



# 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)

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

**HELD ON TUESDAY 5<sup>th</sup> 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 15<sup>th</sup> MAY 2018**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 15<sup>th</sup> 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 18<sup>th</sup>, 25<sup>th</sup> MAY, AND 1<sup>st</sup> 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 18<sup>th</sup>, 25<sup>th</sup> AND 1<sup>st</sup> 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 7<sup>th</sup> JUNE 2018**

The Committee **NOTED** that Cllr. Mrs. Warr would be attending ADC's Planning Peer Review Focus Group, to be held 7<sup>th</sup> 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 30<sup>th</sup> May-13<sup>th</sup> 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 4<sup>th</sup> June 2018.

***The Meeting closed at 7.34pm***

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

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

<b>BR/79/18/PL</b> 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	<b>NO OBJECTION</b>
<b>BR/39/18/PL</b> 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	<b>NO OBJECTION</b>
<b>BR/107/18/PL</b> 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)	<b>NO OBJECTION</b>
<b>BR/115/18/T</b> 25 Servite Close Bognor Regis PO21 2DE	Ash - Reduce whole canopy by up to 2m	<b>NO OBJECTION</b>

<b>BR/103/18/HH</b> 40 Hatherleigh Gardens Bognor Regis PO21 6HY	Rear & side extension	<b>NO OBJECTION</b>
<b>BR/110/18/PL</b> The Mezza 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	<b>NO OBJECTION</b>
<b>BR/109/18/PL</b> 37A London Road Bognor Regis PO21 1PQ	Conversion of first & second floors & alterations to create additional third floor containing 5 No. self-contained flats	<b>NO OBJECTION</b>
<b>BR/134/18/PL</b> 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	<b>NO OBJECTION</b>
<b>BR/136/18/T</b> The Maples 45 Victoria Drive Bognor Regis PO21 2TQ	Surgery to various trees	<b>NO OBJECTION</b>
<b>BR/108/18/PL</b> 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)	<b>NO OBJECTION</b>

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