



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 29th AUGUST 2023

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett,
Miss. C. Needs, P. Ralph and Mrs. G. Yeates

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)

The Meeting opened at 4.04pm

53. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies for absence were received from Cllr. B. Waterhouse, owing to childcare issues, and Cllr. P. Woodall, who was working.

Apologies for absence were also received from Cllr. S. Goodheart with the Assistant Clerk recommending that the reason given was acceptable. These absences were **APPROVED** by Members.

54. DECLARATIONS OF INTEREST

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the 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, Other Registrable 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 or Other Registrable 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 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.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable 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

55. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8th AUGUST 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 8th August 2023 as an accurate record of the proceedings and the Chairman signed them.

56. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the public gallery, therefore, the meeting was not adjourned.

57. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 4th, 11th AND 18th AUGUST 2023

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

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

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

58. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

There were no Pavement Licence application representations to be ratified.

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

There were no Premises Licence applications to be considered.

60. TO DISCUSS ROAD SAFETY CONCERNS AND AGREE ANY NEXT STEPS – REFERRED FROM COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE (MIN. 19 REFERS)

The Assistant Clerk's report was **NOTED**.

Following a recent meeting with the Area Highway Manager (Arun & Chichester) and the Highway Operations Manager, from West Sussex County Council, the Assistant Clerk gave a verbal report to Members in relation to feedback received when discussing road safety concerns, as had been highlighted at the Community Engagement and Environment Committee Meeting held on 7th August 2023 (Min. 19 refers).

Both Managers from WSCC were aware of the concerns relating to Linden Road, and of the petition, and had met with the Ward County Councillor, Frances Oppler, to discuss the matter. When receiving requests for traffic calming measures to be implemented, consideration must be given to the consequences of doing so. As an example, it was explained that if a road, such as Linden Road, were to become one-way then this would result in increased traffic movements in adjoining roads, such as Victoria Drive, simply pushing parking and traffic issues elsewhere. It was also confirmed that when assessing road safety, WSCC look at data in relation to injuries or accidents rather than damage sustained to vehicles, such as the loss of a wing mirror. Finally, WSCC Highways advised that they are actively looking at engagement and would be extending an invitation to parish councils, in the coming months, for a representative to attend an engagement meeting at their Drayton depot.

Members discussed the feedback from WSCC and there were mixed views amongst those present about implementing traffic calming measures on residential roads in the Town. Community Speedwatch groups were considered but it was suggested that it should first be established as to how much interest and uptake there would be in the community for volunteers. In response to the suggestion, as detailed in the report, that the Town Council set up a Road Safety Panel or Working Group to address road safety concerns, it was pointed out that members of the public were welcome to attend Planning and Licensing Committee Meetings, held every 3 weeks, to address Members with their concerns.

It was **AGREED** to take the following action: -

- 60.1** To promote the Community Speedwatch scheme in the Town Council's monthly e-bulletin, weekly Bognor Regis Observer column, website and social media platforms, and at the Councillor Drop-In Surgery to be held on 26th September, inviting anyone interested in becoming a volunteer to contact the Town Council.

- 60.2** To include road safety as a topic for conversation when promoting the next Online Community Open Forum, anticipated to be held in October 2023, and to invite Nick Gibb MP and a representative from WSCC Highways to participate in the online meeting.
- 60.3** To receive a report at the Planning and Licensing Committee Meeting to be held on 31st October 2023, with feedback to include the level of interest shown for the Community Speedwatch scheme, and a summary of discussions and outcomes from the next Online Community Open Forum about road safety concerns. Members will then be invited to further consider any next steps, such as setting up a Road Safety Panel or Working Group.

61. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated.

Additional correspondence included: -

- 61.1** ADC – Notification that planning application BR/142/23/PL (Regis Centre and adjoining land, Belmont Street, Bognor Regis, PO21 1BL) is expected to be determined by ADC's Planning Committee on 6th September 2023.

The Meeting closed at 5.08pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 29th AUGUST 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 4th, 11th AND 18th AUGUST 2023)**

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

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| <p><u>BR/168/23/PL</u> Rose Cottage Shripney Road Bognor Regis PO22 9LN</p> | <p>Change of use of the existing dwelling and annexe to HMO</p> | <p>OBJECTION</p> <p>There are concerns for the safety of future residents of the proposed rooms in the annexe, in the event of an emergency evacuation. Two of the bedrooms are located towards the back with the only door situated at the front of the annexe. The kitchen lies between these two areas which has the potential to be a serious hazard.</p> <p>The proposal would result in an overdevelopment of the site and a cramped appearance adversely affecting the character and appearance of the area, detracting from the pattern of development in the area. It would also result in an unacceptable and detrimental impact on the amenities of the future occupiers through insufficient provision of private residential amenity space and overlooking to that space from the existing property, contrary to policies D SP1 and D DM1 of the ALP, the Arun Design Guide and paragraph 130 of the NPPF.</p> |
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| | | <p>The development does not include sufficient residential parking provision to meet the needs of future occupiers in accordance with the residential parking standards in use at the time and this will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of existing local residents in the area. No evidence has been provided to demonstrate whether or not there is existing spare parking capacity in the surrounding area. The proposal is therefore in conflict with Arun Local Plan policies H SP4, QE SP1, T SP1, ADC's Parking Standards supplementary planning document (January 2020) and the NPPF. Nor does the development include sufficient cycle storage provision in accordance with Principle 6 requirements of the residential parking standards document.</p> |
| <p><u>BR/172/23/CLE</u> <u>3 Gloucester Road</u> Bognor Regis PO21 1NU</p> | <p>Lawful development for existing use as a dwelling house</p> | <p>NO OBJECTION</p> |
| <p><u>BR/166/23/PL</u> <u>Flat 1</u> 4 Nelson Road Bognor Regis PO21 2RY</p> | <p>Retention of front extension with change in front window and roofline only from approved BR/158/19/PL. This application is in CIL Zone 4 (Zero Rated)</p> | <p>NO OBJECTION</p> |

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| <p><u>BR/173/23/HH</u> <u>99 Hook Lane</u> Bognor Regis PO22 8AT</p> | <p>Proposed single storey extension to rear of existing detached bungalow</p> | <p>OBJECTION Members were concerned at how close the development appears to be in relation to the boundary line on the east and south elevations, in regard to the proximity of the sub-station and access to maintain the outside of the property. The proposal is in conflict with Arun Local Plan policy D DM4 which requires that extensions and alterations do not come within one metre of the side boundary.</p> |
| <p><u>BR/177/23/HH</u> <u>51 Orchard Way</u> Bognor Regis PO22 9HH</p> | <p>Rear and side extensions</p> | <p>NO OBJECTION</p> |