



# 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](mailto:bognortc@bognorregis.gov.uk)

Dear Sir/Madam,

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

I hereby give you Notice that a Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm on TUESDAY 13<sup>th</sup> MARCH 2018**.

All Members of the Planning and Licensing Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

A handwritten signature in black ink, appearing to be 'Glenna Frost', written over a horizontal line.

**DATED this 5<sup>th</sup> day of MARCH 2018**

**CLERK TO THE COUNCIL**

### **THE AGENDA and BUSINESS to be TRANSACTED is:**

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the Planning and Licensing Committee Meeting held on 20<sup>th</sup> February 2018
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items
6. To consider Premises Licence Applications including any variations and any other Licence Applications. Also Premises Licence 16165: 19 High Street, Bognor Regis
7. To consider Planning Applications on Lists dated 23<sup>rd</sup> February, 2<sup>nd</sup> and 9<sup>th</sup> March 2018

8. 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> February, 2<sup>nd</sup> and 9<sup>th</sup> March 2018
9. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
10. Arun District Council (Civil Enforcement and Consolidation) Order 2010 - letter advising of variation to car parking charges effective 1<sup>st</sup> May 2018 - copied to Councillors. Any response to be submitted by 6<sup>th</sup> April 2018
11. Correspondence

**ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**  
**MEMBERS ARE REMINDED THAT PLANS ARE AVAILABLE FOR**  
**INSPECTION IN THE TOWN CLERK'S OFFICE**

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE**  
**COUNCIL CHAMBER IF REQUIRED**



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

**HELD ON TUESDAY 20<sup>th</sup> FEBRUARY 2018**

**PRESENT:** Cllr. S. Reynolds (Vice-Chairman), Cllrs: K. Batley,  
Mrs. S. Daniells, P. Dillon and P. Woodall

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

*The Meeting opened at 6.32pm*

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

In the absence of the Chairman, the Vice-Chairman took the chair, welcomed those present, and went through the evacuation procedure in the event of a fire.

Apologies of absence were noted from Cllr. Mrs. J. Warr who was on Annual Leave. No apologies had been received from Cllr. Goodheart.

### **164. 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 declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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, not already recorded on their Register of Interests Form, within 28 days.

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

**165. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30<sup>th</sup> JANUARY 2018**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 30<sup>th</sup> January 2018 as an accurate record of the proceedings and the Chairman signed them.

**166. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

There were no matters arising.

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

There were none.

**169. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2<sup>nd</sup>, 9<sup>th</sup> and 16<sup>th</sup> FEBRUARY 2018**

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

**169.2** The Committee noted that no representations had been received by the Town Council from the public or neighbouring parishes in respect of these applications.

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

**170. 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 2<sup>nd</sup>, 9<sup>th</sup> and 16<sup>th</sup> FEBRUARY 2018**

There were no significant planning applications that Members wished to raise on lists dated 2<sup>nd</sup>, 9<sup>th</sup> and 16<sup>th</sup> February 2018.

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

There were none.

**172. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

Additional correspondence included: -

- 172.1** Notification of upcoming West Sussex Highway Works: 14<sup>th</sup>-28<sup>th</sup> February 2018. Emailed to Committee and on Town Council Facebook page.
- 172.2** CPRE - Campaigns Update.
- 172.3** Email from member of the public reporting a pothole in Mansfield Road, Bognor Regis. Civic & Office Manager responded.
- 172.4** WSCC - Early Warning Notice of Temporary Traffic Regulation Order - Aldwick Road, Bognor Regis, between 27<sup>th</sup> and 29<sup>th</sup> April 2018.
- 172.5** Email from local bus driver concerned about the lack in enforcing the traffic restrictions on the High Street. Civic & Office Manager responded and wrote to Sussex PCC for advice. Reply from Sussex PCC shared with Committee.

***The Meeting closed at 6.56pm***

**APPENDIX 1****PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20<sup>th</sup> FEBRUARY 2018****REPRESENTATIONS ON LISTS DATED 2<sup>nd</sup>, 9<sup>th</sup> and 16<sup>th</sup> FEBRUARY 2018**

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

<b>BR/17/18/T</b> Danehurst Sylvan Way Bognor Regis PO21 2LR	Re-shape & balance 1No. Liriodendron tree removing 1 metre all round	<b>NO OBJECTION</b> 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.
<b>BR/19/18/A</b> Bruce Dixon South Bersted Garage Shripney Road Bognor Regis PO22 9LN	5 No. internally illuminated fascia signs on various elevations	<b>NO OBJECTION</b>
<b>BR/21/18/PL</b> 93 Hawthorn Road Bognor Regis PO21 2BE	Change of use of ground floor from vacant shop (A1 shops) to take away (A5 Hot Food Take Away) to include roof mounted condenser & flue to side elevation	<b>NO OBJECTION</b>
<b>BR/16/18/PL</b> 131 Orchard Way Bognor Regis PO22 9JY	Erection of log cabin to rear to be used as hairdressers	<b>NO OBJECTION</b>

<p><b>BR/26/18/HH</b> 47 Orchard Way Bognor Regis PO22 9HH</p>	<p>Rear single storey extension &amp; front single storey porch &amp; garage extension</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/20/18/PL</b> Shingle beach Outside Coffee Cup Kiosk Bognor Regis Esplanade Bognor Regis PO21 1NY</p>	<p>Change of use of shingle beach opposite the kiosk for the installation of decking with a wooden windbreak to form a seating area</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/35/18/PL</b> Car Parking Site Adjacent to 112 Gravits Lane Bognor Regis PO21 5LW</p>	<p>2 No. 2 bedroom semi-detached houses with associated parking, bin &amp; cycle store</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/28/18/HH</b> 167 Orchard Way Bognor Regis PO22 9JY</p>	<p>New vehicular access</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/324/17/PL</b> 283-285a Chichester Road Bognor Regis PO21 5AH</p>	<p>Residential Development: restoration of 2 houses and attached commercial annexe to pair of semi-detached houses, replacement of bungalow with pair of semi-detached houses, development of land to rear for eight flats (6 x 2 bed &amp; 2 x 1 bed)</p>	<p><b>NO OBJECTION</b></p>



**Licensing Act 2003 –  
Notice**

**Reference Number: 16165**

MR MUSTAFA SEN  
T BONE BURGER RESTAURANT  
19 HIGH STREET  
BOGNOR REGIS  
PO21 1RJ

has made an application for a Premises Licence under  
the Licensing Act 2003.

Proposed licensable activities are as follows:-

Supply of Alcohol on the premises

Monday to Thursday 12:01 until 22:00 hours

Friday and Saturday 12:01 until 23:00 hours

Sunday 12:01 until 21:30 hours

The application is open to representation from interested parties and  
responsible authorities between **22/02/18** and **21/03/18**

All representations should be made in writing and sent to:

Licensing Team, Environmental Health,  
Arun District Council,  
Arun Civic Centre, Maltravers Road,  
Littlehampton, West Sussex BN17 5LF  
or email [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk)

Relevant representations will be shared in full with the applicant for  
consideration as well as being provided for consideration at a public  
hearing where necessary.

A public register of all Licensing Act 2003 permissions and applications is held by  
Arun District Council, Arun Civic Centre, Littlehampton, West Sussex BN17 5LF,  
The public register is also available on [www.arun.gov.uk/online-public-register](http://www.arun.gov.uk/online-public-register)

It is an offence to knowingly or recklessly to make a false statement in  
connection with an application and the maximum fine for this offence is  
£5,000.



**BOGNOR REGIS TOWN COUNCIL**  
**PLANNING AND LICENSING COMMITTEE MEETING**  
**13<sup>th</sup> MARCH 2018**

**AGENDA ITEM 11 - CORRESPONDENCE**

**FOR INFORMATION**

1. WSCC - next BABA27 Meeting to be held on 15<sup>th</sup> March 2018. Cllr. Goodheart has confirmed his attendance as the Council's representative.
2. Notification of upcoming West Sussex Highway Works: 21<sup>st</sup> February-7<sup>th</sup> March, and 28<sup>th</sup> February-14<sup>th</sup> March 2018. Emailed to Committee and on Town Council Facebook page.
3. CPRE - the legal loophole slashing our rural affordable homes.