



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: bognortc@bognorregis.gov.uk

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 30th 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/Statements** 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/statements in advance, in writing. Priority will be given to written questions/statements. These 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 23rd 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 9th October 2018

4. Adjournment for public question time and statements
5. Clerk's Report from previous Minutes
6. To consider Premises Licence Applications including any variations and any other Licence Applications
7. To consider Planning Applications on Lists dated 12th, 19th and 26th 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 12th, 19th and 26th 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 commenting on Street Trading Consent applications for Bognor Regis Town Centre
12. Further consideration of cycling matters (Min. 103 refers)
13. Call for sites: Gypsy and Traveller and Travelling Showpeople
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



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 9th OCTOBER 2018

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

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)

The Meeting opened at 6.36pm

99. 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. Cosgrove who was unwell, and Cllr. Dillon who had a prior engagement. No apologies for absence were received for Cllr. Enticott.

100. 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. Mrs. Daniells stated that, as a Member of Arun District Council, she will 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

101. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18th SEPTEMBER 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 18th September 2018 as an accurate record of the proceedings and the Chairman signed them.

102. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no members of the public present.

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

Min. 91 - 18th September 2018 - To consider bicycle signage on London Road precinct, Bognor Regis

The Civic & Office Manager gave a verbal update to the Committee regarding the letter sent to WSCC, in reference to cycling along the London Road Precinct, as requested by Members at the Planning and Licensing Meeting held on 18th September 2018 (Min. 91 refers).

The Area Highway Manager, for Arun District, at WSCC has confirmed that there is a current Traffic Regulation Order (Pedestrian Zone entering from the south and No Entry coming from the north) that prohibits cycling between Santander and Macari's Café, with the enforcement of the restrictions being a matter for Sussex Police. It was explained that Byelaws are only used on the highway when there is no other relevant legislation available to deal with the issue.

Members instructed that the matter be placed on the Agenda for further consideration, at the Planning and Licensing Committee Meeting to be held on 30th October 2018.

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

There were none.

105. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21st, 28th SEPTEMBER, AND 5th OCTOBER 2018

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

105.2 The Committee noted that representations had been received from the public regarding Planning Applications BR/231/18/PL and BR/130/18/PO. No representations had been received from neighbouring parishes, in respect of these applications.

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

106. 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

There were none.

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

There were none.

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

There were none.

109. 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)

The Civic & Office Manager's report was noted.

Members **AGREED** that the Town Council still has concerns over the proposed developments for Pagham, and instructed the Civic & Office Manager to email the National Planning Casework Unit (NPCU) to confirm this position.

110. 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. 95 refers).

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

111. 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)

The Committee were presented with two further Structural Engineers reports that provided a greater understanding of the internal state of the building.

Having considered the evidence within the reports, Members were minded to return to the Committee's original decision in support of demolition and **RESOLVED** to **AGREE** to rescind the decision made at the Planning and Licensing Meeting held on 18th September 2018, to raise an 'Objection' to Planning Application BR/191/18/PL.

Furthermore, Members **RESOLVED** to **AGREE** that a representation of 'No Objection' be submitted in regard to demolition.

However, the Committee stressed that any future Planning Applications on this site must adhere to the aspirations of the Bognor Regis 2015-2030 Neighbourhood Development Plan (NDP). Particular reference was made to Policy 3 of the Bognor Regis NDP pertaining to the Old Town whereby applicants are encouraged to demonstrate how proposed changes make a positive contribution to Bognor Regis' seaside town identity by making clear reference to the Bognor Characterisation study, 2014.

Additionally, 2-4 Waterloo Square is identified by Arun District Council as a building or structure of character. Whilst Members regrettably feel that the building, in its current state, should be demolished they unanimously

agree that any future Planning Applications on the site must contribute to the character and appearance of the conservation area in which it resides.

The Town Council invites any potential developer for 2-4 Waterloo Square to deliver a presentation of future planning proposals, with firm plans to regenerate and develop the site with drawings for proposed changes.

112. TO CONSIDER THE NECESSITY FOR ANY REVIEW OF THE NEIGHBOURHOOD PLAN

The Civic & Office Manager's report was noted.

Members **AGREED** to **RECOMMEND** that no review of the Neighbourhood Plan be undertaken at this time.

113. CORRESPONDENCE

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

Additional correspondence included:-

- 113.1 ADC - Call for sites Gypsy and Traveller and Travelling Showpeople. Matter to be placed on agenda for consideration at the Planning and Licensing Committee Meeting to be held on 30th October 2018.**
- 113.2** CPRE - Autumn Appeal: focus on nature.
- 113.3** WSCC - Planned Roadworks Report: 3rd-17th October 2018. Emailed to Councillors and uploaded to social media.
- 113.4** WSCC - Road Closure Public Notice for Hawthorn Road, Bognor Regis, from the junction with Marshall Avenue to junction with Nyewood Lane, on 29th October 2018.
- 113.5** CPRE - Campaigns Update, 6th October 2018.
- 113.6** WSCC - Road Closure Public Notice at T-Junction Section where Frith Road, Westloats Lane and Gravits Lane intersect, 24th-25th October 2018.

The Meeting closed at 8.00pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th OCTOBER 2018
REPRESENTATIONS ON LISTS DATED 21st, 28th SEPTEMBER, AND 5th OCTOBER 2018

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

BR/229/18/PL Mountbatten Court Belmont Street Bognor Regis PO21 1JW	Free standing safety guard rail at roof level	NO OBJECTION
BR/224/18/PL School House Bersted Street Bognor Regis PO22 9QE	Change of use from a residential dwelling (C3 dwelling house) to childcare day nursery (D1 non-residential institution)	NO OBJECTION
BR/231/18/PL Ashley House 120 Aldwick Road Bognor Regis PO21 2PB	Part 2 & part 3 storey extensions, relocation of bin store & new cycle stores	NO OBJECTION The Committee, having noted the comments submitted to ADC by a neighbour, would like reassurance that the 35 car parking spaces provided at the Butlin's site are still provided, utilised, and their usage continues to be for Butlin's staff only. Furthermore, should this planning application be approved, and occupancy increased, then Members would like to see the shuttle bus between Aldwick Road and the Butlin's site reinstated.
BR/130/18/PO Flat 1-7 Clarence Gate Clarence Road Bognor Regis	Application to remove a planning obligation dated 18 th September 1987 under planning reference BR/75/87/ relating to age restriction	NO OBJECTION

BR/241/18/A Bognor Regis Railway Station Station Road Bognor Regis PO21 1QF	2 No. internally fascia signs on ATM on north elevation	NO OBJECTION
BR/240/18/L Bognor Regis Railway Station Station Road Bognor Regis PO21 1QF	Listed building consent for the installation of an ATM through the second window to right of entrance on north elevation	NO OBJECTION
BR/223/18/L The Royal Norfolk Hotel The Esplanade Bognor Regis PO21 2LH	Listed building consent for internal alterations to create additional 11 No. bedrooms & new external door to staff bedroom	NO OBJECTION
BR/207/18/HH 84 Brooks Lane Bognor Regis PO22 8DN	Single storey side extension	NO OBJECTION
BR/236/18/L Esmonde House Flat 3, 13 The Steyne Bognor Regis PO21 1TX	Application for Listed Building Consent for internal works/alterations & additions	NO OBJECTION

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 30th OCTOBER 2018**

**AGENDA ITEM 11 - TO CONSIDER COMMENTING ON STREET TRADING
CONSENT APPLICATIONS FOR BOGNOR REGIS TOWN CENTRE**

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Arun District Council has notified the Town Council that two applications for Street Trading Consent in Bognor Regis have been received by them.

At this present time the only Street Trading Consent for London Road is the Donut Van and one held by the previous Town Centre Manager. Members should note that ADC has not yet received surrender of the consent held by the Town Centre Manager so have to assume the consent is still available for use by Mr Rahman as he was/is the consent holder acting on behalf of University of Chichester.

ADC have advised that if a trader has a current Street Trading Consent for the same day on which an organiser wishes to have an event, the trader is still permitted to use their consent for the area for which it is granted, unless there is a condition on the consent which states not to be used during events. The Town Council's Christmas Switch-On event has taken place annually in London Road Precinct and the High Street which, without such a condition on a consent, would rely on the goodwill of a consent holder to oblige in allowing the Town Council's event to continue unhindered.

ADC may issue any number of consents irrespective of the number applied for, with traders permitted to trade at the same time in the same location. ADC acknowledge this could cause a problem if large markets were introduced and would expect traders with consent to liaise with each other and come to an agreement.

The two applications received are from Bognor Regis BID (attached as Appendix 1) and Mr Jharnel Singh Landa (attached as Appendix 2). It should be noted that Mr Singh Landa has indicated in his application that a fee of £0.00 is due, however ADC have advised the Town Council that an annual consent fee of £350 per stall would be payable.

The Town Council are invited to submit any comments on these applications to ADC's Licensing Subcommittee by no later than Friday 2nd November 2018. Furthermore, a representative from the Town Council is invited to attend the Licensing Subcommittee Meeting to be held on Friday 23rd November 2018, at which these Street Trading Consent applications will be considered.

DECISIONS

Members are invited to consider the two Street Trading Consent applications and **AGREE** to any comments to be submitted to ADC's Licensing Subcommittee in relation to them.

Furthermore, Members are asked to **AGREE** whether a representative from the Town Council should attend the Licensing Subcommittee Meeting and, if so, nominate that person.



Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex. BN17 5LF

Tei: (01903) 737500

Fax: (01903) 723936
DX: 57406 Littlehampton
Minicom: (01903) 732765 web:
www.arun.gov.uk/eh email:
licensing@arun.gov.uk

16th October 2018

Please ask for:
Glenn James
Environmental Health
Direct Line: (01903)737681

Glenna Frost
Bognor Regis Town
Clerk
Bognor Regis Town
Hall,
Clarence Road ,
P021 ILD

Dear Glenna

Application for a Street Trading Consent Local Government (Miscellaneous Provisions) Act 1982 Street requested: London Road Precinct: High Street: Little High Street: Place St Maur

I am writing to advise you I have received an application for a Street Trading Consent requesting the following:

Applicant: BID Bognor Regis

Type of Goods: Various goods provided by market stall holders

Times Required: 07.00 to 23.00 Monday to Sunday

Venue: London Road Pedestrian Precinct; High Street; Little High Street; Place St Maur Key

issue: First application for a street trading consent in relation to a market

The matter will be heard at the Licensing Subcommittee on Friday 23rd November 2018.

It is the Licensing Subcommittee's policy to consult with Parish and Town Councils and Councillors, in addition to the statutory consultees. The purpose of this is to gain an insight into the local response to the application.

I would, however, ask you to note that the Subcommittee operates an "open file" approach, so any information that you do submit may be included in the Committee report, which members of the public and the applicant may view.

In order to meet our agenda preparation deadlines, I should be most grateful if you could let me have your comments by Friday 2nd November 2018 on the attached consultation form. Although you may have no comments to make, I should be grateful if you would return the attached form.

Should you wish to know the Resolution of the Licensing Subcommittee item you are consulted for, you can contact either the Committee Clerk on 01903 737500 Ext. 37614, or the details will be available from the local library.

However, if you would like to discuss the matter further, please do not hesitate to contact me on the above number.

Yours Sincerely



Glenn James
Licensing Officer



DISTRICT COUNCIL

www.arun.gov.uk



Appendix 2

Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex. BN17 5LF

Tel: (01903) 737500

Fax: (01903) 723936

DX: 57406 Littlehampton
Minicom: (01903) 732765 web:
vmw.arun.gov.uk/eh email:
licensing@arumgov.uk

16th October 2018

Please ask for:

Glenn James
Environmental Health
Direct Line: (01903)737681

Glenna Frost
Bognor Regis Town
Clerk
Bognor Regis Town
Hall,
Clarence Road ,
P021 1LD

Dear Glenna

Application for a Street Trading Consent
Local Government (Miscellaneous Provisions) Act 1982
Street requested: London Road Precinct

I am writing to advise you I have received an application for a Street Trading Consent requesting the following:

Applicant: Mr Jharnel Singh Landa
Type of Goods: Clothing and Hosiery
Times Required: 09.00 to 17.30 Monday to Sunday
Venue: London Road Pedestrian Precinct
Key Issue: First application for a street trading consent

The matter will be heard at the Licensing Subcommittee on Friday 23rd November 2018.

It is the Licensing Subcommittee's policy to consult with Parish and Town Councils and Councillors, in addition to the statutory consultees. The purpose of this is to gain an insight into the local response to the application.

I would, however, ask you to note that the Subcommittee operates an "open file" approach, so any information that you do submit may be included in the Committee report, which members of the public and the applicant may view.

In order to meet our agenda preparation deadlines, I should be most grateful if you could let me have your comments by Friday November 2018 on the attached consultation form. Although you may have no comments to make, I should be grateful if you would return the attached form.

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Yours Sincerely

Glenn James
Licensing Officer

AGENDA ITEM 12

BOGNOR REGIS TOWN COUNCIL PLANNING AND LICENSING COMMITTEE MEETING - 30th OCTOBER 2018

AGENDA ITEM 12 - FURTHER CONSIDERATION OF CYCLING MATTERS (MIN. 103 REFERS)

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Having been informed at the Planning and Licensing Committee Meeting, held on 9th October 2018, that WSCC have confirmed that there is a current Traffic Regulation Order in place for the London Road Precinct that prohibits cycling between Santander and Macari's Café, with the enforcement of the restrictions being a matter for Sussex Police, Members must now decide whether to take any further action.

DECISION

Do Members wish to take any further action?

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL PLANNING AND LICENSING COMMITTEE MEETING - 30th OCTOBER 2018

AGENDA ITEM 13 - CALL FOR SITES: GYPSY AND TRAVELLER AND TRAVELLING SHOWPEOPLE

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

ADC are currently preparing a Gypsy and Traveller Development Plan Document to identify and allocate permanent pitches to meet the need identified to 2036.

The Town Council are asked to consider any land which could be put forward as potential land for a Gypsy and Traveller or Travelling Showpeople site.

As Members will know, the Town Council owns no land and, therefore, cannot put forward any suggestions.

DECISION

Members are asked to confirm that a response should be sent stating that the Town Council has no potential land for a Gypsy and Traveller or Travelling Showpeople site.

BOGNOR REGIS TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE MEETING

30th OCTOBER 2018

AGENDA ITEM 14 - CORRESPONDENCE

FOR INFORMATION

1. WSCC - Planned Roadworks Report, 10th-24th, 17th-31st October 2018. Emailed to Councillors and uploaded to Facebook.
2. ADC - Notification of upcoming works in relation to Planning Application BR/225/18/PL. Emailed to Members.
3. WSCC - Notification that Public Rights of Way inspections are to be carried out in November. Emailed to Councillors with request to report any issues to the Civic & Office Manager by Monday 22nd October 2018.
4. WSCC - Notification of temporary Traffic Regulation Order for the use of (and parking on) William Street, Bognor Regis, from junction with London Road to Glamis Street is temporarily prohibited from 29th-31st October 2018. Shared on Town Council's Facebook page.
5. Highways England - A27 Arundel Bypass Scheme non-statutory public consultation to be carried out in Spring 2019. Further details will become available closer to the time. Emailed to Councillors.
6. Housing, Communities and Local Government Committee - Evidence Session: High streets and town centres in 2030 scheduled for 22nd October 2018 at 4pm.
7. Department for Transport - Withdrawal of proposed Stopping Up of Highway at Highcroft Close, Bognor Regis, PO22 8DS.
8. National Planning Casework Unit – copy of email sent to all neighbouring Town/Parish Councils that supported Pagham Parish Council in their request for a call in of Planning Applications P/140/16/OUT, P/134/16/OUT, P/6/17/OUT and P/25/17/OUT.