



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 17th JULY 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: P. Dillon and
S. Goodheart

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

The Meeting opened at 6.31pm

37. 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. Woodall, who had a prior engagement, and Cllr. Enticott due to family commitments. No further apologies were received.

38. 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.

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

Cllr. Goodheart declared a Disclosable Pecuniary Interest in Agenda item 7 (Planning Application BR/142/18/OUT), as a neighbour to the property, and stated that he intended to make a short statement at the appropriate time, after which he would leave the meeting while this Agenda item was discussed

39. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 26th JUNE 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 26th June 2018 as an accurate record of the proceedings and the Chairman signed them.

40. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

41. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

The Civic & Office Manager gave a verbal update to Members regarding the Bognor Regis Railway Station clock. In an email from Network Rail dated 28th June 2018, the Town Council was informed that the clock requires repairs to the face and specialist parts for the mechanism, which dates from the 1930's. The process of sourcing the specialist parts was imminent, and the expectation was that works would be completed by September 2018.

42. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 16462: BENJAMIN JAMES ALLARD & KERRY FIONA ALLARD, FUSION BEACH BAR, 'THE BEACON', THE ESPLANADE, BOGNOR REGIS, WEST SUSSEX

Licensing Act 2003

Premises: Benjamin James Allard & Kerry Fiona Allard, Fusion Beach Bar, 'The Beacon', The Esplanade, Bognor Regis

Licence Number: 16462

The Committee noted the Licence Application received for the supply of alcohol between the hours of 12:00 and 20:00 Monday to Sunday. The premises will only operate during the periods(s) permitted under the terms of a concession granted and issued by Arun District Council. The period of operation will be between April and September each year. Further information was not available in relation to the licence, as access to ADC's Public Register was not possible.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence application.

Licensing Act 2003 - Variation to Premises Licence

Premises: Picturedrome Cinema, 51 Canada Grove, Bognor Regis

Licence Number: 6810

The Civic & Office Manager advised Members that a variation to Premises Licence for Picturedrome Cinema, 51 Canada Grove, Bognor Regis, had been received since the Agenda had first been published. The variation proposes the provision of Late Night Refreshment (indoors) daily 23:00-05:00, and amend the current licence plan to include the new layout. Further information was not available in relation to the licence, as access to ADC's Public Register was not possible.

Members **RESOLVED** to raise **NO OBJECTION** to the variation to Premises Licence application.

43. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 29th JUNE, 6th AND 13th JULY 2018

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

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

Cllr. Goodheart redeclared a Disclosable Pecuniary Interest in Planning Application BR/142/18/OUT and, after making a short statement, left the meeting

Having declared a Disclosable Pecuniary Interest in Planning Application BR/142/18/OUT, Cllr. Goodheart was unable to vote on the matter resulting in the meeting being non-quorate for this Planning Application only

- 43.3** With only Cllrs. Mrs. Warr and Dillon able to vote when considering Planning Application BR/142/18/OUT, on List dated 6th July 2018, observations were made on this application which will be taken into account when the Town Clerk makes her representations under the powers delegated to her (Appended to these Minutes as **Appendix 1**).

Cllr. Goodheart returned to the meeting

- 43.4** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 2**).

- 44. 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 29th JUNE, 6th AND 13th JULY 2018**

There were none.

- 45. TO CONSIDER COMMENTING ON PLANNING APPLICATION WSCC/031/18/BR: ST MARY'S CATHOLIC PRIMARY SCHOOL, GLAMIS STREET, BOGNOR REGIS, PO21 1DU - 2 STOREY EXTENSION COMPRISING 3 NO. CLASSROOMS, LIBRARY, OFFICES & ANCILLARY ACCOMMODATION, INTERNAL ALTERATIONS, INTERNAL ALTERATIONS TO EXISTING SCHOOL HALL & THE CONSTRUCTION OF 2 NO. HALL STORES & EXTERNAL WORKS**

Following discussion Members **RESOLVED** to raise **NO OBJECTION** to Planning Application WSCC/031/18/BR.

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

There were none.

- 47. CONSIDERATION OF AN APPLICATION TO APPLY FOR LISTED BUILDING STATUS FOR THE ROYAL HOTEL AS RAISED AT THE MEMBERS BRIEFING HELD 3rd JULY 2018**

Members were provided with information about the application process for listed building status, which included the following: -

- Applications are made through Historic England

- Applications can be made free of charge and take approximately 23 weeks to process
- Alternatively, an Enhanced Advisory Service or Fast-Track Listing can be paid for, at a fee of £225 plus VAT and is in addition to cost price, whereby Historic England process the application in approximately 12 weeks
- Applications must meet three criteria to be considered: -
 - Is demonstrably under serious threat of demolition or major alteration
 - Is a priority under Historic England's programme of strategic work (Heritage at Risk)
 - Possesses evident significance, and is obviously worthy of inclusion on the National Heritage List for England
- To apply online the following is required: -
 - Property address
 - Ownership details
 - Details of any current planning applications, permissions or threats to the building
 - Photographs
 - Reasons why the building should be assessed for listing (historic, architectural, archaeological and/or artistic interest)
 - Documentary evidence to support the application such as historic maps and research reports
 - A list of resources used to complete the research.

Members discussed at length the pros and cons of listing the building and, whilst preservation of an iconic heritage was felt to be important, Members were mindful of what prohibitive effect Listed Building Status could have any future development of the site.

Following consideration Members **RESOLVED** to **AGREE** that the Officers at the Town Council should proceed with making an application for Listed Building Status in regard to The Royal Hotel, Bognor Regis.

48. TO RECONSIDER THE PERMANENT CLOSURE OF HIGH STREET, BOGNOR REGIS, TO THROUGH TRAFFIC AS REQUESTED BY CLLR. J. COSGROVE

Having previously considered this matter at the Planning and Licensing Meeting held on 14th November 2017 (Min. 114 refers), Members were reminded of the Pre-Meeting Briefing that they had attended prior to the Planning and Licensing Meeting held on 9th January 2018.

At the Pre-Meeting Briefing, Members of the Town Council met with Cllr. Hitchins, Chairman of ADC's Bognor Regis Regeneration Sub-Committee, and Cllr. Lanzer, WSCC Cabinet Member for Highways and Infrastructure, to discuss what traffic schemes might be considered as part of regeneration proposals for Bognor Regis.

Amongst other options, the permanent closure of the High Street, to through traffic, was discussed. The majority of Members present at the Pre-Meeting Briefing did not consider the permanent closure of the High Street to be a favoured option. Although everyone agreed that pedestrian safety was a concern, mostly due to the flouting of restrictions by road users and the lack of enforcement by authority, there was also concern for the detrimental effect to traders on the High Street that its permanent closure would have on these businesses.

It had been suggested, at the Pre-Meeting Briefing, that a survey should be carried out amongst traders on the High Street to gauge what road schemes they would like to see, with this information then fed back through the Town Council's representative at a future JWAAC Highways and Transport Meeting.

Discussions took place regarding the permanent closure of High Street, with which Members disagreed but spoke in favour of opening the road to two-way traffic instead.

Members **RESOLVED** to **AGREE** that the matter be placed on the Agenda for the Planning and Licensing Meeting, to be held on 7th August 2018, at which a survey for traders on the High Street would be drafted for approval, and next steps agreed.

49. TO CONSIDER COMMENTING ON WSCC'S 2018 STRATEGIC TRANSPORT INVESTMENT PROGRAMME (STIP) IN IDENTIFYING ANY STRATEGIC TRANSPORT SCHEMES THAT SHOULD BE CONSIDERED AS PART OF THE STIP PRIORITISATION PROCESS - AS AGREED AT THE PLANNING AND LICENSING MEETING HELD ON 26TH JUNE 2018 (MIN. 36.1 REFERS)

Members **AGREED** to submit **NO COMMENT** in relation to WSCC's 2018 Strategic Transport Investment Programme.

50. CORRESPONDENCE

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

Additional correspondence included:-

- 50.1** Arun District Council - Arun Local Plan - Planning Inspector's Report - forwarded to Councillors
- 50.2** Westminster Briefing - Neighbourhood Planning: Policy and Practice to be held in London on 13th September 2018
- 50.3** WSCC - Planned roadworks 11th-25th July 2018. Circulated to Councillors and uploaded to Facebook
- 50.4** Westminster Briefing - Parks and Greenspaces Briefing to be held in London on 19th September 2018

The Meeting closed at 8.10pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE OBSERVATIONS
REPRESENTATIONS ON LIST DATED 6th JULY 2018

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

<p>BR/142/18/OUT Richmond Arms 224 London Road Bognor Regis PO21 1AU</p>	<p>Outline application with all matters reserved for the demolition & conversion of existing public house with residential accommodation to 1st floor to form 10 No. residential flats over 3.5 storeys</p>	<p>OBJECTION Based on the limited information made available with the outline application, in particular the lack of plans, Members were minded to object. There was concern that the footprint suggests that the development will encroach onto the pavement causing obvious problems to pedestrians. Members felt that parking on London Road is already overstretched so, if the application were to proceed, they would recommend a one-way traffic system be introduced along with herringbone parking. Members also felt that 10 No. residential flats was over-development with the maximum set at 8, with a bin store and external fire escape included in any plans. Should these recommendations be taken on board then Members would reconsider their objection.</p>
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APPENDIX 2
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th JULY 2018
REPRESENTATIONS ON LISTS DATED 29th JUNE, 6th AND 13th JULY 2018

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

BR/155/18/PL 23 Devonshire Road Bognor Regis PO21 2SY	Conservatory to rear of property	NO OBJECTION
BR/163/18/T Nyewood Infant and Junior School Brent Road Bognor Regis PO21 5NW	Fell 1 No. Elm tree to 1m; reduce upper crown on north aspect by up to 2m, thin crown by 20% & lift southern canopy aspect to 4m to 1 No. Ash tree, reduce crown of 1 No. Hawthorn tree by 2-3m & reduce crown of 1 No. Hawthorn tree by 3-4m	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.
BR/160/18/HH 33 Southdown Road Bognor Regis PO21 2JR	Demolition of garage & erection of detached garden room	NO OBJECTION
BR/141/18/PL 26 Nyewood Lane Bognor Regis PO21 2QB	Change of use from dwelling (C3 Dwelling House) to 8 bed HMO (Sui Generis)	OBJECTION on the grounds of over-development and that Members felt it would be the loss of a lovely family home that is so near to facilities.
BR/148/18/L The White Tower 16 Aldwick Road Bognor Regis	Listed building consent to mount a Blue Plaque to the exterior wall	NO OBJECTION
BR/171/18/HH 31 Merrion Avenue Bognor Regis PO22 9DF	Remove existing conservatory & replace with rear extension. Relocation of Utility room. Installation of rooflights on flat roof	NO OBJECTION

BR/167/18/HH 6 Mead Court Mead Lane Bognor Regis PO22 8BL	Conversion of existing integral garage into bedroom. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area	NO OBJECTION
BR/166/18/HH 7 Mead Court Mead Lane Bognor Regis PO22 8BL	Conversion of existing integral garage into bedroom. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area	NO OBJECTION