



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 20th NOVEMBER 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 12th day of NOVEMBER 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 30th 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. Also Premises Licence 111108: Carnival Fairgrounds Ltd, Ice Rink, 1-2 Place St Maur Des Fosses, Bognor Regis
7. To consider Planning Applications on Lists dated 2nd, 9th and 16th November 2018, and Planning Application BR/214/18/PL on List dated 26th October 2018 deferred from meeting held 30th October 2018 - Min. 120.3 refers
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 2nd, 9th and 16th November 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 Tree Preservation Orders at Sunken Gardens, Bognor Regis, as referred from public question time and statements at Council Meeting held on 5th November 2018 - Min. 131 refers
12. 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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Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 30th OCTOBER 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: P. Dillon,
S. Goodheart (from Min. 119) and P. Woodall

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

The Meeting opened at 6.30pm

114. 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 had a prior engagement. No apologies for absence were received from Cllr. Enticott.

115. 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, 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

Cllr. Dillon also declared an Ordinary Interest in Planning Application BR/222/18/PL as a Trustee of Bognor CAN who presently use the land for storage

116. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th OCTOBER 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 9th October 2018 as an accurate record of the proceedings and the Chairman signed them.

117. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

118. CLERK'S REPORT FROM PREVIOUS MINUTES

118.1 Min. 41 - 17th July 2018 - Bognor Regis Railway Station clock

Work to repair the clock was expected to have completed by September 2018. However, in an email from Network Rail dated 22nd October 2018, it was explained that the bespoke parts for the clock were presently being manufactured and that, once ready, the installation date would need to coincide with the erection of a scaffold platform required to carry out further improvement works at the Railway Station.

118.2 Min. 105.3 - 9th October 2018 - Planning Application BR/231/18/PL

The Principal Planning Officer at ADC advised that, having notified the General Manager at Butlin's of Members comments in relation to Planning Application BR/231/18/PL, it has been confirmed that parking spaces are available for staff at the resort and that the shuttle bus will be re-instated when the Ashley House extension opens to see if there is increased demand for its use.

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

There were none.

120. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12th, 19th AND 26th OCTOBER 2018

Cllr. Dillon redeclared his Ordinary Interest in Planning Application BR/222/18/PL

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

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

120.3 In response to Planning Application BR/214/18/PL the Committee **AGREED** to **DEFER** the matter to the Planning and Licensing Committee Meeting to be held on 20th November 2018 to allow for further time to look at the application.

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

121. 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

AL/15/17/PL - Land to the East of Westergate, Westergate Street, Westergate - Hybrid Application: 1) Full Planning Application for 101 No. dwellings with new access & associated works on 3.34 ha land; 2) Outline Planning Application with all matters reserved for 249 No. dwellings with access & associated works on 15.06 ha of land. This application affects the character & appearance of the Eastergate (Church Lane) Conservation Area, the setting of Listed Buildings, Public Rights of Way & is a Departure from the Development Plan

Members considered Planning Application AL/15/17/PL and **RESOLVED** to **OBJECT** to the application as they felt that the infrastructure is not in place to support the development. Sympathy was also expressed by Members to the plight of the local area.

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

There were none.

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

There were none.

124. TO CONSIDER COMMENTING ON STREET TRADING CONSENT APPLICATIONS FOR BOGNOR REGIS TOWN CENTRE

The Civic & Office Manager's report, and the two Street Trading Consent applications, were noted.

Members fully debated the issues surrounding the issuing of Street Trading Consents and noted that ADC could issue multiple consents for Street Traders to operate in the same locations, on the same day, at the same time, which was of great concern to Members.

Discussions also considered the importance of Street Traders, who were granted consent, being prepared to work collaboratively with event organisers in the Town Centre. In view of this, Members felt that it would be prudent to issue one licence to an applicant that would have overall operational responsibility for street trading in the Town Centre, rather than permitting multiple sole traders.

The Committee **RESOLVED** to raise an **OBJECTION** to the Street Trading Consent application from Mr Jharnel Singh Landa, for the reasons given above, but suggested that he approach Bognor Regis BID to operate under their licence should consent be granted to them.

Furthermore, the Committee **RESOLVED** to raise **NO OBJECTION** to the Street Trading Consent application from Bognor Regis BID in principle, subject to the inclusion of the following conditions;

- stipulation of collaborative working with event organisers wishing to also use the space for which consent has been granted
- consideration and accommodation for access of emergency vehicles to pedestrianised area.

Members **RESOLVED** to **AGREE** that the comments for each application be submitted to ADC, and that they be advised that a representative from the Town Council would not be attending the Licensing Subcommittee Meeting on 23rd November 2018.

125. FURTHER CONSIDERATION OF CYCLING MATTERS (MIN. 103 REFERS)

The Civic & Office Manager's report was noted.

Members continued to feel that the signage, stating that cycling is prohibited, in the London Road Precinct is insufficient and that the Traffic Regulation Order (TRO) is not being enforced by Sussex Police.

It was **AGREED** that letters be sent to WSCC Highways & Infrastructure asking them to look into improving the signage, to Cllr. Francis Oppler (WSCC Councillor Bognor Regis East) asking for his support, together with Sussex Police & Crime Commissioner, Mrs Katy Bourne, and Chief Constable Giles York in asking them that enforcement of the TRO by Sussex Police is improved.

126. CALL FOR SITES: GYPSY AND TRAVELLER AND TRAVELLING SHOWPEOPLE

The Civic & Office Manager's report was noted.

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

127. CORRESPONDENCE

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

Additional correspondence included: -

- 127.1** WSCC - Planned Roadworks Report 24th October-7th November 2018. Emailed to Councillors and uploaded to Facebook.
- 127.2** WSCC - Road Closure Notice for Hawthorn Road, from the junction with Marshall Avenue to junction with Nyewood Lane, between 9.30am and 2.30pm on 19th November 2018. Uploaded to Facebook.
- 127.3** WSCC - Temporary Traffic Regulation Public Notice for Pagham Road Service Road, from junction with Pagham Road to End of Road, from 8pm on 11th November 2018 until 6am on 15th November 2018. Shared to Facebook.
- 127.4** WSCC - Temporary Traffic Regulation Public Notice for Aldwick Road, either side of junction with Norfolk Square and on both sides of Norfolk Square on the approach to junction of Aldwick Road, is temporarily restricted from 9.30am until 3.30pm on 15th January 2019.
- 127.5** WSCC – Temporary Traffic Regulation Public notice for North End Road, Yapton junction with Ford Lane to junction with Lake Lane, is temporarily prohibited from 18th November 2018 at 00:01 until 19th November 2018 at 04:00.

The Meeting closed at 8.09pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th OCTOBER 2018
REPRESENTATIONS ON LISTS DATED 12th, 19th AND 26th OCTOBER 2018

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

<p>BR/232/18/PL 14 Ivydale Road Bognor Regis PO21 5LY</p>	<p>Application for variation of condition following grant of planning permission BR/276/16/PL relating to condition 2 & planning permission BR/38/17/PL relating to condition 7 - Replace existing garage with garden office, new parking layout & cycle storage</p>	<p>NO OBJECTION</p>
<p>BR/242/18/PL DD Motors Bersted Street Bognor Regis PO22 9QF</p>	<p>Single storey side extension</p>	<p>NO OBJECTION on the condition that the flint wall is retained.</p>
<p>BR/238/18/PL Bognor Regis Railway Station Station Road Bognor Regis PO21 1QF</p>	<p>Retention of an ATM - This application affects the character & appearance of the Bognor Regis Railway Station Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/244/18/PL South Bersted Garage Shripney Road Bognor Regis PO22 9LN</p>	<p>Application for variation of condition following grant of planning permission BR/18/18/PL relating to condition no.2 - Plans. This application may affect the setting of a listed building</p>	<p>NO OBJECTION</p>
<p>BR/246/18/HH 45 Southdown Road Bognor Regis PO21 2JP</p>	<p>Single storey rear extension</p>	<p>NO OBJECTION</p>

<p>BR/243/18/TC Anton Cottage Marine Parade Bognor Regis PO21 2LT</p>	<p>Remove branches up to 2.6m height to 1No Sycamore tree. Remove branches up to 2.1m height to 1No. Sycamore tree. Fell 1No, Holly tree in the Aldwick Road, Bognor Regis Conservation Area</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/252/18/PL 1 Nyewood Gardens The Avenue Bognor Regis PO21 2UT</p>	<p>Remove existing door set & replace with new level threshold, remove existing level area at rear entrance & reform 75mm higher to form level access to flat & low level wall around perimeter to match wall to adjoining property</p>	<p>NO OBJECTION</p>
<p>BR/215/18/PL 75 Highfield Road Bognor Regis Bognor Regis PO22 8PD</p>	<p>Conversion of single dwelling to form 6 No. flats (4 No. new) with associated ancillary services</p>	<p>OBJECTION on the grounds of over-development of an ordinary three-bedroomed house, with total lack of parking for the proposed space.</p>
<p>BR/222/18/PL Land adjacent to Community Centre Westloats Lane Bognor Regis PO21 5JZ</p>	<p>Erection of 4no. 2 bedroom dwellings with associated parking & landscape</p>	<p>NO OBJECTION</p>
<p>BR/259/18/A Bus Shelter outside Lloyds Bank 33-37 High Street Bognor Regis</p>	<p>Upgrading of existing advertising panel with a double digital unit</p>	<p>NO OBJECTION</p>
<p>BR/267/18/T 4 Pinewood Gardens Bognor Regis PO21 2XB</p>	<p>Fell 1No. Liquid Amber 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/251/18/CLE The Old School Bersted Street Bognor Regis PO22 9QE</p>	<p>Lawful development certificate for an existing dance school</p>	<p>NO OBJECTION</p>
<p>BR/255/18/HH 30 Mansfield Road Bognor Regis PO22 9EY</p>	<p>New roof with first floor accommodation, dormer to side elevation, porch to side elevation & rear two storey extension (resubmission following BR/69/18/HH)</p>	<p>NO OBJECTION</p>
<p>BR/214/18/PL Former hotel tennis courts Adjacent to Royal Norfolk Hotel West Street Bognor Regis</p>	<p>Erection of four terraced residential dwellings, garden/cycle storage sheds & associated car parking, utilising the existing access - This application may affect the character & appearance of The Steyne, Bognor Conservation Area & will affect the setting of a Listed Building</p>	<p>NO COMMENT Members agreed to defer the matter to the Planning and Licensing Committee Meeting to be held on 20th November 2018 to allow for further time to look at the application. A representation will be submitted after this time.</p>
<p>BR/254/18/A Hothamton Gardens & Surrounding Areas Bognor Regis BN17 5LF</p>	<p>4 No. non-illuminated advertisements at various locations</p>	<p>NO OBJECTION</p>



Licensing Act 2003 – Notice.
Reference number: 111108

Carnival Fairgrounds Limited
Ice Rink
1-2 Place St Maur Des Fosses
Bognor Regis
West Sussex
PO21 1BJ

has made an application for a Premises Licence under
the Licensing Act 2003.

Proposed licensable activities are as follows:-

Supply of Alcohol Monday to Sunday between 10:00 and 21:30 hours.

The application is open to representation from interested parties and
responsible authorities between **31/10/18** and **27/11/18**

All representations should be made in writing and sent to:
Licensing Team, Environmental Health,
Arun District Council,
Arun Civic Centre, Maltravers Road,
Littlehampton, West Sussex BN17 5LF
or email licensing@arun.gov.uk.

A public register of all Licensing Act 2003 permissions and applications is held by
Arun District Council, Arun Civic Centre, Littlehampton, West Sussex BN17 5LF,
The public register is also available on www.arun.gov.uk/licence/index.asp

It is an offence to knowingly or recklessly to make a false statement in
connection with an application and the maximum fine for this offence is
£5,000.

BOGNOR REGIS TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE MEETING 20th NOVEMBER 2018

AGENDA ITEM 12 - CORRESPONDENCE

FOR INFORMATION

1. WSCC - Planned Roadworks Report, 31st October-14th November, 7th-21st November 2018. Circulated to Members and uploaded to Facebook.
2. WSCC - Works Notice - LED conversion plan of a Pedestrian Crossing on The Esplanade near The Regis Centre, Bognor Regis, to commence 14th November 2018. Also, Pedestrian Crossing on The Esplanade near Clarence Road, Bognor Regis, to commence 19th November 2018.
3. Copy of email correspondence sent to Councillors informing them of an informal public meeting regarding land in Felpham Parish Council.
4. Housing, Communities and Local Government Committee - Evidence Session: Leasehold Reform, to be heard 5th November 2018. Evidence Session: High streets and town centres in 2030, to be heard 12th November 2018.
5. Arun District Council – Ford Neighbourhood Plan Referendum results. 75.72% of the people who voted said ‘yes’ to their Neighbourhood Development Plan.
6. Various email correspondence from members of the public regarding Hothamton Gardens.
7. CPRE - Campaigns Update.
8. Arun District Council - Notification that ADC have received an application from Lyminster and Crossbush Parish Council for designation of Neighbourhood Area under Part 2 of the Neighbourhood Planning (General) Regulations 2012.