



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 an Online Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at **6.30pm on TUESDAY 18th AUGUST 2020** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

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.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements** to, the Committee during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Tuesday 18th August 2020.

Online access to the Meeting will be via ZOOM using the following Webinar ID: 884-4062-6648. The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

DATED this 10th day of AUGUST 2020

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 Online Meeting of the Planning and Licensing Committee held on 28th July 2020
 4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
 5. To consider Planning Applications on Lists dated 24th and 31st July, and 7th August 2020
 6. Correspondence

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 28th JULY 2020

PRESENT ONLINE: Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,
Mrs. S. Daniells (part of meeting), W. Smith,
Ms. A Sharples and Mrs. J. Warr

IN ATTENDANCE ONLINE: Mrs. J. Davis (Civic & Office Manager)
Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)

The Meeting opened at 6.34pm

250. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

No apologies for absence were received from Cllr. J. Erskine.

251. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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.

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.

Cllr. Smith declared an Ordinary Interest in Agenda item 5, in relation to planning application BR/155/20/PL, due to his involvement with the Freemasons who are users of the Masonic Hall

Cllr. Mrs. Warr stated that, as a Member of Arun District Council's Development Control Committee, she would be voting on the matters before her having regard only to such information as placed before the Town Council. If she should come to consider any matters again at the District Council, and further information may be available, she would consider the information available at that time and may come to a different decision

252. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 7th JULY 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 7th July 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 7th July 2020 as an accurate record of the proceedings and the Chairman duly signed them.

253. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

254. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 3rd, 10th AND 17th JULY 2020

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

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

During the discussion for the planning applications, Cllr. Mrs. Daniells unexpectedly left the meeting due to technical issues and therefore was not present for the votes on applications BR/138/20/PL and BR/136/20/HH

Cllr. Smith redeclared his Ordinary Interest in application BR/155/20/PL and abstained from voting

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

255. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

Members **NOTED** the application to vary the licence in respect of premises known as Butlin's, Upper Bognor Road, Bognor Regis, PO21 1JJ, details of which were circulated with the Agenda.

Members noted that the application was to permit the provision of regulated entertainment until 31st October 2020 by way of plays, live music and performances of dance on a stage in a car park between 1000hrs and 2200hrs because such entertainment is not permitted indoors at the moment due to the coronavirus pandemic.

Following discussion, Members **AGREED** unanimously to offer **NO OBJECTION** to the variation.

256. TO RECEIVE INFORMATION IN RELATION TO WSCC PLANNING APPLICATION WSCC/036/20 (FORD CIRCULAR TECHNOLOGY PARK, FORD ROAD, FORD, ARUNDEL BN18 0XL) AND TO CONSIDER MAKING ANY COMMENT

Members **NOTED** the Civic & Office Manager's report, which included links to documents regarding this application.

Following discussion, Members **AGREED** that no comment should be submitted on this application to WSCC.

257. CORRESPONDENCE

Members **NOTED** the correspondence as previously circulated and the following additional item was brought to Members attention:

- 257.1** Notification from ADC that BR/55/20/PL, Abbots Lawn, Sylvan Way will be considered by their Development Control Committee on 29th July 2020. It was noted that the Town Council had objected to the application but as the current virtual meetings do not permit public participation, the Town Council will be unable to have a representative to speak in objection. However, the comments previously submitted would be referred to the Committee.

The Meeting closed at 7.39pm

APPENDIX 1
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 28th JULY 2020
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 3rd, 10th AND 17th JULY 2020

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

<p>BR/139/20/PL 29 Highcroft Crescent Bognor Regis PO22 8DH</p>	<p>Re-establishment of dwelling to form former pair of semi-detached bungalows</p>	<p>NO OBJECTION</p>
<p>BR/138/20/PL Former Royal Bay Care Home 86 Aldwick Road Bognor Regis PO21 2PE</p>	<p>Temporary change of use from Care Home (C2) to temporary accommodation for seasonal agricultural workers for 12-month period</p>	<p>OBJECTION on the following grounds:</p> <p>Concern that such a large number of persons living in a confined space could encourage the spread of Coronavirus;</p> <p>Whilst it is acknowledged that this is an application for temporary accommodation for a 12-month period, there are concerns that this may turn into a permanent HMO;</p> <p>Intensification of use that would adversely affect the character of the area thereby affecting the public and neighbouring amenities;</p> <p>In support with WSCC Highways report, the Town Council also shared concerns in the result of generation of excessive parking demands which would harm nearby public amenity.</p>

<p>BR/136/20/HH 19 Ivy Crescent Bognor Regis PO22 8AB</p>	<p>Single storey extension to front</p>	<p>NO OBJECTION</p>
<p>BR/141/20/TC Hotham Park House Summer House High Street Bognor Regis PO21 1HW</p>	<p>Fell 1 No. Magnolia tree T1 within Upper Bognor Road & Mead Lane Conservation Area</p>	<p>OBJECTION as without further information from either the Tree or Conservation Officers at ADC, Members were not satisfied of the necessary reasons for this tree to be felled.</p>
<p>BR/151/20/CLE Knighton Chambers, Suite 4 39 Aldwick Road Bognor Regis PO21 2LN</p>	<p>Lawful development certificate for the existing office use as B1(a)</p>	<p>NO OBJECTION</p>
<p>BR/155/20/PL Masonic Hall 9 Canada Grove Bognor Regis PO21 1DW</p>	<p>Increase size of piers & provide new access gate & railings to car park area. This application is in CIL Zone 4 (Zero Rated) as 'other development'</p>	<p>NO OBJECTION</p>
<p>BR/131/20/PL Land between 2b and 4 London Road Bognor Regis (Grid Ref: 493619 99101)</p>	<p>Erection of a commercial unit at ground floor level with residential development of 3 no. bedroom flats above. This application is in CIL Zone 3 (Zero Rated) for flats & shop (Zero Rated)</p>	<p>NO OBJECTION</p>
<p>BR/153/20/TEL Verge outside 124 Victoria Drive Bognor Regis</p>	<p>Prior notification under Schedule 2, Part 16, Class A for the installation of new 19m monopole supporting 6 no. antennas with proposed equipment cabinets & ancillary development</p>	<p>NO OBJECTION</p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 18th AUGUST 2020
(AS ADEVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 24th AND 31st JULY, AND 7th AUGUST 2020)**

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

<p><u>BR/121/20/HH</u> 4 Sandymount Close Bognor Regis PO22 9EL</p>	<p>Single storey rear extension including demolition of existing conservatory</p>	<p>Comments by 20-AUG-20</p>
<p><u>BR/145/20/PL</u> 5-7 Station Road Bognor Regis PO21 1QB</p>	<p>Change of use from restaurants & cafe (A3 Restaurants & Cafes) to hot food take away (A5 Hot Food Takeaway). This application is in CIL Zone 4 (Zero Rated) as 'other development'</p>	<p>Comments by 20-AUG-20</p>
<p><u>BR/150/20/T</u> 252 Hawthorn Road Bognor Regis PO21 2UP</p>	<p>Crown reduction of 1 No. Oak tree to height 7.2m and spread 6.3m</p>	<p>Comments by 20-AUG-20</p>
<p><u>BR/149/20/HH</u> 11 Westingway Bognor Regis PO21 2XU</p>	<p>Extension of existing garage. To be an Oak framed garage with pitched tiled roof including 2 skylight windows. Clad in non-combustible treated wood cladding or composite cladding. Entrance enclosed with existing garden</p>	<p>Comments by 27-AUG-20</p>
<p><u>BR/159/20/A</u> Tesco Superstore Shripney Road Bognor Regis PO22 9ND</p>	<p>Installation of 1 x internally illuminated LDC screen and 2 x non-illuminated flagpole signs</p>	<p>Comments by 27-AUG-20</p>
<p><u>BR/160/20/HH</u> 212 London Road Bognor Regis PO21 1AX</p>	<p>Single storey rear extension and single storey rear infill extension</p>	<p>Comments by 27-AUG-20</p>

<p><u>BR/170/20/PL</u> 86 Annandale Avenue Bognor Regis PO21 2EX</p>	<p>Cladding of approved replacement external stair. This application is CIL Zone 4 (Zero Rated) as 'other development'</p>	<p>Comments by 04-SEP-20</p>
<p><u>BR/147/20/PL</u> 53 High Street Bognor Regis PO21 1RX</p>	<p>Conversion of first & second floor & rear extension to create 4 No. 1-bed self-contained flats including the demolition of existing rear extension & erection of two storey rear extension. This application may affect the setting of a listed building & may affect the character & appearance of The Steyne, Bognor Regis Conservation Area. This application is in CIL Zone 4 (Zero Rated) as flats</p>	<p>Comments by 04-SEP-20</p>

**BOGNOR REGIS TOWN COUNCIL
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -
18th AUGUST 2020**

AGENDA ITEM 6 - CORRESPONDENCE

REPORT BY THE CIVIC & OFFICE MANAGER

FOR INFORMATION

- 1.** WSCC - Emergency Temporary Road Closure: Public Notice that the use of Hillsboro Road, Bognor Regis, from junction with Chichester Road to junction with Linden Road is temporarily prohibited from 29th July 2020. The restriction will be in place for 24hrs to allow Portsmouth Water to repair a water leak in the carriageway.
- 2.** ADC - Notification that information, policy, and the application process is now open for Pavement Licence applications on Arun's portal. A public register of licences granted, applications received, and further information is also available. If relevant, the Town Council will be notified when applications are received within the area and will have 7 days to comment. Email circulated to Committee Members.
- 3.** Felpham Parish Council - copy of email sent by Parish Clerk to WSCC Planning in relation to planning application WSCC/036/20 - Ford Circular Technical Park - Ford Energy from Waste Application.
- 4.** CAGNE - August Newsletter.
- 5.** ADC - Travellers update.
- 6.** CPRE - Campaigns Update, August 2020.