



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

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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 9th OCTOBER 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 1st day of OCTOBER 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 18th September 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 21st, 28th September, and 5th October 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 21st, 28th September, and 5th October 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 request from Pagham Parish Council for call in of applications for Pagham (Min. 14, of the Planning and Licensing Committee Meeting held on 30th May 2017, 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. 95 refers)
14. To consider the necessity for any review of the Neighbourhood Plan
15. 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 18th SEPTEMBER 2018

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

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
1 Councillor in the public gallery (part of meeting)

The Meeting opened at 6.33pm

81. **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**

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. No apologies for absence were received from Cllr. Enticott.

Members **NOTED** 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.

82. **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.

Cllrs. Mrs. Daniells and Dillon stated that, as Members of Arun District Council, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

83. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28th AUGUST 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 28th August 2018 as an accurate record of the proceedings and the Chairman signed them.

84. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

There were none.

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

There were none.

87. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31st AUGUST, 7th AND 14th SEPTEMBER 2018

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

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

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

88. 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

BE/91/18/PL - Rolls-Royce Motor Cars, Technology and Logistics Centre, Oldlands Farm, Bersted - Temporary logistics building & ancillary development including service area

Members considered the plans for a temporary logistics building and ancillary development including service area and **RESOLVED** to **AGREE** to making no comment in response to Planning Application BE/91/18/PL.

A Member queried the awaited installation of a Rolls-Royce sign on a grass mound at the front of the Centre and asked the Civic & Office Manager to send a letter to enquire and report back to the Committee.

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

There were none.

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

There were none.

91. TO CONSIDER BICYCLE SIGNAGE ON LONDON ROAD PRECINCT, BOGNOR REGIS (MIN. 63 REFERS)

The Civic & Office Manager's report was noted.

Members agreed that cycling along the London Road Precinct was an issue that required action to be taken in order to discourage cyclists from doing so.

Following discussion, it was **AGREED** by Members that the matter would be raised by the Town Council's appointed representative, Cllr. Goodheart, at the next JWAAC Highways & Transport Sub Group to be held on 25th September 2018, seeking financial support to supply and erect signage at the northern and southern ends of the Precinct clearly indicating that cycling is not permitted.

Cllr. Goodheart was also provided with a petition that had been carried out by a local resident with 211 signatures from people that had been approached in the Town Centre, who wished to see cycling banned along London Road Precinct, to present to the JWAAC Highways & Transport Sub Group.

Additionally, Members instructed the Civic & Office Manager to write to WSCC and enquire as to whether any byelaws existed in regard to London Road Precinct, and report back to the Committee.

Cllr. Cosgrove left the meeting

92. Members **RESOLVED to vary the order of business and take the Additional Agenda item next.**

Cllr. Cosgrove returned to the meeting

93. TO DISCUSS THE GARDEN TOWN INITIATIVE AS REQUESTED BY CLLR. COSGROVE AS REFERRED FROM THE COUNCIL MEETING HELD 3rd SEPTEMBER 2018 (MIN. 111 REFERS)

The Civic & Office Manager's report was noted.

Cllr. Cosgrove spoke to the item and, having considered the reports before them, Members **AGREED** the following actions: -

- That a letter be sent to the Government welcoming the Garden Town initiative;
- That a letter be sent to ADC and WSCC to ask whether their respective Councils had considered the initiative and, if not, whether it would do so (Nick Gibb MP to be copied into letter);

- Copy the letter sent to ADC to other Town/Parish Councils for response, asking that the matter be raised at their meetings, with possible consultation between Towns/Parishes;
- That a request be made for the Garden Town initiative to be placed on a future JWAAC agenda.

94. TO RESOLVE TO SUSPEND STANDING ORDERS TO CONSIDER PREVIOUS DECISION (S.O. 16.1)

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to enable them to give 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).

Members **RESOLVED** to further consider their previous decision and Standing Orders were therefore reinstated.

95. 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)

The Civic & Office Manager's report was noted.

Having considered further correspondence, between the Applicant and the Local Planning Authority, and reports that had become available since the Committee's previous decision, following a vote Members **RESOLVED** to **AGREE** 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.

Furthermore, Members **RESOLVED** to **AGREE** that an 'Objection' be submitted on the grounds that 2-4 Waterloo Square is a building and structure of character, in a conservation area. Rather than see plans to demolish the property, Members would like to see firm plans to regenerate and develop the site with drawings for proposed changes.

96. TO RESOLVE TO SUSPEND STANDING ORDERS TO CONSIDER PREVIOUS DECISION (S.O. 16.1)

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to enable them to give further consideration to the Listed Building application process (Min. 47 refers).

Members **RESOLVED** to further consider their previous decision and Standing Orders were therefore reinstated.

97. FURTHER CONSIDERATION OF LISTED BUILDING APPLICATION PROCESS (MIN. 47 REFERS)

The Civic & Office Manager's report was noted.

Members compared the options available to process a Listed Building application, the timescale each process took, and the costs involved.

Members **RESOLVED** to **AGREE** not to rescind the decision made at the Planning and Licensing Committee Meeting held on 17th July 2018 (Min. 47) and instructed Officers to proceed with submitting an application to Historic England themselves, free of charge.

98. CORRESPONDENCE

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

Additional correspondence included:-

- 98.1** CPRE - Campaigns Update
- 98.2** Walberton Parish Council - copy of correspondence sent to ADC in response to their published Non-strategic Site Allocations Development Plan Document Methodology
- 98.3** WSCC - Planned roadworks, 12th-26th September 2018. Circulated to Councillors and uploaded to Facebook
- 98.4** Let Communities Decide campaign - 'Say no to fast-tracking fracking!' consultation open until 25th October 2018
- 98.5** Action in Rural Sussex - South East Community Led Housing Conferences

The Meeting closed at 8.07pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18th SEPTEMBER 2018
REPRESENTATIONS ON LISTS DATED 31st AUGUST, 7th AND 14th SEPTEMBER 2018

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

BR/198/18/HH Milford Cottage Market Street Bognor Regis	Demolition of existing outbuilding & erection of two storey extension. This application affects the character & appearance of The Steyne, Bognor Conservation Area	NO OBJECTION subject to the character & appearance of the building being maintained. Furthermore, Members would like to see the flint wall retained.
BR/216/18/L Milford Cottage Market Street Bognor Regis	Listed building consent for the demolition of existing outbuilding & erection of a two storey extension	NO OBJECTION
BR/183/18/PL Woodbine Manor 25 Upper Bognor Road Bognor Regis	Single storey rear extensions to lounge & dining room areas	NO OBJECTION
BR/220/18/T Hardy House 25 Nelson Road Bognor Regis PO21 2RY	2m Crown Reduction to 1 No. Oak tree and Crown Lift to provide 5m ground clearance	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.
BR/217/18/HH 33 Tennyson Road Bognor Regis PO21 2SA	Amended to include windows to double & single garages & increase in roof pitch of double garage (Resubmission following BR/100/18/HH)	NO OBJECTION
BR/197/18/PL The Co-op 152-156 Hawthorn Road Bognor Regis PO21 2UR	Alteration to shopfront	NO OBJECTION

BR/196/18/A The Co-op 152-156 Hawthorn Road Bognor Regis PO21 2UR	Various illuminated & non-illuminated advertisements on various elevations	NO OBJECTION
BR/225/18/PL Place St Maur Des Fosses Belmont Street Bognor Regis	Change of use of land to allow events & associated temporary structures & equipment & portable buildings for use by businesses associated with those events	NO OBJECTION
BR/219/18/PL 9 Westloats Lane Bognor Regis PO21 5JZ	Demolition of 1 No. existing building & erection of 2 No. 2 bedroom & 2 No. 1 bedroom dwellings	NO OBJECTION

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 9th OCTOBER 2018**

AGENDA ITEM 11 - TO CONSIDER REQUEST FROM PAGHAM PARISH COUNCIL FOR CALL IN OF APPLICATIONS FOR PAGHAM (MIN. 14, OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30th MAY 2017, REFERS)

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

At the Planning and Licensing Committee Meeting held on 30th May 2017, Members resolved to send a letter to Pagham Parish Council supporting their application to the Secretary of State, demonstrating the impact approval of the planning applications, P/134/16/OUT, P/140/16/OUT and P/6/17/OUT will have on Bognor Regis (attached as **Appendix 1**).

On 26th September 2018 the Clerk of Pagham Parish Council emailed neighbouring towns/parishes to confirm that the Town Council's letter of support had been submitted to the National Planning Casework Unit (NPCU) on 12th June 2017. However, as there was no progress from ADC with determining the applications, Pagham Parish Council received a letter from the Casework unit advising their file had been closed.

Pagham Parish Council have now appointed a Consultant to assist with resisting these types of development who has been in contact with the NPCU to ask for cases P/134/16/OUT, P/140/16/OUT, P/6/17/OUT, and P/25/17/OUT to be reconsidered as they believe that they will be put before a special Development Control Committee Meeting scheduled for 24th October 2018.

In light of the above, Pagham Parish Council have asked the Town Council to consider sending an email to the NPCU case officer to confirm that BRTC still has concerns over the proposed developments.

DECISION

Do Members **AGREE** in sending an email to the NPCU case officer to confirm that BRTC still has concerns over the proposed developments for Pagham?



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Nicola Jones
The Clerk
Pagham Parish Council
The Village Hall
Pagham Road
Pagham
Bognor Regis
PO21 4NJ

7th June 2017

Dear Nicola,

Call in application to Secretary of State in respect of 3 large-scale housing developments in Pagham - P/134/16/OUT, P/140/16/OUT and P/6/17/OUT

I am writing to you on behalf of Bognor Regis Town Council's Planning and Licensing Committee, following your Chairman's request for support in demonstrating that the impact the possible approval of the 3 large-scale housing applications listed above, goes beyond your immediate locality.

The Town Council sympathises with the predicament that the village of Pagham finds itself in. It is inevitable that Pagham will have to take on some development due to the housing need in the District but the scale proposed, if all 3 applications are granted approval, is bewildering for a village of its size. Bognor Regis is the nearest town to Pagham village, just over 3 miles away, and there will obviously be some impact on the town and its 24,000 residents, therefore the Town Council wishes to support Pagham Parish Council with its 'Call in' application to the Secretary of State.

Firstly the road networks surrounding Pagham and Bognor Regis cannot cope with the weight of traffic they currently deal with particularly at peak times, let alone with the addition of another 1,000-2,000 vehicles from the proposed new developments. The recent cancellation of the A27 improvements by the Secretary of State for Transport should be given consideration as the congestion impacts residents south of the A27 including Pagham and Bognor Regis. Although Bognor Regis has benefitted from the new relief roads, there are still issues with

congestion at peak times on the A259 to Chichester. Public transport in the area is poor and at times unreliable, both rail and bus.

The town of Bognor Regis has some of the poorest and most deprived wards in the country within its boundary (wards listed within the 20% most deprived nationally). The town's services are stretched with only a minor injury hospital, the nearest major hospitals are situated several miles away in Worthing and Chichester. The town lacks the amenities to support the communities of the wider areas of Bersted, Aldwick, Rose-Green, Felpham and Pagham.

In addition, West Sussex also has the lowest funding support from central government for education in the country and any increase in pupil numbers from the proposed new developments will only add to the financial restraints on the local schools. For education, skills and training, wards within Bognor Regis are listed in the 10% most deprived nationally.

Yours sincerely,

Ruth Hambleton
Committee Clerk

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 9th OCTOBER 2018**

**AGENDA ITEM 14 - TO CONSIDER THE NECESSITY FOR ANY REVIEW OF
THE NEIGHBOURHOOD PLAN**

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Members will recall that at the Annual Town Council Meeting, held on 8th May 2017, the recommendation received from the Neighbourhood Plan Committee was that a review of the Neighbourhood Plan was not necessary and, therefore, it was resolved to dissolve the Neighbourhood Plan Committee and remit any future actions to the Planning and Licensing Committee.

Since that time the Planning and Licensing Committee have received details of any proposed modifications to the now adopted Arun Local Plan. The recently published Final Draft Methodology for the Non-Strategic Sites Development Plan Document continues to refer to 300 dwellings being the target allocation for the six Wards of Bognor Regis, and this remains unchanged from when the Neighbourhood Plan was drafted. In both cases the Planning and Licensing Committee agreed to submit no comment to ADC.

Any review of the Neighbourhood Plan would require a return to the Regulation 14 stage of the Neighbourhood Plan process, followed by an examination and referendum and would, therefore, involve both staff and financial resource.

Officers are unaware of any development that would necessitate a review of the Neighbourhood Plan at the current time, and Members are invited to confirm that they are happy for no review to be undertaken.

DECISIONS

Do Members wish to **RECOMMEND** that no review of the Neighbourhood Plan be undertaken at this time?

If Members are minded for a review to take place, do they **RECOMMEND** to **REFER** the matter to the Policy and Resources Committee for identification of an appropriate budget for this exercise?

BOGNOR REGIS TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE MEETING

9th OCTOBER 2018

AGENDA ITEM 15 - CORRESPONDENCE

FOR INFORMATION

1. WSCC - Planned Roadworks Report, 19th September-3rd October, 26th-10th October 2018. Emailed to Councillors and uploaded to Facebook.
2. WSCC - Road Closure Public Notice, Lake Lane, Yapton, 7th October 2018. Uploaded to Facebook.
3. WSCC - Road Closure Public Notice, Church Hill, Slindon, 24th-28th September 2018. Uploaded to Facebook.
4. ADC - Decision Statement for Ford Neighbourhood Development Plan.
5. ADC - Topic request and draft agenda for Non-Strategic Site Allocations DPD workshop to be held on 3rd October 2018. Circulated to Committee.
6. WSCC - TRO Ivy Lane Footbridge Replacement.
7. ADC - Letter regarding workshop to be held on 3rd October 2018 and accompanying information. Emailed to Committee Members.