



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 22nd JULY 2025

PRESENT:

Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, S. Goodheart, Miss. C. Needs, P. Ralph, M. White and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. J. Davis (Deputy Clerk)

The Meeting opened at 4.02pm

38. 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.

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

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

40. 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, Miss. Needs, 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

41. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 1st JULY 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 1st July 2025 as an accurate record of the proceedings and the Chair signed them.

42. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 4.04pm

The applicant for planning application BR/91/25/PL spoke in favour of the application, explaining the proposals, and invited any questions from Councillors.

The Chair reconvened the Meeting at 4.13pm

43. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

44. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 27th JUNE, 4th AND 11th JULY 2025

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

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

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

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

There were no Premises Licence applications, including any variations or any other Licence applications, for Bognor Regis to be considered.

46. 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.

47. CORRESPONDENCE

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

The Meeting closed at 4.42pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 22nd JULY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 27th JUNE, 4th AND 11th JULY 2025)**

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

<p><u>BR/40/25/HH</u> <u>14 Laburnum Grove</u> Bognor Regis PO22 9HT</p>	<p>Change of cladding to front elevation.</p>	<p>NO OBJECTION</p>
<p><u>BR/91/25/PL</u> <u>1 & 2 Sudley Terrace</u> High Street Bognor Regis PO21 1EY</p>	<p>Change of use of upper floors at 1 Sudley Terrace and additional storey to provide 4 No. 1 bed flats with associated works. This application may affect the setting of a listed building and is in CIL zone 4 (zero rated).</p>	<p>NO OBJECTION</p>
<p><u>BR/98/25/PL</u> <u>Pixie Cottage</u> <u>Rear of 1 Linden Road</u> Bognor Regis PO21 2AL</p>	<p>Conversion of former storage unit to 1 No 1 bed habitable unit. This application may affect the setting of a listed building and may affect the character and appearance of the Bognor Regis Railway Station Conservation Area and is in CIL Zone 4 and is CIL Liable as a new dwelling.</p>	<p>NO COMMENT As the Town Council owns the property neighbouring planning application BR/98/25/PL, that being the Picturedrome cinema building, Members resolved to neither support nor object to the application to avoid any conflict of interest. However, having discussed the application, Members wished to share their concerns about emergency evacuation and vehicle access as a result of the property being located down a small alleyway. There was also comment made about the lack of amenity space and bin and cycle storage.</p>

<p><u>BR/118/25/T</u> <u>Oakwood Court</u> <u>Victoria Drive</u> Bognor Regis PO21 2EG</p>	<p>Reduce and lift crown of 1 No Chestnut tree to previous reduction points.</p>	<p>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.</p>
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