



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

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 26th JUNE 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.

DATED this 18th day of JUNE 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
Members and Officers are invited to make any declarations of Disclosable Pecuniary or Ordinary interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.
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

3. To approve the Minutes of the Planning and Licensing Committee Meeting held on 5th June 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 6767: Peter Arnett Leisure Organisation, Regal Cinema, London Road, Bognor Regis, PO21 1PT
7. To consider Planning Applications on Lists dated 8th, 15th and 22nd June 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 8th, 15th and 22nd June 2018
9. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
10. 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 5th JUNE 2018

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

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
2 members of the public (part of the meeting)

The Meeting opened at 6.31pm

15. 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 of absence were noted from Cllr. Brooks due to family commitments, Cllr. Goodheart who had another meeting, Cllr. Reynolds who had a prior engagement, and Cllr. Woodall who was unwell. No apologies were received from Cllr. Enticott.

16. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of Disclosable Pecuniary or Ordinary interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

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

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

Cllrs. Mrs. Daniells and Dillon stated that, as Members of Arun District Council's Licensing 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

17. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 15th MAY 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 15th May 2018 as an accurate record of the proceedings and the Chairman signed them.

18. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Chairman adjourned the meeting from 6.32pm to 6.48pm to allow a member of the public to speak about Planning Application BR/229/17/PL.

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

There were no matters arising.

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

There were none.

21. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 18th, 25th MAY, AND 1st JUNE 2018

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

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

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

22. 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 18th, 25th AND 1st JUNE 2018

There were none.

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

There were none.

24. TO CONSIDER COMMENTING ON PROPOSALS MADE BY ADC IN RELATION TO SECTION 2 OF THE NEIGHBOURHOOD PLANNING ACT 2017, THE TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)(ENGLAND) ORDER 2015

Recent changes in legislation now place a duty on Arun District Council (ADC) to notify the Town Council, as a Neighbourhood Plan Parish, of every relevant application for planning permission or approval of reserved matters following an outline planning permission as well as permission in principle, and where an alteration has been accepted by ADC. ADC have informed the Town Council that ADC do not need to notify the Neighbourhood Plan Parish of changes that, in the opinion of ADC, are considered trivial.

The legislation does not provide a specific timescale for decisions where there has been such a notification. ADC have proposed that they will not determine such applications or amendments until either the Town Council informs ADC that they do not propose to make any representations; the Town Council has submitted representations to ADC; or until 21 days have elapsed from the date of notification. Furthermore, ADC propose that they will notify the Town Council of all changes, other than where the amendment reduces the intensity of a proposal.

Having considered the proposals before them Members **RESOLVED** to **AGREE** that they neither agree, nor disagree, to the proposals and instructed the Civic & Office Manager to submit a response to ADC that the Town Council wishes to remain impartial in the matter.

25. TO CONSIDER ANY VIEWS THAT THE COMMITTEE WOULD LIKE A REPRESENTATIVE FROM BOGNOR REGIS TOWN COUNCIL TO SHARE WITH ARUN DISTRICT COUNCIL AT THE PLANNING PEER REVIEW FOCUS GROUP TO BE HELD 7th JUNE 2018

The Committee **NOTED** that Cllr. Mrs. Warr would be attending ADC's Planning Peer Review Focus Group, to be held 7th June 2018, as the representative on behalf of Bognor Regis Town Council.

Members discussed their views on the planning process, to be shared with ADC by the Town Council representative at the Focus Group, which included the following comments;

- BRTC sometimes don't get as much information from ADC about planning matters as they could. Often, knowledge comes from having BRTC Councillors that are also Members of ADC
- Planning Applications are logged inconsistently i.e. some applications have statements, some have completed CIL forms, whilst others don't
- Communication from ADC to Parish/Town Councils and members of the public, regarding planning matters, is poor. If it was not for local Councillors going out and talking to members of the public then there would be almost no communication
- There should be more clarity of the whole planning process for Parish/Town Councils and members of the public
- Mapping isn't easy and are often difficult to read.

26. CORRESPONDENCE

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

Additional correspondence included: -

- 26.1** WSCC - Planned Roadworks Report 30th May-13th June 2018. Circulated to Committee and shared on Facebook.
- 26.2** WSCC - Made Order SE/3235 Stopping Up of Highway at Bognor Road to Felpham Way, Bognor Regis (for information only).
- 26.3** Housing, Communities and Local Government Committee - Evidence Session: Land Value Capture to be heard 4th June 2018.

The Meeting closed at 7.34pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 5th JUNE 2018****REPRESENTATIONS ON LISTS DATED 18th, 25th MAY AND 1st JUNE 2018**

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

BR/79/18/PL 22 London Road Bognor Regis PO21 1PY	2 No. new outdoor AC condenser units to rear flat roof area & replacement of 3no. first floor windows	NO OBJECTION
BR/39/18/PL First & Second Floor Offices 2-8 Queensway Bognor Regis PO21 1QT	Amended plans enlarging red line of site to include balcony overhang and additional certificate B notifying west Sussex county council as landowner of public pavements	NO OBJECTION
BR/107/18/PL Third Floor 8 York Road Bognor Regis PO21 1LW	Change of use from offices (B1 Business) to 1 No. one bedroom residential apartment (C3 Dwelling House)	NO OBJECTION
BR/115/18/T 25 Servite Close Bognor Regis PO21 2DE	Ash - Reduce whole canopy by up to 2m	NO OBJECTION

BR/103/18/HH 40 Hatherleigh Gardens Bognor Regis PO21 6HY	Rear & side extension	NO OBJECTION
BR/110/18/PL The Mezze Unit 3, The Arcade High Street Bognor Regis PO20 1LH	Change of use from retail unit (A1 Shops) to mixed use of food & drink (A3 Food & Drink & A5 Hot Food Takeaway) with insertion of internal extraction system & external flue vent to rear elevation & 4 No. tables & 8 No. chairs to front elevation	NO OBJECTION
BR/109/18/PL 37A London Road Bognor Regis PO21 1PQ	Conversion of first & second floors & alterations to create additional third floor containing 5 No. self-contained flats	NO OBJECTION
BR/134/18/PL The Galleon 8-10 York Road Bognor Regis PO21 1LW	Single storey rear extension to form enlarged commercial kitchen, with roof terrace above serving existing residential apartment	NO OBJECTION
BR/136/18/T The Maples 45 Victoria Drive Bognor Regis PO21 2TQ	Surgery to various trees	NO OBJECTION
BR/108/18/PL Salon 7 95 Hawthorn Road Bognor Regis PO21 2BE	Change of use of part ground floor hairdressers (A1 Shops) to form 1 No. one bedroom flat (C3 Dwelling House)	NO OBJECTION

BR/130/18/PO Flat 2, Clarence Gate Clarence Road Bognor Regis PO21 1RH	Application to remove a planning obligation dated 18th September 1987 under planning reference BR/75/87/ relating to age restriction	NO OBJECTION
BR/106/18/A Bognor Regis Railway Station Station Road Bognor Regis PO21 1QF	2 No. internally illuminated fascia signs on ATM on north elevation	NO OBJECTION
BR/113/18/HH 61 Havelock Road Bognor Regis PO21 2HB	Conversion of outbuilding to annexe	NO OBJECTION



**Licensing Act 2003 –
Notice**

Reference Number: 6767

PETER ARNETT LEISURE ORGANISATION
REGAL CINEMA
LONDON ROAD
BOGNOR REGIS
PO21 1PT

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

Proposed licensable activities are as follows:

Supply of Alcohol

between the hours of 10:00 and 23:00 Monday to Sunday.

The application is open to representation from interested parties and
responsible authorities between **13/06/18** and **10/07/18**

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

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

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

26th JUNE 2018

AGENDA ITEM 10 - CORRESPONDENCE

FOR INFORMATION

1. WSCC - Planned roadworks and road closures in West Sussex 6th-20th, 13th-27th June - forwarded to Members and posted on social media
2. WSCC - Early Warning Notice: Temporary Traffic Regulation Order – Ivy Lane, Bognor Regis (proposed start date 10th September 2018)
3. CPRE Campaigns - Fracking laws set to change
4. WSCC - West Sussex Joint Minerals Local Plan - Planning Inspectors Report
5. Westminster Briefing - Planning for Traveller Sites and Dealing with Unauthorised Encampments Briefing 17th July 2018, London