



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 18<sup>th</sup> SEPTEMBER 2018**

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

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)  
1 Councillor in the public gallery (part of meeting)

*The Meeting opened at 6.33pm*

81. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE, INCLUDING TO NOTE THAT THE EXTRAORDINARY PLANNING AND LICENSING MEETING DUE TO BE HELD ON 10<sup>th</sup> SEPTEMBER 2018 DID NOT TAKE PLACE AS A RESULT OF BEING NON-QUORATE**

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. No apologies for absence were received from Cllr. Enticott.

Members **NOTED** that the Extraordinary Planning and Licensing Meeting due to be held on 10<sup>th</sup> September 2018 did not take place as a result of being non-quorate.

82. **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.

***Cllrs. Mrs. Daniells and Dillon stated that, as Members of Arun District Council, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision***

**83. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28<sup>th</sup> AUGUST 2018**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 28<sup>th</sup> August 2018 as an accurate record of the proceedings and the Chairman signed them.

**84. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

There were none.

**86. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

There were none.

**87. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31<sup>st</sup> AUGUST, 7<sup>th</sup> AND 14<sup>th</sup> SEPTEMBER 2018**

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

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

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

**88. 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 31<sup>st</sup> AUGUST, 7<sup>th</sup> AND 14<sup>th</sup> SEPTEMBER 2018**

**BE/91/18/PL - Rolls-Royce Motor Cars, Technology and Logistics Centre, Oldlands Farm, Bersted - Temporary logistics building & ancillary development including service area**

Members considered the plans for a temporary logistics building and ancillary development including service area and **RESOLVED** to **AGREE** to making no comment in response to Planning Application BE/91/18/PL.

A Member queried the awaited installation of a Rolls-Royce sign on a grass mound at the front of the Centre and asked the Civic & Office Manager to send a letter to enquire and report back to the Committee.

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

There were none.

**90. NOTIFICATION OF ANY CHANGES TO APPLICATIONS PREVIOUSLY CONSIDERED BY THE COMMITTEE WITH CONSIDERATION FOR ANY FURTHER COMMENTS**

There were none.

**91. TO CONSIDER BICYCLE SIGNAGE ON LONDON ROAD PRECINCT, BOGNOR REGIS (MIN. 63 REFERS)**

The Civic & Office Manager's report was noted.

Members agreed that cycling along the London Road Precinct was an issue that required action to be taken in order to discourage cyclists from doing so.

Following discussion, it was **AGREED** by Members that the matter would be raised by the Town Council's appointed representative, Cllr. Goodheart, at the next JWAAC Highways & Transport Sub Group to be held on 25<sup>th</sup> September 2018, seeking financial support to supply and erect signage at the northern and southern ends of the Precinct clearly indicating that cycling is not permitted.

Cllr. Goodheart was also provided with a petition that had been carried out by a local resident with 211 signatures from people that had been approached in the Town Centre, who wished to see cycling banned along London Road Precinct, to present to the JWAAC Highways & Transport Sub Group.

Additionally, Members instructed the Civic & Office Manager to write to WSCC and enquire as to whether any byelaws existed in regard to London Road Precinct, and report back to the Committee.

***Cllr. Cosgrove left the meeting***

**92.** Members **RESOLVED** to vary the order of business and take the Additional Agenda item next.

***Cllr. Cosgrove returned to the meeting***

**93. TO DISCUSS THE GARDEN TOWN INITIATIVE AS REQUESTED BY CLLR. COSGROVE AS REFERRED FROM THE COUNCIL MEETING HELD 3<sup>rd</sup> SEPTEMBER 2018 (MIN. 111 REFERS)**

The Civic & Office Manager's report was noted.

Cllr. Cosgrove spoke to the item and, having considered the reports before them, Members **AGREED** the following actions: -

- That a letter be sent to the Government welcoming the Garden Town initiative;
- That a letter be sent to ADC and WSCC to ask whether their respective Councils had considered the initiative and, if not, whether it would do so (Nick Gibb MP to be copied into letter);

- Copy the letter sent to ADC to other Town/Parish Councils for response, asking that the matter be raised at their meetings, with possible consultation between Towns/Parishes;
- That a request be made for the Garden Town initiative to be placed on a future JWAAC agenda.

**94. TO RESOLVE TO SUSPEND STANDING ORDERS TO CONSIDER PREVIOUS DECISION (S.O. 16.1)**

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to enable them to give further consideration of Planning Application BR/191/18/PL - Demolition of 2 & 3 storey building with mixed use (commercial & dwellings). This application affects the character and appearance of the Steyne, Bognor Regis Conservation Area. 2-4 Waterloo Square, Bognor Regis, PO21 1SU (Min. 58.3 refers).

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

**95. FURTHER CONSIDERATION OF PLANNING APPLICATION BR/191/18/PL - DEMOLITION OF 2 & 3 STOREY BUILDING WITH MIXED USE (COMMERCIAL & DWELLINGS). THIS APPLICATION AFFECTS THE CHARACTER AND APPEARANCE OF THE STEYNE, BOGNOR REGIS CONSERVATION AREA. 2-4 WATERLOO SQUARE, BOGNOR REGIS, PO21 1SU (MIN. 58.3 REFERS)**

The Civic & Office Manager's report was noted.

Having considered further correspondence, between the Applicant and the Local Planning Authority, and reports that had become available since the Committee's previous decision, following a vote Members **RESOLVED** to **AGREE** to rescind the decision made at the Planning and Licensing Meeting held on 7<sup>th</sup> August 2018, to raise 'No Objection' to Planning Application BR/191/18/PL.

Furthermore, Members **RESOLVED** to **AGREE** that an 'Objection' be submitted on the grounds that 2-4 Waterloo Square is a building and structure of character, in a conservation area. Rather than see plans to demolish the property, Members would like to see firm plans to regenerate and develop the site with drawings for proposed changes.

**96. TO RESOLVE TO SUSPEND STANDING ORDERS TO CONSIDER PREVIOUS DECISION (S.O. 16.1)**

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to enable them to give further consideration to the Listed Building application process (Min. 47 refers).

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

**97. FURTHER CONSIDERATION OF LISTED BUILDING APPLICATION PROCESS (MIN. 47 REFERS)**

The Civic & Office Manager's report was noted.

Members compared the options available to process a Listed Building application, the timescale each process took, and the costs involved.

Members **RESOLVED** to **AGREE** not to rescind the decision made at the Planning and Licensing Committee Meeting held on 17<sup>th</sup> July 2018 (Min. 47) and instructed Officers to proceed with submitting an application to Historic England themselves, free of charge.

**98. CORRESPONDENCE**

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

Additional correspondence included:-

- 98.1** CPRE - Campaigns Update
- 98.2** Walberton Parish Council - copy of correspondence sent to ADC in response to their published Non-strategic Site Allocations Development Plan Document Methodology
- 98.3** WSCC - Planned roadworks, 12<sup>th</sup>-26<sup>th</sup> September 2018. Circulated to Councillors and uploaded to Facebook
- 98.4** Let Communities Decide campaign - 'Say no to fast-tracking fracking!' consultation open until 25<sup>th</sup> October 2018
- 98.5** Action in Rural Sussex - South East Community Led Housing Conferences

***The Meeting closed at 8.07pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18<sup>th</sup> SEPTEMBER 2018**  
**REPRESENTATIONS ON LISTS DATED 31<sup>st</sup> AUGUST, 7<sup>th</sup> AND 14<sup>th</sup> SEPTEMBER 2018**

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

<b>BR/198/18/HH</b> Milford Cottage Market Street Bognor Regis	Demolition of existing outbuilding & erection of two storey extension. This application affects the character & appearance of The Steyne, Bognor Conservation Area	<b>NO OBJECTION</b> subject to the character & appearance of the building being maintained. Furthermore, Members would like to see the flint wall retained.
<b>BR/216/18/L</b> Milford Cottage Market Street Bognor Regis	Listed building consent for the demolition of existing outbuilding & erection of a two storey extension	<b>NO OBJECTION</b>
<b>BR/183/18/PL</b> Woodbine Manor 25 Upper Bognor Road Bognor Regis	Single storey rear extensions to lounge & dining room areas	<b>NO OBJECTION</b>
<b>BR/220/18/T</b> Hardy House 25 Nelson Road Bognor Regis PO21 2RY	2m Crown Reduction to 1 No. Oak tree and Crown Lift to provide 5m ground clearance	<b>NO OBJECTION</b> 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.
<b>BR/217/18/HH</b> 33 Tennyson Road Bognor Regis PO21 2SA	Amended to include windows to double & single garages & increase in roof pitch of double garage (Resubmission following BR/100/18/HH)	<b>NO OBJECTION</b>
<b>BR/197/18/PL</b> The Co-op 152-156 Hawthorn Road Bognor Regis PO21 2UR	Alteration to shopfront	<b>NO OBJECTION</b>

<b>BR/196/18/A</b> The Co-op 152-156 Hawthorn Road Bognor Regis PO21 2UR	Various illuminated & non-illuminated advertisements on various elevations	<b>NO OBJECTION</b>
<b>BR/225/18/PL</b> Place St Maur Des Fosses Belmont Street Bognor Regis	Change of use of land to allow events & associated temporary structures & equipment & portable buildings for use by businesses associated with those events	<b>NO OBJECTION</b>
<b>BR/219/18/PL</b> 9 Westloats Lane Bognor Regis PO21 5JZ	Demolition of 1 No. existing building & erection of 2 No. 2 bedroom & 2 No. 1 bedroom dwellings	<b>NO OBJECTION</b>