



# **BOGNOR REGIS TOWN COUNCIL**

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

### **HELD ON TUESDAY 17<sup>th</sup> SEPTEMBER 2019**

**PRESENT:** Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett, Mrs. S. Daniells, J. Erskine, Ms. A. Sharples, W. Smith and Mrs. J. Warr (during Min. 93)

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

***The Meeting opened at 6.33pm***

#### **88. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. There were no apologies for absence.

#### **89. 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.

***Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 6 regarding Planning Applications BR/238/19/L and BR/237/19/PL, as an employee of the Picturedrome Cinema, and stated that she would leave the Meeting when these applications were discussed***

**90. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 27<sup>th</sup> AUGUST 2019**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 27<sup>th</sup> August 2019 as an accurate record of the proceedings and the Chairman signed them.

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

***Meeting adjourned at 6.35pm***

A member of the public asked for an update regarding a domain name and was informed that the matter had been dealt with by the Community Engagement and Environment Committee.

***Meeting reconvened at 6.36pm***

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

There was nothing to report.

**93. TO CONSIDER PLANNING APPLICATIONS BR/227/19/PL AND BR/180/19/PL ON LIST DATED 15<sup>th</sup> AUGUST, DEFERRED FROM COMMITTEE MEETING HELD 27<sup>th</sup> AUGUST 2019, AND PLANNING APPLICATIONS ON LISTS DATED 23<sup>rd</sup>, 30<sup>th</sup> AUGUST AND 6<sup>th</sup> SEPTEMBER 2019**

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

**93.2** The Committee noted that a representation had been received from the public in respect of Planning Application BR/199/19/PL. There had been no representations received from neighbouring parishes, in respect of these applications.

***Cllr. Mrs. Daniells redeclared her Disclosable Pecuniary Interest in respect of Planning Applications BR/238/19/L and BR/237/19/PL, as an employee of the Picturedrome Cinema, and left the Meeting while these two applications were discussed***

***Cllr. Mrs. Warr arrived to the Meeting and apologised for her late arrival***

- 93.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**). Cllrs. Erskine and Goodheart abstained from voting in respect of Planning Application BR/208/19/PL and had asked for this to be noted.

***Cllr. Mrs. Daniells returned to the Meeting***

- 94. 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 23<sup>rd</sup>, 30<sup>th</sup> AUGUST AND 6<sup>th</sup> SEPTEMBER 2019**

There were none.

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

There had been no notifications received.

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

There were no Premises Licence applications to consider.

- 97. 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.

- 98. TO CONSIDER COMMENTING ON A27 ARUNDEL BYPASS FURTHER CONSULTATION**

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

Having considered the Highways England A27 Arundel Bypass Consultation Brochure, and following discussion, Members **RESOLVED** to **AGREE** that response forms should be completed individually rather than collectively

and, therefore, no comment would be submitted on behalf of the Town Council.

**99. TO DISCUSS ADC'S CURRENT STREET NAMING POLICY, REGARDING THE TOWN COUNCIL'S INPUT, AND TO CONSIDER ANY ACTION, AS REFERRED FROM COUNCIL MEETING HELD 2<sup>nd</sup> SEPTEMBER 2019 - MIN. 92.2 REFERS**

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

The content of ADC's current Street Naming and Property Numbering Policy was fully considered by the Committee. Whilst it would be preferable for the Town Council to have more influence over the final decision of street naming, within the Wards of Bognor Regis, it was acknowledged that there appears to be no statute in place to enable this. However, the current Policy makes reference to the Town Council being consulted, with suggestions from the Town Council being considered.

Being satisfied with the content of ADC's current Street Naming and Property Numbering policy, Members **RESOLVED** to **AGREE** to take no further action.

Having recently participated in ADC's Street Naming Consultation, Members **RESOLVED** to **AGREE** that street naming suggestions, to be submitted to ADC, should become an annual Agenda item for the Planning and Licensing Committee with effect from August 2020.

**100. TO RECEIVE WSCC'S ELECTRIC VEHICLE DRAFT STRATEGY AND TO CONSIDER SUBMITTING COMMENT**

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

Following discussion about WSCC's Electric Vehicle Draft Strategy, Members **RESOLVED** to **AGREE** that individual responses should be submitted in response, if Members were minded to do so and, therefore, no response would be submitted on behalf of the Town Council.

**101. CORRESPONDENCE**

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

Additional correspondence included: -

- 101.1** WSCC - Latest Planned Roadworks Report, 11<sup>th</sup> September - 10<sup>th</sup> October 2019
- 101.2** CPRE - Campaigns Update, September 2019
- 101.3** Email from the Leader of WSCC, Ms Louise Goldsmith, in response to letter sent by BRTC regarding levy to be charged for tables and chairs on public highways. Circulated to Committee

**102. TO DISCUSS THE DETAILS OF THE ARUN DISTRICT COUNCIL DRAFT COMMUNITY INFRASTRUCTURE LEVY (CIL) EXAMINATION IN PUBLIC AND TO AGREE ANY REPRESENTATION**

As this Committee had previously agreed that no comment should be submitted to Arun District Council, in response to either the Preliminary Draft Charging Schedule Consultation or the subsequent Draft Charging Schedule Consultation (Min. 173 of the Committee Meeting held 8<sup>th</sup> January 2019 and Min. 240 of the Committee Meeting held 2<sup>nd</sup> April 2019 refer respectively), the Committee felt that it would not be appropriate to send a representative to attend the Examination in public, when there was a clear expectation for attendees to engage in a debate.

Members, therefore, **RESOLVED** to **AGREE** to send no representative to the Arun District Council Draft Community Infrastructure Levy (CIL) Examination in public.

***The Meeting closed at 8.13pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17<sup>th</sup> SEPTEMBER 2019**  
**REPRESENTATIONS ON PLANNING APPLICATIONS BR/227/19/PL AND BR/180/19/PL ON LIST DATED 15<sup>th</sup>**  
**AUGUST, DEFERRED FROM COMMITTEE MEETING HELD 27<sup>th</sup> AUGUST 2019, AND ON LISTS DATED 23<sup>rd</sup>, 30<sup>th</sup>**  
**AUGUST AND 6<sup>th</sup> SEPTEMBER 2019**

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

<p><b>BR/227/19/PL</b> 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><b>OBJECTION</b> Having regard for ADC's Tree Officer's comments, in the decision notice dated 18<sup>th</sup> July 2019 in respect of Planning Application BR/193/19/DOC, Members object to the loss of trees and consider that measures to protect them should remain in place.</p>
<p><b>BR/180/19/PL</b> 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><b>NO COMMENT</b> Arun District Council have advised that Planning Application BR/180/19/PL has been deemed invalid by them and placed on hold. It is likely that the application will be re-advertised at a later date.</p>
<p><b>BR/199/19/PL</b> Clock Walk 7 High Street Bognor Regis PO21 1SG</p>	<p>Conversion of existing Health Centre (D1 non-residential institution) unit to 4 No. studio flats. This application may affect the setting of a listed building</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/208/19/PL</b> 2-8 The Hatters Inn Queensway Bognor Regis PO21 1QT</p>	<p>Re develop &amp; extend external drinking area complete with new railings, gates and wall to boundary</p>	<p><b>NO OBJECTION</b></p>

<p><b>BR/238/19/L</b>  Picturedrome Cinema  51 Canada Grove  Bognor Regis  PO21 1DW</p>	<p>Listed building consent for the replacement of front window with doors to match opposite side with steps, removal of internal walls separating existing front counter &amp; office area, removal of chimney &amp; wall between first floor offices</p>	<p><b>NO COMMENT</b> Members of the Town Council <b>RESOLVED</b> to <b>AGREE</b> to submit no comment in respect of Planning Application BR/238/19/L, as Landlord of the property. However, it is noted that Bognor Regis Town Council is listed as the Applicant, but this is incorrect. Furthermore, no Certificate of Ownership was submitted prior to the original application but Members have noted that this has now been received.</p>
<p><b>BR/237/19/PL</b>  Picturedrome Cinema  51 Canada Grove  Bognor Regis  PO21 1DW</p>	<p>Replace front window with doors to match opposite side with steps, removal of internal walls separating existing front counter &amp; office area, removal of chimney &amp; wall between first floor offices. This application affects the setting of a listed building &amp; may affect the character &amp; appearance of the Bognor Regis Railway Station Conservation Area</p>	<p><b>NO COMMENT</b> Members of the Town Council <b>RESOLVED</b> to <b>AGREE</b> to submit no comment in respect of Planning Application BR/237/19/PL, as Landlord of the property. However, it is noted that Bognor Regis Town Council is listed as the Applicant, but this is incorrect. Furthermore, no Certificate of Ownership was submitted prior to the original application but Members have noted that this has now been received.</p>
<p><b>BR/209/19/HH</b>  9 Oak Grove  Bognor Regis  PO22 9JL</p>	<p>Garden shed to rear</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/236/19/L</b>  Culver Cottage  37 Aldwick Road  Bognor Regis  PO21 2LN</p>	<p>Proposed single storey side extension including demolition of existing garden room. The application may affect the character and appearance of Aldwick Conservation Area.</p>	<p><b>NO OBJECTION</b></p>

<p><b>BR/235/19/HH</b> Culver Cottage 37 Aldwick Road Bognor Regis PO21 2LN</p>	<p>Proposed single storey side extension including demolition of existing garden room. The application may affect the character and appearance of Aldwick Conservation Area</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/239/18/PL</b> <i>RE-ADVERTISED</i> 9 London Road Bognor Regis PO21 1PQ</p>	<p>Change of use of first floor from retail (A1 Shop) to flats (C3 Residential) conversion of roof space to habitable roof space and extension of property to rear at ground floor level and to roof. This application may affect the setting of a listed building</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/206/19/PL</b> 83 Aldwick Road Bognor Regis PO21 2NW</p>	<p>Extensions &amp; alterations to shop &amp; HMO to reduce shop &amp; form 8no. self- contained flats</p>	<p><b>OBJECTION</b> The scale of the proposed extensions and alterations to form an HMO of 8 No. self-contained flats, with no parking provision, will contribute to the generation of excessive parking demands or traffic in the area. Aldwick Road is an area with a Traffic Regulation Order in place, with waiting restrictions along the road between Park Road/Victoria Road and Nyewood Lane. The proposal is therefore contrary to policy H SP4 of the Arun District Local plan and the National Planning Policy Framework.</p>
<p><b>BR/245/19/HH</b> 28 Hatherleigh Gardens Bognor Regis PO21 5HZ</p>	<p>Single storey side annexe extension</p>	<p><b>NO OBJECTION</b></p>