



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 8th OCTOBER 2019

PRESENT: Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,
Ms. A. Sharples and Mrs. J. Warr

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)

The Meeting opened at 6.30pm

103. 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 had been received from Cllr. Erskine due to family commitments, Cllr. Mrs. Daniells who was attending a conference, and Cllr. Smith due to having other commitments.

104. 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

105. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th SEPTEMBER 2019

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 17th September 2019 as an accurate record of the proceedings and the Chairman signed them.

106. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

107. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

108. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 13th, 20th AND 27th SEPTEMBER 2019

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

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

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

109. 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 13th, 20th AND 27th SEPTEMBER 2019

There were none.

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

ADC Development Control Meeting - 9th October 2019.

BR/129/19/PL - 75 Highfield Road, Bognor Regis - Conversion of single dwelling to 4 no. flats including rear projection and 1 parking space (resubmission of BR/215/18/PL)

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/129/19/PL at the meeting held on 27th August 2019 (Min. 76.3 refers).

Members, having been previously notified by email of this application being considered by the Development Control Committee, **RESOLVED** not to send a representative. Members were satisfied that the Town Council's written representation previously submitted would be considered by the Development Control Committee Members.

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

There were no Premises Licence applications to consider.

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

The Town Council's appointed representative to the JWAAC Highways & Transport Sub-Group had nothing to report as the next meeting was not scheduled to take place until 22nd October 2019.

113. TO NOTE THE RESPONSE RECEIVED IN RELATION TO INFORMATION REQUESTED REGARDING TRAVELLERS AND TO CONSIDER ANY FURTHER ACTION - MIN. 84 REFERS

The Civic & Office Manager's report, including the response received from ADC relating to questions raised by BRTC regarding Travellers in the local area, was **NOTED**.

Satisfied with the answers provided in the response, Members **RESOLVED** to **AGREE** that no further action be taken regarding the outstanding questions.

114. TO CONSIDER SUBMITTING COMMENT IN RESPONSE TO ADC'S PUBLIC SPACES PROTECTION ORDER CONSULTATION

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

Members discussed the proposals put forward by Arun District Council and considered the bounded areas provided.

In relation to the suggested 'No Alcohol Area', the Committee felt that Place St Maur, including the grassy mounds, in Bognor Regis should be excluded, as to ban the consumption of alcohol could negatively impact on events/attractions held at this location.

Furthermore, Members agreed that the pedestrianised area at the front of Bognor Regis Railway Station should be classed as a 'No Alcohol Area' as there are known issues with street drinking at this location which is not considered a very welcoming sight for visitors to the Town upon their arrival.

Discussions also included Steyne Gardens with Members expressing concern that its secluded setting could encourage street drinking. Therefore, Members agreed that Steyne Gardens should also be classified as a 'No Alcohol Area' in the same way that the Sunken Gardens and Waterloo Square are proposed to be.

There were no suggested changes to the proposed areas in which cycling might be prohibited.

Members **RESOLVED** to **AGREE** that comments be submitted supporting ADC's proposals, in response to their Public Spaces Protection Order Consultation, including the suggested amendments and additions to the 'No Alcohol Area' as noted above.

115. TO NOTE THAT FELPHAM PARISH COUNCIL HAS SUBMITTED A NEIGHBOURHOOD DEVELOPMENT PLAN PROPOSAL/MODIFICATION PROPOSAL TO ADC AND TO CONSIDER SUBMITTING ANY COMMENTS IN RESPONSE BY NO LATER 7th NOVEMBER 2019

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

Members **RESOLVED** to **AGREE** to submit no comment in response to Felpham Parish Council's Neighbourhood Plan Proposal/Modification Proposal.

116. TO RECEIVE CORRESPONDENCE FROM A RESIDENT EXPRESSING CONCERN REGARDING LOCAL TRAFFIC AND TO CONSIDER ANY ACTION IN RESPONSE

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

As the deadline for Community Highways Schemes to be considered for inclusion in WSCC's 2020/21 design programme had closed, it was noted that the matter would not be considered until the following year. It was therefore **RESOLVED** to **AGREE** to **DEFER** making a decision to allow the

Ward Councillor to take a look at the traffic in the identified area and report back to this Committee at a future meeting.

117. CORRESPONDENCE

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

Additional correspondence included: -

- 117.1** Building Design Partnership Ltd - Stakeholder Consultation Summary following Arun District Design Guide: Parish and Town Council Consultation. Circulated to Committee Members by email, 4th October 2019
- 117.2** ADC - Notification that Arundel Town Council's Neighbourhood Development Plan Review has successfully passed examination
- 117.3** WSCC - Latest Planned Roadworks Report, 2nd October - 1st November, Circulated to Councillors and shared on social media
- 117.4** CPRE - Invitation to CPRE Sussex Affordable Housing Seminar on Saturday 9th November 2019, from 10am until 2pm at Barnham Community Hall, Yapton Road
- 117.5** WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Lidsey Road, Woodgate from junction with Oak Tree Lane to junction with Hook Lane is temporarily prohibited from 26/10/19 at 23.00 until 28/10/19 at 04.00. The restriction will be in place 24hrs and is necessary to allow Network Rail to upgrade the level crossing and renew barrier. There will be no vehicular or pedestrian access through the closure

The Meeting closed at 7.16pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8th OCTOBER 2019
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 13th, 20th AND 27th SEPTEMBER 2019

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

<p>BR/247/19/PL 29A Station Road Bognor Regis PO21 1QD</p>	<p>Change of use & conversion of first & second floors from dwelling (C3 Dwelling houses) to 5 room HMO (C4 Houses in multiple occupation) with associated upgrades, additional rooflights & new WC new window to rear. This application may affect the character & appearance of the Bognor Regis Railway Station Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/253/19/T 252 Hawthorn Road Bognor Regis PO21 2UP</p>	<p>Crown reduction by 4m to 1 No. Oak tree</p>	<p>NO OBJECTION</p>
<p>BR/251/19/HH 61A Annandale Avenue Bognor Regis PO21 2ET</p>	<p>Proposed single storey rear extension to existing garage and conversion of garage into habitable accommodation with new pitched roof over</p>	<p>NO OBJECTION</p>
<p>BR/248/19/PL Homelands Care Home 21-23 Richmond Avenue Bognor Regis</p>	<p>Alteration to the existing building to provide 6 No. additional bedrooms with en-suites to include two storey rear extension & conversion of 2nd floor loft space & dropped kerb</p>	<p>NO OBJECTION</p>

<p>BR/257/19/PL The Royal Hotel The Esplanade Bognor Regis</p>	<p>Various amendments and alterations to previously approved application BR/326/18/PL - This application may affect the character and appearance of The Steyne, Bognor Regis, Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/263/19/T 32 Normanton Avenue Bognor Regis PO21 2TU</p>	<p>Fell 1 No. Oak tree</p>	<p>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.</p>
<p>BR/254/19/HH 50 Corbishley Road Bognor Regis PO22 9HS</p>	<p>Retention of single storey front porch extension</p>	<p>NO OBJECTION</p>
<p>BR/237/19/PL 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 & office area, removal of chimney & wall between first floor offices. This application affects the setting of a listed building & may affect the character & appearance of the Bognor Regis Railway Station Conservation Area</p>	<p>NO COMMENT Members of the Town Council RESOLVED to AGREE to submit no comment in respect of Planning Application BR/237/19/PL, as Landlord of the property.</p>
<p>BR/238/19/L 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 & office area, removal of chimney & wall between first floor offices</p>	<p>NO COMMENT Members of the Town Council RESOLVED to AGREE to submit no comment in respect of Planning Application BR/238/19/L, as Landlord of the property.</p>