



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 an Online Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at **6.30pm on TUESDAY 8th SEPTEMBER 2020** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

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.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements** to, the Committee during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Tuesday 8th September 2020.

Online access to the Meeting will be via ZOOM using the following Webinar ID: 871-3418-4110. The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

DATED this 1st day of SEPTEMBER 2020

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 and/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 and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
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 Online Meeting of the Planning and Licensing Committee held on 18th August 2020
 4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
 5. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the delegated authority and process
 6. To consider Planning Applications on Lists dated 14th, 21st and 28th August 2020
 7. 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 14th, 21st and 28th August 2020
 8. To consider Premises Licence Applications, including any variations and any other Licence Applications
 9. To note the previously circulated 'Changes to the current planning system' Government consultation paper and to agree any comments to be submitted in response to the National Association of Local Councils by the deadline of 17th September 2020
 10. To note the previously circulated 'West of Bersted Masterplan Consultation' launched by Arun District Council and to consider any comments in response by the deadline of 14th September 2020
 11. Correspondence

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 18th AUGUST 2020

PRESENT ONLINE: Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,
J. Erskine, W. Smith, Ms. A Sharples and
Mrs. J. Warr

IN ATTENDANCE ONLINE: Mrs. J. Davis (Civic & Office Manager)
Mrs. G. Frost (Town Clerk)

The Meeting opened at 6.31pm

258. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

No apologies for absence were received, prior to the start of the meeting, from Cllr. Mrs. S. Daniells.

259. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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.

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

260. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 28th JULY 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 28th July 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 28th July 2020 as an accurate record of the proceedings and the Chairman duly signed them.

261. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

262. TO CONSIDER PLANNING APPLICATIONS ON LISTS 24th AND 31st JULY, AND 7th AUGUST 2020

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

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

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

263. It was **RESOLVED** to vary the order of business to take the additional agenda item next.

264. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

Licensing Act 2003

Premises: Bucharest Supermarket, 70 – 72 London Road, Bognor Regis, PO21 1PW

Application Number: 114028

The Committee noted the application received for a Premises Licence to be granted for the retail sale of alcohol from 8am until 11pm Monday to Saturday, and between 10am and 10pm on Sunday

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities that the premises meet all four licensing objectives and continue to do so.

265. CORRESPONDENCE

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

Additional correspondence included: -

265.1 NALC - Last week the Ministry of Housing, Communities and Local Government issued three consultations on reform of the planning system: 'Changes to the current planning system', 'Planning for the future - the planning white paper', and 'Transparency and competition: a call for evidence on data on land control'. Members were asked whether they would like these as items on future Planning Agendas and it was agreed to split the consultations across future Agendas, deadlines permitting.

265.2 Notification of a Pavement Licence application in relation to Best Kebab, 18 Queensway, Bognor Regis has been received from Arun District Council. The application is to place 2 bench tables with integrated chairs,

4 seats on each table from midday until 21:00hrs, 7 days a week. As highlighted on the Correspondence List, the Town Council will be notified when applications are received within the area and will have 7 days to comment. As a result of the time constraints, when advised of an application Members will be notified by email and asked to respond to the Committee Clerk within a specified timeframe. Based upon a majority decision to either raise no objection, or an objection with comments agreed, the Town Council's representation will be submitted under the Town Clerk's Delegated Authority. Any such representations submitted to Arun District Council in this way will then be considered for ratification by Members at the next Planning and Licensing Committee Meeting. In respect of the Pavement Licence application for Best Kebab, Members have been asked to respond to the Committee Clerk, via email, by no later than midday on Wednesday 19th August 2020.

- 265.3** West Sussex County Council - Temporary Road Closure: Public Notice that the use of Sadler Street, Bognor Regis, with the junction of West Street is temporarily prohibited from 14/07/2020. The restriction will be in place 24 hours to allow Southern Water to repair a collapsed sewer in the carriageway. It is anticipated that the works will now be completed by 31/08/2020. Emailed to Committee and shared on social media.
- 265.4** Arun District Council - notification that the application to vary a Premises Licence in relation to Butlin's, Upper Bognor Road, Bognor Regis, PO21 1JJ, has now been withdrawn. As a result, Premises Licence 14715 remains in its current form. Emailed to Committee Members.
- 265.5** Copy of email sent from Felpham Parish Council to West Sussex County Council expressing disappointment that their previous email, in relation to planning application WSCC/036/20, had neither been acknowledged nor responded to. Circulated to Members.
- 265.6** WSCC – Temporary Road Closure: Public Notice that Shripney Road Southbound and Oldlands Way Roundabout will be temporarily closed for a distance of approx. 327 metres. The temporary closure is scheduled to commence on 26th August 2020 for up to 5 days (it is estimated to be completed on 27th August 2020) and is required for carriageway patching works to be carried out on the Eastern half of Oldlands Way Roundabout. The restriction will be in place daytime only from 09:00 until 17:00. Emailed to Committee and shared on social media.

The Meeting closed at 7.28pm

APPENDIX 1**ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 18th AUGUST 2020**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 24th AND 31st JULY, AND 7th AUGUST 2020

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

BR/121/20/HH 4 Sandymount Close Bognor Regis PO22 9EL	Single storey rear extension including demolition of existing conservatory	NO OBJECTION
BR/145/20/PL 5-7 Station Road Bognor Regis PO21 1QB	Change of use from restaurants & cafe (A3 Restaurants & Cafes) to hot food take away (A5 Hot Food Takeaway). This application is in CIL Zone 4 (Zero Rated) as 'other development'	NO OBJECTION
BR/150/20/T 252 Hawthorn Road Bognor Regis PO21 2UP	Crown reduction of 1 No. Oak tree to height 7.2m and spread 6.3m	OBJECTION Having considered all of the available documents in relation to this planning application, Members agreed to support the comments made by the Tree Officer and recommend refusal.
BR/149/20/HH 11 Westingway Bognor Regis PO21 2XU	Extension of existing garage. To be an Oak framed garage with pitched tiled roof including 2 skylight windows. Clad in non-combustible treated wood cladding or composite cladding. Entrance enclosed withing existing garden	NO OBJECTION
BR/159/20/A Tesco Superstore Shripney Road Bognor Regis PO22 9ND	Installation of 1 x internally illuminated LDC screen and 2 x non-illuminated flagpole signs	NO OBJECTION

<p>BR/160/20/HH 212 London Road Bognor Regis PO21 1AX</p>	<p>Single storey rear extension and single storey rear infill extension</p>	<p>NO OBJECTION</p>
<p>BR/170/20/PL 86 Annandale Avenue Bognor Regis PO21 2EX</p>	<p>Cladding of approved replacement external stair. This application is CIL Zone 4 (Zero Rated) as 'other development'</p>	<p>NO OBJECTION</p>
<p>BR/147/20/PL 53 High Street Bognor Regis PO21 1RX</p>	<p>Conversion of first & second floor & rear extension to create 4 No. 1-bed self-contained flats including the demolition of existing rear extension & erection of two storey rear extension. This application may affect the setting of a listed building & may affect the character & appearance of The Steyne, Bognor Regis Conservation Area. This application is in CIL Zone 4 (Zero Rated) as flats</p>	<p>NO OBJECTION</p>

AGENDA ITEM 5

BOGNOR REGIS TOWN COUNCIL ONLINE PLANNING AND LICENSING COMMITTEE MEETING – 8th SEPTEMBER 2020

AGENDA ITEM 5 - TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

REPORT BY THE CIVIC & OFFICE MANAGER

FOR RATIFICATION

At the Online Planning and Licensing Committee Meeting held on 18th August 2020, it was reported to Members that the Town Council will be notified by Arun District Council when Pavement Licence applications have been received within the area. Due to there only being 7 days in which to submit any comments in response to these applications, when notification of an application is received, Members will be notified by email and asked to respond to the Committee Clerk within a specified timeframe.

Based upon a majority decision to either raise no objection, or an objection with comments agreed, the Town Council's representation will be submitted under the Town Clerk's Delegated Authority. Any such representations submitted to Arun District Council in this way will then be considered for ratification by Members at the next Planning and Licensing Committee Meeting.

Since the report made at the Online Planning and Licensing Committee Meeting held 18th August 2020 (Min. 265.2 refers) the subsequent decisions have been taken: -

- Licence Application Number: 114038 in relation to Best Kebab, 18 Queensway, Bognor Regis – Councillors Barrett, Goodheart, Smith and Mrs. Warr responded to the Committee Clerk and **AGREED** to offer **NO OBJECTION** to the application to place 2 bench tables with integrated chairs, 4 seats on each table, from midday until 21:00hrs, 7 days a week.

DECISION

Members are invited to **RATIFY** the decision, as listed above, taken in liaison with Members of the Planning and Licensing Committee, with representation submitted by the Town Clerk in accordance with the Delegated Authority and process.

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE
 ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 8th SEPTEMBER 2020
 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 14th, 21st AND 28th AUGUST 2020)**

<p><u>BR/175/20/PL</u> <u>23 Mead Lane</u> Bognor Regis PO22 8AP</p>	<p>Change of use from Student Accommodation to 3 no. dwellings, comprising 1 no. one bed apartment, 1 no. two bedroom house and 1 no. three bedroom house (resubmission of application BR/99/20/PL). This application may affect the setting of a listed building & affects the Upper Bognor Road & Mead Lane Conservation Area</p>	<p>Comment by 11-SEP-20</p>
<p><u>BR/164/20/HH</u> <u>19 Pevensey Road</u> Bognor Regis PO21 5NS</p>	<p>Single storey side extension. Conversion of roof space to habitable use and single storey outbuilding to rear for use as a playroom/gym and addition of rendering</p>	<p>Comment by 11-SEP-20</p>
<p><u>BR/179/20/PL</u> <u>Police Station</u> London Road Bognor Regis PO21 1BA</p>	<p>Replacement of existing windows (119) with aluminium top hung casement, insulated panels to the ground floor level, replacement roof covering & mansard tiles to the main building including an increase in perimeter height to accommodate thicker insulation. This application is in CIL Zone 4 (Zero Rated) as 'other development'</p>	<p>Comment by 11-SEP-20</p>
<p><u>BR/189/20/HH</u> <u>32 Murina Avenue</u> Bognor Regis PO21 2DA</p>	<p>Proposed two storey rear extension with internal alterations</p>	<p>Comment by 18-SEP-20</p>

<p><u>BR/192/20/T</u> <u>Various locations</u> Servite Close Bognor Regis</p>	<p>Various works to various trees</p>	<p>Comment by 18-SEP-20</p>
<p><u>BR/196/20/PL</u> <u>25 Sudley Road</u> Bognor Regis PO21 1EW</p>	<p>New 2 storey extension on first floor with loft floor & 8 No. new dormer windows (4 No. at front, 4 No. at rear), first floor rear extension (mansard floor) with 8 No. roof windows, alterations to ground floor shopfront & new access to upper floors for use for 10 No. residential units (5 No. 1 bed units & 5 No. 2 bed units) (resubmission following BR/83/20/PL). This application may affect the setting of a Listed Building and is in CIL zone 4 (Zero Rated) as flats</p>	<p>Comment by 24-SEP-20</p>
<p><u>BR/191/20/PL</u> <u>Flat 10 Linden Court</u> 35 Linden Road Bognor Regis PO21 2AP</p>	<p>Replace old timber windows with new uPvc</p>	<p>Comment by 24-SEP-20</p>
<p><u>BR/122/20/OUT</u> <u>Garth House</u> High Street Bognor Regis PO21 1HQ</p>	<p>Outline application with some matters reserved for demolition of Garth House and West View to be replaced with 20No. self-contained apartments consisting of 10 No. 1 bed and 10 No. 2 bed apartments</p>	<p>Comment by 24-SEP-20</p>

PUBLIC NOTICE

Licensing Application Licensing Act 2003

An application has been made by Mehmet Karacus to the Licensing Authority for Arun District Council for the grant of a variation to a Premises Licence at Best Kebab 18 Queensway, Bognor Regis, PO21 1QT

The application includes proposals for the following:

- i) Sale of Alcohol for consumption off the premises 1200-2300 everyday.
Alcohol will only be sold for delivery with a food order via internet or telephone sale.
Alcohol will not be sold to personal callers at the shop.**

The register for the Licensing Authority for Arun District Council is kept at Arun District Council, Civic Centre, Littlehampton, BN17 5LF The application may be viewed by appointment, by contacting www.arun.gov.uk

Responsible Authorities or other persons may make representation on or before 15th September 2020

All representations shall be made in writing to The Licensing Officer at Arun District Council.

It is an offence knowingly or recklessly to make a false statement in connection with an application, the maximum fine for which a person is liable is £5,000, on summary conviction for the offence.

BOGNOR REGIS TOWN COUNCIL
ONLINE PLANNING AND LICENSING COMMITTEE MEETING –
8th SEPTEMBER 2020

AGENDA ITEM 9 - TO NOTE THE PREVIOUSLY CIRCULATED 'CHANGES TO THE CURRENT PLANNING SYSTEM' GOVERNMENT CONSULTATION PAPER AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS BY THE DEADLINE OF 17th SEPTEMBER 2020

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

The Ministry of Housing, Communities & Local Government has issued a consultation paper on '[Changes to the current planning system: Consultation on changes to planning policy and regulations](#)'. The National Association of Local Councils (NALC) has asked for any comments in response to the consultation to be submitted to them by no later than 17th September 2020.

At the Online Planning and Licensing Committee Meeting held on 18th August 2020, Members agreed that this consultation should be included on a future Agenda (Min. 265.1 refers). The consultation paper was circulated to Committee Members by email on 24th August 2020, in readiness to consider the item at this meeting.

DECISIONS

Members are asked to **NOTE** the previously circulated 'Changes to the current planning system' Government consultation paper.

Members are invited to **AGREE** any comments to be submitted to NALC in response to the 'Changes to the current planning system' Government consultation.

**BOGNOR REGIS TOWN COUNCIL
ONLINE PLANNING AND LICENSING COMMITTEE MEETING –
8th SEPTEMBER 2020**

AGENDA ITEM 10 - TO NOTE THE PREVIOUSLY CIRCULATED 'WEST OF BERSTED MASTERPLAN CONSULTATION' LAUNCHED BY ARUN DISTRICT COUNCIL AND TO CONSIDER ANY COMMENTS IN RESPONSE BY THE DEADLINE OF 14th SEPTEMBER 2020

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

Arun District Council has launched a community consultation exercise to gather views on the draft ['West Bersted Framework Masterplan'](#).

The Framework Masterplan will support the development of housing, employment, a school, sports and other community facilities. The site has been allocated for development within the Local Plan and can accommodate at least 2,500 homes as well as employment uses. The Masterplan will shape the future growth of the West of Bersted site by providing a comprehensive vision and framework for consideration of future planning applications within the site.

The consultation follows on from the public consultation recently carried out by the developers on the Framework Masterplan which has been summarised in this updated version of the document following the developer's public consultation period. This consultation is an opportunity for comments to be submitted to Arun District prior to endorsement of the document.

The Framework Masterplan considers:

- * Principles of layout
- * Vehicular, pedestrian and cycle access points serving the development
- * Likely quantum of housing
- * Location of infrastructure provision in relation to schools, sports pitches and local centres
- * Principles of blue and green infrastructure

The consultation runs until the 21st of September 2020. Following the consultation, a report will be prepared for Arun's Development Control Committee Meeting, seeking endorsement of the Masterplan. Comments received will be reviewed and reported to the Committee.

DECISIONS

Members are asked to **NOTE** the previously circulated 'West of Bersted Masterplan Consultation' launched by Arun District Council (ADC).

Members are invited to **AGREE** any comments to be submitted to ADC in response to the 'West of Bersted Masterplan Consultation'.

**BOGNOR REGIS TOWN COUNCIL
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -
8th SEPTEMBER 2020**

AGENDA ITEM 11 - CORRESPONDENCE

REPORT BY THE CIVIC & OFFICE MANAGER

FOR INFORMATION

- 1.** Copies of emails sent by Felpham Parish Council to WSCC in relation to planning application WSCC/036/20 - Ford Circular Technical Park.
- 2.** CPRE - Summer Newsletter