



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON TUESDAY 20<sup>th</sup> NOVEMBER 2018**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells,  
S. Goodheart and M. Stanley

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

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

### **128. 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. Cosgrove, who was unwell, Cllr. Dillon, who had a prior engagement, and Cllr. Woodall who was on annual leave. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

In the absence of Cllr. Dillon, it was **AGREED** that Cllr. Goodheart should act as Vice-Chairman for the meeting.

### **129. 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 Stanley 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***

**130. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30<sup>th</sup> OCTOBER 2018**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 30<sup>th</sup> October 2018 as an accurate record of the proceedings and the Chairman signed them.

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

There were no members of the public present.

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

There was nothing to report.

**133. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 111108; CARNIVAL FAIRGROUNDS LTD, ICE RINK, 1-2 PLACE ST MAUR DES FOSSES, BOGNOR REGIS**

**Licensing Act 2003**

**Premises: Carnival Fairgrounds Ltd, Ice Rink, 1-2 Place St Maur Des Fosses, Bognor Regis**

**Licence Number: 111108**

The Committee noted the Licence application received for the supply of alcohol Monday to Sunday between 10:00 and 21:30 hours.

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

**134. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2<sup>nd</sup>, 9<sup>th</sup> AND 16<sup>th</sup> NOVEMBER 2018, AND PLANNING APPLICATION BR/214/18/PL ON LIST DATED 26<sup>th</sup> OCTOBER 2018 DEFERRED FROM MEETING HELD 30<sup>th</sup> OCTOBER 2018 - MIN. 120.3 REFERS**

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

**134.2** The Committee noted that representations had been received from the public in relation to Planning Applications BR/214/18/PL, BR/247/18/HH, BR/270/18/PL, BR/263/18/PL and BR/280/18/PL. The Committee noted that no representations had been received from neighbouring parishes, in respect of these applications.

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

**135. 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 2<sup>nd</sup>, 9<sup>th</sup> AND 16<sup>th</sup> NOVEMBER 2018**

There were none.

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

There were none.

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

There were none.

**138. TO CONSIDER TREE PRESERVATION ORDERS AT SUNKEN GARDENS, BOGNOR REGIS, AS REFERRED FROM PUBLIC QUESTION TIME AND STATEMENTS AT COUNCIL MEETING HELD ON 5<sup>th</sup> NOVEMBER 2018 - MIN. 131 REFERS**

At the Council Meeting held on 5<sup>th</sup> November 2018 it was suggested by a member of the public, during public question time and statements, that

the Town Council request Tree Preservation Orders for certain specimens around the Queensway car park (Council Min.131 refers).

Having considered this suggestion, Members **AGREED** that the Civic & Office Manager should contact Arun District Council (ADC) to ascertain whether any Tree Preservation Orders (TPOs) currently exist in this location.

It was also **AGREED** that the member of the public be contacted to establish exactly which species of tree were being referred to, the precise location of each, and the reasons why it is believed that these trees merit such protection.

Upon receipt of the information from both ADC and the member of the public, the Civic & Office Manager would then accompany Committee Members to carry out a site visit and to gather photographic evidence of the identified trees.

Members **AGREED** that a report would be brought back to the Planning and Licensing Committee at a future meeting for further consideration of the matter.

### **139. CORRESPONDENCE**

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

Additional correspondence included: -

- 139.1** WSCC - Planned Roadworks Report, 14<sup>th</sup>-28<sup>th</sup> November 2018. Circulated to Councillors and uploaded to Facebook.
- 139.2** ADC - Lyminster and Crossbush Neighbourhood Area Designation Consultation: 12<sup>th</sup> November to 24<sup>th</sup> December 2018.
- 139.3** CPRE - Campaigns update.
- 139.4** Housing, Communities and Local Government Committee - Evidence Session: Leasehold reform, to be heard 19<sup>th</sup> November 2018.

***The Meeting closed at 8.03pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20<sup>th</sup> NOVEMBER 2018**  
**REPRESENTATIONS ON LISTS DATED 2<sup>nd</sup>, 9<sup>th</sup> AND 16<sup>th</sup> NOVEMBER 2018, AND PLANNING APPLICATION**  
**BR/214/18/PL ON LIST DATED 26<sup>th</sup> OCTOBER 2018**

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

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| <p><b>BR/214/18/PL</b><br/>Former hotel tennis courts<br/>Adjacent to Royal Norfolk Hotel<br/>West Street<br/>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>OBJECTION</b> Members were concerned about the effect of the proposed development on the setting of The Royal Norfolk Hotel, which is listed grade II, and on the character and appearance of West Street which lies within The Steyne and Waterloo Square Conservation Area. It was also felt that loss of open space to the east of the hotel would harm the character of the Conservation Area.</p> |
| <p><b>BR/247/18/HH</b><br/>Glenfield<br/>75 Mead Lane<br/>Bognor Regis</p>   | <p>Two storey side extension, 1 No. new window to ground floor side elevation &amp; 2 No. new rooflights. This application may affect the Upper Bognor Road &amp; Mead Lane Conservation Area</p>  | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/256/18/L</b><br/>The Lodge<br/>West Street<br/>Bognor Regis</p>   | <p>Application for Listed Building Consent for installation of double glazed windows and doors. This application affects the character and appearance of The Steyne Conservation Area</p>  | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/227/18/PL</b><br/>1-2 Lyon Street<br/>Bognor Regis</p>  | <p>Storage unit with flat roof</p>   | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/248/18/HH</b><br/>10 Annandale Avenue<br/>Bognor Regis</p>  | <p>Demolition &amp; erection of front garden brick wall &amp; garden gate</p>  | <p><b>NO OBJECTION</b></p>   |

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| <p><b>BR/253/18/PL</b><br/>60 &amp; 62 London Road<br/>Bognor Regis</p>         | <p>Change of use from retail (A1 Shops) to orthodontics practice (D1 Non-residential institution)</p>  | <p><b>NO OBJECTION</b></p>  |
| <p><b>BR/262/18/PL</b><br/>Bradlaw House<br/>5 Sudley Road<br/>Bognor Regis</p> | <p>Change of use from mixed use development consisting of Dental Surgery (D1 Non-Residential Institutions), night club (Sui Generis) &amp; part residential (2 No. units existing) (C3 Dwellinghouse) to conversion to 8 No. flats with associated services (6 No. new units). This application may affect the setting of a listed building - Resubmission of BR/52/18/PL</p>  | <p><b>NO OBJECTION</b></p>  |
| <p><b>BR/270/18/PL</b><br/>18-20 London Road<br/>Bognor Regis</p>               | <p>Part conversion &amp; extension of existing building to provide 6 No. additional storeys over existing rooftop to provide up to 104 No. student residential units with access from Bedford Street, associated servicing &amp; ancillary accommodation, entrance &amp; new internal stairs to existing building to provide access from Bedford Street. This application may affect the setting of listed buildings &amp; the character &amp; appearance of nearby conservation areas</p> | <p><b>NO OBJECTION</b> Whilst the Town Council are in support of Planning Application BR/270/18/PL they would respectfully request that any developer contributions are put towards enhancements being made to Bedford Street, such as lighting in keeping with the surrounding area, to improve the safety and security of residents. These enhancements should also include Fitzleet multi-storey car park.</p> |
| <p><b>BR/263/18/PL</b><br/>St Josephs<br/>Albert Road<br/>Bognor Regis</p>      | <p>Application for variation of conditions following grant of planning permission BR/348/16/PL relating to Cond 2 - Block plan &amp; smoking shelter, Cond 9 - smoking shelter materials &amp; Cond 11 - use of smoking shelter &amp; conservatory</p>   | <p><b>OBJECTION</b> As a result of the noise, disturbance and smells resulting from the proposed hours of operation. These material considerations have been cause for complaint.</p>   |

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| <p><b>BR/279/18/HH</b><br/>Blakeney Cottage<br/>Sylvan Way<br/>Bognor Regis</p>                    | <p>Single storey rear extension. New second floor dormer roof to provide master bedroom suite. Alterations to front elevation, including replacement garage, porch to front door, new slate roof finish, raised roof eaves to provide enlarged first floor and rendered and horizontal weatherboarding to front and rear elevations</p> | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/280/18/PL</b><br/>Ambulance Station<br/>44 Chichester Road<br/>Bognor Regis</p>           | <p>Change of use from storage and Distribution (B8) to Assembly and Leisure (D2)</p>  | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/282/18/A</b><br/>South Bersted Garage<br/>Shripney Road<br/>Bognor Regis<br/>PO22 9LN</p> | <p>1 No. internally illuminated T-pole sign</p>   | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/286/18/HH</b><br/>4 Frith Road<br/>Bognor Regis<br/>PO21 5LL</p>                          | <p>Rear single storey extension</p>   | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/283/18/PL</b><br/>Central House<br/>18 Waterloo Square<br/>Bognor Regis<br/>PO21 1SU</p>  | <p>Enlarge dormer to the bay roof on north, ground floor windows &amp; doors &amp; railings to west elevation. This application affects the character &amp; appearance of The Steyne, Bognor Regis Conservation Area</p>  | <p><b>OBJECTION</b> The proposed changes to the existing west elevation of the building would adversely affect the character and appearance of Waterloo Square which lies within The Steyne and Waterloo Square Conservation Area.</p> |

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| <b>BR/288/18/HH</b><br>13 Somerset Gardens<br>Bognor Regis<br>PO21 2AA | Single storey side extension   | <b>NO OBJECTION</b> |
| <b>BR/281/18/PL</b><br>99 Victoria Drive<br>Bognor Regis<br>PO21 2DZ   | Demolition of existing dwelling & erection of a three story building to provide 9 No. flats, 6 No. 1 bed & 3 No. 2 bed units with associated amenity areas, access & car parking | <b>NO OBJECTION</b> |