



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

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Dear Sir/Madam,

MEETING OF THE PLANNING AND LICENSING COMMITTEE

I hereby give you Notice that a Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm on TUESDAY 29th JANUARY 2019.**

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 21st day of JANUARY 2019

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 8th January 2019
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 11th, 18th and 25th January 2019
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 11th, 18th and 25th January 2019
9. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
10. To resolve to suspend Standing Orders to consider previous decision (S.O. 16.1) regarding Planning Application BR/263/18/PL (Min. 134.3 of 20th November 2018 refers)
11. To receive details of a change to Planning Application BR/263/18/PL and to consider either rescinding the previous decision, or making further comment (Min. 134.3 of 20th November 2018 refers)
12. To discuss facilities at Bognor Regis Railway Station
13. Further consideration of Tree Preservation Orders (Min. 144.4 of 4th December 2018 refers)
14. To receive an update on concerns regarding the Unicorn Pub, Bognor Regis (Min. 159 of 18th December 2018 refers)
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 8th JANUARY 2019

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells, P. Dillon, S. Goodheart (during Min. 168) and P. Woodall (during Min. 168)

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

The Meeting opened at 6.30pm

164. 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 had a prior engagement, and Cllr. Stanley who was working. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

165. 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.

There were no declarations of Interest

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

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

167. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

168. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllrs. Goodheart and Woodall arrived at the Meeting

168.1 30th October 2018 - Min. 120.4 - Planning Application BR/215/18/PL

Notification has been received from the Local Planning Authority that changes have been made to Planning Application BR/215/18/PL, to which the Planning and Licensing Committee had objected. The amended plans have been submitted but the changes are not considered to be so material as to require full re-consultation. The Town Council has until 28th January 2019 to provide any additional comments on the amended application. However, this falls outside of the Committee cycle and, therefore, no further comment can be made.

168.2 4th December 2018 - Min. 145 - Premises Licence Application 111224

Arun District Council has advised that the application for the variation of a Premises Licence for Best Kebab, 18 Queensway, Bognor Regis, is to be considered by ADC's Licensing Subcommittee at a hearing to be held on 25th January 2019. The Town Council had objected to the application.

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

There were no applications to consider.

170. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21st DECEMBER 2018 AND 4th JANUARY 2019

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

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

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

171. 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 DECEMBER 2018 AND 4th JANUARY 2019

BE/135/18/PL - Salt Box Field, Land off Rowan Way, Bognor Regis - Hybrid application comprising of outline application for the principle of employment uses B1-B8. Full application for Class B8 warehouse with fuel island & car parking (Unit 2), 2 No. Class B1/B8 employment units with associated parking & servicing (Units 6 & 7), Class A1 retail food store with car parking & servicing (Unit 9), 2 No. drive thru units with car parking & servicing (Units 4 & 5), car showroom, workshops (Including MOT testing), vehicle storage, external display areas, service areas & parking (Unit 8) together with access roads, associated ground & engineering works, landscaping & ancillary works. This application affects the character & appearance of the Shripney Conservation Area & a Public Right of Way

Members considered Planning Application BE/135/18/PL and **RESOLVED** to **OBJECT** to the application as they felt that the infrastructure is not in place to support the development.

Although the Town Council support the growth and the development of the Salt Box Field, it is with reluctance that Members Object to this application on the grounds that the road plan has been ill thought out with no mitigation measures to ease current or future congestion. At present any disruption on the A259 in surrounding areas such as Chichester and Littlehampton, coming in to Bognor Regis, has a knock-on effect that this development would only exacerbate.

The Town Council has grave concerns about the impact of the significant extra traffic that will be generated in the surrounding areas and request that ADC and WSCC Highways further investigate options for a road through Salt Box Field, bypassing Rowan Way to ease the impending effect of further development/road congestion.

The Travel Plan suggests this will be mitigated to an extent by less out commuting due to job creation. The Town Council requests that the Travel Plan be scrutinised by Councillors, before permission is given for this to go ahead, since it is believed that the reality of adding these additional buildings and retail units will only serve to further gridlock the access and egress into Bognor Regis, as well as increasing the likelihood of accidents in the area. Bognor Regis Town Council feels that the impact will be so great that it warrants proper detailed scrutiny with a robust, objective and honest approach as to how it will affect residents and visitors to the Town.

Bognor Regis Town Council would like to be absolutely certain that thorough consideration has been given to the likely impact of this proposal to the local and wider area, in terms of traffic flows and infrastructure. Members would like to be confident that, in allowing further retail and employment, whilst being of benefit, does not create a gridlocked area on the northern route out of the Town, nor upon those entering Bognor Regis via the A29. Members would like to be certain that the proposed layouts are the optimum ones to avoid gridlock and traffic jams and that there are no better alternatives.

Furthermore, Members noted that the application goes against Bersted Neighbourhood Development Plan Policy GA3.

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

ADC Development Control Meeting - 16th January 2019.

BR/142/18/OUT - Richmond Arms, 224 London Road, Bognor Regis - Outline application with all matters reserved for the demolition & conversion of existing public house (with residential accommodation to 1st floor) to form up to 10 No. residential flats over a maximum of 3.5 storeys

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/142/18/OUT at the meeting held on 17th July 2018.

Members **RESOLVED** that Cllr. Goodheart would attend the ADC Development Control Committee Meeting, as representative on behalf of the Town Council, and formally register his wish to speak.

BR/283/18/PL - Central House, 18 Waterloo Square, Bognor Regis - Enlarge dormer to the bay roof on north elevation. Ground floor windows & doors & railings to west elevation. This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/283/18/PL at the meeting held on 20th November 2018.

Members **RESOLVED** that Cllr. Goodheart would attend the ADC Development Control Committee Meeting, as representative on behalf of the Town Council, and formally register his wish to speak.

173. TO CONSIDER A RESPONSE TO THE ARUN COMMUNITY INFRASTRUCTURE LEVY (CIL) PRELIMINARY DRAFT CHARGING SCHEDULE CONSULTATION 2018

The Civic & Office Manager's report was noted.

Having discussed the Arun CIL Charging Schedule, Members **AGREED** to submit no response to the preliminary draft at this stage but would consider the matter again during the further consultation stage.

174. TO CONSIDER CHANGES TO WSCC PARKING MANAGEMENT

The Civic & Office Manager's report was noted, which detailed proposals put forward at WSCC's Environment, Communities and Fire Select Committee Meeting, held on 6th December 2018, including: - that the decision to implement Road Space Audit (RSA) parking management plans, subsequent changes to parking arrangements and charging structures would be taken by the Cabinet Member for Highways and Infrastructure.

Members went on to note the following Minutes from the Environment, Communities and Fire Select Committee Meeting:

"46.4 Mr. Jones made the following proposal, seconded by Mr. Oppler which the Committee considered: -

46.5 The Committee, while supporting the continuation of the Road Space Audits to identify parking problems across West Sussex, believes the current CLC arrangements for creating Controlled Parking Zones (CPZ's) are sufficient and the recommendations are not supported.

46.6 A vote was held and the proposal was carried.

46.7 Resolved – That the Committee, while supporting the continuation of the Road Space Audits to identify parking problems across West Sussex, believes the current CLC arrangements for creating Controlled Parking Zones (CPZ's) are sufficient and the recommendations are not supported."

Members were satisfied with the Resolution of the Environment, Communities and Fire Select Committee and **AGREED** to write a letter to WSCC supporting the Resolution and the continuance of the current CLC arrangements.

175. CORRESPONDENCE

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

Additional correspondence included: -

- 175.1** WSCC - Latest Planned Roadworks Report from WSCC. Circulated to Committee members and shared on Social Media.
- 175.2** CPRE - Women and the Countryside event: 6th February 2019, at 6.15pm, to be held in London. Ticket donation price of £15.00.
- 175.3** WSCC - Public Notice: Temporary Traffic Regulation - the use of (and parking on) York Road, Bognor Regis from junction with Belmont Street to junction with High Street to be temporarily prohibited from 28/01/2019 at 21:00 until 29/01/2019 at 06:00. This closure is necessary to allow BT to access underground structure to undertake new service connection.

The Meeting closed at 8.07pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8th JANUARY 2019
REPRESENTATIONS ON LISTS DATED 21st DECEMBER 2018 AND 4th JANUARY 2019

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

<p>BR/314/18/PL Abbots Lawn Sylvan Way Bognor Regis PO21 2RS</p>	<p>Front 1st floor extension over residents' lounge to provide 4 No. bedrooms and link extension</p>	<p>NO OBJECTION</p>
<p>BR/316/18/PL Abbots Lawn Sylvan Way Bognor Regis PO21 2RS</p>	<p>Single storey extension to west elevation</p>	<p>NO OBJECTION</p>
<p>BR/294/18/PL University of Chichester Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Re-develop building into a multi faith centre for prayer and reflection. Addition of a steel gateway through the existing modern repair on the wall and repairing the significant Bognor Rock either side of this. This application affects the character and appearance of Upper Bognor Road and Mead Lane Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/295/18/L University of Chichester Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Listed building consent for addition of a steel gateway through the existing modern repair on the wall and repairing the significant Bognor Rock either side of this</p>	<p>NO OBJECTION</p>

<p>BR/321/18/L 9B Waterloo Square Bognor Regis PO21 1TE</p>	<p>Listed building consent for two storey side extension to form 2 No. self-contained flats, replacement of ground floor front window with bay window, flat roof canopy to side elevation, porch extension to rear elevation, first floor balcony and insertion of flush fitting sun pipe</p>	<p>NO OBJECTION The Committee were pleased to see the balcony being restored to its former glory and of a design that was more in keeping with the character and appearance of The Steyne Conservation Area.</p>
<p>BR/320/18/PL 9B Waterloo Square Bognor Regis PO21 1TE</p>	<p>Two storey side extension to form 2 No. self-contained flats, replacement of ground floor front window with bay window, flat roof canopy to side elevation, porch extension to rear elevation, first floor balcony and insertion of flush fitting sun pipe. This application affects the character and appearance of The Steyne Conservation Area</p>	<p>NO OBJECTION The Committee were pleased to see the balcony being restored to its former glory and of a design that was more in keeping with the character and appearance of The Steyne Conservation Area.</p>
<p>BR/329/18/PL 123 Longford Road Bognor Regis PO21 1AE</p>	<p>Change of use of single dwelling house to 2 No. residential apartments</p>	<p>OBJECTION on the grounds this proposal is overdevelopment, resulting in the loss of a family residence in the area. The Committee is concerned with the lack of parking provision in the application which would add to the on-street parking problems in Longford Road.</p>
<p>BR/323/18/HH 4 Parklands Avenue Bognor Regis PO21 2BA</p>	<p>Two storey side extension to existing dwellings and internal alterations</p>	<p>NO OBJECTION</p>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 29th JANUARY 2019**

AGENDA ITEM 12 - TO DISCUSS FACILITIES AT BOGNOR REGIS RAILWAY STATION

REPORT BY CIVIC & OFFICE MANAGER

FOR DISCUSSION

At the end of December 2018, a member of the public, who commutes by bicycle and train on a daily basis, contacted various Councillors to raise several concerns regarding Bognor Regis Railway Station, and called upon Members for support.

The issues raised included:

- The leaking concourse roof, leaving the concourse slippery when wet
- Empty units such as the café and newspaper shop
- Cleanliness and security of the cycle storage area, amongst others
- Anti-social behaviour including drinking, smoking and rough sleeping

The member of the public also spoke with the Bognor Regis Observer who published an article on 10th January 2019, in which it was reported;

He has raised the issues with Southern a number of times over the last two or three years but has only ever received general responses and 'no evidence of anything happening'.

A spokesman for Southern said: "We are aware of these issues and are currently tackling those within our control. We will improve security and cleanliness in the cycle storage area by installing additional railings to create a single entrance covered by CCTV cameras, replacing the existing lighting with new LED units and replacing the old pigeon netting. Network Rail will be fixing the leak in the concourse roof shortly."

DECISION

How do Members wish to proceed?

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL PLANNING AND LICENSING COMMITTEE MEETING - 29th JANUARY 2019

AGENDA ITEM 13 - FURTHER CONSIDERATION OF TREE PRESERVATION ORDERS (MIN. 144.4 REFERS)

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

At the Planning and Licensing Meeting held on 4th December 2018, Members were informed that there are no Tree Preservation Orders presently in place around the Queensway car park in Bognor Regis.

In applying to the Local Authority for a Tree Preservation Order, the applicant must specify the tree/s as being within four categories (individual, area, group and woodland), with any combination of these categories permitted in a single Order. A map, giving a clear indication of the position of the protected tree/s, must be included.

Orders should be used to protect trees if their removal would have a significant negative impact on the local environment and its enjoyment by the public. Before authorities can make or confirm an Order, they should be able to show that protection would bring a reasonable degree of public benefit in the present or future.

When deciding whether an Order is appropriate, authorities should take into consideration what amenity value a tree has, which is assessed using criteria such as a tree being visible from a public place and accessible by the public. The particular importance of a tree should also be assessed by reference to its characteristics including size and form; future potential as an amenity; rarity, cultural and historic value; and contribution to, and relationship with, the landscape.

The member of public who had spoken during public question time at the Town Meeting of Electors held on 5th November 2018, requesting that the Town Council apply for Tree Preservation Orders for trees in this area, has advised that they are yet to carry out an inspection to identify the specific trees, and will report back to the Town Council as soon as possible.

Once this information has been received from said member of public then the issue will be referred back to the Committee for further consideration.

AGENDA ITEM 14

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 29th JANUARY 2019**

**AGENDA ITEM 14 - TO RECEIVE AN UPDATE ON CONCERNS REGARDING
THE UNICORN PUB, BOGNOR REGIS (MIN. 159 REFERS)**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Members are advised that no response has been received from the letter sent to Arun District Council, as agreed by Members at the Planning and Licensing Meeting held on 18th December 2018, regarding concerns about the Unicorn Pub, Bognor Regis.

Once a reply has been received the matter will be placed on a future agenda and reported to Members of the Planning and Licensing Committee.

BOGNOR REGIS TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE MEETING

29th JANUARY 2019

AGENDA ITEM 15 - CORRESPONDENCE

FOR INFORMATION

- 1. ADC - Reply received from a letter sent to Mr Nigel Lynn requesting an update on housing allocation numbers for Bognor Regis, on planning applications approved post 1st April 2013**
- 2. WSCC - Latest Planned Roadworks report 9th January - 8th February, and 16th January - 15th February 2019. Circulated to Committee Members and shared on Social Media**
- 3. CPRE - Campaigns Update, 12th January 2019**
- 4. ADC - Notification of essential work to be carried out in Hothampton Car Park, 17th-20th January 2019, subject to weather conditions. Circulated to Councillors and shared on Social Media**
- 5. Correspondence from member of the public regarding Planning Application BR/281/18/PL: 99 Victoria Drive, Bognor Regis**
- 6. ADC - Congratulatory message to Ford Parish Council and the Neighbourhood Development Group on the 'making' of the Ford NDP**
- 7. WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Church Path, Bognor Regis from junction with Lyon Street to London Road Car Park is temporarily prohibited from 04/02/2019 at 08:30 until 08/02/2019 at 18:30. The restriction will be in place 24hrs a day. Circulated to Committee Members and shared on Social Media**
- 8. Housing, Communities and Local Government Committee - Evidence Session: Ministry for Housing, Communities and Local Government's Annual Report and Accounts, to be held 21st January 2019**
- 9. WSCC - Temporary Road Closure: Public Notice that the use of Hawthorn Road, Bognor Regis from junction with Aldwick Road Roundabout to junction with Pinewood Gardens is temporarily prohibited from 15/01/2019. This emergency closure is necessary to allow Southern Water to dig down and repair collapsed sewer in carriageway. It is anticipated the works will be completed by 28/01/2019**