



# **BOGNOR REGIS TOWN COUNCIL**

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

### **HELD ON TUESDAY 30<sup>th</sup> OCTOBER 2018**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: P. Dillon,  
S. Goodheart (from Min. 119) and P. Woodall

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

***The Meeting opened at 6.30pm***

#### **114. 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. Mrs. Daniells who had a prior engagement. No apologies for absence were received from Cllr. Enticott.

#### **115. 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, 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. Dillon also declared an Ordinary Interest in Planning Application BR/222/18/PL as a Trustee of Bognor CAN who presently use the land for storage***

**116. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9<sup>th</sup> OCTOBER 2018**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 9<sup>th</sup> October 2018 as an accurate record of the proceedings and the Chairman signed them.

**117. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no members of the public present.

**118. CLERK'S REPORT FROM PREVIOUS MINUTES**

**118.1 Min. 41 - 17<sup>th</sup> July 2018 - Bognor Regis Railway Station clock**

Work to repair the clock was expected to have completed by September 2018. However, in an email from Network Rail dated 22<sup>nd</sup> October 2018, it was explained that the bespoke parts for the clock were presently being manufactured and that, once ready, the installation date would need to coincide with the erection of a scaffold platform required to carry out further improvement works at the Railway Station.

**118.2 Min. 105.3 - 9<sup>th</sup> October 2018 - Planning Application BR/231/18/PL**

The Principal Planning Officer at ADC advised that, having notified the General Manager at Butlin's of Members comments in relation to Planning Application BR/231/18/PL, it has been confirmed that parking spaces are available for staff at the resort and that the shuttle bus will be re-instated when the Ashley House extension opens to see if there is increased demand for its use.

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

There were none.

**120. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12<sup>th</sup>, 19<sup>th</sup> AND 26<sup>th</sup> OCTOBER 2018**

***Cllr. Dillon redeclared his Ordinary Interest in Planning Application BR/222/18/PL***

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

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

**120.3** In response to Planning Application BR/214/18/PL the Committee **AGREED** to **DEFER** the matter to the Planning and Licensing Committee Meeting to be held on 20<sup>th</sup> November 2018 to allow for further time to look at the application.

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

**121. 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 12<sup>th</sup>, 19<sup>th</sup> AND 26<sup>th</sup> OCTOBER 2018**

**AL/15/17/PL - Land to the East of Westergate, Westergate Street, Westergate - Hybrid Application: 1) Full Planning Application for 101 No. dwellings with new access & associated works on 3.34 ha land; 2) Outline Planning Application with all matters reserved for 249 No. dwellings with access & associated works on 15.06 ha of land. This application affects the character & appearance of the Eastergate (Church Lane) Conservation Area, the setting of Listed Buildings, Public Rights of Way & is a Departure from the Development Plan**

Members considered Planning Application AL/15/17/PL and **RESOLVED** to **OBJECT** to the application as they felt that the infrastructure is not in place to support the development. Sympathy was also expressed by Members to the plight of the local area.

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

There were none.

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

There were none.

**124. TO CONSIDER COMMENTING ON STREET TRADING CONSENT APPLICATIONS FOR BOGNOR REGIS TOWN CENTRE**

The Civic & Office Manager's report, and the two Street Trading Consent applications, were noted.

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.

Discussions also considered the importance of Street Traders, who were granted consent, being prepared to work collaboratively with event organisers in the Town Centre. In view of this, Members felt that it would be prudent to issue one licence to an applicant that would have overall operational responsibility for street trading in the Town Centre, rather than permitting multiple sole traders.

The Committee **RESOLVED** to raise an **OBJECTION** to the Street Trading Consent application from Mr Jharnel Singh Landa, for the reasons given above, but suggested that he approach Bognor Regis BID to operate under their licence should consent be granted to them.

Furthermore, the Committee **RESOLVED** to raise **NO OBJECTION** to the Street Trading Consent application from Bognor Regis BID in principle, subject to the inclusion of the following conditions;

- stipulation of collaborative working with event organisers wishing to also use the space for which consent has been granted
- consideration and accommodation for access of emergency vehicles to pedestrianised area.

Members **RESOLVED** to **AGREE** that the comments for each application be submitted to ADC, and that they be advised that a representative from the Town Council would not be attending the Licensing Subcommittee Meeting on 23<sup>rd</sup> November 2018.

**125. FURTHER CONSIDERATION OF CYCLING MATTERS (MIN. 103 REFERS)**

The Civic & Office Manager's report was noted.

Members continued to feel that the signage, stating that cycling is prohibited, in the London Road Precinct is insufficient and that the Traffic Regulation Order (TRO) is not being enforced by Sussex Police.

It was **AGREED** that letters be sent to WSCC Highways & Infrastructure asking them to look into improving the signage, to Cllr. Francis Oppler (WSCC Councillor Bognor Regis East) asking for his support, together with Sussex Police & Crime Commissioner, Mrs Katy Bourne, and Chief Constable Giles York in asking them that enforcement of the TRO by Sussex Police is improved.

**126. CALL FOR SITES: GYPSY AND TRAVELLER AND TRAVELLING SHOWPEOPLE**

The Civic & Office Manager's report was noted.

Members confirmed that a response should be sent to ADC stating that the Town Council has no potential land for a Gypsy and Traveller or Travelling Showpeople site.

**127. CORRESPONDENCE**

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

Additional correspondence included:-

- 127.1** WSCC - Planned Roadworks Report 24<sup>th</sup> October-7<sup>th</sup> November 2018. Emailed to Councillors and uploaded to Facebook.
- 127.2** WSCC - Road Closure Notice for Hawthorn Road, from the junction with Marshall Avenue to junction with Nyewood Lane, between 9.30am and 2.30pm on 19<sup>th</sup> November 2018. Uploaded to Facebook.
- 127.3** WSCC - Temporary Traffic Regulation Public Notice for Pagham Road Service Road, from junction with Pagham Road to End of Road, from 8pm on 11<sup>th</sup> November 2018 until 6am on 15<sup>th</sup> November 2018. Shared to Facebook.
- 127.4** WSCC - Temporary Traffic Regulation Public Notice for Aldwick Road, either side of junction with Norfolk Square and on both sides of Norfolk Square on the approach to junction of Aldwick Road, is temporarily restricted from 9.30am until 3.30pm on 15<sup>th</sup> January 2019.
- 127.5** WSCC - Temporary Traffic Regulation Public notice for North End Road, Yapton junction with Ford Lane to junction with Lake Lane, is temporarily prohibited from 18<sup>th</sup> November 2018 at 00:01 until 19<sup>th</sup> November 2018 at 04:00.

***The Meeting closed at 8.09pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30<sup>th</sup> OCTOBER 2018**  
**REPRESENTATIONS ON LISTS DATED 12<sup>th</sup>, 19<sup>th</sup> AND 26<sup>th</sup> OCTOBER 2018**

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

<p><b>BR/232/18/PL</b>  14 Ivydale Road  Bognor Regis  PO21 5LY</p>	<p>Application for variation of condition following grant of planning permission BR/276/16/PL relating to condition 2 &amp; planning permission BR/38/17/PL relating to condition 7 - Replace existing garage with garden office, new parking layout &amp; cycle storage</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/242/18/PL</b>  DD Motors  Bersted Street  Bognor Regis  PO22 9QF</p>	<p>Single storey side extension</p>	<p><b>NO OBJECTION</b> on the condition that the flint wall is retained.</p>
<p><b>BR/238/18/PL</b>  Bognor Regis Railway Station  Station Road  Bognor Regis  PO21 1QF</p>	<p>Retention of an ATM - This application affects the character &amp; appearance of the Bognor Regis Railway Station Conservation Area</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/244/18/PL</b>  South Bersted Garage  Shripney Road  Bognor Regis  PO22 9LN</p>	<p>Application for variation of condition following grant of planning permission BR/18/18/PL relating to condition no.2 - Plans. This application may affect the setting of a listed building</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/246/18/HH</b>  45 Southdown Road  Bognor Regis  PO21 2JP</p>	<p>Single storey rear extension</p>	<p><b>NO OBJECTION</b></p>

<p><b>BR/243/18/TC</b> Anton Cottage Marine Parade Bognor Regis PO21 2LT</p>	<p>Remove branches up to 2.6m height to 1No Sycamore tree. Remove branches up to 2.1m height to 1No. Sycamore tree. Fell 1No, Holly tree in the Aldwick Road, Bognor Regis Conservation Area</p>	<p><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.</p>
<p><b>BR/252/18/PL</b> 1 Nyewood Gardens The Avenue Bognor Regis PO21 2UT</p>	<p>Remove existing door set &amp; replace with new level threshold, remove existing level area at rear entrance &amp; reform 75mm higher to form level access to flat &amp; low level wall around perimeter to match wall to adjoining property</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/215/18/PL</b> 75 Highfield Road Bognor Regis Bognor Regis PO22 8PD</p>	<p>Conversion of single dwelling to form 6 No. flats (4 No. new) with associated ancillary services</p>	<p><b>OBJECTION</b> on the grounds of over-development of an ordinary three-bedroomed house, with total lack of parking for the proposed space.</p>
<p><b>BR/222/18/PL</b> Land adjacent to Community Centre Westloats Lane Bognor Regis PO21 5JZ</p>	<p>Erection of 4no. 2 bedroom dwellings with associated parking &amp; landscape</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/259/18/A</b> Bus Shelter outside Lloyds Bank 33-37 High Street Bognor Regis</p>	<p>Upgrading of existing advertising panel with a double digital unit</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/267/18/T</b> 4 Pinewood Gardens Bognor Regis PO21 2XB</p>	<p>Fell 1No. Liquid Amber tree</p>	<p><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.</p>

<p><b>BR/251/18/CLE</b> The Old School Bersted Street Bognor Regis PO22 9QE</p>	<p>Lawful development certificate for an existing dance school</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/255/18/HH</b> 30 Mansfield Road Bognor Regis PO22 9EY</p>	<p>New roof with first floor accommodation, dormer to side elevation, porch to side elevation &amp; rear two storey extension (resubmission following BR/69/18/HH)</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/214/18/PL</b> Former hotel tennis courts Adjacent to Royal Norfolk Hotel West Street Bognor Regis</p>	<p>Erection of four terraced residential dwellings, garden/cycle storage sheds &amp; associated car parking, utilising the existing access - This application may affect the character &amp; appearance of The Steyne, Bognor Conservation Area &amp; will affect the setting of a Listed Building</p>	<p><b>NO COMMENT</b> Members agreed to defer the matter to the Planning and Licensing Committee Meeting to be held on 20<sup>th</sup> November 2018 to allow for further time to look at the application. A representation will be submitted after this time.</p>
<p><b>BR/254/18/A</b> Hothamton Gardens &amp; Surrounding Areas Bognor Regis BN17 5LF</p>	<p>4 No. non-illuminated advertisements at various locations</p>	<p><b>NO OBJECTION</b></p>