



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 28th AUGUST 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: P. Dillon,
S. Goodheart, and P. Woodall

IN ATTENDANCE: Mrs. S. Norman (Deputy Clerk)
1 member of the public (part of meeting)

The Meeting opened at 6.30pm

68. 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. Mrs. Daniells who was on annual leave.

69. TO NOTE COMMITTEE MEMBERSHIP AS A RESULT OF RESIGNATION FROM LABOUR GROUP - CLLR. ENTICOTT

The Chairman read the following statement: -

"Councillor Enticott has confirmed his resignation from the Labour Group to the Clerk. Until the reallocation of committee memberships has been undertaken and is ratified at the Council Meeting on 3rd September 2018, any seats he held on committees will remain vacant. On this basis, he will not be able to sit on the Committee at the meeting held today."

70. 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. Dillon stated that, as a Member of Arun District Council's Development Control Committee, he will be voting on the matters before him having regard only to such information as placed before the Town Council. If he should come to consider any matters again at the District Council, and further information may be available, he will consider the information available at that time and may come to a different decision

71. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th AUGUST 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 7th August 2018 as an accurate record of the proceedings and the Chairman signed them.

72. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.33pm

A member of the public spoke in objection to outline application BR/139/18/OUT, Rear of 94-100 Hook Lane, which had been considered by the Committee at the previous meeting with no objection offered by the Committee.

Meeting reconvened at 6.49pm

Members thanked the resident for taking the time to address the Committee and urged them to make contact with their Ward District Councillors to ensure that their objection was heard by ADC Development Control.

73. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

73.1 7th August 2018 - Min. 58.3 - Planning Applications

Planning Application BR/185/18/T had been withdrawn prior to the Town Council's representation being submitted.

73.2 7th August 2018 - Min.58.3 - Planning Applications

Letter sent to the applicant of Planning Application BR/191/18/PL, as requested by Members, with an invitation to deliver a presentation of any future planning proposals on the site to the Town Council but no response had been received to date.

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

There were none.

75. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10th, 17th AND 24th AUGUST 2018

75.1 The Committee noted that planning application AW/57/18/HH, included on the list dated 10th August 2018, was in fact an Aldwick application and the Planning Officer at ADC had apologised that this had been referred to the Town Council in error. This application would therefore be removed, and no comments offered by the Committee.

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

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

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

76. 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 10th, 17th AND 24th AUGUST 2018

Whilst there were no significant planning applications on the lists dated 10th, 17th and 24th August, Members did discuss the potential development in Pagham and the impact on all local infrastructure arising.

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

There were none.

78. NOTIFICATION OF ANY CHANGES TO APPLICATIONS PREVIOUSLY CONSIDERED BY THE COMMITTEE WITH CONSIDERATION FOR ANY FURTHER COMMENTS

There were none.

79. TO RECEIVE FINAL DRAFT METHODOLOGY FOR THE NON-STRATEGIC SITES DEVELOPMENT PLAN DOCUMENT AND NEIGHBOURHOOD PLANS

The Civic & Office Manager's report was noted, and following consideration Members **AGREED** not to submit any comments on the Final Draft Methodology.

80. CORRESPONDENCE

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

Additional correspondence included:-

80.1 WSCC - Notification that planning permission for application WSCC/031/18/BR: St Mary's Catholic Primary School, Glamis Street, Bognor Regis has been granted.

80.2 WSCC - Latest planned roadworks, 22nd August-5th September 2018.

80.3 WSCC - Public Notice - Temporary Traffic Regulation Order - Lidsey Road, - Start date: 17/09/18 - forwarded to Councillors and on Social Media.

The Meeting closed at 7.50pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28th AUGUST 2018
REPRESENTATIONS ON LISTS DATED 10th, 17th AND 24th AUGUST 2018

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

BR/120/18/PL (<i>Retrospective</i>) 2 Highfield Road Bognor Regis PO22 8BG	Conversion of existing ground floor flat into 3 No. self-contained apartments	NO OBJECTION
BR/178/18/HH 2 Burngreave Court Bognor Regis PO21 2TZ	Removal of existing front projection and erection of front single storey extension	NO OBJECTION
BR/176/18/PL 2 & 3 Langford House 7 The Steyne Bognor Regis	Creation of balcony at 2nd floor level (east). Replace existing balcony balustrades at first floor level (east) - This application affects the character & appearance of The Steyne, Bognor Conservation Area	NO OBJECTION subject to Building Control approval and with a request that all metalwork for the balcony is sympathetic to the street scene and specifically the metalwork on the opposite side of The Steyne. Furthermore, as this is a Conservation Area, Members would expect a high standard of finish with full exterior decoration.
BR/203/18/L Bath House 9 The Steyne Bognor Regis PO21 1TX	Listed building consent for the replacement of PVCu window to Flat 1 with timber framed window, alterations to existing external entrance to Flat 6, installation of wrought iron gates to bin store, installation of fire alarm system & fire doors to communal areas & restoration (decorative) works to exterior of building, communal area & Flat 6	NO OBJECTION subject to all the works carried out being sympathetic to the age of the building. Furthermore, Members would appreciate further details of the agreed colours for the exterior decoration.

<p>BR/204/18/PL Bath House 9 The Steyne Bognor Regis PO21 1TX</p>	<p>Replacement of PVCu window to Flat 1 with timber framed window, alterations to existing external entrance to Flat 6, installation of wrought iron gates to bin store, installation of fire alarm system & fire doors to communal areas & restoration (decorative) works to exterior of building, communal area & Flat 6. This application affects the character & appearance of The Steyn, Bognor Regis Conservation Area</p>	<p>NO OBJECTION subject to all the works carried out being sympathetic to the age of the building. Furthermore, Members would appreciate further details of the agreed colours for the exterior decoration.</p>
<p>BR/206/18/T The Maples 45 Victoria Drive Bognor Regis PO21 2TQ</p>	<p>1.5m reduction to top of crown & 1.5m reduction to area of crown overhanging Flat 5 to 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/193/18/L Bognor Regis Railway Station Station Road Bognor Regis PO21 1BP</p>	<p>Listed building consent for the fitting out of 2 No. Edwardian waiting rooms into a modern office space with meeting rooms, toilets & kitchen, incorporating original elements of the building, mezanine floor installed in larger office, new heating, ventilation & air conditioning in office spaces</p>	<p>NO OBJECTION</p>
<p>BR/170/18/HH 56 Corbishley Road Bognor Regis PO22 9HS</p>	<p>Single storey rear conservatory extension</p>	<p>NO OBJECTION</p>
<p>BR/201/18/HH 10 Sturges Road Bognor Regis PO21 2AH</p>	<p>Demolition of existing side attached garage and rear utility lean-to and proposed construction of a single storey side and single storey rear extension</p>	<p>NO OBJECTION</p>