



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 27th AUGUST 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 19th day of AUGUST 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 6th August 2019
4. Adjournment for public question time and statements
5. Clerk's Report from previous Minutes
6. To consider Planning Applications on Lists dated 2nd, 9th and 16th August 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 2nd, 9th and 16th August 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
10. To receive any reports from recent JWAAC Highways & Transport Sub-Group Meetings and agree any actions (if available)
11. To receive an update regarding Traffic Regulation Order requests, as discussed at the previous meeting - Min. 65 refers
12. To receive the response from Arun District Council in relation to the suggestions submitted to the Street Naming Consultation - Min. 66 refers
13. To investigate the possibility of installing a windsock on the existing pole, east of the Pier, that would be visible to those viewing the live webcam, thereby enabling windsurfers, swimmers etc to have a better idea of the prevailing wind conditions
14. To discuss the recent presence of Travellers in the District, and to consider any further action
15. To note the decision by West Sussex County Council to levy a charge on local businesses who use the public highways for exterior seating, and to agree any further action
16. To note the details of the Arun District Council Draft Community Infrastructure Levy Examination in Public
17. 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 6th AUGUST 2019

PRESENT: Cllrs: J. Barrett, Mrs. S. Daniells, and Ms. A. Sharples

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

The Meeting opened at 6.31pm

55. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, Cllr. Goodheart, it was **RESOLVED** that Cllr. Ms. Sharples should chair the meeting. In the absence of the Vice-Chairman, Cllr. Erskine, it was **RESOLVED** not to appoint a Vice-Chairman for the meeting.

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllrs. Erskine and Goodheart, who were both away. No apologies for absence had been received from Cllrs. Smith and Mrs. Warr.

56. 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

57. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 16th JULY 2019

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 16th July 2019 as an accurate record of the proceedings and the Chairman signed them.

58. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present at the meeting.

59. CLERK'S REPORT FROM PREVIOUS MINUTES

26th June 2018 - Min. 33.3 - Planning Application BR/229/17/PL - Land to rear of 41 - 47 Pevensey Road, Bognor Regis

Members were informed that an appeal had been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in respect of Planning Application BR/229/17/PL.

60. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12th, 19th AND 26th JULY 2019

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

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

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

61. **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 JULY 2019**

There were none.

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

ADC Development Control Meeting – 7th August 2019.

P/30/19/OUT - Land North of Hook Lane, Pagham - Outline application with some matters reserved for the construction of up to 300 No. new homes, a care home of up to 80 beds, D1 uses of up to 4,000 sqm including a 2 form entry primary school, the formation of new means of access onto Hook Lane and Pagham Road, new pedestrian and cycle links, laying out of open space, new strategic landscaping, habitat creation, drainage features and associated ground works and infrastructure. This application may affect the setting of a listed building (resubmission following P/6/17/OUT)

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application P/30/19/OUT at the meeting held on 23rd April 2019 (Min. 251 refers).

Members, having been previously notified by email of this application being considered by the Development Control Committee, **RESOLVED** not to send a representative. Members were satisfied that the Town Council's written representation previously submitted would be considered by the Development Control Committee Members.

63. **TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 112477: PERI PERI HOUSE, 10-12 WATERLOO SQUARE, BOGNOR REGIS, PO21 1SU**

Licensing Act 2003

**Premises: Peri Peri House, 10-12 Waterloo Square, Bognor Regis
Licence Number: 112477**

The Committee noted the Licence application received for the extension of hours for Late Night Refreshment on Tuesdays to 23:00 until 03:00 the following morning, and to extend the opening hours on Tuesdays to 11:30 until 03:30 the following morning.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

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

There was no report available.

65. TO CONSIDER ANY TRAFFIC REGULATION ORDER REQUESTS AND IDENTIFY TWO AREAS AS A PRIORITY - MIN. 53 REFERS

The Civic & Office Manager's report was noted.

It was further noted that in Mr. Roger Elkin's response, WSCC Cabinet Member for Highways, it had been suggested that the Aldwick Road matter could be considered by JWAAC under a Community Highways Scheme. Members were informed that the application deadline for schemes to be considered for inclusion in WSCC's 2020/21 design programme had passed, and that applications received after 31st July 2019 would be considered the following year.

Members **RESOLVED** to **AGREE** to take no further action at this time in relation to making an application to JWAAC to provide additional car parking spaces on Aldwick Road, Bognor Regis under a Community Highways Scheme.

Members considered Traffic Regulation Order (TRO) applications in relation to the other two sites referred to in the report, Durban Road and Station Road, Bognor Regis.

A Councillor brought to the attention of the Committee the issue of problem parking that was presently blighting residents on Applegate Way, Bognor Regis. The local MP, Councillors and newspapers are already involved in the matter and it was suggested that the Town Council focus their attention for possible TROs on Applegate Way.

Members **RESOLVED** to **AGREE** to proceed with making an application for a TRO, in relation to Applegate Way and Durban Road, and instructed the Civic & Office Manager to write to the relevant authorities. Cllrs. Mrs. Daniells and Ms. Sharples offered to make contact with local residents/businesses in the area affected by the proposed TROs and ask them whether they would support the idea.

66. TO CONSIDER SUBMITTING COMMENT ON ADC'S STREET NAMING CONSULTATION - MIN. 54 REFERS

The Civic & Office Manager's report was noted.

Having noted the criteria set out in the consultation, and following discussion, Members **RESOLVED** to **AGREE** that the following suggestions be put to ADC in response to their Street Naming consultation;

- David Purley
- Henry Seagrave
- Mary Wheatland
- William Blake
- Michael Ayres
- William Fletcher
- Mahatma Gandhi
- Birdman
- Rox
- Weil am Rhein
- Trebbin

67. TO NOTE THAT ARUNDEL TOWN COUNCIL HAS SUBMITTED A NEIGHBOURHOOD DEVELOPMENT PLAN REVIEW PROPOSAL TO ADC AND TO CONSIDER SUBMITTING ANY COMMENTS IN RESPONSE BY NO LATER 28th AUGUST 2019

The Civic & Office Manager's report was noted.

Members further **NOTED** that Arundel Town Council had submitted a Neighbourhood Development Plan Review Proposal to ADC, and **RESOLVED** to **AGREE** to submit no comments in response to this proposal.

68. TO DISCUSS CHANGES TO AFFORDABLE HOUSING ALLOCATION FIGURES, POST-APPROVAL, AS RAISED BY A MEMBER OF THE PUBLIC AT THE PREVIOUS MEETING - MIN. 46 REFERS

The Civic & Office Manager's report was noted.

Members considered the findings of the investigation carried out into post-approval changes to affordable housing allocation figures.

Members were satisfied with the current policy that the Local Planning Authority has in place, concerning this matter, and therefore **RESOLVED** to **AGREE** that no further action be taken in this regard.

69. TO RECEIVE ADC'S REVISED STATEMENT OF LICENSING POLICY AND TO CONSIDER SUBMITTING ANY COMMENTS IN RESPONSE BY NO LATER THAN 29th AUGUST 2019

The Civic & Office Manager's report was noted.

Members discussed the updates to the policy, to reflect the changes to regulations, and the inclusion of local area issues such as street drinking and the expectations that ADC has in relation to applications in problem areas. Members welcomed the updates to the Statement of Licensing Policy, and the updates made to the guidance for applications, and **RESOLVED** to **AGREE** that ADC be notified that they have no objections.

70. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated. In addition, the following was brought to Members attention:

Additional correspondence included: -

- 70.1** WSCC - Latest Planned Roadworks Report, 31st July - 30th August 2019.
Circulated to Councillors and shared on social media
- 70.2** CPRE - Campaigns Update, 31st July 2019
- 70.3** ADC - Travellers Updates

The Meeting closed at 7.28pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 6th AUGUST 2019
REPRESENTATIONS ON LISTS DATED 12th, 19th AND 26th JULY 2019

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

| | | |
|---|--|---|
| BR/184/19/L The Pier The Esplanade Bognor Regis | Application for Listed Building Consent to mount 1 No. Blue Plaque to exterior wall to the Pier | NO OBJECTION |
| BR/178/19/PL Delawarr House, Flat 1 144 Aldwick Road Bognor Regis PO21 2PA | Existing ground floor flat converted into 2 No. one bedroom apartments with single storey side extension & rear orangery | NO OBJECTION |
| BR/202/19/PL 11 Station Road Bognor Regis PO21 1QD | Conversion of first floor, extensions at ground & first floor & a new second floor within the new pitch roof to create Bed & Breakfast accommodation | NO OBJECTION Members resolved to agree to raise no objection to Planning Application BR/202/19/PL on the understanding that the property is strictly used as Bed & Breakfast accommodation and not, for example, as emergency housing. |
| BR/168/19/PL 2 Wellington Road Bognor Regis PO21 2RR | Change of use from house in multiple occupation (Sui Generis) to 4 No. self-contained flats (C3 Dwelling house) | NO OBJECTION |
| BR/192/19/CLE Holly Tree House 114 Victoria Drive Bognor Regis PO21 2EJ | Application for a Lawful Development Certificate for an Existing use - Use of property as a House in Multiple Occupation (HMO) | NO OBJECTION |

| | | |
|--|---|--|
| <p>BR/210/19/HH 21 Frith Road Bognor Regis PO21 5LJ</p> | <p>Front porch extension and single storey rear extension</p> | <p>NO OBJECTION</p> |
| <p>BR/212/19/A RE-ADVERTISED 33 Chichester Road Bognor Regis PO21 2XH</p> | <p>1x main building fascia sign, 1x 5.2m totem sign, 1x glass entrance feature sign, 1x customer parking directional sign, 6x post mounted customer parking signs, 1x post mounted disabled parking sign, 1x opening hours window vinyl sign, 50x Honda logo window manifestation vinyl</p> | <p>NO COMMENT Although published on List dated 26th July 2019, the description for planning application BR/212/19/A was incorrect. This planning application has been re-advertised on List dated 2nd August 2019, with comments due by 30th August 2019. The Town Council's Planning and Licensing Committee will consider planning application BR/212/19/A at the meeting to be held on 27th August 2019.</p> |
| <p>BR/129/19/PL RE-ADVERTISED 75 Highfield Road Bognor Regis PO22 8PD</p> | <p>Demolition of existing building and erection of 4 No. dwellings (4 x 2-bedroom) with associated access and 1 off-street car parking space (resubmission following BR/215/18/PL)</p> | <p>NO COMMENT Although published on List dated 26th July 2019, planning application BR/129/19/PL has been re-advertised on List dated 2nd August 2019, with comments due by 30th August 2019. The Town Council's Planning and Licensing Committee will consider planning application BR/129/19/PL at the meeting to be held on 27th August 2019.</p> |
| <p>BR/63/19/PL RE-ADVERTISED 15-17 Kew Gardens Bognor Regis PO21 5RD</p> | <p>Demolition of existing building and erection of 6 No. dwellings, 2 x 3-bedroom and 4 x 2-bedroom with associated access and car parking</p> | <p>NO COMMENT Although published on List dated 26th July 2019, planning application BR/63/19/PL has been re-advertised on List dated 2nd August 2019, with comments due by 30th August 2019. The Town Council's Planning and Licensing Committee will consider planning application BR/63/19/PL at the meeting to be held on 27th August 2019.</p> |

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 27th AUGUST 2019**

**AGENDA ITEM 11 - TO RECEIVE AN UPDATE REGARDING TRAFFIC
REGULATION ORDER REQUESTS, AS DISCUSSED AT THE PREVIOUS
MEETING - MIN. 65 REFERS**

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

At the Planning and Licensing Committee Meeting, held on 6th August 2019, Members **RESOLVED** to **AGREE** to proceed with making an application for a Traffic Regulation Order (TRO) in relation to Applegate Way and Durban Road - Min. 65 refers.

However, having spoken with a resident that is closely involved with the Applegate Way matter, it has been established that a TRO application has already been submitted to West Sussex County Council and is awaiting consideration by the JWAAC Committee in November.

In light of the fact that a TRO application has already been submitted for Applegate Way, Members may wish to suspend Standing Orders to consider the rescission of the previous decision that relates to that area and, if agreeable with the rescission, write a letter of support to the Chairman of the JWAAC Committee in relation to the current TRO application for Applegate Way.

DECISION

Do Members **RESOLVE** to **SUSPEND** Standing Orders to consider the previous decision regarding Applegate Way (S.O. 16.1)?

If Members are minded to **AGREE** with the **RESCISSION** of the previous decision for Applegate Way, do Members wish to write a letter of support to the Chairman of the JWAAC Committee in relation to the current TRO application for this area?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 27th AUGUST 2019**

**AGENDA ITEM 12 - TO RECEIVE THE RESPONSE FROM ARUN DISTRICT
COUNCIL IN RELATION TO THE SUGGESTIONS SUBMITTED TO THE
STREET NAMING CONSULTATION - MIN. 66 REFERS**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Arun District Council have responded to the suggestions put forward by the Town Council. They were unable to allocate those shown below as they would conflict with their street naming and numbering policy;

David Purley - *Charles Purley Way*

William Blake - *Blakes Road*

William Fletcher - *Fletcher Way and Fletcher Close*

Rox - *Rock Gardens*

Weil am Rhein - *Emergency Services previously rejected as spelling could be difficult in event of an incident*

However, it has been confirmed that the following suggestions would be placed on the list to put forward in the future to developers;

Henry Seagrave

Mary Wheatland

Michael Ayres

Mahatma Gandhi

Birdman

Trebbin

ADC have requested further background information to support the suggestions, on Michael Ayres, Henry Seagrave and Mary Wheatland, which the Civic & Office Manager has provided.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 27th AUGUST 2019**

AGENDA ITEM 15 - TO NOTE THE DECISION BY WEST SUSSEX COUNTY COUNCIL TO LEVY A CHARGE ON LOCAL BUSINESSES WHO USE THE PUBLIC HIGHWAYS FOR EXTERIOR SEATING, AND TO AGREE ANY FURTHER ACTION

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

West Sussex County Council (WSSC) have recently written to businesses in Bognor Regis and neighbouring Towns, that have tables and chairs positioned on the highway outside of their premises, to inform them that these are regarded as an obstruction under the Highway Act 1980, and are therefore illegal. The letter states that the County Council, as Highway Authority, are duty bound to ensure that licences are in place or that the illegal obstructions are removed from the highway, so that they do not pose a risk to members of the public using the highway, or customers using the seating.

Business owners are given 14 days, from receipt of the letter, to either remove the tables and chairs from the highway immediately, with no further action being taken, or apply for a tables and chairs licence from the County Council and pay the associated annual fee of £520.

Arun District Council (ADC) have advised that no correspondence was received from WSSC advising them of the intention to charge. The matter only came to ADC's attention as a result of photocopied letters being delivered to local businesses. Consequently, Leader of Arun District Council, Cllr. Dr. Walsh wrote to WSSC requesting that the charges being levied be suspended whilst discussions take place. Amongst the points raised by Cllr. Dr. Walsh was the fact that Bognor Regis is in the early days of its Business Improvement District partnership, with Town Centre traders needing support and not additional financial burden at this time.

The matter was subsequently noted at the recent BRTC/ADC Liaison Meeting and referred to this Committee for the Town Council to consider lending weight to the complaints being submitted to WSSC.

DECISION

Members are asked to **AGREE** any action.

BOGNOR REGIS TOWN COUNCIL

**PLANNING AND LICENSING COMMITTEE MEETING -
27th AUGUST 2019**

AGENDA ITEM 17 - CORRESPONDENCE

FOR INFORMATION

1. WSCC - Latest Planned Roadworks Report, 7th August - 6th September, and 14th August - 13th September 2019. Circulated to Committee and shared on social media
2. Action in Rural Sussex - details of engagement sessions, being held in September, regarding experiences of made neighbourhood plans and views on the impact they've had in local areas
3. CPRE - Campaigns Update, August 2019