



# 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 4<sup>th</sup> JUNE 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** 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 28<sup>th</sup> day of MAY 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 14<sup>th</sup> May 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, and to consider making any comment to Arun District Council regarding their Licensing Policy
7. To consider Planning Applications on Lists dated 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> May 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 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> May 2019
9. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
10. To receive any reports from recent JWAAC Highways & Transport Sub-Group Meetings and agree any actions (if available)
11. To resolve to suspend Standing Orders (S.O. 16.1) to consider revisiting the previous decision, or making further comment, following a meeting with the applicant, regarding the draft Order for proposed stopping up of Highways at 224 London Road, Bognor Regis, PO21 1A (Min. 253 of 23<sup>rd</sup> April 2019 refers)
12. To further consider the draft Order for proposed stopping up of Highways at 224 London Road, Bognor Regis, PO21 1A (Min. 253 of 23<sup>rd</sup> April 2019 refers), and to consider either rescinding the previous decision or making further comment
13. 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 14<sup>th</sup> MAY 2019**

**PRESENT:** Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett, Mrs. S. Daniells, J. Erksine, Ms. A. Sharples, W. Smith and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)  
1 member of the public

*The Meeting opened at 6.30pm*

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING**

It was noted that Cllr. S. Goodheart was elected Chairman and Cllr. Mrs. J. Warr was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 13<sup>th</sup> May 2019.

2. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire.

3. **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, Goodheart and Mrs. Warr 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***

4. **TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23<sup>rd</sup> APRIL 2019**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 23<sup>rd</sup> April 2019 as an accurate record of the proceedings and the Chairman signed them.

5. **ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***Meeting adjourned at 6.34pm***

A member of the public spoke about the unsuitable ground surface of Place St Maur, Bognor Regis, and asked the Town Council to liaise with Arun District Council and West Sussex County Council in requesting that the area be tarmacked and made good.

***Meeting reconvened at 6.35pm***

6. **CLERK'S REPORT FROM PREVIOUS MINUTES**

There was nothing to report.

**7. TO CONSIDER TERMS OF REFERENCE INCLUDING UPDATES AND AMENDMENTS IF REQUIRED**

Members **RESOLVED** to **RECOMMEND** the Planning and Licensing Committee Terms of Reference, with no amendments, to the Policy and Resources Committee for approval.

**8. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

There were no Premises Licence applications to consider.

**9. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19<sup>th</sup>, 26<sup>th</sup> APRIL AND 3<sup>rd</sup> MAY 2019**

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

**9.2** The Committee noted that representations had been received from the public in respect of BR/73/19/PL. None had been received from neighbouring parishes in respect of these applications.

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

**10. 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 19<sup>th</sup>, 26<sup>th</sup> APRIL AND 3<sup>rd</sup> MAY 2019**

There were no significant planning applications outside the Wards of Bognor Regis, that may impact on the infrastructure of Bognor Regis, to consider.

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

There were none.

**12. TO NOTE AN INVITATION FOR COMMITTEE MEMBERS TO PARTICIPATE IN THE REVIEW OF ARUN DISTRICT COUNCIL'S SUPPLEMENTARY PLANNING DOCUMENT**

The Civic & Office Manager explained to Members that the Local Planning Authority, Arun District Council, would be reviewing the Supplementary Planning Document regarding Buildings or Structures of Character within the five Wards of Bognor Regis.

The District Council have approached Town/Parish Councils, and local organisations, to work in partnership with Arun Officers in carrying out the review. An invitation to Members of the Town Council's Planning and Licensing Committee had come courtesy of the Bognor Regis Heritage Partnership Board to join their members in forming a Sub-Group to participate in the review. This was **NOTED**.

All Members of the Planning and Licensing Committee **AGREED** to participate in the review of Supplementary Planning Document, if required.

**13. TO NOTE AN INVITATION FROM BERSTED PARISH COUNCIL TO ATTEND SSALC PLANNING TRAINING, ON 8<sup>th</sup> AUGUST 2019 AT 7PM, AND TO CONSIDER ANY ATTENDEES**

Members **NOTED** an invitation from Bersted Parish Council to attend SSALC Planning Training on 8<sup>th</sup> August 2019.

Councillors interested in attending the training session were asked to contact the Civic & Office Manager as soon as possible as places may be limited.

**14. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

***The Meeting closed at 7.43pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14<sup>th</sup> MAY 2019**  
**REPRESENTATIONS ON LISTS DATED 19<sup>th</sup>, 26<sup>th</sup> APRIL AND 3<sup>rd</sup> MAY 2019**

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

<p><b>BR/103/19/A</b>  25 High Street  Outside Henry Adams  Bognor Regis  PO21 1RS</p>	<p>Upgrade existing double sided 6sht advertising paper panel to double sided 6sht panels forming integral part of bus shelter</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/74/19/A</b>  University of Chichester  Upper Bognor Road  Bognor Regis  PO21 1HR</p>	<p>2 x v-shaped non illuminated board sign within the setting of a Listed Building. This application may affect the setting of Upper Bognor Regis Conservation Area</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/100/19/HH</b>  26 Kew Gardens  Bognor Regis  PO21 5RD</p>	<p>Single storey side and rear extension to provide garage and dining room, loft conversion to provide bedroom and shower room</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/73/19/PL</b>  Land to East of Royal Norfolk Hotel  Aldwick Road  Bognor Regis  PO21 2LH</p>	<p>Erection of 3 No. terraced residential dwellings, garden/cycle storage sheds &amp; associated parking utilising the existing access (resubmission following BR/214/18/PL). This application affects the setting of a listed building &amp; affects the character &amp; appearance of The Steyne, Bognor Regis Conservation Area.</p>	<p><b>OBJECTION</b> Members were concerned about the effect of the proposed development on the setting of The Royal Norfolk Hotel, which is listed grade II, and on the character and appearance of West Street which lies within The Steyne and Waterloo Square Conservation Area. It was also felt that loss of open space to the east of the hotel would harm the character of the Conservation Area.</p>

<p><b>BR/114/19/HH</b> 105 Highcroft Crescent Bognor Regis PO22 8DT</p>	<p>Rear and side single storey extension</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/107/19/PL</b> 32 Argyle Road Bognor Regis PO21 1EA</p>	<p>Change of use of single dwelling to a House in Multiple Occupation (HMO)</p>	<p><b>OBJECTION</b> Members feel that this application does not comply with all aspects of Policy H SP4 of the Local Plan. It is considered that permitting this HMO would adversely affect the character of the area and would tip the balance between different types of housing in losing a family home. The applicant themselves state that there is evidence of some houses already having been subdivided into flats and bedsit units in the area and Members, therefore, do not wish to see another family home lost. An 8 person HMO with, only one parking space provided, will undoubtedly contribute to the generation of already excessive parking demands in the area. It is noted that apparently only one of the present occupiers currently has a car, but there is no way of knowing the vehicle status of any future occupants. Given the evidently small-scale gardens that surround the property, Members do not feel that adequate areas of open space, suitable for 8 persons, can be provided in this application. Furthermore, going from a single dwelling to an 8 person HMO will likely generate more refuse and the plans do not incorporate areas to adequately store refuse prior to collection.</p>



<p><b>BR/107/19/PL</b> (cont.)  32 Argyle Road  Bognor Regis  PO21 1EA</p>		<p>Consequently, Members are concerned that such waste would become both unsightly and a health hazard, particularly during summer months. An increase in the number of occupants may also give rise to noise and disturbance to other residents.</p>
<p><b>BR/112/19/PL</b>  Villa Maria  Campbell Road  Bognor Regis  PO21 1NW</p>	<p>Application for removal of condition no. 4 imposed on planning reference BR/270/16/PL relating to arboricultural protection measures</p>	<p><b>NO OBJECTION</b></p>

## **BOGNOR REGIS TOWN COUNCIL**

### **PLANNING AND LICENSING COMMITTEE MEETING -**

**4<sup>th</sup> JUNE 2019**

#### **AGENDA ITEM 13 - CORRESPONDENCE**

#### **FOR INFORMATION**

1. WSCC - Temporary Traffic Regulation: Public Notice - the use of (and parking on) William Street, Bognor Regis from junction with Glamis Street to the junction with London Road is temporarily prohibited from 04/06/19 at 09:30 until 04/06/19 at 14:00. The restriction will be in place daytime only between 09:30 - 14:00. This closure is necessary to allow Balfour Beatty to finish the carriageway resurfacing works which they were unable to complete due to parked cars in the way
2. Housing, Communities and Local Government Committee - Childrens' services, methods of construction and other stories
3. CPRE - Campaigns Update, 14<sup>th</sup> May 2019
4. ADC - Notification that planning application BR/43/19/PL (5 Richmond Avenue, Bognor Regis) has been withdrawn at the request of the applicant
5. WSCC - Agenda pack for JWAAC Highways & Transport Sub-Group Meeting to be held 28<sup>th</sup> May 2019
6. ADC - Notification that the Non-Strategic Sites DPD Issues & Options Consultation Briefing, to be held 28<sup>th</sup> May 2019, has been cancelled. New date to be advised as soon as possible
7. WSCC - Latest Planned Roadworks Report, 15<sup>th</sup> May - 14<sup>th</sup> June 2019. Circulated to Councillors and shared on social media