



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 16th JULY 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 9th day of JULY 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 25th June 2019
4. Adjournment for public question time and statements
5. Clerk's Report from previous Minutes
6. To consider Planning Applications on Lists dated 21st, 28th June and 5th July 2019
7. 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 June and 5th July 2019
8. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
9. To consider Premises Licence Applications, including any variations and any other Licence Applications. Also Premises Licence 112391: Co-operative, 33 Chichester Road, Bognor Regis
10. To receive any reports from recent JWAAC Highways & Transport Sub-Group Meetings and agree any actions (if available)
11. To note the response to the questions raised with the WSCC Cabinet Member for Highways, and to consider any further action - Min. 26 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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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 25th JUNE 2019

PRESENT:

Cllr. S. Goodheart (Chairman) (during Min. 33), Cllrs:
J. Barrett, Mrs. S. Daniells, Ms. A. Sharples, W. Smith
and Mrs. J. Warr

IN ATTENDANCE:

Mrs. J. Davis (Civic & Office Manager)
1 Councillor in the public gallery: Cllr. J. Brooks

The Meeting opened at 6.30pm

30. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of Cllr. Goodheart, it was **AGREED** that the Vice-Chairman, Cllr. Mrs. Warr, should act as Chairman for the meeting until such time that Cllr. Goodheart may arrive.

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllr. Erskine on medical grounds.

31. 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

32. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th JUNE 2019

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 4th June 2019 as an accurate record of the proceedings and the Chairman signed them.

33. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.32pm

A Councillor in the public gallery spoke about the refurbishment of the seafront beacon.

Cllr. Goodheart arrived at the Meeting

Meeting reconvened at 6.36pm

Cllr. Goodheart took the Chair

34. CLERK'S REPORT FROM PREVIOUS MINUTES

34.1 26th June 2018 - Min. 33.3 - To consider Planning Applications on Lists dated 8th, 15th and 22nd June 2018

Members were notified that, in respect of planning application BR/146/18/PO (Part of Bognor Regis School), an appeal had been made to the Secretary of State against the decision of Arun District Council to impose planning conditions.

34.2 14th May 2019 - Min. 9.3 - To consider Planning Applications on Lists dated 19th, 26th April and 3rd May 2019

Members were informed that an amendment had been made to Planning Application BR/107/19/PL (32 Argyle Road) and that the proposal was now for a 4 bed, 8 person House in Multiple Occupation (HMO), rather than a 5 bed. Having considered Planning Application BR/107/19/PL at their meeting held on 14th May 2019, Committee Members were minded to object. It is not considered that the amendments to the proposal address any of the objections raised by Members.

34.3 4th June 2019 - Min. 25 - Notification of any applications to be considered at the next ADC Development Control Committee Meeting

Unfortunately, due to unforeseen circumstances, Cllr. Goodheart had been unable to attend the meeting as representative on behalf of the Town Council to speak on planning applications BR/270/18/PL, BR/311/18/PL, BR/329/18/PL and BE/135/18/PL. Apologies were given to the Chairman of the Development Control Committee.

35. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31st MAY, 7th AND 14th JUNE 2019

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

35.2 The Committee noted that representations had been received from the public in respect of planning application BR/82/19/PL. No representations had been received from neighbouring parishes, in respect of these applications.

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

36. 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 MAY, 7th AND 14th JUNE 2019

There were none.

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

There were no notifications of applications to be considered at the next ADC Development Control Committee Meeting.

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

There were no Licence applications to consider.

39. CONSIDERATION OF ARUN DISTRICT COUNCIL'S LICENSING POLICY (MIN. 20 OF 4th JUNE 2019 REFERS)

The Civic & Office Manager's report was noted.

Cllr. Smith left the Meeting

Members were informed that the Bognor Regis Business Improvement District (BID) had published a confidential report, on the day of the meeting, regarding the provision of General Markets in Bognor Regis. Accompanying the report was an invitation from the BID to meet with the Town Council and Arun District Council (ADC) to discuss and agree on a shared vision for the future of markets in the Town.

Cllr. Smith returned to the Meeting

Members **RESOLVED** to **AGREE** that consideration of this Agenda item be **DEFERRED** until a future meeting of the Planning and Licensing Committee, to allow time for a meeting with ADC and the BID to take place.

40. TO RECEIVE ANY REPORTS FROM RECENT JWAAC HIGHWAYS & TRANSPORT SUB-GROUP MEETINGS AND AGREE ANY ACTIONS (IF AVAILABLE)

There had been no recent meeting of the JWAAC Highways & Transport Sub-Group to report on.

41. ARUN DISTRICT COUNCIL'S SUPPLEMENTARY PLANNING DOCUMENT REVIEW - TO AGREE REPRESENTATIVES TO ATTEND MEETING TO BE HELD AT 2.30PM 2nd JULY 2019 (MIN. 12 OF 14th MAY 2019 REFERS)

Members **RESOLVED** to **AGREE** that Cllrs: Barrett, Goodheart and Ms. Sharples would attend the ADC Supplementary Planning Document Review Meeting to be held 2nd July 2019.

42. CORRESPONDENCE

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

Additional correspondence included: -

- 42.1** WSCC - Latest Planned Roadworks report, 19th June - 18th July 2019. Circulated to Committee Members and shared on social media

42.2 WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Chichester Road Service Station (Scroon Grove), Bersted from junction with Newtown Avenue to junction with Central Avenue is temporarily prohibited from 07/07/19 at 10.00 until 07/07/19 at 15.30. The closure is necessary for safety reasons while a cherry picker is set up on the main road (under traffic signals) to provide access to telecoms antenna for testing/maintenance

The Meeting closed at 8.05pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25th JUNE 2019
REPRESENTATIONS ON LISTS DATED 31st MAY, 7th AND 14th 2019

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

<p>BR/142/19/PL 31A-33 Station Road Bognor Regis PO21 1QD</p>	<p>Connection of 2 No. A3 units into 1 No. A3 unit with new shop front alterations. This application may affect the setting of a listed building & may affect the character & appearance of the Bognor Regis Railway Station Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/152/19/PL 17 Longford Road Bognor Regis PO21 1AA</p>	<p>Variation of condition 3 imposed under BR/34/19/PL to increase number of children from 4 to maximum of 6</p>	<p>NO OBJECTION</p>
<p>BR/149/19/T 38 Highland Avenue Bognor Regis PO21 4BJ</p>	<p>Crown reduction by 2m to 1 No. Sycamore tree</p>	<p>NO OBJECTION</p>
<p>BR/115/19/PL Flat 3 20 Richmond Avenue Bognor Regis PO21 2YE</p>	<p>Replacement of wooden box sash windows with UPVC windows to front, rear and side</p>	<p>NO OBJECTION</p>
<p>BR/82/19/PL Prince of Wales Public House 1 Highfield Road Bognor Regis PO22 8BQ</p>	<p>Change of use from public house (A4 Drinking establishment) to 4 No. 1 bed flats & 2 No. 2 bed flats (C3 Dwelling house). Remodel roof over single storey building. Minor alterations to existing facade</p>	<p>NO OBJECTION Whilst Members have no objection to planning application BR/82/19/PL, the Committee are in full support of the comments made by the ADC Drainage Engineers.</p>

<p>BR/154/19/PL 8 Mead Court Mead Lane Bognor Regis PO22 8BL</p>	<p>Change of use from single dwelling (currently used as a house in multiple occupation with 6 bedrooms) into a house in multiple occupation with 8 bedrooms including the conversion of existing integral garage into living area. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area & may affect the setting of a listed building</p>	<p>OBJECTION Members object to planning application BR/154/19/PL on the grounds that it is a departure from the Arun Local Plan Policy H SP4 whereby a House in Multiple Occupation (HMO) should not adversely affect the character of the area, particularly when in a Conservation Area and affecting the setting of a Listed Building, including eroding the balance between different types of housing. Members felt that the Mead Court development was built as terraced townhouses and their use should remain as intended.</p> <p>The loss of the existing integral garage further exacerbates a lack of parking provision associated with an 8-bedroom HMO and is in further contravention of Policy H SP4 in that the proposal is deemed to contribute to the generation of excessive parking demands or traffic in an area. This will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan.</p>
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BR/155/19/PL 1-6 The Mews Mead Lane Bognor Regis PO22 8AL	Replace 27 No. rotten wooden windows with PVCu double glazed windows on north, south, east & west elevations. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area & may affect the setting of a listed building	NO OBJECTION
BR/161/19/A 4 London Road Bognor Regis PO21 1PY	1 No. internally illuminated fascia sign & 1 No. internally illuminated hanging sign on front elevation	NO OBJECTION
BR/160/19/PL Flat 1a 1 Queens Square Bognor Regis PO21 1SA	Change of use from house in multiple occupation (C4 House in Multiple Occupation) to 4 No. self-contained flats (C3 Dwelling houses)	NO OBJECTION
BR/139/19/HH 6 Glenway Bognor Regis PO22 8BU	First floor side extension	NO OBJECTION
BR/148/19/HH 25 Ash Grove Bognor Regis PO22 9JT	Single storey rear extension	NO OBJECTION
BR/158/19/PL Flat 1 4 Nelson Road Bognor Regis PO21 2RY	Proposed front extension	NO OBJECTION

<p>BR/166/19/HH 23 Pinewood Gardens Bognor Regis PO21 2XB</p>	<p>Single storey side extension and relocated highway access with new dropped kerb and vehicle crossover</p>	<p>NO OBJECTION Whilst Members have no objection to planning application BR/166/19/HH, the Committee highlighted the importance that surface water drainage be designed in accordance with building regulations.</p>
<p>BR/138/19/HH 38 Hook Lane Bognor Regis PO22 8AX</p>	<p>Single storey side extension, porch to front, conversion of garage to habitable use to include alterations to roof, front, side and rear elevations</p>	<p>NO OBJECTION</p>
<p>BR/145/19/PL 9-11 Abbeyfield Richmond Avenue Bognor Regis PO21 2YE</p>	<p>Conversion of existing vacant residential care home into 8 No. flats</p>	<p>NO OBJECTION Whilst Members have no objection to planning application BR/145/19/PL there was uncertainty about how achievable 2 No. parking spaces proposed at the front of the property would be, with no reference being made regarding dropped kerbs for vehicular access.</p>
<p>BR/169/19/CLE 5 Annandale Avenue Bognor Regis PO21 2ES</p>	<p>Lawful development certificate for use as existing HMO</p>	<p>NO OBJECTION</p>
<p>BR/102/19/PL 4 Burnham Avenue Bognor Regis PO21 2LB</p>	<p>Change of use from a house in multiple occupation to single dwelling</p>	<p>NO OBJECTION</p>
<p>BR/314/18/PL RE-ADVERTISED Abbots Lawn Sylvan Way Bognor Regis PO21 2RS</p>	<p>Front 1st floor extension over residents lounge to provide 4 No. bedrooms & link extension. Amended plans and elevations</p>	<p>NO OBJECTION</p>

<p>BR/125/19/PL 1-2 The Parade Argyle Road Bognor Regis PO21 1DT</p>	<p>Side & extension to existing mixed use building to provide additional retail space at ground level, 1 No. first floor studio flat & 2 No. studio flats to new roof extension</p>	<p>OBJECTION Members object to planning application BR/125/19/PL on the grounds that it is a departure from the Arun Local Plan Policy D DM4 whereby any extension or alteration does not have an adverse overshadowing, overlooking or overbearing effect on neighbouring properties. The proposal to increase the existing building by another storey, and to extend the footprint to the southern boundary wall, will adversely affect the neighbouring property and the gardens of those located at the rear.</p> <p>The side extension will also see the loss of two off-street parking spaces with the proposal unlikely to meet the needs of future occupiers of the proposed 3 No. studio flats. This will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan. It would appear that the plans do not include a proposal for cycle storage.</p>
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Licensing Act 2003
Notice of application for a New Premises Licence

Name of applicant: Co-operative Group Food Limited
Address of Premises: 33 Chichester Road, Bognor Regis, West Sussex
PO21 2XH

The licensable activity will be the sale of alcohol for consumption off the premises between Monday-Sunday 06:00-23:00. Conditions will apply.

Anyone wishing to make a representation to this application may do so by **25 July 2019**

A record of the application made to the Licensing Authority will be kept on a register at the address given below and the register may be inspected during opening hours.

All representations regarding this application **MUST BE IN WRITING** and sent to:

The Licensing Team
Environmental Health Department
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Or www.arun.gov.uk

It is an offence knowingly or recklessly to make a false statement in connection with an application and is subject to punishment by a fine of any amount on summary conviction for the offence.

WARD HADAWAY
www.wardhadaway.com/licensing

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 16th JULY 2019**

AGENDA ITEM 11 - TO NOTE THE RESPONSE TO THE QUESTIONS RAISED WITH THE WSCC CABINET MEMBER FOR HIGHWAYS, AND TO CONSIDER ANY FURTHER ACTION - MIN. 26 REFERS

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

At the Planning and Licensing Meeting held on 4th June 2019, Members were informed that the WSCC Cabinet Member for Highways, Mr. Roger Elkins, would be invited to attend the JWAAC Highways & Transport Sub-Group Meeting, to be held on 19th June 2019, to answer a series of written questions from members of the group (Min. 26 refers)

The following questions were submitted by Members of the Town Council's Planning and Licensing Committee:

1. The removal/review of unnecessary parking restrictions in Durban Road to assist the businesses. There is no rationale for all the yellow lines as far as can be seen? The businesses have requested this be looked at many times.

2. Consider Allowing 20 min parking in Station Road (outside Tesco etc) Everyone does it anyway - and again it would help the businesses if you could legitimately pop in and out of the various takeaways and stores there without risking a ticket.

3. Aldwick Road where the shops are, on the north side of the road, there is a huge and unnecessarily wide pavement and a great lack of much needed parking. Members have been asked before by businesses there if that could be looked at to enable parking by reducing the pavement width and creating spaces. Could it at least be looked at?

4. Most importantly - the junction at Halfords /Lidl:

Still a complete nightmare – We were told a few years ago that it was being "monitored" by highways. We would like to know the results of that monitoring, if it is still ongoing, and if there are any plans to reduce the risk of accidents there, which is only going to get worse with the Saltbox development. Could there be lights there? Mini roundabout? Left turn only? What are the accident statistics for the junction?

Having considered the questions submitted by the Town Council, the following response was received from Mr Elkins:

“Members of the public (Town and Parish Councils) are at liberty to apply for new or amended parking restriction by way of a Traffic Regulation Order (TRO) application via our website at www.westsussex.gov.uk. Applicants are required to provide evidence of wider community and County Cllr support before any proposal can be considered. JWAAC are permitted to prioritise two TRO’s per year and therefore there are no guarantees that a scheme will be taken forward.

With regards to the proposal for introducing additional car parking spaces by reducing the width of the pavement in Aldwick Road, I would suggest a visit to the Community Highway Scheme page of our website where further information is available around what to things to consider and how to go about applying for consideration.

A259 Rowan Way/Halfords junction improvement scheme will be delivered this financial year, with indicative construction dates of September/October 2019. The improvement will introduce a physical central island on Rowan Way, and which will prevent right turn manoeuvres both out of the estate and from the A259 Rowan Way.”

DECISION

Do Members wish to take any further action?

BOGNOR REGIS TOWN COUNCIL

**PLANNING AND LICENSING COMMITTEE MEETING -
16th JULY 2019**

AGENDA ITEM 12 - CORRESPONDENCE

FOR INFORMATION

- 1. Arun District Council - Street Naming Consultation**
- 2. Arun consultation on 'Public Open Space' and 'Arun Parking Standards' Supplementary Planning Documents**
3. WSCC - Latest Planned Roadworks Report, 26th June - 25th July 2019. Circulated to Committee and shared on social media
4. ADC - Notification that the applicant of Planning Application BR/280/18/PL (Ambulance Station, 44 Chichester Road, Bognor Regis), to which the Committee raised no objection at the meeting held 20th November 2018, has been withdrawn by the applicant
5. WSCC - Latest Planned Roadworks Report, 3rd July - 2nd August 2019. Circulated to Committee and shared on social media
6. HCLG - Committee session with Grenfell United on support for survivors and fire safety
7. Arun District Council - Traveller Update - Travellers in West Park - circulated to Councillors