



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 16th JULY 2019

PRESENT: Cllrs: J. Barrett, Mrs. S. Daniells, J. Erskine and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Norman (Deputy Clerk)
2 members of the public

The Meeting opened at 6.30pm

43. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of Cllr. Goodheart, the Vice-Chairman Cllr. Mrs. Warr chaired the meeting. Members further **AGREED** that Cllr. Barrett should act as Vice-Chairman for this meeting only.

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllr. Goodheart who had another meeting and Cllr. Ms. Sharples for family reasons. No apologies were received from Cllr. Smith.

44. 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.

There were no declarations of Interest

45. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25th JUNE 2019

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 25th June 2019 as an accurate record of the proceedings and the Chairman signed them.

46. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.32pm

A member of the public referred to recent publicity surrounding changes to affordable housing allocations after planning permission was agreed. The speaker expressed concern that this was happening often and asked if the Committee would write to ADC to prevent this happening.

Meeting reconvened at 6.35pm

Having noted the comments made by the member of the public, Members requested that this issue be investigated further and included on a future Agenda for formal consideration.

47. CLERK'S REPORT FROM PREVIOUS MINUTES

Four applications relating to Bognor Regis were considered by the Development Control Committee at ADC on 10th July 2019 and Members were notified of the decisions as follows:

47.1 BR/14/19/L - Coopers Yard, Shripney Road, Bognor Regis
Approved conditionally

47.2 BR/35/19/HH - Culver Cottage, 37 Aldwick Road, Bognor Regis

Approved conditionally

47.3 BR/36/19/L - Culver Cottage, 37 Aldwick Road, Bognor Regis

Approved conditionally

47.4 BR/87/19/PL - Various sites along Bognor Regis Promenade

Approved conditionally

48. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21st, 28th JUNE AND 5th JULY 2019

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

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

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

49. 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 21st, 28th JUNE AND 5th JULY 2019

There were none.

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

There were no notifications.

51. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 112391: CO-OPERATIVE, 33 CHICHESTER ROAD, BOGNOR REGIS

Licensing Act 2003

Premises: Co-operative, 33 Chichester Road, Bognor Regis

Licence Number: 112391

The Committee noted the Licence application received for the sale of alcohol for consumption off the premises between Monday-Sunday 06:00-23:00, with conditions applying.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

52. TO RECEIVE ANY REPORTS FROM RECENT JWAAC HIGHWAYS & TRANSPORT SUB-GROUP MEETINGS AND AGREE ANY ACTIONS (IF AVAILABLE)

There had been no recent meeting of the JWAAC Highways & Transport Sub-Group to report on.

53. TO NOTE THE RESPONSE TO THE QUESTIONS RAISED WITH THE WSCC CABINET MEMBER FOR HIGHWAYS, AND TO CONSIDER ANY FURTHER ACTION - MIN. 26 REFERS

The Civic & Office Manager's report, including the comments from Mr. Roger Elkins WSCC Cabinet Member for Highways, was **NOTED**.

Members welcomed the news that work to improve the junction by Halfords/Lidl would take place this year. Discussion then turned to the three sites with lack of parking as highlighted in the report namely Durban Road, Station Road and Aldwick Road. Members noted that any changes to the parking regime would have to be by way of a Traffic Regulation Order (TRO) and that only two TRO's can be permitted by JWAAC per year. Members therefore agreed that the process of requesting a TRO be confirmed and the matter placed on a future Agenda, to prioritise the three sites and agree which should be applied for initially.

54. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated including the items highlighted that related to the ADC Consultations on Street Naming and "Public Open Space" & "Arun Parking Standards" SPD, the former of which will be included as a future agenda item. In addition, the following was brought to Members attention:

Additional correspondence included: -

- 54.1** Arun District Design Guide Supplementary Planning Document (SPD) – Parish and Town Council Consultation
- 54.2** Arun District Council - Gypsy and Traveller and Travelling Showpeople Site Allocations Development Document Consultation 2019
- 54.3** ADC - Non-Strategic Sites DPD Issues and Options Consultation
- 54.4** WSCC - Planned roadworks in West Sussex between 10 July 2019 and 9 August 2019 - circulated to Committee and shared on social media

The Meeting closed at 6.55pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 16th JULY 2019
REPRESENTATIONS ON LISTS DATED 21st, 28th JUNE AND 5th JULY 2019

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

| | | |
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| BR/171/19/HH 4 Highcroft Crescent Bognor Regis PO22 8DH | Rear single storey extension | NO OBJECTION |
| BR/150/19/T Homecroft House Sylvan Way Bognor Regis PO21 2NG | Remove 2 lowest branches back to main stem of 1 No. Oak tree that directly overhangs roof of building | 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/183/19/HH 37 Hillsboro Road Bognor Regis PO21 1DX | Single storey rear extension & bedroom in roof, following demolition of existing kitchen extension & conservatory | NO OBJECTION |
| BR/181/19/HH 4 Gatehouse Mews Sudley Road Bognor Regis PO21 1FJ | Erecting of two dormer windows. Converting existing attic into a bedroom and storage room. This application may affect the setting of a Listed Building | NO OBJECTION |
| BR/194/19/PL 33 Chichester Road Bognor Regis PO21 2XH | Installation of replacement plant equipment, new external freezer all within an existing compound with a new timber hit & miss fence to enclose. <i>(N.B. This is an application that ADC has chosen to advertise and invite comment, although there is no statutory requirement to advertise).</i> | NO OBJECTION |