



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 19th FEBRUARY 2019

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Cosgrove (during Min. 199), Mrs. S. Daniells, P. Dillon, S. Goodheart (during Min. 198) and P. Woodall

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

The Meeting opened at 6.30pm

195. 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. Stanley who was working. No apologies for absence were received from Cllr. Enticott.

196. 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 Mrs. Daniells 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

197. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29th JANUARY 2019 AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 4th FEBRUARY 2019

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 29th January 2019, and the Minutes of the Extraordinary Meeting held on 4th February 2019, as an accurate record of the proceedings and the Chairman signed them.

198. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.31pm

Cllr. Goodheart arrived to the Meeting

A member of the public gave an update to Members regarding Planning Application BR/281/18/PL (99 Victoria Drive, Bognor Regis).

Meeting reconvened at 6.34pm

199. CLERK'S REPORT FROM PREVIOUS MINUTES

199.1 18th December 2018 - Min. 156.3 - Planning Application BR/311/18/PL - Land to the east of University of Chichester, Upper Bognor Road, PO21 1HR

At the Planning and Licensing Committee Meeting, held on 18th December 2018, having considered Planning Application BR/311/18/PL Members were minded to object to the application. However, Members were keen to support the University of Chichester and stated that an opportunity to meet

and discuss the design aspirations within the planning application, and future applications for the next phase of the development, would be welcomed.

The Civic & Office Manager informed Members that a Members Only Pre-Meeting Briefing (not open to members of the public) had been arranged, prior to the Planning and Licensing Committee Meeting to be held 12th March 2019, for Members to discuss the matter with Professor Seamus Higson (Deputy Vice-Chancellor) and Mr John Kingdon (Director of Estate Management), from the University of Chichester.

199.2 8th January 2019 - Min. 171 - Planning Application BE/135/18/PL - Salt Box Field, Land off Rowan Way, Bognor Regis

Members, having resolved to object to Planning Application BE/135/18/PL at the meeting held 8th January 2019, requested that the Travel Plan be scrutinised by Councillors at both ADC and WSCC, with a robust, objective and honest approach as to how it will affect residents and visitors to the Town, before permission is given for this to go ahead.

The Civic & Office Manager reported that a response had been received from a Senior Advisor to WSCC's Select Committee. Whilst the Town Council's request had been brought to the attention of the Head of Planning Services at County, Members were advised that WSCC have no role in determining planning applications, with their role limited to providing advice and guidance on highway and transport matters, with ADC taking the lead on this.

199.3 29th January 2019 - Min. 187 - To discuss facilities at Bognor Regis Railway Station

Whilst the decision made by Members at the meeting held on 29th January 2019, to invite a spokesperson from the Railway Station to attend a future Planning and Licensing Committee Meeting, had yet to be formalised, an opportunity had arisen for the Chairman of the Committee to attend an on-site meeting with the Station Manager, a Network Rail Community Officer and a representative from Sussex Community Rail Partnership.

Members were informed that the Chairman will report back to the Planning and Licensing Committee at the meeting to be held 12th March 2019.

199.4 4th February 2019 - Min. 194 - To consider any actions following notification from Arun District Council of the demolition order placed on 2-4 Waterloo Square, Bognor Regis

At the Extraordinary Planning and Licensing Committee Meeting, held 4th February 2019, Cllr. Brooks was present in the public gallery. As Cllr. Brooks is not a Member of the Planning and Licensing Committee he was unable to make comment during this item. However, following the meeting, Cllr. Brooks contacted the Deputy Clerk and asked that the following comments be recorded;

As a member of Arun's Planning Committee, I have to keep an open mind on all planning applications. However, as member for Marine Ward I am concerned that the proposed demolition of 2-4 Waterloo Square will not first be considered by Arun's Planning Committee.

Cllr. Cosgrove arrived to the Meeting

200. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, REVIEW OF PREMISES LICENCE 6513: THE UNICORN, 76 HIGH STREET, BOGNOR REGIS, PO21 1RZ, INCLUDING TO NOTE RECEIPT OF CORRESPONDENCE IN RELATION TO CONCERNS RAISED BY THE TOWN COUNCIL (MIN. 189 REFERS)

Licensing Act 2003

Premises: The Unicorn, 76 High Street, Bognor Regis, PO21 1RZ

Licence Number: 6513

Members noted receipt of correspondence from both the Licensing Team at Arun District Council and the team at Sussex Police, in relation to concerns raised by the Town Council regarding The Unicorn.

Members considered the Notice of Review and the details within. Although pleased with any steps taken to improve thus far, Members **RESOLVED** to **AGREE** that a review of the licence would be welcomed. It is hoped that major improvements are made by the licensee in adhering with licensing objectives to the satisfaction of the licensing teams at both Arun District Council and Sussex Police.

201. TO CONSIDER PLANNING APPLICATIONS BR/11/19/HH AND BR/18/19/PL ON LIST DATED 25th JANUARY, DEFERRED FROM COMMITTEE MEETING HELD 29th JANUARY 2019, AND PLANNING APPLICATIONS ON LISTS DATED 1st AND 8th FEBRUARY 2019

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

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

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

202. 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 1st AND 8th FEBRUARY 2019

There were no such planning applications to be considered.

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

There were none.

204. TO NOTE TOWN AND PARISH COUNCIL PROFORMA CIRCULATED BY ARUN DISTRICT COUNCIL, AND QUERIES RAISED BY OFFICER

The Town and Parish Council Proforma circulated by Arun District Council, and queries raised by Officer, was noted by Members.

205. TO CONSIDER SUBMITTING A RESPONSE TO THE CONSULTATION ON PROTECTING AND ENHANCING ENGLAND'S TREES AND WOODLANDS

The Civic & Office Manager's report was noted.

Having discussed the proposals within the consultation document and considered the questions asked in the survey, Members **RESOLVED** to **AGREE** that those wishing to submit a response to the consultation, no later than 28th February 2019, should do so individually.

206. CORRESPONDENCE

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

Additional correspondence included: -

- 206.1** Letter received from Chief Executive of Arun District Council in reply to letter sent by the Town Council regarding 2-4 Waterloo Square, Bognor Regis. Electronic copy circulated to Committee Members.

The Meeting closed at 7.53pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19th FEBRUARY 2019
REPRESENTATIONS ON PLANNING APPLICATIONS BR/11/19/HH AND BR/18/19/PL ON LIST DATED 25th
JANUARY, DEFERRED FROM COMMITTEE MEETING HELD 29th JANUARY 2019, AND PLANNING
APPLICATIONS ON LISTS DATED 1st AND 8th FEBRUARY 2019

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

BR/11/19/HH Holyrood Sylvan Way Bognor Regis PO21 2RS	Proposed front extension, front elevational alterations, rear dormer and internal alterations	NO OBJECTION
BR/18/19/PL South Bersted CofE Primary School Church Lane Bognor Regis PO22 9PZ	Construction of Multi Use Games Area. This application may affect the setting of listed buildings	NO OBJECTION
BR/15/19/HH 8 Northcote Road Bognor Regis PO21 5LZ	Proposed single storey rear extension	NO OBJECTION
BR/322/18/T Corner of Sudley Gardens Bognor Regis PO21 1HY	Crown reduction of 2m and Crown lift of 5m to 1 No. Holm Oak tree	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/3/19/HH Ground Floor Rear Flat 1b 148 Aldwick Road Bognor Regis PO21 2PA	Timber Annexe in garden	NO OBJECTION

<p>BR/27/19/HH 8 Mead Court Mead Lane Bognor Regis PO22 8BL</p>	<p>Conversion of existing integral garage into living area. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area and within the setting of a listed building</p>	<p>NO OBJECTION</p>
<p>BR/35/19/HH Culver Cottage 37 Aldwick Road Bognor Regis PO21 2LN</p>	<p>Two storey side extension including demolition of existing garden room. This application affects the character and appearance of the Aldwick Road Conservation Area</p>	<p>OBJECTION on the grounds of design and appearance. This planning application goes against; Policy 1 of the NDP regarding development proposals concerned with extensions and alterations of designated heritage assets; Objective 1 of the NDP: To restore and enhance our designated assets and their settings to the highest standard; Local Plan Policy HER DM1: Preserve and enhance listed buildings; HER DM3: Number of conservation areas retained and/or enhanced. Members feel that this application does not maintain the character of the listed building, having a negative impact on its heritage, or that of the conservation area.</p>
<p>BR/36/19/L Culver Cottage 37 Aldwick Road Bognor Regis PO21 2LN</p>	<p>Listed building consent for a two storey side extension including demolition of existing garden room</p>	<p>OBJECTION on the grounds of design and appearance. This planning application goes against; Policy 1 of the NDP regarding development proposals concerned with extensions and alterations of designated heritage assets; Objective 1 of the NDP: To restore and enhance our designated assets and their settings to the highest standard; Local Plan Policy HER DM1: Preserve and enhance listed buildings; HER DM3: Number of conservation areas retained and/or enhanced. Members feel that this</p>

		application does not maintain the character of the listed building, having a negative impact on its heritage, or that of the conservation area.
BR/32/19/HH 4A Lansdowne House The Esplanade Bognor Regis PO21 1TR	Replacement front facing windows within the setting of a listed building affecting the Steyne Bognor Conservation Area	NO OBJECTION
BR/34/19/PL 17 Longford Road Bognor Regis PO21 1AA	Change of Use from Dwelling (C3 Dwelling houses) to Child & Family Assessment Centre (C2 Residential Institution) including minor internal alterations	NO OBJECTION on the grounds that 24/7 supervision is maintained. Members would encourage installation of CCTV at the premises for the prevention of crime and disorder.
BR/14/19/PL Coopers Yard Shripney Road Bognor Regis PO22 9LN	Retention of storage container. This application may affect the setting of listed buildings	OBJECTION on the grounds of Overshadowing; Privacy/overbearing nature of the proposal; Design and appearance; Visual impact; Daylight/sunlight and the impact that these would have on one of the residents of Farm Cottages (Grade II listed building), who has previously complained to Arun District Council about the storage container.