



# **BOGNOR REGIS TOWN COUNCIL**

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

### **HELD ON TUESDAY 29<sup>th</sup> JANUARY 2019**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Cosgrove,  
P. Dillon (until Min. 187), S. Goodheart, M. Stanley  
and P. Woodall

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)  
1 member of the public  
1 member of the press

***The Meeting opened at 6.32pm***

#### **176. 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 was unwell. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

#### **177. 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. Dillon 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***

***Cllr. Stanley declared an Ordinary Interest in Agenda item 7 as a fundraiser for Stonepillow***

**178. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8<sup>th</sup> JANUARY 2019**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 8<sup>th</sup> January 2019 as an accurate record of the proceedings and the Chairman signed them.

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

There were no questions or statements from the member of the public present.

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

**180.1 9<sup>th</sup> October 2018 - Min. 111 - Further consideration of Planning Application BR/191/18/PL (2-4 Waterloo Square, Bognor Regis, PO21 1SU)**

Members were notified that Demolition Orders were served on 2-4 Waterloo Square on 15<sup>th</sup> January 2019, under the Housing Act 2004 - Part 1 of Section 265 of the Housing Act 1985. The decision was taken to serve these Orders due to the number of significant hazards found within the building and the duty that is placed on the Local Authority when such hazards are identified. Prior notification was provided to the District Ward Councillors on 11<sup>th</sup> January 2019, but not to the Town Council. Arun District Council have since apologised for this oversight.

Following lengthy discussions, during which a number of questions were raised, Members requested that a letter be written to Arun District Council requesting a postponement of the Demolition Orders served on 2-4 Waterloo Square to allow for answers to their questions.

The Clerk advised that it would not be possible to implement this request as no decision could be made under this item. The Clerk will therefore liaise with the Chairman to call an Extraordinary Meeting at which a specific item can be tabled, and the matter can be considered.

**180.2 20<sup>th</sup> November 2018 - Min. 134.3 - Planning Application BR/214/18/PL (Former hotel tennis courts adjacent to the Royal Norfolk Hotel, West Street, Bognor Regis)**

Members were informed that Planning Application BR/214/18/PL, to which the Committee had raised an objection at the meeting held 20<sup>th</sup> November 2018, had been withdrawn at the request of the applicant.

**180.3 8<sup>th</sup> January 2019 - Min. 172 - Consideration by ADC Development Control Committee of Planning Application BR/142/18/OUT (Richmond Arms, 224 London Road, Bognor Regis)**

***Cllr. Goodheart declared an Ordinary Interest in Planning Application BR/142/18/OUT as a resident of London Road***

The Civic & Office Manager reported to Members that at the ADC Development Control Committee Meeting held on 16<sup>th</sup> January 2019, outline application, with all matters reserved for the demolition and conversion of existing public house (with residential accommodation to 1<sup>st</sup> floor) to form up to 10 No. residential flats over a maximum of 3.5 storeys, was permitted subject to compliance with conditions and a Section 106 Agreement.

The Civic & Office Manager went on to report that during the Development Control Meeting, Committee Members raised concerns about the flats overshadowing the 1930s Art Deco style signal box, located on the other side of the railway tracks opposite the Richmond Arms. Questions were also asked, such as whether the signal box was a Listed building, and operational.

The Civic & Office Manager has written confirmation from the Station Manager, at Bognor Regis Railway Station, that the signal box is owned by National Rail and is still operational. Furthermore, a search of Listed buildings in the Arun District area does not indicate the signal box as having Listed status. It is, however, listed by ADC as a Building or Structure of Character within the District and, therefore, a material consideration.

Although the outline application has been permitted, Members of ADC's Development Control Committee agreed that when the reserved matters application was submitted, it be presented to Committee for determination, irrespective of whether it met the criteria to be dealt with under the Scheme of Delegation (Min. 361 refers).

**180.4 Community Engagement and Environment Committee - 21<sup>st</sup> January 2019 - Min. 85 refers**

Members were informed that during an adjournment for public question time and statements, at the Community Engagement and Environment Committee Meeting held 21<sup>st</sup> January 2019, a member of the public spoke about the importance of public becoming aware of Planning Applications in time to allow them to submit representation, and their concerns that the cycle of the Town Council's Planning and Licensing Committee Meetings did not allow for this.

Having listened to the comments made by the member of public, at the Community Engagement and Environment Committee Meeting, Members were informed that changes had been made to the Town Council's website whereby planning matters had been made more prominent on the Homepage, and a section created in which all relevant information could now be found for ease of reference. The Civic & Office Manager gave Members present a brief tour of the changes made to the website's layout.

Members were also made aware that, going forward, there would be a slight change in the cycle of weekly planning lists that would be considered by the Planning and Licensing Committee. Doing so would allow more time for representations from other parties to be submitted prior to the Committee coming to a decision on a Planning Application.

Members thanked the Civic & Office Manager for her work on this matter.

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

There were none.

**182. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 11<sup>th</sup>, 18<sup>th</sup> AND 25<sup>th</sup> JANUARY 2019**

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

**182.2** The Committee noted that representation had been received from a member of the public in relation to Planning Application BR/330/18/PL. The Committee noted that no representations had been received from neighbouring parishes, in respect of these applications.

***Cllr. Stanley redeclared an Ordinary Interest in Planning Application BR/330/18/PL, as a fundraiser for Stonepillow, and abstained from voting***

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

**183. 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 11<sup>th</sup>, 18<sup>th</sup> AND 25<sup>th</sup> JANUARY 2019**

There were none.

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

There were none.

**185. TO RESOLVE TO SUSPEND STANDING ORDERS TO CONSIDER PREVIOUS DECISION (S.O. 16.1) REGARDING PLANNING APPLICATION BR/263/18/PL (MIN. 134.3 OF 20<sup>th</sup> NOVEMBER 2018 REFERS)**

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to enable them to give further consideration of Planning Application BR/263/18/PL - Application for variation of conditions following grant of planning permission BR/348/16/PL relating to Cond 2 - Block plan & smoking shelter, Cond 9 - smoking shelter materials & Cond 11 - use of smoking shelter & conservatory. St Josephs, Albert Road, Bognor Regis, PO21 1NJ (Min. 134.3 refers), as amended plans have been published by ADC.

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

**186. TO RECEIVE DETAILS OF A CHANGE TO PLANNING APPLICATION BR/263/18/PL AND TO CONSIDER EITHER RESCINDING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT (MIN. 134.3 OF 20<sup>th</sup> NOVEMBER 2018 REFERS)**

The Civic & Office Manager gave a verbal report, informing Members of the changes made to Planning Application BR/263/18/PL.

Members, having previously considered this Planning Application, at a meeting held on 20<sup>th</sup> November 2018, had raised an objection on the grounds that the noise, disturbance and smells resulting from the

proposed hours of operation were of material consideration and being cause for complaint.

The applicant is no longer proposing to extend the hours of use of the conservatory, or to increase the occupancy of the smoking shelter from 2 persons, although it will still be relocated.

Having considered the changes made to Planning Application BR/263/18/PL, Members **RESOLVED** to **AGREE** in continuing to **OBJECT** to Planning Application BR/263/18/PL as a result of the noise, disturbance and smells resulting from the relocation of the smoking shelter.

***Cllr. Dillon left the Meeting***

**187. TO DISCUSS FACILITIES AT BOGNOR REGIS RAILWAY STATION**

The Civic & Office Manager's report was noted.

Members spoke of the number of issues still to be addressed at Bognor Regis Railway Station, and the length of time it is taking to improve matters.

Following discussion, Members **RESOLVED** to **AGREE** that a spokesperson from the Railway Station should be invited to attend a future Planning and Licensing Committee Meeting to discuss the concerns raised.

**188. FURTHER CONSIDERATION OF TREE PRESERVATION ORDERS (MIN. 144.4 OF 4<sup>th</sup> DECEMBER 2018 REFERS)**

The Civic & Office Manager's report was received and Members noted that when a response has been received from the member of the public who had raised the original issue, the matter would be referred back to this Committee for further consideration.

**189. TO RECEIVE AN UPDATE ON CONCERNS REGARDING THE UNICORN PUB, BOGNOR REGIS (MIN. 159 OF 18<sup>th</sup> DECEMBER 2018 REFERS)**

The Civic & Office Manager's reports was noted.

A Member spoke about concerns raised by local businesses in the Old Town area regarding the negative press. Although the issues at The Unicorn had contributed to this, it was felt that the area as a whole needed some positive input.

Members spoke about the viability of reforming the Old Town Working Group, with either the Bognor BID or Town Council taking on administration of it. Members **RESOLVED** to **AGREE** that this matter be **REFERRED** to the Community Engagement and Environment Committee

for consideration. Members asked also that the Community Engagement and Environment Committee consider hosting a Drop-In Surgery in the Old Town area at a future date.

Furthermore, Members **RESOLVED** to **AGREE** that the issue of promoting the Old Town area be **REFERRED** to the Events, Promotion and Leisure Committee to discuss ways in which this might be achieved.

## **190. CORRESPONDENCE**

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

Additional correspondence included: -

- 190.1** WSCC - Latest Planned Roadworks report 23<sup>rd</sup> January - 22<sup>nd</sup> February 2019. Circulated to Committee Members and shared on Social Media.
- 190.2** Housing, Communities and Local Government - Evidence Session: Independent Review of Building Regulations and Fire Safety to be heard 28<sup>th</sup> January 2019.
- 190.3** CPRE - Star Count 2019.

***The Meeting closed at 8.27pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29<sup>th</sup> JANUARY 2019**  
**REPRESENTATIONS ON LISTS DATED 11<sup>th</sup>, 18<sup>th</sup> AND 25<sup>th</sup> JANUARY 2019**

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

<p><b>BR/326/18/PL</b> The Royal Hotel The Esplanade Bognor Regis PO21 1SZ</p>	<p>Refurbishment, external alterations, extensions and reconfiguration of previously permitted conversion to rebuild ground floor A3 restaurant &amp; provide a total of 27 flats - This application affects the character and appearance of The Steyne, Bognor, Conservation Area</p>	<p><b>SUPPORT</b> Members commented on how the plans for this application had been well presented and were impressed with the way the applicant had consulted with the public. It was agreed that this application is an excellent example of how a historic building can be preserved.</p>
<p><b>BR/330/18/PL</b> 15 Ellasdale Road Bognor Regis PO21 2SG</p>	<p>Change of use of the existing single storey area from C2 (Residential Institution) to D1 (Non-Residential Institution) &amp; erection of a single storey rear extension &amp; new access ramp/steps</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/331/18/HH</b> 1 Waverley Road Bognor Regis PO21 5NB</p>	<p>Dormer projection to existing first floor</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/317/18/PL</b> 86 Annandale Avenue Bognor Regis PO21 2EX</p>	<p>Erection of a first-floor rear extension &amp; the provision of 2 No. two bedroomed flats (resubmission following BR/42/18/PL)</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/5/19/HH</b> 33 Elmwood Avenue Bognor Regis PO22 8DD</p>	<p>Two storey rear extension, single storey side extension &amp; front porch extension</p>	<p><b>NO OBJECTION</b></p>



<p><b>BR/4/19/A</b>  Bus shelter outside 33-37 High Street  Bognor Regis  PO21 1LJ</p>	<p>Upgrade existing paper advertising panel to double digital advertising panels forming integral part of bus shelter</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/7/19/HH</b>  57 Highcroft Crescent  Bognor Regis  PO22 8DJ</p>	<p>Single storey side &amp; rear extensions &amp; replacement garage</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/303/18/PL</b>  Third Floor  8 York Road  Bognor Regis  PO21 1LW</p>	<p>Change of use from offices (B1 Business) to 1 No. one bedroom residential apartment (C3 Dwelling house) (re-submission of BR/107/18/PL)</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/324/18/L</b>  The Town Hall  Clarence Road  Bognor Regis  PO21 1LD</p>	<p>Listed building consent to mount 2 No. Blue Plaques to exterior of balcony</p>	<p><b>NO COMMENT</b> The applicant of Planning Application BR/324/18/L is an Officer of Bognor Regis Town Council, therefore Members agreed to submit no comment regarding the application.</p>
<p><b>BR/11/19/HH</b>  Holyrood  Sylvan Way  Bognor Regis  PO21 2RS</p>	<p>Proposed front extension, front elevational alterations, rear dormer and internal alterations</p>	<p><b>DEFERRED</b> Members agreed to defer consideration of Planning Application BR/11/19/HH until the Planning and Licensing Committee Meeting to be held 19<sup>th</sup> February 2019 to allow for public consultation.</p>
<p><b>BR/302/18/PL</b>  73 Hawthorn Road  Bognor Regis  PO21 2BS</p>	<p>1 x 2 bedroom flat and 2 x 1 bedroom flat to the east elevation</p>	<p><b>NO OBJECTION</b></p>

<p><b>BR/18/19/PL</b> South Bersted CofE Primary School Church Lane Bognor Regis PO22 9PZ</p>	<p>Construction of Multi Use Games Area. This application may affect the setting of listed buildings</p>	<p><b>DEFERRED</b> Members agreed to defer consideration of Planning Application BR/18/19/PL until the Planning and Licensing Committee Meeting to be held 19<sup>th</sup> February 2019 to allow for public consultation.</p>
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