



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 27th AUGUST 2019

PRESENT: Cllr. S. Goodheart (Chairman) (during Min. 71), Cllrs:
J. Barrett, J. Erskine, Ms. A. Sharples, W. Smith and
Mrs. J. Warr

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

The Meeting opened at 6.31pm

71. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of Cllr. Goodheart, it was **AGREED** that the Vice-Chairman, Cllr. Mrs. Warr, should act as Chairman for the meeting until such time that Cllr. Goodheart may arrive.

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 away.

Cllr. Goodheart arrived at the Meeting and took the Chair

72. 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

73. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 6th AUGUST 2019

The Civic & Office Manager reported to Members that Cllr. Smith had, in fact, given apologies for absence from the meeting held on 6th August, however, these had not been received by the Committee Clerk in time for the meeting and, therefore, not reflected in the Minutes.

The Committee, having **NOTED** Cllr. Smiths' apologies for absence, **RESOLVED** to agree and approve the Minutes of the Meeting held on 6th August 2019 as an accurate record of the proceedings and the Chairman signed them.

74. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions from the member of the press, seated in the public gallery.

75. CLERK'S REPORT FROM PREVIOUS MINUTES

75.1 20th November 2018 - Min. 134.3 - Planning Application BR/281/18/PL - 99 Victoria Drive, Bognor Regis, PO21 2DZ

Members were informed that an appeal had been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in respect of Planning Application BR/281/18/PL.

75.2 25th June 2019 - Min. 35.3 - Planning Application BR/155/19/PL - 1-6 The Mews, Mead Lane, Bognor Regis

Members were informed that an appeal had been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in respect of Planning Application BR/155/19/PL.

75.3 25th June 2019 - Min. 35.3 - Planning Application BR/125/19/PL - 1-2 The Parade, Argyle Road, Bognor Regis, PO21 1DT

Members were informed that Planning Application BR/125/19/PL had been withdrawn at the request of the applicant.

76. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2nd, 9th AND 16th AUGUST 2019

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

76.2 The Committee noted that representations had been received from the public in relation to planning applications BR/129/19/PL and BR/63/19/PL. There had been no representations received from neighbouring parishes, in respect of these applications.

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

77. 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 2nd, 9th AND 16th AUGUST 2019

There were none.

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

ADC Development Control Meeting - 4th September 2019.

78.1 BR/73/19/PL - Land to East of Royal Norfolk Hotel, Aldwick Road, Bognor Regis - Erection of 3 No. terraced residential dwellings, garden/cycle storage sheds and associated parking utilising the existing access (resubmission following BR/214/18/PL). This application affects the setting of a listed building and affects the character & appearance of The Steyne, Bognor Regis Conservation Area

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/73/19/PL at the meeting held on 14th May 2019 (Min. 9.3 refers).

Members **RESOLVED** to **AGREE** that a representative from the Town Council should attend the Development Control Meeting to speak in objection to Planning Application BR/73/19/PL. Members available to attend the meeting were asked to contact the Civic & Office Manager, by no later than 4pm on Tuesday 3rd September.

78.2 BR/154/19/PL - 8 Mead Court, Mead Lane, Bognor Regis - Change of use from single dwelling (currently used as a house in multiple occupation with 6 bedrooms) into a house in multiple occupation with 8 bedrooms including the conversion of existing integral garage into living area. This application may affect the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area & may affect the setting of a listed building

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/154/19/PL at the meeting held on 25th June 2019 (Min. 35.3 refers).

Members **RESOLVED** to **AGREE** that a representative from the Town Council should attend the Development Control Meeting to speak in objection to Planning Application BR/154/19/PL. Members available to attend the meeting were asked to contact the Civic & Office Manager, by no later than 4pm on Tuesday 3rd September.

79. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There were no Premises Licence applications to consider.

80. 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.

81. TO RECEIVE AN UPDATE REGARDING TRAFFIC REGULATION ORDER REQUESTS, AS DISCUSSED AT THE PREVIOUS MEETING - MIN. 65 REFERS

The Civic & Office Manager's report was **NOTED**.

The Committee **RESOLVED** to suspend Standing Orders (S.O. 16.1 refers) to enable them to consider the rescission of the previous decision regarding a Traffic Regulation Order (TRO) application in relation to Applegate Way (Min. 65 refers).

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

Having noted in the report that a TRO application for Applegate Way had already been submitted, by another party, to West Sussex County Council, Members felt it unnecessary to submit a similar application. However, Members **RESOLVED** to rescind the previous decision and, therefore, no TRO application for Applegate Way would be submitted but did **AGREE** that a letter of support should be sent to the Chairman of the JWAAC Committee, who would be considering the TRO application submitted for Applegate Way in November 2019.

82. TO RECEIVE THE RESPONSE FROM ARUN DISTRICT COUNCIL IN RELATION TO THE SUGGESTIONS SUBMITTED TO THE STREET NAMING CONSULTATION - MIN. 66 REFERS

The Civic & Office Manager's report, which included confirmation of the suggestions that had been taken forward by Arun District Council, was **NOTED**.

83. TO INVESTIGATE THE POSSIBILITY OF INSTALLING A WINDSOCK ON THE EXISTING POLE, EAST OF THE PIER, THAT WOULD BE VISIBLE TO THOSE VIEWING THE LIVE WEBCAM, THEREBY ENABLING WINDSURFERS, SWIMMERS ETC TO HAVE A BETTER IDEA OF THE PREVAILING WIND CONDITIONS

The Civic & Office Manager reported to Members that, following suggestions from members of the public on a social media site, a Councillor had requested that investigations be carried out into the possibility of installing a windsock on an existing pole east of the Pier. With the windsock being visible to those viewing the live webcam, this would enable windsurfers, swimmers etc to have a better idea of the prevailing wind conditions.

Members **RESOLVED** to **AGREE** that investigations into the possibility of installing a windsock be carried out, and instructed the Civic & Office Manager to make preliminary enquiries with a report being made to Members at a future meeting of the Planning and Licensing Committee.

84. TO DISCUSS THE RECENT PRESENCE OF TRAVELLERS IN THE DISTRICT, AND TO CONSIDER ANY FURTHER ACTION

Members were informed that a Councillor had, at the beginning of August, contacted Arun District Council (ADC) to ask a number of questions relating to Travellers in the district that had been present over recent weeks. The questions put to ADC by the Councillor were as follows: -

- *Can you give an idea of the cost to the District Council of moving on and cleaning up after the visitors please?*
- *What are the long-term consequences, if any?*
- *Is there any evidence of crime figures spiking in the local areas when the Travellers are about?*
- *What is the Health & Safety risk? There are regularly allegations of travellers leaving behind human faeces amongst other debris - is this correct?*
- *Do the Travellers use the allocated sites in the district? If not, do you know why?*
- *Are there any figures for dog attacks related to the Travellers?*
- *Is it illegal for them to break into land by damaging padlocks etc, are they ever prosecuted by the Council? What is the outcome?*

Members **RESOLVED** to **AGREE** that if, upon checking with said Councillor, a response from ADC had not yet been received, then the Town Council should request this information from ADC under the Freedom of Information Act.

85. TO NOTE THE DECISION BY WEST SUSSEX COUNTY COUNCIL TO LEVY A CHARGE ON LOCAL BUSINESSES WHO USE THE PUBLIC HIGHWAYS FOR EXTERIOR SEATING, AND TO AGREE ANY FURTHER ACTION

The Civic & Office Manager's report was **NOTED**.

Following a brief discussion about the way in which this levy had been rolled out, Members were in full support of the Leader of Arun District Council in calling for the charges to be suspended whilst discussions take place.

Members felt it was important that Town Centre traders are supported in running successful businesses in the Town and, therefore, **RESOLVED** to **AGREE** that a letter be sent to the Leader of West Sussex County Council stating that the Town Council **OBJECT** to the charges being levied on local businesses who use public highways for exterior seating, and asking they the charges be suspended until full consultation has been carried out.

86. TO NOTE THE DETAILS OF THE ARUN DISTRICT COUNCIL DRAFT COMMUNITY INFRASTRUCTURE LEVY EXAMINATION IN PUBLIC

The Civic & Office Manager informed Members that the Examination would take place on Friday 18th October 2019, at 9.30am, and would be held at the Arun District Council Civic Centre, Maltravers Road, Littlehampton. As a consultee, the Town Council are invited to send a representative to attend the Examination.

Members **RESOLVED** to **AGREE** that, to allow time for each of them to fully digest the contents of the Draft Community Infrastructure Levy documents, the matter be placed on the Agenda for the Planning and Licensing Committee Meeting to be held on 17th September to discuss whether to send a Town Council representative to attend the Examination.

87. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated. In addition, the following was brought to Members attention:

Additional correspondence included: -

- 87.1** WSCC - Latest Planned Roadworks Report, 21st August - 20th September 2019
- 87.2** ADC - Notification that Planning Application P/134/16/OUT (Land North of Sefter Road & 80 Rose Green Road, Pagham) is being brought back to Development Control Committee, to allow Members to consider the Pagham Development Management Plan (published 19th July 2019) and the World War II Infantry Section Post located on the site which is a non-designated heritage asset
- 87.3** ADC - Notification of a pre-site inspection panel visit in relation to Planning Application BR/73/19/PL (Land East of Royal Norfolk Hotel, Bognor Regis) to take place at 10.15am on Thursday 29th August 2019. The Ward Councillors for Bognor Regis Marine Ward are invited to attend - Councillors Brooks and Stanley, together with a representative of Bognor Regis Town Council
- 87.4** WSCC - Details received of an internal Members' Task and Finish Group to produce an Electric Vehicle Strategy, with the main focus to be on improving awareness and acceleration of provision of charging infrastructure. Proposals are to be published in a Draft Strategy that will open for consultation on 27th August and run until 2nd October. The Town Council's Planning and Licensing Committee will consider the Draft Electric Vehicle Strategy at the next Committee meeting
- 87.5** WSCC - Details of forthcoming regional drop-in events for the launch of the Draft Transport for the South East (TfSE) Transport Strategy
- 87.6** ADC - Confirmation that an updated completions list, to demonstrate how the district is performing in comparison with the requirements of the Local Plan, is not currently available for release. It should, however, be available in Arun's Annual Authority Monitoring Report, which is due to be produced in October 2019
- 87.7** WSCC - Details of improvement works at the A259 Rowan Way/Bognor Regis Retail Park access road junction from Monday 30th September for a seven-week period. Circulated to all Councillors and shared on social media

The Meeting closed at 8.11pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 27th AUGUST 2019
REPRESENTATIONS ON LISTS DATED 2nd, 9th AND 16th AUGUST 2019

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

<p>BR/212/19/A 33 Chichester Road Bognor Regis PO21 2XH</p>	<p>Advertisement consent for 2 No. internally illuminated fascia signs, 7 No. Ali Panels, 8 No. Wall Mounted Signs, 3 No. Banner Frames, 4 No. Pole Mounted Signs and 1 No. internally illuminated Totem Sign</p>	<p>NO OBJECTION</p>
<p>BR/129/19/PL <i>RE-ADVERTISED</i> 75 Highfield Road Bognor Regis PO22 8PD</p>	<p>Demolition of existing building and erection of 4 No. dwellings (4 x 2-bedroom) with associated access and 1 off-street car parking space (resubmission following BR/215/18/PL)</p>	<p>OBJECTION Although the number of dwellings has been reduced from 6 to 4, the proposed parking spaces have also been reduced from 2 to 1. There is still the potential for the future occupiers of the proposed dwellings to have a number of cars/vehicles between them. Consequently, Members felt that the proposed development does not include sufficient parking provision to meet the needs of future occupiers in accordance with the residential parking standards in use at the time. This will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan.</p>

<p>BR/63/19/PL <i>RE-ADVERTISED</i> 15-17 Kew Gardens Bognor Regis PO21 5RD</p>	<p>Demolition of existing building and erection of 6 No. dwellings, 2 x 3-bedroom and 4 x 2-bedroom with associated access and car parking</p>	<p>NO OBJECTION</p>
<p>BR/217/19/HH 52c Annandale Avenue Bognor Regis PO21 2EX</p>	<p>Single storey front extension and pitched roof over garage</p>	<p>NO OBJECTION</p>
<p>BR/221/19/HH 16 Madeira Avenue Bognor Regis PO22 8BY</p>	<p>Single storey side extension, part two storey part single storey rear extension and demolition of existing garage to incorporate garden area</p>	<p>NO OBJECTION</p>
<p>BR/216/19/A 20 Station Road Bognor Regis PO21 1QE</p>	<p>Replace existing shop sign with smaller in width but higher illuminated sign. 1x hanging sign with nylon flat attached to sign poles. Awnings with small edgings with brand name embellished</p>	<p>NO OBJECTION</p>
<p>BR/219/19/L The Royal Norfolk Hotel The Esplanade Bognor Regis PO21 2LH</p>	<p>Internal alterations to create additional bedrooms and form corridor bypass to main stairs. This application may affect the setting of The Steyne Conservation Area</p>	<p>NO OBJECTION</p>

<p>BR/227/19/PL 3 Southdown Road Bognor Regis PO21 2JS</p>	<p>Removal of condition 5 imposed under BR/84/16/OUT(APP/C3810/W/16/3153767) relating to condition 5 - details of all trees/bushes/hedges to be retained along with measures to protect them during demolition and construction works</p>	<p>Based on the information available to them at the time, Members felt unable to fully consider Planning Application BR/227/19/PL until further clarity could be sought. Members agreed to request an extension of time from the Local Planning Authority, and to consider this application at the next Planning and Licensing Committee Meeting.</p>
<p>BR/180/19/PL 37 London Road Bognor Regis PO21 1PQ</p>	<p>Erection of demountable/removable commercial unit at front facing London Road with residential unit at rear</p>	<p>Based on the information available to them at the time, Members felt unable to fully consider Planning Application BR/180/19/PL until further clarity could be sought. Members agreed to request an extension of time from the Local Planning Authority, and to consider this application at the next Planning and Licensing Committee Meeting.</p>
<p>BR/230/19/HH 22-24 Oakhurst Upper Bognor Road Bognor Regis PO21 1FW</p>	<p>Replacement of tile hanging with black PVCu cladding to 2 No. bay windows. This application may affect the setting of listed buildings & may affect the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area</p>	<p>NO OBJECTION</p>