



BOGNOR REGIS TOWN COUNCIL

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

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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 18th SEPTEMBER 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 10th day of SEPTEMBER 2018

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence, including to note that the Extraordinary Planning and Licensing Meeting due to be held on 10th September 2018 did not take place as a result of being non quorate
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 28th August 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
7. To consider Planning Applications on Lists dated 31st August, 7th and 14th September 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 31st August, 7th and 14th September 2018
9. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
10. Notification of any changes to applications previously considered by the committee with consideration for any further comments
11. To consider bicycle signage on London Road precinct, Bognor Regis (Min. 63 refers)
12. To resolve to suspend Standing Orders to consider previous decision (S.O. 16.1)
13. Further consideration of Planning Application BR/191/18/PL - Demolition of 2 & 3 storey building with mixed use (commercial & dwellings). This application affects the character and appearance of The Steyne, Bognor Regis Conservation Area. 2-4 Waterloo Square, Bognor Regis, PO21 1SU (Min. 58.3 refers)
14. To resolve to suspend Standing Orders to consider previous decision (S.O. 16.1)
15. Further consideration of Listed Building application process (Min. 47 refers)
16. 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 28th AUGUST 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: P. Dillon,
S. Goodheart, and P. Woodall

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

The Meeting opened at 6.30pm

68. 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. Mrs. Daniells who was on annual leave.

69. TO NOTE COMMITTEE MEMBERSHIP AS A RESULT OF RESIGNATION FROM LABOUR GROUP - CLLR. ENTICOTT

The Chairman read the following statement: -

"Councillor Enticott has confirmed his resignation from the Labour Group to the Clerk. Until the reallocation of committee memberships has been undertaken and is ratified at the Council Meeting on 3rd September 2018, any seats he held on committees will remain vacant. On this basis, he will not be able to sit on the Committee at the meeting held today."

70. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this 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 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 or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Dillon stated that, as a Member of Arun District Council's Development Control Committee, he will be voting on the matters before him having regard only to such information as placed before the Town Council. If he should come to consider any matters again at the District Council, and further information may be available, he will consider the information available at that time and may come to a different decision

71. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th AUGUST 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 7th August 2018 as an accurate record of the proceedings and the Chairman signed them.

72. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.33pm

A member of the public spoke in objection to outline application BR/139/18/OUT, Rear of 94-100 Hook Lane, which had been considered by the Committee at the previous meeting with no objection offered by the Committee.

Meeting reconvened at 6.49pm

Members thanked the resident for taking the time to address the Committee and urged them to make contact with their Ward District Councillors to ensure that their objection was heard by ADC Development Control.

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

73.1 7th August 2018 - Min. 58.3 - Planning Applications

Planning Application BR/185/18/T had been withdrawn prior to the Town Council's representation being submitted.

73.2 7th August 2018 - Min.58.3 - Planning Applications

Letter sent to the applicant of Planning Application BR/191/18/PL, as requested by Members, with an invitation to deliver a presentation of any future planning proposals on the site to the Town Council but no response had been received to date.

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

There were none.

75. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10th, 17th AND 24th AUGUST 2018

75.1 The Committee noted that planning application AW/57/18/HH, included on the list dated 10th August 2018, was in fact an Aldwick application and the Planning Officer at ADC had apologised that this had been referred to the Town Council in error. This application would therefore be removed, and no comments offered by the Committee.

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

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

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

76. 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 10th, 17th AND 24th AUGUST 2018

Whilst there were no significant planning applications on the lists dated 10th, 17th and 24th August, Members did discuss the potential development in Pagham and the impact on all local infrastructure arising.

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

There were none.

78. NOTIFICATION OF ANY CHANGES TO APPLICATIONS PREVIOUSLY CONSIDERED BY THE COMMITTEE WITH CONSIDERATION FOR ANY FURTHER COMMENTS

There were none.

79. TO RECEIVE FINAL DRAFT METHODOLOGY FOR THE NON-STRATEGIC SITES DEVELOPMENT PLAN DOCUMENT AND NEIGHBOURHOOD PLANS

The Civic & Office Manager's report was noted, and following consideration Members **AGREED** not to submit any comments on the Final Draft Methodology.

80. CORRESPONDENCE

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

Additional correspondence included:-

80.1 WSCC - Notification that planning permission for application WSCC/031/18/BR: St Mary's Catholic Primary School, Glamis Street, Bognor Regis has been granted.

80.2 WSCC - Latest planned roadworks, 22nd August-5th September 2018.

80.3 WSCC - Public Notice - Temporary Traffic Regulation Order - Lidsey Road, - Start date: 17/09/18 - forwarded to Councillors and on Social Media.

The Meeting closed at 7.50pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28th AUGUST 2018
REPRESENTATIONS ON LISTS DATED 10th, 17th AND 24th AUGUST 2018

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

BR/120/18/PL (<i>Retrospective</i>) 2 Highfield Road Bognor Regis PO22 8BG	Conversion of existing ground floor flat into 3 No. self-contained apartments	NO OBJECTION
BR/178/18/HH 2 Burngreave Court Bognor Regis PO21 2TZ	Removal of existing front projection and erection of front single storey extension	NO OBJECTION
BR/176/18/PL 2 & 3 Langford House 7 The Steyne Bognor Regis	Creation of balcony at 2nd floor level (east). Replace existing balcony balustrades at first floor level (east) - This application affects the character & appearance of The Steyne, Bognor Conservation Area	NO OBJECTION subject to Building Control approval and with a request that all metalwork for the balcony is sympathetic to the street scene and specifically the metalwork on the opposite side of The Steyne. Furthermore, as this is a Conservation Area, Members would expect a high standard of finish with full exterior decoration.
BR/203/18/L Bath House 9 The Steyne Bognor Regis PO21 1TX	Listed building consent for the replacement of PVCu window to Flat 1 with timber framed window, alterations to existing external entrance to Flat 6, installation of wrought iron gates to bin store, installation of fire alarm system & fire doors to communal areas & restoration (decorative) works to exterior of building, communal area & Flat 6	NO OBJECTION subject to all the works carried out being sympathetic to the age of the building. Furthermore, Members would appreciate further details of the agreed colours for the exterior decoration.

<p>BR/204/18/PL Bath House 9 The Steyne Bognor Regis PO21 1TX</p>	<p>Replacement of PVCu window to Flat 1 with timber framed window, alterations to existing external entrance to Flat 6, installation of wrought iron gates to bin store, installation of fire alarm system & fire doors to communal areas & restoration (decorative) works to exterior of building, communal area & Flat 6. This application affects the character & appearance of The Steyn, Bognor Regis Conservation Area</p>	<p>NO OBJECTION subject to all the works carried out being sympathetic to the age of the building. Furthermore, Members would appreciate further details of the agreed colours for the exterior decoration.</p>
<p>BR/206/18/T The Maples 45 Victoria Drive Bognor Regis PO21 2TQ</p>	<p>1.5m reduction to top of crown & 1.5m reduction to area of crown overhanging Flat 5 to 1 No. Oak tree</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>
<p>BR/193/18/L Bognor Regis Railway Station Station Road Bognor Regis PO21 1BP</p>	<p>Listed building consent for the fitting out of 2 No. Edwardian waiting rooms into a modern office space with meeting rooms, toilets & kitchen, incorporating original elements of the building, mezanine floor installed in larger office, new heating, ventilation & air conditioning in office spaces</p>	<p>NO OBJECTION</p>
<p>BR/170/18/HH 56 Corbishley Road Bognor Regis PO22 9HS</p>	<p>Single storey rear conservatory extension</p>	<p>NO OBJECTION</p>
<p>BR/201/18/HH 10 Sturges Road Bognor Regis PO21 2AH</p>	<p>Demolition of existing side attached garage and rear utility lean-to and proposed construction of a single storey side and single storey rear extension</p>	<p>NO OBJECTION</p>

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL PLANNING AND LICENSING COMMITTEE MEETING - 18th SEPTEMBER 2018

AGENDA ITEM 11 - TO CONSIDER BICYCLE SIGNAGE ON LONDON ROAD PRECINCT, BOGNOR REGIS (MIN. 63 REFERS)

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

At the Planning and Licensing Committee Meeting held 7th August 2018, Members received a report detailing the contents of a letter written to Members by Cllr. Goodheart in which he asked that several cycling matters be placed on an agenda for consideration.

Members agreed that the matter relating to signage/by-laws to prohibit cycling along the London Road precinct should be included as an item to be discussed on the agenda of a future meeting of the Planning and Licensing Committee (Min. 63 refers).

Members are now invited to consider this matter and, following discussion, agree on what action they wish to take.

DECISIONS

Do Members wish to take any action as a result of the matter presented by Cllr. Goodheart?

Furthermore, if minded to take action, Members are asked to confirm how they wish to progress this proposal.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 18th SEPTEMBER 2018**

AGENDA ITEM 13 - FURTHER CONSIDERATION OF PLANNING APPLICATION BR/191/18/PL - DEMOLITION OF 2 & 3 STOREY BUILDING WITH MIXED USE (COMMERCIAL & DWELLINGS). THIS APPLICATION AFFECTS THE CHARACTER AND APPEARANCE OF THE STEYNE, BOGNOR REGIS CONSERVATION AREA. 2-4 WATERLOO SQUARE, BOGNOR REGIS, PO21 1SU (MIN. 58.3 REFERS)

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

At the Planning and Licensing Committee Meeting held 7th August 2018 Members resolved to raise 'No Objection' to Planning Application BR/191/18/PL, based on the information available to the Committee at this time, and submitted the following representation to Arun District Council;

*"**NO OBJECTION** - The Committee hoped that any future development on this site will reflect the character and style of the surrounding area. Members would welcome an opportunity to receive a presentation from the developers in regard to planning applications on this site."*

Furthermore, at the request of Members, the Civic & Office Manager wrote to the applicant of Planning Application BR/191/18/PL inviting them to deliver a presentation to the Town Council's Planning and Licensing Committee for any future development proposals on the site. To date no response has been received.

The proposed demolition of the structure located at 2-4 Waterloo Square, Bognor Regis, has drawn much attention in the local press and on social media with opinions divided on the matter.

As requested by Cllr. Cosgrove, and with the agreement of the Committee's Chairman, an Extraordinary Planning and Licensing Committee Meeting was scheduled for 10th September 2018 to allow further discussion of Planning Application BR/191/18/PL, taking into account any new information that had come to light, and providing Members the opportunity to submit further representation to Arun District Council should they so wish. Unfortunately, the Extraordinary Meeting did not take place as a result of being non quorate.

Members are now invited to consider this matter and, following discussion, agree on what action they wish to take.

DECISIONS

Having resolved to suspend Standing Orders (16.1), and based upon any new information now available, do Members wish to rescind the decision made at the Planning and Licensing Meeting held on 7th August 2018, to raise 'No Objection' to Planning Application BR/191/18/PL?

Do Members wish to submit further representation to Arun District Council in relation to Planning Application BR/191/18/PL?

AGENDA ITEM 15

BOGNOR REGIS TOWN COUNCIL PLANNING AND LICENSING COMMITTEE MEETING - 18th SEPTEMBER 2018

AGENDA ITEM 15 - FURTHER CONSIDERATION OF LISTED BUILDING APPLICATION PROCESS (MIN. 47 REFERS)

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

At the Planning and Licensing Committee Meeting held on 17th July 2018 Members resolved to agree that Officers at the Town Council should proceed with making an application for Listed Building status of the property discussed (Min. 47 refers). In the information provided to Members at the time it was explained that applications made free of charge could take approximately 23 weeks to process.

At the Council Meeting held on 3rd September 2018 Members received and noted the Town Clerk's confidential report. Members subsequently agreed to refer the matter to the Planning and Licensing Committee Extraordinary Meeting to be held on 10th September 2018 to identify the most timely and efficient way to progress the agreed action (Min. 125 refers).

Unfortunately, the Extraordinary Meeting did not take place as a result of being non quorate. As a result of this, and in order to expedite the matter, an estimate cost was requested for Historic England to process a Fast-Track Listing on the Town Council's behalf.

If available, the estimated costs associated with this service will be reported at the meeting. However, Historic England's website states that Fast-Track Listing cases are usually estimated between £1,000 and £6,000, with most cases costing less than £1,500, in addition to a fixed fee of £225. The Fast-Track Listing process could take approximately 12 weeks.

DECISIONS

Having resolved to suspend Standing Orders (16.1), do Members wish to rescind the decision made at the Planning and Licensing Meeting held on 17th July 2018, to process an application free of charge, in lieu of requesting a Fast-Track Listing through Historic England instead?

Subject to estimate costs being available, do Members **AGREE** to **RECOMMEND** to the Policy and Resources Committee Meeting in October to agree expenditure to process a Fast-Track Listing, and identify a budget?

BOGNOR REGIS TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE MEETING

18th SEPTEMBER 2018

AGENDA ITEM 16 - CORRESPONDENCE

FOR INFORMATION

- 1. ADC - Non-Strategic Site Allocations Development Plan Document (DPD) and Neighbourhood Plans workshop to be held on 3rd October 2018, from 9.30am to 11.30am, in the Council Chamber at Arun Civic Centre, Littlehampton. Members that are available to attend the workshop are asked to inform the Civic & Office Manager**
2. WSCC - Latest Planned Roadworks Report dated 29th August-12th September, and 5th-19th September 2018. Emailed to Councillors and shared on Facebook
3. CPRE - Fracking Appeal
4. WSCC - Emergency Road Closure affecting Chichester Road/Victoria Drive, Bognor Regis. Circulated to Councillors and shared on Facebook
5. Housing, Communities and Local Government Committee - Evidence Session: High Streets and Town Centres in 2030 to be held 10th September 2018
6. ADC - Notification of arrangements for paper copies of planning applications, following review. Circulated to Councillors
7. WSCC - Bognor Regis Residents Parking Scheme Review. Circulated to Councillors