



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

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Dear Sir/Madam,

MEETING OF THE PLANNING AND LICENSING COMMITTEE

I hereby give you Notice that a Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm on TUESDAY 17th JULY 2018.**

All Members of the Planning and Licensing Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

DATED this 9th day of JULY 2018

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:
 - a) the item they have the interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary interest
 - c) the nature of the interest
 - d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To approve the Minutes of the Planning and Licensing Committee Meeting held on 26th June 2018

4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items
6. To consider Premises Licence Applications including any variations and any other Licence Applications. Also Premises Licence 16462: Benjamin James Allard & Kerry Fiona Allard, Fusion Beach Bar, 'The Beacon', The Esplanade, Bognor Regis, West Sussex
7. To consider Planning Applications on Lists dated 29th June, 6th and 13th July 2018
8. To consider commenting on any significant Planning Applications outside the wards of Bognor Regis, that may impact on the infrastructure of Bognor Regis on Lists dated 29th June, 6th and 13th July 2018
9. To consider commenting on Planning Application WSCC/031/18/BR: St Mary's Catholic Primary School, Glamis Street, Bognor Regis, PO21 1DU - 2 storey extension comprising 3 No. classrooms, library, offices & ancillary accommodation, internal alterations, internal alterations to existing school hall & the construction of 2 No. hall stores & external works
10. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
11. Consideration of an application to apply for listed building status for the Royal Hotel as raised at the Members Briefing held 3rd July 2018
12. To reconsider the permanent closure of High Street, Bognor Regis, to through traffic as requested by Cllr. J. Cosgrove
13. To consider commenting on WSCC's 2018 Strategic Transport Investment Programme (STIP) in identifying any strategic transport schemes that should be considered as part of the STIP prioritisation process - as agreed at the Planning and Licensing Meeting held on 26th June 2018 (Min. 36.1 refers)
14. Correspondence

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND
MEMBERS ARE REMINDED THAT PLANS ARE AVAILABLE FOR
INSPECTION IN THE TOWN CLERK'S OFFICE

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE
COUNCIL CHAMBER IF REQUIRED



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 26th JUNE 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells, and S. Reynolds

IN ATTENDANCE: Mrs. S. Norman (Deputy Clerk)
2 members of the public (part of meeting)

The Meeting opened at 6.32pm

27. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllr. Woodall who was on a Mayoral Engagement, Cllr. Enticott due to family commitments and Cllrs. Dillon and Goodheart who were both working. In the absence of the Vice-Chairman, it was **AGREED** that Cllr. Mrs. Daniells would act in this capacity for this Meeting only.

28. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of Disclosable Pecuniary or Ordinary interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room 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. In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllrs. Mrs. Daniells stated that, as a Member of Arun District Council's Licensing Committee, she would be voting on the matters before her having regard only to such information as placed before the Town Council. If she should come to consider any matters again at the District Council, and further information may be available, she will consider the information available at that time and may come to a different decision

29. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 5th JUNE 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 5th June 2018 as an accurate record of the proceedings and the Chairman signed them.

30. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.33pm

Two members of the public spoke in objection to planning application BR/229/17/PL.

Meeting reconvened at 6.40pm

31. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

There were no matters arising.

32. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 6767: PETER ARNETT LEISURE ORGANISATION, REGAL CINEMA, LONDON ROAD, BOGNOR REGIS, PO21 1PT

Licensing Act 2003

Premises: Peter Arnett Leisure Organisation, Regal Cinema, London Road, Bognor Regis, PO21 1PT

Licence Number: 6767

The Committee noted the Licence Application received for the supply of alcohol between the hours of 10:00 and 23:00 Monday to Sunday. Further information was not available in relation to the licence, as access to ADC's Public Register was not possible.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence application.

33. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 8th, 15th AND 22nd JUNE 2018

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

33.2 The Committee noted that representations had been received from the public in respect of BR/229/17/PL. No representations had been received from neighbouring parishes in respect of these applications.

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

34. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 8th, 15th AND 22nd JUNE 2018

There were none.

35. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING

BR/35/18/PL - Consideration of Planning Application BR/35/18/PL Car Parking Site to, 112 Gravits Lane, Bognor Regis - 2 No. 2 bedroom semi-detached houses with associated parking, bin & cycle store.

It was noted that the Committee had raised **NO OBJECTION** to this application at their meeting on 20th February 2018. Members therefore **AGREED** that it was not necessary to send a Councillor to make representation to the ADC Development Control Committee meeting, to be held 11th July 2018.

36. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated and the following was brought to Members attention:

Additional correspondence included: -

- 36.1** WSCC - Planning and Transport Policy Team - 2018 Strategic Transport Investment Programme (STIP) Key Decision - ***It was AGREED that this should be included on the Agenda for the next Committee Meeting to enable comment by the Town Council to be considered***
- 36.2** HCLG Committee - Evidence Session: Support for Grenfell Tower Residents. Session to be held 20th June 2018
- 36.3** West Sussex County Council Notice of Temporary Road Closure York Road Bognor Regis 25th to 29th June - forwarded to Councillors
- 36.4** Westminster Briefing - Neighbourhood Planning: Policy and Practice - Central London 13th September 11.00 - 3.30pm
- 36.5** SSALC - Parish Council CIL Survey
- 36.6** ADC - Travellers update - circulated to Councillors
- 36.7** HCLG - Update on Committee Evidence session - Grenfell Tower REVISED WITNESSES
- 36.8** WSCC Highways Planned Roadworks for West Sussex 20th June - 4th July - Forwarded to Councillors and relevant data shared on Social Media
- 36.9** WSCC Temporary Traffic Regulation - Chichester Road - Forwarded to Councillors
- 36.10** HCLG Committee Building regulations and fire safety: follow up to the Hackitt Review: HCLG Committee holds oral evidence session - Wednesday 27 June at 9.15 London
- 36.11** ADC Travellers Update 27 June 2018 - Travellers in Angmering and Climping - forwarded to Councillors

The Meeting closed at 7.05pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 26th JUNE 2018
REPRESENTATIONS ON LISTS DATED 8th, 15th AND 22nd JUNE 2018

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

<p>BR/137/18/PL University of Chichester Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Application for variation of condition following grant of planning permission BR/54/16/PL relating to condition no.2 - (List of plans/drawings) amendment to floor plans</p>	<p>NO OBJECTION</p>
<p>BR/122/18/HH 69 Nyewood Lane Bognor Regis PO21 2SD</p>	<p>Vehicle crossover & creation of gravel topped hard standing</p>	<p>NO OBJECTION</p>
<p>BR/143/18/PL 6-8 Waterloo Square Bognor Regis PO21 1SU</p>	<p>Change of use from vacant arcade (Sui Generis) to include A1 (Shops), A3 (Restaurant & Cafe) & A4 (Drinking Establishment) & outdoor seating area, change of ground floor external facade & installation of external bin store. This application affects the character & appearance of The Steyne Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/146/18/PO Part of Bognor Regis School, Pevensy Road & Westmeads Drive Bognor Regis</p>	<p>Application to remove planning obligation dated 14/06/2011 under planning reference BR/120/11/ relating to Affordable Housing Contribution</p>	<p>OBJECTION - Members were of the opinion that as the S106 agreement was acceptable at the time permission was granted, the terms should be enforced.</p>

<p>BR/229/17/PL Land to rear of 41-47 Pevensey Road Bognor Regis PO21 5NY</p>	<p>Erection of 3 No. dwellings, 1 No. detached garage, parking & alterations to existing access & driveway (resubmission following BR/200/16/PL)</p>	<p>OBJECTION - Members maintain their previous objections to this application on the grounds of access to the site is narrow which will cause difficulties for emergency vehicles. In addition, the site is home to a number of trees with TPO's, and protected species - newts, hedgehogs, bats and slowworm. Concern too was expressed about an increase in surface water flooding to existing properties, deemed high risk by WSCC. It was also felt that the site is unsuitable for such a large development due to the number of TPO'S, the protected species and a hidden pond. Furthermore, Members highlighted Gen 7 of the 2003 Local Plan which states that development will be permitted provided it does not have an unacceptable adverse impact on adjoining occupiers. Finally, Members expect this application to come before the Development Control Committee for decision.</p>
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AGENDA ITEM 12

BOGNOR REGIS TOWN COUNCIL PLANNING AND LICENSING COMMITTEE MEETING - 17th JULY 2018

AGENDA ITEM 12 - TO RECONSIDER THE PERMANENT CLOSURE OF HIGH STREET, BOGNOR REGIS, TO THROUGH TRAFFIC AS REQUESTED BY CLLR. J. COSGROVE

REPORT BY CIVIC & OFFICER

FOR INFORMATION

BACKGROUND

At the Council Meeting held on 6th November 2017 the following Motion was received from Cllr. J. Cosgrove: -

"In order to promote a safer and more vibrant Town Centre and after appropriate consultation with all stakeholders, the Bognor Regis High Street should be permanently closed to ALL traffic (except emergency vehicles) between Sussex Street and York Road. Appropriate arrangements should be agreed for retail deliveries within specified times.

Achieving this permanent closure will create a natural square for a wide variety of year-round events and live performances as well as reducing traffic pollution plus bringing a much safer shopping experience for pedestrians.

The proposed 6-week closure of the Esplanade at the height of the holiday season would be wholly detrimental to the High Street economy and improvements."

Having been proposed and seconded, the Motion stood referred to the Planning and Licensing Committee, in accordance with S.O. 9.5 (Min. 112 refers).

At the Planning and Licensing Meeting held on 14th November 2017 Members deliberated the Motion. Members were mindful of future regeneration plans which may include changes to road layout and, rather than show specific support to one particular road scheme at this time, the Committee **RESOLVED** to invite Cllr. Hitchins, Chairman of ADC's Bognor Regis Regeneration Sub-Committee, and Cllr. Lanzer, WSCC Cabinet Member for Highways and Infrastructure, to a meeting to discuss what options were being considered as part of the regeneration proposals (Min. 114 refers).

Members of the Planning and Licensing Committee met with Cllrs. Hitchins and Lanzer at a pre-meeting briefing, held on 9th January 2018, to which fellow Town Councillors were invited.

Extracts from the notes of the pre-meeting briefing, pertaining to High Street, Bognor Regis, included the following;

- Concerns were expressed over the safety of visually impaired pedestrians crossing the High Street, to/from London Road Precinct. Cllr. Lanzer advised that plans are in place to carry out remedial work (tactile

AGENDA ITEM 12

flags/ribbed tiles) to delineate the area. Comment was made that a Pelican crossing should be reinstated

- It was unanimously agreed that the existing road traffic regulations on the High Street are frequently being flouted. It was felt that a lack of police presence meant that the regulations were not being enforced. Additional solutions included improved road signage, explaining the restrictions in place for traffic on the High Street, and better use of Automatic Number Plate Recognition (ANPR) cameras. It was also suggested that automatic rising bollards could be installed restricting the flow of traffic during regulated times of the day, however, due to the cost implications of such measures this was not likely to be a viable option. Cllr. Lanzer advised that it was difficult to yet know the true outcome of the current traffic restrictions that are in place on the High Street, as they are not being enforced
- Regarding future traffic flow plans on the High Street, there was mixed opinion as to whether it should be permanently closed, semi-closed, open to one-way traffic only or open to two-way traffic (with speed restrictions). In every case it was agreed that consideration must be given to Traders on the High Street, whereby any such traffic scheme could result in a loss of business for them. Cllr. Lanzer advised that only 50% of businesses on the High Street have rear access. Cllr. Goodheart suggested that the matter of two-way traffic, for example, on the High Street could be brought to an Agenda at WSCC, from BRTC (with the consent of the full Council). Cllr. Lanzer asked whether Members might be agreeable in using the channels of communication available to them via the Town Council's JWAAC Representative. Cllr. Hitchins recommended that BRTC carry out a survey amongst Traders, giving a couple of scenarios such as two-way traffic, to gauge what road schemes they would like to see. Cllr. Gardiner pointed out that any such survey should include different categories of Traders.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 17th JULY 2018**

AGENDA ITEM 13 - TO CONSIDER COMMENTING ON WSCC'S 2018 STRATEGIC TRANSPORT INVESTMENT PROGRAMME (STIP) IN IDENTIFYING ANY STRATEGIC TRANSPORT SCHEMES THAT SHOULD BE CONSIDERED AS PART OF THE STIP PRIORITISATION PROCESS - AS AGREED AT THE PLANNING AND LICENSING MEETING HELD ON 26th JUNE 2018 (MIN. 36.1 REFERS)

REPORT BY CIVIC & OFFICE MANAGER

**FOR CONSIDERATION
AND DECISION**

At the Planning and Licensing Committee Meeting held on 26th June 2018 Members **AGREED** that this item should be included on the Agenda, for the Planning and Licensing Committee Meeting to be held on 17th July 2018, to enable comment by the Town Council to be considered.

WSCC has established a Strategic Transport Infrastructure Programme (STIP) for the identification, assessment, prioritisation and progression of strategic transport schemes.

Strategic transport schemes are those which are either important at a county-wide/'larger than local' level or necessary to support the future development of an area, (it does not include infrastructure that is required to mitigate the site-specific impact of a development – this will be secured through the planning system – or structural maintenance schemes).

Locally important transport schemes continue to be identified and feed into the prioritisation processes for Community Highway schemes, or the Local Transport Infrastructure Programme (LTIP).

The list of STIP priorities are reviewed periodically to establish a rolling programme of studies to be progressed. Changes to the list can be made during periodic reviews as schemes progress or as new schemes are added as a result of the processes identified in Paragraph 3.2. When a review takes place, stakeholders will be consulted and invited to suggest new priorities.

Stakeholders are invited to identify potential priorities for investment using the proforma available with priorities submitted to WSCC, by email, no later than 20th July 2018.

DECISION REQUIRED BY MEMBERS

Members are therefore invited to review the WSCC STIP List of Schemes and submit comments on any identified schemes that should be considered as part of the STIP prioritisation process.

BOGNOR REGIS TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE MEETING

17th JULY 2018

AGENDA ITEM 14 - CORRESPONDENCE

FOR INFORMATION

- 1. ADC - Notification that ADC are to review the issue of paper copies of planning applications that are supplied to Parish/Town Councils**
2. WSCC - Planned roadworks in West Sussex - forwarded to Councillors and on Social Media
3. HCLG Committee: Independent Review of building regulations and fire safety - safety concerns
4. Westminster Briefing - The Next Steps for Building Regulations and Fire Safety 25th September Central London
5. Westminster Briefing - Compulsory Purchase Orders Briefing - 31st July 11.00 central London
6. CPRE - Summer Newsletter. Campaigns Update, 7th July 2018
7. WSCC - Letter confirming that planning permission has been granted for Planning Application WSCC/O20/18/FP: Felpham Community College, Felpham Way, Bognor Regis, PO22 8EL - New three storey building, extension of existing science lab building, addition of first floor to changing rooms, provision of additional hard play areas and car parking, new bike storage, and four-class temporary accommodation for duration of build, to allow expansion of school from 8 to 10 forms of entry