



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 25th 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 19th day of JUNE 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 4th 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 31st May, 7th and 14th June 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 31st May, 7th and 14th June 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. Consideration of Arun District Council's Licensing Policy (Min. 20 of 4th June 2019 refers)
11. To receive any reports from recent JWAAC Highways & Transport Sub-Group Meetings and agree any actions (if available)
12. 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)
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 4th JUNE 2019

PRESENT: Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,
Mrs. S. Daniells, J. Erksine (during Min. 18),
Ms. A. Sharples, W. Smith and Mrs. J. Warr

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
14 members of the public

The Meeting opened at 6.30pm

15. 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. Erskine who advised that he may be late to the meeting due to work commitments.

16. 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 Interests

17. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14th MAY 2019

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 14th May 2019 as an accurate record of the proceedings and the Chairman signed them.

18. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.36pm

Cllr. Erskine arrived at the Meeting

Members of the public, including two Councillors from Pagham Parish Council, present in the public gallery spoke about concerns regarding planning application P/38/19/PL (Newlands Nursery, Pagham Road). It was suggested that the planning application description for 'Year round retention of seasonal workers accommodation' was not entirely, truly representative of the actual proposals. It was highlighted that there are, at present, no caravans at the site and that the plan is to accommodate approximately 180 workers in 31 caravans.

Speakers raised concerns about the potential impact of this planning application being permitted including road safety resulting from a lack of bicycle/footpaths from the site to the nearest town, poor bus links, light/litter/noise pollution, over-subscribed health care and an increase in the volume of traffic on an already busy, often congested, road. There was also concern that workers accommodated at the Newlands Nursery site will be bused to other agricultural sites in the area.

The Chairman thanked those present for taking the time to address the Committee.

Meeting reconvened at 6.53pm

19. CLERK'S REPORT FROM PREVIOUS MINUTES

19.1 30th October 2018 - Min. 120.4 - Planning Application BR/215/18/PL (75 Highfield Road, Bognor Regis)

Members, having submitted an objection to planning application BR/215/18/PL, were notified that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission.

19.2 14th May 2019 - Min. 5 - Public question time and statements

Following comments made by a member of the public regarding the unsuitable ground surface of Place St Maur, Bognor Regis, the Town Council were asked to liaise with Arun District Council in requesting that the area be tarmacked and made good.

Members were informed that this matter does not sit within the Terms of Reference for the Planning and Licensing Committee and that the Civic & Office Manager would refer the issue to the Community Engagement and Environment Committee where this matter will be discussed at a future meeting.

20. 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

**Application for a Street Trading License
Local Government (Miscellaneous Provisions) Act 1982
Street requested: London Road Precinct**

The Committee noted the Street Trading Licence application for the sale of burgers, tortillas, hot and cold drinks between the hours of 08:00 to 15:00 on Saturdays and Sundays, throughout the year, in London Road Pedestrian Precinct.

The Civic & Office Manager informed Members that two similar Street Trading Licenses had been approved in London Road, Bognor Regis, by Arun District Council in the past six months. In an email from the Licensing Officer it was made clear that, at that time, Arun could issue any number of consents, despite the potential for conflict in operation i.e. same location/day/hours of operation, with the expectation placed upon traders to liaise with each other and come to an agreement.

The Civic & Office Manager went on to advise Members that an email had been sent to the Director of Place, Mr. Karl Roberts, at Arun District Council to enquire as to whether this stance remains to be the case in issuing an unlimited number of Street Trading Licences. No response had been received to date but Members would be updated at a future meeting.

Members fully debated the issues surrounding the issuing of Street Trading Consents and noted that ADC could issue multiple consents for Street Traders to operate in the same locations, on the same day, at the same time, which was of great concern to Members.

In line with previous comments regarding sole trader licence applications, submitted to ADC following the Committee Meeting held on 30th October 2018 (Min. 124 refers), Members continue to consider it prudent to issue one licence to an applicant that would have overall operational responsibility for street trading in the Town Centre, in this instance the Bognor Regis BID.

Therefore, Members **RESOLVED** to raise an **OBJECTION** to the Street Trading Consent application, for the reasons given above, but suggest that the applicant approach Bognor Regis BID to operate under their licence should consent be granted to them.

Furthermore, Members **RESOLVED** to **DEFER** consideration of making comment to Arun District Council regarding their Licensing Policy until the next Committee Meeting, allowing time for a response to be received from Mr. Karl Roberts, and for further investigations to be carried out.

Cllr. Smith left the Meeting

21. It was **RESOLVED** to vary the order of business to take the additional agenda item next.

Cllr. Smith returned to the Meeting

22. **TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LIST DATED 3rd MAY 2019 INCLUDING PLANNING APPLICATION P/38/19/PL**

P/38/19/PL - Newlands Nursery Pagham Road Bognor Regis PO20 1LL - Year round retention of seasonal workers accommodation

The Committee noted that, to date, 70 letters of objection had been submitted to Arun District Council regarding planning application P/38/19/PL.

Members were advised that Pagham Parish Council had initially raised no objection to the planning application. However, since their consideration of the matter, numerous questions had been raised regarding permitted development rights legislation pertaining to planning application P/38/19/PL. Pagham Parish Council have now written to ADC asking that the matter be referred to the Development Control Committee for

determination on the grounds of local sensitivity to the proposals and the complexity of legal issues.

Members considered Planning Application P/38/19/PL and **RESOLVED** to **OBJECT** to the application as they felt that the infrastructure is not in place to support the development with the proposed addition of over 180 workers, with particular concern for the potential further congestion of an already busy road in addition to the likely effect that recent large-scale developments approved for Pagham will also have on weight of traffic.

Furthermore, Members **RESOLVED** to **AGREE** in supporting Pagham Parish Council in their request that planning application P/38/19/PL be referred to ADC's Development Control Committee for determination, and that its representation be forwarded to ADC.

23. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10th, 17th and 24th MAY 2019

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

23.2 The Committee noted that representations had been received from the public in respect of planning applications BR/76/19/PL, BR/134/19/PL, BR/133/19/A and BR/116/19/L. No representations had been received from neighbouring parishes, in respect of these applications.

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

24. 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 10th, 17th and 24th MAY 2019

There were none on lists dated 10th, 17th and 24th May 2019.

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

ADC Development Control Meeting - 5th June 2019.

25.1 BR/270/18/PL - 18-20 London Road, Bognor Regis - Part conversion and extension of existing building to provide 6 No. additional storeys over existing rooftop to provide up to 104 No. student residential units with access from Bedford Street, associated servicing and ancillary accommodation, entrance and new internal stairs to existing building to provide access from

Bedford Street. This application may the setting of listed buildings and the character and appearance of nearby conservation areas

It was noted that the Planning and Licensing Committee had raised **NO OBJECTION** to Planning Application BR/270/18/PL at the meeting held on 20th November 2018 (Min. 134.3 refers).

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.

25.2 BR/311/18/PL - Land to the east of University of Chichester, Upper Bognor Road, Bognor Regis - Erection of 176 bedroom student accommodation building with associated hard & soft landscaping. This application may affect the setting of listed buildings, may affect the character & appearance of the Upper Bognor Road, Mead Lane Conservation Area & is a Departure from the Development Plan

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/311/18/PL at the meeting held on 18th December 2018 (Min. 156.3 refers).

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.

25.3 BR/329/18/PL - 123 Longford Road, Bognor Regis - Change of use of single dwellinghouse to 2 No. residential apartments

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/329/18/PL at the meeting held on 8th January 2019 (Min. 170.3 refers).

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.

25.4 BE/135/18/PL - Salt Box Field, Land off Rowan Way, Bognor Regis

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BE/135/18/PL at the meeting held on 8th January 2019 (Min. 170.3 refers).

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.

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

As the Town Council's appointed representative to the JWAAC Highways & Transport Sub-Group, Cllr. Goodheart gave a verbal report to Members following on from the Sub-Group Meeting held on 28th May 2019.

Cllr. Goodheart reported that discussions had taken place regarding the possible remodeling of the JWAAC Highways & Transport Sub-Group. This would be reported back to Town/Parish Councils, who would be asked for their feedback.

The Civic & Office Manager informed Members 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.

Members of the Planning and Licensing Committee were asked to submit any questions, that they would like to put to Mr. Elkins, to the Civic & Office Manager by no later than 9am on Monday 10th June 2019.

Cllr. Smith left the Meeting

27. 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 1AU (MIN. 253 OF 23rd APRIL 2019 REFERS)

Cllr. Smith returned to the Meeting

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) 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 1AU (Min. 253 of 23rd April 2019 refers).

Members **RESOLVED** to further consider their previous decision and Standing Orders were therefore reinstated.

28. TO FURTHER CONSIDER THE DRAFT ORDER FOR PROPOSED STOPPING UP OF HIGHWAYS AT 224 LONDON ROAD, BOGNOR REGIS, PO21 1AU (MIN. 253 OF 23rd APRIL 2019 REFERS), AND TO CONSIDER EITHER RESCINDING THE PREVIOUS DECISION OR MAKING FURTHER COMMENT

Following on from an on-site meeting with the applicant of the draft Order, Members were informed that the grassed area indicated on the site plan as a part of the Highway to be stopped up would not cause a significant loss of the land cultivated by members of the community.

In light of the information provided at the Committee meeting, Members **RESOLVED** to **AGREE** to rescind the decision made at the Planning and Licensing Committee Meeting held on 23rd April 2019 and withdraw the objection, submitted to the Department for Transport, in respect of the draft Order for the proposed stopping up of Highways at 224 London Road, Bognor Regis, PO21 1AU.

29. CORRESPONDENCE

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

Additional correspondence included: -

- 29.1** WSCC - Temporary Traffic Regulation: Public Notice - the use of (and parking on) Chichester Road, Fairlands, Central Avenue, Newtown Avenue, South Way, Bersted from junction with: Chichester Road - Service road; Fairlands - Chichester Road to the junction with Romney Broadwalk; Central Avenue - Chichester Road to the junction with Greencourt Drive; Newtown Avenue - Chichester Road to junction with Central Avenue; South Way - Central Avenue to junction with Norbren Avenue is temporarily prohibited from 17/06/19 at 08:00 until 18/06/19 at 16:00 except for South Way which is closed between 09:30 - 14:30. The restriction will be in place day-time only between 08:00 - 16:00 except for South Way which is closed between 09:30 - 14:30 only. This closure is necessary to allow Balfour Beatty to undertake carriageway resurfacing. Shared on social media.
- 29.2** WSCC - Latest Planned Roadworks Report, 22nd May - 21st June, and 29th May - 28th June 2019. Circulated to Committee and shared on social media.
- 29.3** WSCC - Temporary Traffic Regulation: Public Notice - the use of (and parking on) Lidsey Road, Woodgate from junction with Hook Lane to junction with Oak Tree Lane with works taking place on the level crossing is temporarily prohibited from 17/06/19 at 23:00 until 18/06/19 at 05:00. The restriction will be in place night-time only to allow Network Rail to undertake essential track maintenance using rail plant. Shared on social media.

The Meeting closed at 8.24pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th JUNE 2019
REPRESENTATIONS ON LISTS DATED 10th, 17th AND 24th MAY 2019

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

<p>BR/76/19/PL Alloways 33 Shelley Road Bognor Regis PO21 2SN</p>	<p>Conversion of existing house into 2 No. 3 bed semi-detached properties AMENDED BLOCK PLAN</p>	<p>NO OBJECTION</p>
<p>BR/120/19/PL The Bandstand The Promenade Bognor Regis</p>	<p>Reinstatement of missing pieces of ornamental metalwork; redecoration of entire structure; removal of yellow brick plinth and step, and reinstatement with red brick; relocation of entrance gate from south elevation to west elevation; infilling of open east and west sides with new railing to match existing; removal of existing lighting and provision of new; fitting of horizontal ceiling; removal of concrete floor finish; laying of new non-slip tiles in geometric pattern; fitting of Perspex sheeting at high level to prevent rainwater penetration & fitting of Perspex sheeting behind balustrading to form windbreaks</p>	<p>OBJECTION on the grounds of design, appearance and visual impact with particular concerns over the fitting of Perspex sheeting to The Bandstand. Members felt that insufficient design details were provided, with reference to the proposed Perspex sheeting, to enable them to be satisfied that these alterations and repairs would be in keeping with the Listed Building and not contrary to policies D DM4 and HER DM1 of the Arun Local Plan.</p> <p>Bognor Regis Town Council would appreciate the opportunity to attend a site visit with the applicant, to receive further information and discuss proposals.</p>

<p>BR/121/19/L The Bandstand The Promenade Bognor Regis</p>	<p>Listed building consent for the reinstatement of missing pieces of ornamental metalwork; redecoration of entire structure; removal of yellow brick plinth and step, and reinstatement with red brick; relocation of entrance gate from south elevation to west elevation; infilling of open east and west sides with new railing to match existing; removal of existing lighting and provision of new; fitting of horizontal ceiling; removal of concrete floor finish; laying of new non-slip tiles in geometric pattern; fitting of Perspex sheeting at high level to prevent rainwater penetration & fitting of Perspex sheeting behind balustrading to form windbreaks.</p>	<p>OBJECTION on the grounds of design, appearance and visual impact with particular concerns over the fitting of Perspex sheeting to The Bandstand. Members felt that insufficient design details were provided, with reference to the proposed Perspex sheeting, to enable them to be satisfied that these alterations and repairs would be in keeping with the Listed Building and not contrary to policies D DM4 and HER DM1 of the Arun Local Plan.</p> <p>Bognor Regis Town Council would appreciate the opportunity to attend a site visit with the applicant, to receive further information and discuss proposals.</p>
<p>BR/127/19/HH 23 Westway Bognor Regis PO22 8DA</p>	<p>Roof alterations to form rear gable end to form new 1st floor with side dormer projections</p>	<p>NO OBJECTION</p>
<p>BR/134/19/PL The Royal Norfolk Hotel The Esplanade Bognor Regis PO21 2LH</p>	<p>Installation of car park management system (ANPR system). This application affects the character & appearance of The Steyne, Bognor Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/109/19/CLE 63a Queensway Bognor Regis</p>	<p>Application for a Lawful Development Certificate for an existing use – 2 bed flat at 1st & 2nd level with access at ground floor</p>	<p>NO OBJECTION</p>

<p>BR/133/19/A The Royal Norfolk Hotel The Esplanade Bognor Regis PO21 2LH</p>	<p>7 No. non illuminated pole mounted signs</p>	<p>NO OBJECTION</p>
<p>BR/113/19/PL 50a Annandale Avenue Bognor Regis PO21 2EX</p>	<p>Replacement porch at ground floor level for use of first floor flat</p>	<p>NO OBJECTION</p>
<p>BR/116/19/L The Royal Norfolk Hotel The Esplanade Bognor Regis PO21 2LH</p>	<p>Installation of car park management system (ANPR system and associated signage). This application affects the character and appearance of The Steyne Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/83/19/L The Bognor Club 2 Sudley Road Bognor Regis PO21 1EU</p>	<p>Listed building consent to restrain front wall of premises by Tie Anchorage to first floor structure</p>	<p>NO OBJECTION</p>
<p>BR/129/19/PL 75 Highfield Road Bognor Regis PO22 8PD</p>	<p>Conversion of single dwelling to 6 No. flats including rear projection & 2 No. parking spaces (resubmission following BR/215/18/PL)</p>	<p>OBJECTION on the grounds of over-development of an ordinary three-bedroomed house. The proposed development does not include sufficient parking provision to meet the needs of future occupiers of the proposed 6 No. flats, and 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>

BR/143/19/A 31A - 33 Station Road Bognor Regis PO21 1QD	1 No. internally illuminated fascia sign on front elevation	NO OBJECTION
BR/144/19/PL Unit 5 Dickinson Place Bognor Regis PO22 9QU	Retention of ground floor extension	NO OBJECTION

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 25th JUNE 2019**

**AGENDA ITEM 10 - CONSIDERATION OF ARUN DISTRICT COUNCIL'S
LICENSING POLICY (MIN. 20 OF 4th JUNE 2019 REFERS)**

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Whilst considering a Street Trading Licence application, at the Planning and Licensing Committee Meeting held on 4th June 2019, Members expressed concern regarding Licences being granted to numerous Street Traders, permitting them to carry out their business often at the same location and during similar hours of operation.

Arun District Council (ADC) are keen to review the current arrangements and their Street Trading policy will be considered and published for consultation in September, to allow delivery of consistent provision and give the authority up to date considerations taking into account local needs.

In preparation for comment on a draft, the Town Council have been invited to consider what it feels is important in terms of street trading provision in the Town Centre. Comments received by ADC, in response to Street Trading Licence applications, include "stalls should not be too big", "stalls should not be cluttered", "stalls should look nice" etc. ADC are seeking to obtain from BRTC, and others, views on what will enhance the offering thus enabling the licensing authority to consider what would be appropriate for the local area using informed information.

ADC's current 'Concessions, Market, Street Traders and Street Entertainers Strategy', attached as **Appendix 1**, offers some insight into the present principles governing the award of Street Trader Licences in the Arun District.

DECISION

Members are invited to **CONSIDER** what is important in terms of street trading provision in the Town Centre and to **AGREE** on the comments to be submitted to ADC in response.

Economic and Cultural Development Team



**Concessions, Market, Street
Traders and Street Entertainers
Strategy**



Summary of recommendations for Concession, markets, street trader and street entertainment strategy

1 Summary recommendations for concessions

Concessions being business opportunities offered via a lease on Arun District Council Land (excluding Markets which are covered later). Concessions are now managed by Chichester District Council. This strategy does not cover the day-to-day processes in procuring and managing concessions. It centres on getting the diversity and quality correct to benefit the vibrancy of the District's town centres.

- 1.1 The award of all concession leases/licences must adhere to the general principles governing the use of Concessions within Arun District (see Box 1).
- 1.2 The quality aspects of a concessionaire's proposals are given equal weighting as the financial offer in line with the Tender Evaluation matrix outline in the Environmental Working Party report (16th November 2010).
- 1.3 All concession opportunities are competitively procured, unless there are exceptionally good reasons for not doing this.
- 1.4 A forward plan for concessions renewals and procurements is created and managed by the Concession Review Group
- 1.5 Where substantial capital investment is required to improve the quality of concessions then longer leases should be offered
- 1.6 Although not land controlled by Arun District Council, if consulted the Council's position would be against concessions being introduced on the High Street pedestrian precinct in Littlehampton
- 1.7 Concession opportunities are introduced as part of the Littlehampton East Bank river walk improvements. These should be complementary to existing businesses operating in the area and should offer something different to enhance the diversity of Littlehampton
- 1.8 A non-permanent food and drink concession opportunity is explored with existing concessionaires on the Littlehampton seafront
- 1.9 Although not land controlled by Arun District Council, if consulted the Council's position would be against retail concessions on London Road in Bognor Regis with the exception of pop-up retail to fill void spaces or empty shops
- 1.10 A concession space should be identified for use by Chichester University and local secondary schools for Enterprise projects
- 1.11 Sites for permanent concessions on Bognor Regis' Esplanade are identified. These should result in high quality and impactful concessions in terms of both the architecture and goods and services offered
- 1.12 The concession contracts on the Esplanade in Bognor Regis which come to an end in 2014 are put out to market together, this will give operators the ability to bid for several lots at once or for individual lots. This procurement exercise must ensure a step change in the quality of concessions on Bognor Regis seafront.
- 1.13 The concession in Hotham Park is replaced with a permanent new build structure offering higher quality. However the more standard needs of park users must also be catered for.

1.14 Opportunities for concessions in Arundel are explored as they arise. However should opportunities arise then Arundel Town Council will be consulted and a concession would only be awarded if they are in line with the principles outlined in Box 1.

1.15 The District Council should be opportunistic and open about other concession options as opportunities arise, and supportive of other tiers of Local Government who attempt to do such things.

Box 1

Principles governing award of concessions in Arun District

Concessions should:

- Offer something new to add diversity to a location
- Improve the townscape
- Wherever possible source produce and staff from within the District
- Offer a customer experience that is of a high quality and leaves a positive impression of the area
- Must be consistent in its offer, quality and opening hours

2 Summary recommendations for Markets

Markets in this strategy cover all open air markets. This includes those that operate on non-ADC land as Street Traders and also those that operate on ADC land via a lease arrangement

- 2.2 All market operations must adhere to the general principles governing the use of markets within Arun District (see Box 2).
- 2.3 Effort is put into trialling a 'World Food Market' in Littlehampton.
- 2.4 The general traders market in Littlehampton is continued on the main pedestrian precinct.
- 2.5 The general traders market in Littlehampton is kept to one day a week (Friday)
- 2.6 The street traders fee for markets in Littlehampton is reviewed
- 2.7 The potential for an artist's market in Littlehampton is explored
- 2.8 The General Traders Market in Bognor Regis is operated as per the procurement exercise currently in process. The conditions of the procurement exercise are rigorously enforced for the Bognor Regis General Traders Market to ensure an uplift in quality
- 2.9 After the 3 year Bognor Regis General Traders market contract has run then the most appropriate location(s) is reconsidered (the location could be London Road, Place St Maur or the Esplanade). It may even need to alter according to the time of year to be most effective. All of this will be explored in advance of the next time the market is procured.
- 2.10 The potential of a farmers market, or some other niche market, should be explored for the London Road precinct. This should form

part of the procurement package for the General Traders Market in 3 years time.

- 2.11 The potential for an artist's market in Bognor Regis is explored. This should allow the town's creatives, including students of the University, to display and sell artistic goods.
- 2.12 The potential of a Students Market, for freshers week, is explored in Bognor Regis. Should this prove successful then more frequent markets of this type could be established.
- 2.13 The Farmers Market in Arundel is continued and supported
- 2.14 In order to achieve the aspirations in the Leisure Strategy the prospect of alternative seasonal activities such as a temporary ice skating rink will also be explored for Arundel.
- 2.15 The District Council should be opportunistic and open about other market options as opportunities arise, and supportive of other tiers of Local Government who attempt to do such things.

Box 2

Principles governing award of markets by Arun District Council

Markets:

- Should be high quality in both appearance and the customer experience
- Should generate a reason for coming to the Town and not simply be another option for people already there.
- Should attract an audience to spend money there and in the Town.
- Should be an attraction in their own right and not simply a 'facility' for those already in the town.
- Should 'add value' to the Town's offer and not (unnecessarily) duplicate it and certainly not detract from it.
- Must be consistent in its offer, quality and attendance.
- Must be promoted at least throughout Arun District.

3 Summary recommendations for Street Traders

Street Traders are traders in non-permanent structures operating in licensed areas with a Street Traders licence.

- 3.1 Street Trading licences are issued according to the principles outlined in Box 3
- 3.2 The principles outlined in Box 3 will mean that only if a food and drink street trader offers a different nature of product will it be granted a licence
- 3.3 In the process of issuing Street Traders licences the Economic Development team, other internal teams as appropriate, the relevant Parish Council and the District Council Ward member are consulted and their views taken into account in the decision making process.
- 3.4 Opportunities for artists, acting as Street Traders (i.e. portrait sellers), are actively marketed via the local press, Chichester University and Arun Arts Network.

Box 3

Principles governing award of Street Trader licences in Arun District

Street Trader should:

- Should offer something new to add diversity to a location
- Improve the townscape
- Wherever possible source produce and staff from within the District
- Offer a customer experience that is of a high quality and leaves a positive impression of the area
- Must be consistent in its offer and quality

4 Summary of recommendations for Street Entertainment

Street Entertainment is defined here as small scale open air performances with no significant equipment or organisation required. This strategy does not cover larger events such as concerts or major open air theatre productions.

4.1 The Council should do more to encourage and facilitate street entertainers to use the public realm in the town centres of Bognor Regis, Littlehampton and Arundel

4.2 The following locations should be designated as venues for Street Entertainment and licensed accordingly if applicable:

- In Bognor Regis:
 - Place St Maur
 - Esplanade Band Stand
 - Newly created permanent performance area in Bognor Regis
 - London Road
 - Hotham Park
 - Waterloo Gardens
 - West Park
- Littlehampton
 - High Street (pedestrian precinct)
 - East Bank river walk
 - Newly created performance area (south of Banjo Road)

- The Green
- Arundel
 - Cobbled area in front of Butchers and Pallant delicatessen
 - Tarrant Street

4.3 A permanent open air venue is pursued in Littlehampton (most likely the sunken gardens by Banjo Road)

4.4 A permanent open air venue is considered in Bognor Regis. Local organisations (such as Rox) should lead this process.

4.5 The opportunities for open air entertainment in said locations should be proactively marketed, especially to partner organisations such as the education institutions, Arun Arts Network and community groups. Local press should be made aware of these opportunities.

4.6 Arun District Council should explore taking over the licensing of street entertainers from WSCC in order to safeguard quality.

4.7 Arun District Council should consider how to programme street entertainment to ensure no double bookings

BOGNOR REGIS TOWN COUNCIL

**PLANNING AND LICENSING COMMITTEE MEETING -
25th JUNE 2019**

AGENDA ITEM 13 - CORRESPONDENCE

FOR INFORMATION

- 1.** WSCC - Latest Planned Roadworks Report, 5th June - 4th July, 12th June - 11th July 2019. Circulated to Committee and shared on social media
- 2.** WSCC - Response to questions submitted by BRTC to Cabinet Member for Highways and Transport. Circulated to Committee Members