



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON TUESDAY 10<sup>th</sup> MARCH 2020**

**PRESENT:** Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett, Mrs. S. Daniells, J. Erskine (during Min. 216), and Ms. A. Sharples

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

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

### **211. 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. Smith who had another engagement, and Cllr. Mrs. Warr who was unwell.

### **212. 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***

**213. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18<sup>th</sup> FEBRUARY 2020**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 18<sup>th</sup> February 2020 as an accurate record of the proceedings and the Chairman signed them.

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

There were no members of the public present at the meeting.

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

There was nothing to report.

**216. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 14<sup>th</sup>, 21<sup>st</sup> AND 28<sup>th</sup> FEBRUARY 2020**

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

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

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

**217. 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 14<sup>th</sup>, 21<sup>st</sup> AND 28<sup>th</sup> FEBRUARY 2020**

There were no applications outside the Wards of Bognor Regis to be considered.

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

No notifications of any applications to considered at the next ADC Development Control Committee Meeting had been received.

**219. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 113485: BEST MINI MARKET LTD, 25 STATION ROAD, BOGNOR REGIS, PO21 1QD**

**Licensing Act 2003**

**Premises: Best Mini Market Ltd, 25 Station Road, Bognor Regis, PO21 1QD**

**Licence Number: 113485**

The Committee noted the Licence application received for a Premises Licence for the supply of alcohol between the hours of 09:00 and 23:00 Monday to Saturday, and from 10:00 to 23:00 on Sundays. For consumption off the premises only.

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

**220. TO DISCUSS THE FUTURE OF WSCC'S JWAAC HIGHWAYS & TRANSPORT SUB-GROUP**

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

Following the announcement from West Sussex County Council that the Democratic Services team will no longer be able to support the Joint Western Arun Area Committee (JWAAC) Highways & Transport Sub-Group, Members discussed the perceived benefits of the Sub-Group continuing to meet in the future.

Members **AGREED** that, in liaison with other Town/Parish Councils in the Joint Western Arun Area, ways in which JWAAC Highways & Transport Sub-Group Meetings might continue should be discussed.

Furthermore, Members **AGREED** for the Town Council's appointed representatives to meet with fellow Members of the Arun District Association of Local Councils (ADALC) to share their views and ideas.

**221. TO RECEIVE A REPORT REGARDING NON-COUNCILLOR MEMBERSHIP ON THE PLANNING AND LICENSING COMMITTEE**

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

Discussion took place about how non-Councillors being co-opted as non-voting Members of the Planning and Licensing Committee could work.

It was suggested that if one non-Councillor were appointed from each of the five Wards of Bognor Regis, then the relevant person would only be invited to take part in discussions at a Committee Meeting where a planning application from within the Ward that they represent were to be considered.

Members **AGREED** to **DEFER** the matter until after the Annual Town Meeting in May, to allow for new Councillor Committee appointments to be agreed. In the event that, after this time, there continues to be any vacant seats on the Planning and Licensing Committee then Members **AGREED** that this matter be included on the Agenda for a future meeting.

## **222. CORRESPONDENCE**

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

Additional correspondence included: -

- 222.1** WSCC - Public Notice: Temporary Closure to all traffic of Victoria Drive, Bognor Regis, from the junctions with Linden Road to Oakwood Gardens with works taking place outside No. 5, 6 and 7. Scheduled to commence on 24<sup>th</sup> March 2020 for up to 5 days while Southern Water undertake works to repair of the manhole frame and cover in the centre of the carriageway.
- 222.2** WSCC - Public Notice: Temporary Road Closure of High Street, Bognor Regis from junction with London Road to York Road. From 05.03.2020, the restriction will be in place 24hrs to allow Southern Gas Networks to carry out emergency pipe replacement works. It is anticipated the works will be completed by 16.03.2020.

***The Meeting closed at 7.38pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 10<sup>th</sup> MARCH 2020**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 14<sup>th</sup>, 21<sup>st</sup> AND 28<sup>th</sup> FEBRUARY 2020**

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

<p><b>BR/32/20/HH</b>          Blakeney Cottage          Sylvan Way          Bognor Regis          PO21 2RS</p>	<p>Alterations to existing garage elevations.</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/351/19/PL</b>          65 Upper Bognor Road          (Charlotte House 71 &amp; 71A Upper Bognor Road, 67 &amp; 69 Upper Bognor Road)          Bognor Regis          PO21 1HR</p>	<p>Erection of 2 No. live-work units; change of use of existing student accommodation including internal alterations to form 2 No. dwellings, 2 No. new windows, new staircase &amp; replacement of roof on outbuilding; reconfiguration of existing dwellings, replace existing timbers &amp; roof joists on first floor; change of use from medical centre/offices to 2 No. flats &amp; workshop. Creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, creation of areas for parking &amp; storage for bins &amp; cycles. This application affects the character &amp; appearance of the Upper Bognor Road &amp; Mead Lane Conservation Area.</p>	<p><b>NO OBJECTION</b> Members of the Town Council's Planning and Licensing Committee welcome the restoration of these buildings. With changes that have been made over time, to areas such as the staircase, it is felt that the proposals will not have any further negative impact. Members are of the opinion that the proposals are tasteful, and sensitive to the architecture, whilst retaining as much as possible.</p> <p>The comments made by other consultees, primarily the Local Highways Agency, Environment Agency and Environment Officer, are both acknowledged and supported by Members.</p> <p>In the interests of public safety, the Town Council would like to see some form of lighting introduced in the area of these sites.</p>

<p><b>BR/352/19/L</b> 65 Upper Bognor Road (Charlotte House 71 &amp; 71A Upper Bognor Road, 67 &amp; 69 Upper Bognor Road) Bognor Regis PO21 1HR</p>	<p>Listed building consent for the erection of 2 No. live-work units; change of use of existing student accommodation including internal alterations to form 2 No. dwellings, 2 No. new windows, new staircase &amp; replacement of roof on outbuilding; reconfiguration of existing dwellings, replace existing timbers &amp; roof joists on first floor; change of use from medical centre/offices to 2 No. flats &amp; workshop. Creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, creation of areas for parking &amp; storage for bins &amp; cycles.</p>	<p><b>NO OBJECTION</b> Members of the Town Council's Planning and Licensing Committee welcome the restoration of these buildings. With changes that have been made over time, to areas such as the staircase, it is felt that the proposals will not have any further negative impact. Members are of the opinion that the proposals are tasteful, and sensitive to the architecture, whilst retaining as much as possible.</p> <p>The comments made by other consultees, primarily the Local Highways Agency, Environment Agency and Environment Officer, are both acknowledged and supported by Members.</p> <p>In the interests of public safety, the Town Council would like to see some form of lighting introduced in the area of these sites.</p>
<p><b>BR/37/20/PL</b> Blake House Units 1,2 &amp; 3 71 High Street Bognor Regis PO21 1RZ</p>	<p>Change of use of units 1, 2 &amp; 3 from A1 (shops) to 1 No skin care shop, 1 No nail bar &amp; 1 No. tattoo shop (Sui Generis).</p>	<p><b>NO OBJECTION</b></p>

<b>BR/36/20/HH</b> 37 Hillsboro Road Bognor Regis PO21 2DX	Single storey rear extension. Alternative design to planning permission BR/183/19/HH.	<b>NO OBJECTION</b>
<b>BR/39/20/HH</b> 6 Falklands Close Bognor Regis PO22 9SR	Two storey granny annex extension at the side and front of the property.	<b>NO OBJECTION</b>
<b>BR/43/20/HH</b> 93 Pevensey Road Bognor Regis PO21 5PB	Single storey rear extension.	<b>NO OBJECTION</b>