warehouse building to incorporate a first floor and conversion of existing rear single storey extension, of the main warehouse building, to additional office space. This application is in CIL Zone 4 (Zero Rated) as other development.	OBJECTION Aldwick Road is an area with a Traffic Regulation Order in place and the development would result in an intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities; would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4, QE SP1 and T SP1 of the Arun Local Plan.

<p><i>BR/65/25/PL (continued)</i> <i>New Barn Garage</i> <i>65-67 Aldwick Road</i> <i>Bognor Regis</i> <i>PO21 2NW</i></p>		<p>One of the proposed entrances/exits is adjacent to a pedestrian crossing and with the potential for vehicles to queue up as they wait to enter the premises, this compromises the visibility of both pedestrians using the crossing, and drivers approaching the crossing, having the potential to cause serious harm. The application would involve the loss of an employment premises. No evidence has been provided to demonstrate that the site is no longer required and is unlikely to be re-used or redeveloped for industrial/commercial purposes, as highlighted by ADC's Economic Development team. On this basis there is no evidence to justify the loss of the commercial premises, and it is contrary to Policy EMP DM1 of the Arun Local Plan.</p> <p>The development due to its massing, bulk and design fails to respect the surrounding character and appearance of the area, contrary to policies D SP1, D DM1 of the Arun Local Plan, the Arun Design Guide and relevant paragraphs of the NPPF.</p> <p>If minded to permit this development, then the Town Council would like to see access to the site 24/7 refused.</p>
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<p><i>BR/65/25/PL (continued)</i> <i>New Barn Garage</i> <i>65-67 Aldwick Road</i> <i>Bognor Regis</i> <i>PO21 2NW</i></p>		<p>In noting the pre-application advice referred to in section 3 of the Noise Impact Assessment, and the comments made, the Town Council contests the justification provided that because of the historic use of the site, the sound of moving vehicles and roller shutters would not be a new occurrence or an obtrusive sound. Members are not satisfied that 24/7 access could be undertaken without adversely affecting the residential amenities of adjoining and nearby noise-sensitive properties by reason of the general level and nature of activity and the noise and disturbance generated outside of normal retail hours. The proposal thereby conflicts with policies D DM1 and QE SP1 of the Arun District Local Plan.</p>
<p><u>BR/67/25/PL</u> <u>57 Queensway</u> Bognor Regis PO21 1QN</p>	<p>Demolition of existing brick-built garages, removal of canopy structure, remediation of contaminated land and construction of 18 No. flats over 3 storeys with pitched roofs. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>SUPPORT Whilst Members are in support of the proposed planning application on this site, they would like for ADC to review the viability assessment to determine whether a reduced level of affordable housing can be achieved, in partial compliance with Policy AH SP2 of the Arun Local Plan, rather than none at all. If permitted, then the Town Council would like to see the development offset with an improved lighting scheme in the alleyway that runs behind the site from Queensway to Bedford Street</p>

BR/67/25/PL (continued) 57 Queensway Bognor Regis PO21 1QN		to reduce the level of antisocial behaviour associated with this location and to improve perceptions of safety.
<u>BR/63/25/HH</u> <u>19 Den Avenue</u> Bognor Regis PO21 1HE	Single storey rear orangery extension.	NO OBJECTION
<u>BR/71/25/HH</u> <u>34 Ivy Crescent</u> Bognor Regis PO22 8AB	Retrospective planning for a garden annexe.	NO OBJECTION
<u>BR/76/25/T</u> <u>The Maples</u> <u>45 Victoria Drive</u> Bognor Regis PO21 2TQ	1 No. Oak (T3) fell to 2.5m above ground level.	NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting. Members would like to see the works mitigated by the introduction of new planting, as suggested by the tree specialist.
<u>BR/78/25/T</u> <u>Garage Compound</u> <u>Kyoto Court</u> Bognor Regis PO21 2UL	1 No. mature Poplar (T1) crown reduction to a height of 19m and radial spreads of 6-7m.	NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.