



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 3rd DECEMBER 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 25th day of NOVEMBER 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 19th November 2019
4. Adjournment for public question time and statements
5. Clerk's Report from previous Minutes
6. To consider Planning Applications on Lists dated 15th, 22nd and 29th November 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 15th, 22nd and 29th November 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 proposals from Arun District Council in relation to land off Sudley Road, Bognor Regis, and agree any comments in response
11. Correspondence

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED



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

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 19th NOVEMBER 2019

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

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

The Meeting opened at 6.33pm

135. 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 had been received from Cllr. Smith who was working.

136. 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

137. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29th OCTOBER 2019

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 29th October 2019 as an accurate record of the proceedings and the Chairman signed them.

138. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

139. CLERK'S REPORT FROM PREVIOUS MINUTES

139.1 Min. 83 - 27th August 2019 - Windsock proposal

In response to an enquiry made by the Town Council, regarding the installation of a windsock on an existing pole to the east of the Pier, a letter was received from ADC's Group Head of Community Wellbeing. The Town Council's Planning and Licensing Committee were thanked for the suggestion and the matter was discussed by relevant colleagues at ADC.

The letter stated that, in ADC's experience, visitors to the coast, particularly those that participate in water sports, are inclined to look at sport specific weather 'apps' when planning their activity as they want to know not only the prevailing conditions but also the forecasted conditions. Weather 'apps' are apparently very sophisticated and provide a wide range of detailed and specific information from wind speed, wave height, tides to rating the condition of the surf.

ADC have suggested that it may be more helpful for the Town Council to promote weather 'apps' alongside the webcam to assist visitors to Bognor Regis in gauging the conditions for their visit.

139.2 Min. 129.1 - 29th October 2019 - Application for Variation of Premises Licence Number: 9528 - Bognor Pier Leisure Ltd, Club Vision and Sports Bar, Bognor Pier, The Esplanade, Bognor Regis

Following on from the objection submitted to Arun District Council, as agreed by the Planning and Licensing Committee at the meeting held 29th October 2019, the Licensing Team contacted the Civic & Office Manager to advise of a change to the application.

The agent for the applicant agreed on their behalf to reduce the hours for the supply of alcohol off the premises with food from 08:00 to 05:00 to 08:00 to 00:00. The Licensing Team at Arun District Council regard this as a substantial reduction resulting in the Town Council's representation being successful.

140. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 25th OCTOBER, 1st AND 8th NOVEMBER 2019

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

140.2 The Committee noted that representations had been received from the public in respect of planning applications BR/208/19/PL, BR/233/19/PL and BR/298/19/PL. There had been no representations received from neighbouring parishes in respect of these applications.

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

141. 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 25th OCTOBER, 1st AND 8th NOVEMBER 2019

There were none.

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

Members were informed that the ADC Development Control Committee Meeting scheduled for 4th December 2019 has been cancelled as a result of the General Election.

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

There were no Premises Licence applications to consider.

144. TO CONSIDER WSCC IMPROVING LOCAL PLACES AND SPACES SCHEMES

The Civic & Office Manager's report was **NOTED**.

Members were keen to explore ways in which the local area could be improved by adopting some of the schemes promoted in the 'Improving Local Places and Spaces' report. There was already evidence that local residents might be interested in participating in these schemes and comment was made that every little bit, that each person could do, would have a positive impact in the Town.

Members **RESOLVED** to **AGREE** that ways in which the Town Council could support the delivery of the schemes be investigated and that the matter be **REFERRED** to the Community Engagement and Environment Committee to discuss how to progress with these schemes.

145. TO DISCUSS THE ISSUE OF STREET LIGHTING, AS RAISED AT THE COUNCIL MEETING HELD 4th NOVEMBER 2019 - MIN. 117 REFERS, AND AGREE ANY ACTIONS

The Civic & Office Manager's report was **NOTED**.

Members were informed that West Sussex County Council (WSCC) are not actively installing any additional lighting in unlit roads or areas due to budget constraints. However, a request could be logged for a particular road, by sending an email to westsussexpfi@sse.com. These requests are then recorded and presented to WSCC once a year to be reviewed on a case by case basis.

Members **RESOLVED** to **AGREE** that any resident contacting the Town Council in relation to concerns about a lack of street lighting in a particular road would be supported in reporting the issue through the relevant channels.

146. CORRESPONDENCE

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

Additional correspondence included: -

- 146.1** WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) High Street, Bognor Regis from junction with York Road to the junction with Bedford Street with works taking place outside Bubbles in temporarily prohibited from 05/12/19 at 20:00 until 05/12/19 at 23:59. This closure is necessary to allow for carriageway channel works. Shared on social media.

The Meeting closed at 7.57pm

APPENDIX 1

PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19th NOVEMBER 2019
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 25th OCTOBER, 1st AND 8th NOVEMBER 2019

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

<p>BR/243/19/PL 130 Longford Road Bognor Regis PO21 1AF</p>	<p>Change of use from house in multiple occupation and single storey side extension to create 5 No. self-contained flats, together with two storey rear extension to form bathrooms</p>	<p>OBJECTION Members of the Town Council's Planning and Licensing Committee considered the proposed extension, to form five residential units to be sold or rented on the open market, would create a cramped form of development with insufficient garden amenity area, thereby resulting in detrimental living conditions of future occupiers and out of character with the locality. Given the shape of the site, Members felt that the amount of building proposed and its proximity to the highway the proposal would appear cramped on site.</p> <p>There is serious concern that the scale of the proposed extensions and alterations to form 5 No. self-contained flats, with no parking provision, will contribute to the generation of excessive parking demands on traffic in the area. There are regularly problems with vehicles, such as buses and lorries, passing one another on Longford Road.</p> <p>Members felt that these proposals were no better than all the previous proposals for this site by the applicant that have been refused, appealed or withdrawn.</p>
---	---	--

<p>BR/255/19/PL 34 & 36 Southdown Road Bognor Regis PO21 2JR</p>	<p>Change of use of houses in multiple occupation (Sui Generis) to create 2 No. 1 bed, 2 No. 2 bed self-contained flats & single storey rear extension to form 2 No. studio flats (C3 Dwelling House)</p>	<p>NO OBJECTION</p>
<p>BR/264/19/PL 9-11 Water Tower Buildings London Road Bognor Regis PO21 1PN</p>	<p>External alterations for separation of building into 2 separate buildings for use as A1 (Shops) & new pedestrian access from new rear unit to Sudley Road</p>	<p>NO OBJECTION</p>
<p>BR/280/19/PL 5 Victoria Drive Bognor Regis PO21 2RH</p>	<p>Redevelopment of existing retail site to a mixed-use development comprising a single ground floor retail unit with 5 residential units at first, second and third floor levels</p>	<p>NO OBJECTION</p>
<p>BR/262/19/HH 181 Chichester Road Bognor Regis PO21 5AF</p>	<p>Pavement crossing and dropped kerb</p>	<p>NO OBJECTION</p>
<p>BR/272/19/PL Sussex Court Park Road Bognor Regis PO21 2PY</p>	<p>Replacement of existing failed balcony slabs together with the railings on like for like basis & repair canopy roof. This application affects the character & appearance of the Aldwick Road Conservation Area</p>	<p>NO OBJECTION</p>

<p>BR/233/19/PL 77 Aldwick Road Bognor Regis PO21 2NW</p>	<p>Part change of use of ground floor & formation of a first-floor rear extension to create 2 No self-contained studio flats with associated refuse/ recycling & cycle store (resubmission following BR/63/18/PL)</p>	<p>OBJECTION The scale of the proposed first-floor extension to the rear of 77 Aldwick Road will result in an overbearing impact on - and loss of outlook to - the amenity of the existing windows of residential flats in the rear of 73-75 Aldwick Road to the east and 79 Aldwick Road to the west. In addition, there will be a harmful loss of sunlight and overshadowing of the two large residential windows on the closest part of the rear of 79. The proposal is therefore contrary to policy GEN7 of the Arun District Local Plan; the National Planning Policy Framework; and policies DDM1 & DDM4 of the Arun Local Plan 2011-2031.</p> <p>The new first floor studio windows will look out towards the rears of Nos. 10 & 14/16 Stocker Road at a distance of only around 8.8m. This will result in a loss of privacy to number 10's private residential garden. The new first floor kitchen, hall and stair windows will face towards the flank residential windows of 79 Aldwick Road, resulting in a loss of privacy to these windows and a harmful effect on the amenity of existing occupiers. The proposal is therefore contrary to policy GEN7 of the Arun District Local Plan; the National Planning Policy Framework; and policies DDM1 & DDM4 of the Arun Local Plan 2011-2031.</p>
--	---	--

<p>BR/233/19/PL (cont.) 77 Aldwick Road Bognor Regis PO21 2NW</p>		<p>There is no parking provision within the proposal and this development will contribute to the generation of excessive parking demands on traffic in the area. Aldwick Road is an area with a Traffic Regulation Order in place, with waiting restrictions along the road between Park Road/Victoria Road and Nyewood Lane. The proposal is therefore contrary to policy H SP4 of the Arun District Local plan and the National Planning Policy Framework.</p>
<p>BR/298/19/PL Homebeech Nursing Home 19-21 Stocker Road Bognor Regis PO21 2QH</p>	<p>Retention of timber shelter</p>	<p>OBJECTION As a result of the noise, disturbance and smells caused by the timber shelter being used for smoking with no apparent hours of operation being applied.</p> <p>The location of the shelter, on the boundary line with neighbouring residential units, has been cause for complaint with residents reporting littering, noise, smoke entering their properties through windows, and loss of privacy. The shelter appears to be some 2.7m in height, exceeding the 1.9m high boundary fence against which it sits and is regarded as overbearing.</p> <p>There is doubt that the shelter complies with the requirements of the Smoke-Free (Premises and Enforcement) Regulations 2006 with the shelter appearing to be substantially enclosed by more than 50% as a result of the close board fence panels on the east and west elevations, with the south elevation being the solid boundary fence.</p>

<p>BR/208/19/PL <i>RE-ADVERTISED</i> The Hatters Inn 2-8 Queensway Bognor Regis PO21 1QT</p>	<p>Re-develop & extend external drinking area complete with new railings, gates and wall to boundary</p>	<p>NO OBJECTION</p>
<p>BR/300/19/T 5 Crescenta Walk Bognor Regis PO21 2YA</p>	<p>Crown reduction by up to 2m to 1 No. Oak 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/302/19/PL Chandos Elm Grove Bognor Regis PO21 2SW</p>	<p>Demolition of outbuildings & construction of 1 No. 2-bed dwelling & associated works (amendment to planning permission ref: BR/46/19/PL)</p>	<p>NO OBJECTION</p>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE
3rd DECEMBER 2019**

AGENDA ITEM 10 - TO RECEIVE PROPOSALS FROM ARUN DISTRICT COUNCIL IN RELATION TO LAND OFF SUDLEY ROAD, BOGNOR REGIS, AND AGREE ANY COMMENTS IN RESPONSE

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

The Property, Estates & Facilities Manager from Arun District Council (ADC) has contacted the Town Council, by email, to advise Members of a current situation that they have on land under ADC's freehold ownership. The land in question is accessed directly off of Sudley Road in Bognor Regis and this land is identified on the plan, attached to this report as **Appendix 1**, where ADC freehold land is shown hatched red.

As reported by ADC, in the past, unknown persons have removed a large section of boundary wall that sits to the rear of the shop/residential units located in London Road. The result of this is that a pedestrian and vehicle cut through has been created between Sudley Road and London Road across ADC land. According to ADC, this cut through has more recently been exploited by businesses/residents and has resulted in vehicles accessing the rear of the units in London Road by crossing Council land.

Recently a planning application was submitted for the creation of a residential unit in this area with driveway access off of Sudley Road. Property & Estates commented on this application as consent for vehicle access across Council land was not and would not likely be provided, subsequently this planning application was withdrawn.

ADC's Property & Estates Manager reports that, it is their role to advise that ADC act as landowner in order to suitably protect its land interest in this location hence the action proposed below. This matter originally came to light via the Bognor Regis BID who contacted ADC as local traders were experiencing significant shop lifting issues and it was identified that this opening created a cut through which was providing offenders with easy access/exit from the main shopping precinct.

Currently this area has temporary hoarding installed as a local premises owner is in the process of completing a construction project within London Road to create residential accommodation above the ground floor commercial units. These works are now drawing to conclusion and so shortly it is expected that the hoarding is to be removed.

ADC continue to work alongside the BID in this matter and it is ADC's wish to suitably time the installation of the proposed new palisade fencing and gates to this boundary with the removal of the hoarding working with the local contractor.

The second plan, attached to this report as **Appendix 2**, indicates two sections of the boundary on the plan with two pink lines. The longer of the two lines is where ADC are proposing to install palisade fencing incorporating a single accessible personnel gate. The shorter pink line is where an opening already exists within the boundary wall where ADC intend to install a single personnel gate appropriate to the existing opening upon their land. The fencing and gates will be signed to indicate that 'no public right of way' exists and all signage will contain the ADC logo. The initial intention is that the gates will remain closed and padlocked so as to assist the Town with the current shop lifting issue. ADC state that the purpose of installing the gates is simply to future proof the installation in the event that pedestrian access should be required at any point in the future.

It has, however, been made clear that at this time the intention as agreed by ADC with the BID is that following initial installation of the fencing and gates the gates would remain padlocked and closed and no pedestrian access would be provided in this location. The situation would therefore in essence remain as it currently is following the creation of the current construction site and installation of temporary hoardings which have been in place now, without issue, for a number on months.

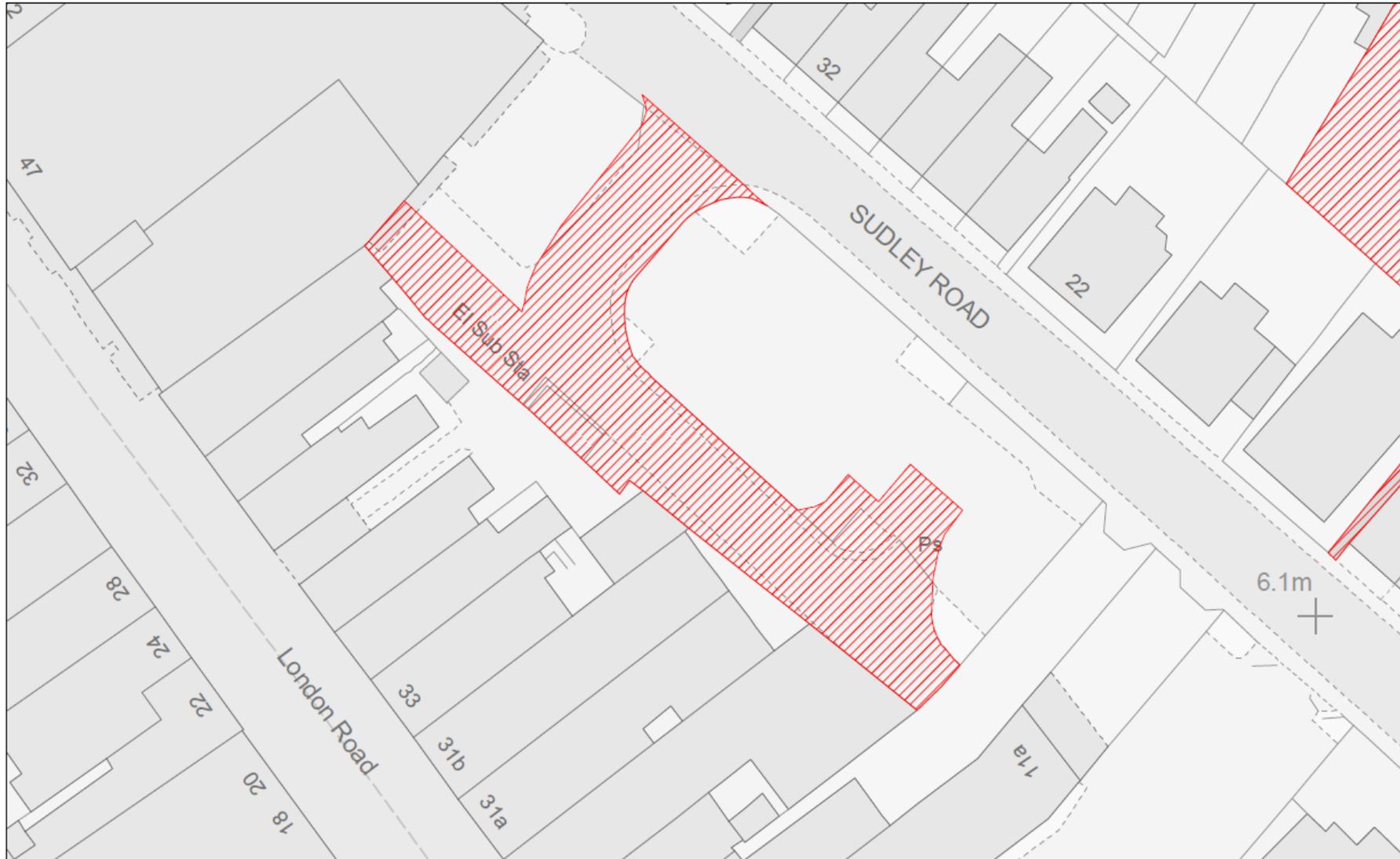
ADC's legal services have looked at this and have confirmed that there are no covenants to confirm that any public right of way exists in this location. WSCC rights of way records have also been checked and again this confirms that no formal public right of way exists.

Ahead of instructing these works ADC have provided this information to the Town Council, by way of a briefing note, in order to seek Members comments and possible agreement with this intended course of action.

DECISION

Do Members wish to submit any comment in response to Arun District Council's proposals in relation to land off of Sudley Road, Bognor Regis?

Arun District Council Maps



Mapping produced by Arun District Council

© Arun District Council and Crown Copyright. All rights reserved. Licence No: 100018487, 2019

Production Date: 15 November 2019

www.arun.gov.uk



Arun District Council Maps



Mapping produced by Arun District Council

© Arun District Council and Crown Copyright. All rights reserved. Licence No: 100018487, 2019

Production Date: 11 November 2019

www.arun.gov.uk



BOGNOR REGIS TOWN COUNCIL

**PLANNING AND LICENSING COMMITTEE MEETING -
3rd DECEMBER 2019**

AGENDA ITEM 11 - CORRESPONDENCE

FOR INFORMATION

1. WSCC - Details of the next Joint Western Area Highways & Transport Sub-Group Meeting to be held on 4th February 2020
2. ADC - Notification of Arundel Referendum results with 80.29% of the people who voted saying 'yes' to Arundel Town Council's Neighbourhood Development Plan
3. WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Bedford Street, Bognor Regis from junction with High Street to junction with John Street is temporarily prohibited from 13/12/2019 19:00pm until 14/12/2019 06:00am to carry out carriageway patching. Shared on social media