



# 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 an Online Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at **4pm on TUESDAY 20<sup>th</sup> OCTOBER 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 20<sup>th</sup> October 2020.**

Online access to the Meeting will be via ZOOM using the following Webinar ID: [837-6320-7155](https://zoom.us/j/837-6320-7155). The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

**PLEASE NOTE START TIME**

**DATED this 13<sup>th</sup> day of OCTOBER 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 29<sup>th</sup> September 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 25<sup>th</sup> September, 2<sup>nd</sup> and 9<sup>th</sup> October 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 25<sup>th</sup> September, 2<sup>nd</sup> and 9<sup>th</sup> October 2020
  8. To consider Premises Licence Applications, including any variations and any other Licence Applications
  9. To note that Felpham Parish Council has submitted to Arun District Council Local Planning Authority Area (LPAA), their Plan Modification Proposal under Part 5 of the Neighbourhood Planning (General) Regulations 2012
  10. To receive details of Arun Gypsy and Traveller and Travelling Showpeople Site Allocations Development Plan Document consultation
  11. To receive details of the Arun Active Travel consultation and to consider participation in stakeholder workshops
  12. To receive an update on the Community Infrastructure Levy (CIL)
  13. 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 29<sup>th</sup> SEPTEMBER 2020**

**PRESENT ONLINE:** Cllrs: J. Barrett, Mrs. S. Daniells, Ms. A Sharples  
and Mrs. J. Warr

**IN ATTENDANCE ONLINE:** Mrs. S. Norman (Deputy Clerk)  
Mrs. G. Frost (Town Clerk)

*The Meeting opened at 4.00pm*

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

In the absence of Cllr. Goodheart, the Vice-Chairman Cllr. Mrs. Warr took the place of Chairman for this Meeting.

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.

Apologies for absence were received from Cllr. Smith due to a prior engagement.

No apologies were received prior to the meeting from Cllrs. Erskine and Goodheart. However, after the meeting had opened, Cllr. Goodheart notified the Office that he was unable to attend due to technical issues.

**278. 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*

**279. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 8<sup>th</sup> SEPTEMBER 2020**

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 8<sup>th</sup> September 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 8<sup>th</sup> September 2020 as an accurate record of the proceedings and the Chairman duly signed them.

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

There were no public questions or statements.

**281. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

The Deputy Clerk's report was **NOTED**, and the following decision was **RATIFIED**:

- Licence Application Number: 114179 in relation to Costa Coffee, 33 London Road, Bognor Regis - Members **AGREED** to offer **NO OBJECTION** to the application to place 2 tables, 6 chairs and barriers directly outside the store from 8am until 5pm Monday to Saturday and 8am to 4.30pm on Sundays.

**282. TO CONSIDER PLANNING APPLICATIONS ON LISTS 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> SEPTEMBER 2020**

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

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

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

**283. 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 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> SEPTEMBER 2020**

There were no applications to consider.

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

**Licensing Act 2003**

**Premises: Howards Café, 17 The Arcade, Bognor Regis, PO21 1LH**

**Application Number: 114129**

The Committee noted the application received for a Premises Licence to be granted for the Sale of Alcohol for consumption on and off the premises 1000-0000 every day (1000-0100 Xmas and NY Eve) and for Late Night Refreshment 2300-0000 everyday (2300-0100 Xmas and NY Eve).

Members **RESOLVED** to **OBJECT** to the Variation of a Premises Licence being granted, as there was concern with regards to "Protection of Children from Harm" due to the potential for young people using the establishment with their families to witness the purchase and consumption of alcohol.

**285. TO NOTE THE REVISIONS MADE TO THE ARUN DISTRICT DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT, FOLLOWING THE RESPONSES RECEIVED DURING THE CONSULTATION WHICH CLOSED ON 21<sup>st</sup> FEBRUARY 2020**

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

**286. TO NOTE THE PREVIOUSLY CIRCULATED 'BARNHAM, EASTERGATE AND WESTERGATE FRAMEWORK MASTERPLAN CONSULTATION' LAUNCHED BY ARUN DISTRICT COUNCIL AND TO CONSIDER ANY COMMENTS IN RESPONSE BY THE DEADLINE OF 9<sup>th</sup> OCTOBER 2020**

The Civic & Office Manager's report, including the previously circulated ADC consultation titled "Barnham, Eastergate and Westergate Framework Masterplan", was **NOTED**.

Following discussion, it was **AGREED** that Members would submit comments on the Consultation individually. Members were reminded that the deadline for response was 9<sup>th</sup> October 2020.

**287. TO RECEIVE AN UPDATE ON THE COMMUNITY INFRASTRUCTURE LEVY (CIL)**

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

**288. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence as detailed on the list previously circulated.

Members noted that there was one place remaining on the briefing session for the Planning White Paper, the consultation for which was referred to on the correspondence list.

***The Meeting closed at 4.34pm***

<b><u>PLANNING APPLICATIONS TO BE CONSIDERED AT THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 29<sup>th</sup> SEPTEMBER 2020 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> SEPTEMBER 2020)</u></b>		
<b>BR/199/20/T</b> Burlington Nursing Home 109-111 Victoria Drive Bognor Regis PO21 2DZ	Fell 8 No. Macrocarpa and 1 No. Bay	<b>NO OBJECTION</b>
<b>BR/201/20/PL</b> 29 Highcroft Crescent Bognor Regis PO22 8DH	Re-establishment of dwelling to form former pair of semi-detached bungalows (resubmission following BR/139/20/PL)	<b>NO OBJECTION</b>
<b>BR/190/20/OUT</b> 26 Burnham Avenue Bognor Regis PO21 2JU	Outline application with all matters reserved for 10 No. new dwellings consisting of 1 No. 1 bed property, 8 No. 2 bed properties & 1 No. 4 bed property with associated services, landscaping, car parking & amenity (resubmission following BR/49/19/OUT)	<b>NO OBJECTION</b>
<b>BR/186/20/PL</b> Noelbury Court Flat 3 5 Stocker Road Bognor Regis PO21 2QH	Minor alteration to rear elevation	<b>NO OBJECTION</b>
<b>BR/209/20/HH</b> Holyrood Sylvan Way Bognor Regis PO21 2RS	Proposed front and rear two storey extensions, raising the roof height, internal and external alterations	<b>NO OBJECTION</b>

<p><b>BR/213/20/PL</b>  Former Royal Bay Care Home  86 Aldwick Road  Bognor Regis  PO21 2PE</p>	<p>Temporary change of use from Care Home (C2) to temporary accommodation for seasonal agricultural workers for 12-month period (re-submission following BR/138/20/PL). This application is in CIL Zone 4 (Zero Rated) as 'other development'</p>	<p><b>OBJECTION</b>  Members continue to object to this application on the same grounds as submitted to BR/138/20/PL namely :</p> <p>Concern that such a large number of persons living in a confined space could encourage the spread of Coronavirus;</p> <p>Whilst it is acknowledged that this is an application for temporary accommodation for a 12-month period, there are concerns that this may turn into a permanent HMO;</p> <p>Intensification of use that would adversely affect the character of the area thereby affecting the public and neighbouring amenities;</p> <p>In support with WSCC Highways report, the Town Council also shared concerns in the result of generation of excessive parking demands which would harm nearby public amenity.</p>
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**PLANNING APPLICATIONS TO BE CONSIDERED AT THE  
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 20<sup>th</sup> OCTOBER 2020  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 25<sup>th</sup> SEPTEMBER, 2<sup>nd</sup> AND 9<sup>th</sup> OCTOBER 2020)**

<p><a href="#"><u>BR/212/20/PL</u></a> Butlin's Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Variation of condition 1-plans condition following BR/39/19/PL to substitute entrance site plan, 5128 P110 Rev B &amp; condition 13 -to substitute new entrance site plan, 5128 P110 Rev B following BR/240/16/PL</p>	<p>Comment by 22-OCT-20</p>
<p><a href="#"><u>BR/233/20/PL</u></a> 68 Aldwick Road Bognor Regis PO21 2PE</p>	<p>Replace existing shop front. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>Comment by 05-NOV-20</p>
<p><a href="#"><u>BR/232/20/PL</u></a> 77 Aldwick Road Bognor Regis PO21 2NW</p>	<p>Change of use of ground floor shop premises from launderette (sui-generis) to Class E (commercial, business &amp; service). This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>Comment by 05-NOV-20</p>
<p><a href="#"><u>BR/235/20/T</u></a> 7 Countland Court 5 Marine Parade Bognor Regis PO21 2LT</p>	<p>2 No. Sycamore trees reduce by 2m on circumference to leave 1m and to crown clean. 6 No. Sycamore trees to reduce by 2m on southside to leave 1m</p>	<p>Comment by 05-NOV-20</p>

## AGENDA ITEM 9

### BOGNOR REGIS TOWN COUNCIL ONLINE PLANNING AND LICENSING COMMITTEE MEETING - 20<sup>th</sup> OCTOBER 2020

**AGENDA ITEM 9 - TO NOTE THAT FELPHAM PARISH COUNCIL HAS SUBMITTED TO ARUN DISTRICT COUNCIL LOCAL PLANNING AUTHORITY AREA (LPAA), THEIR PLAN MODIFICATION PROPOSAL UNDER PART 5 OF THE NEIGHBOURHOOD PLANNING (GENERAL) REGULATIONS 2012**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Members are advised that Felpham Parish Council has had to re-submit and consult again on its Reg.14 Pre-Submission Neighbourhood Plan because although a modification statement was submitted to ADC at Reg.15, a modifications statement had not been included at the previous Reg. 14 stage of the Plan and therefore it did not meet the Basic Conditions. A modifications statement is now included at page 4.

It should be noted that the Plan is proposing amendments to the 'made' Plan and some of the policies from that Plan have been saved.

The submission documents are publicised at <https://www.arun.gov.uk/felpham-neighbourhood-development-plan-2>.

Consultation is now open, and all comments must be received by **18<sup>th</sup> November 2020 (by 5pm)** and can be made by email to [ndpconsultation@arun.gov.uk](mailto:ndpconsultation@arun.gov.uk), online on the [Objective Portal](#) or by post to Neighbourhood Plans, Planning Policy and Conservation, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF.

## AGENDA ITEM 10

### BOGNOR REGIS TOWN COUNCIL ONLINE PLANNING AND LICENSING COMMITTEE MEETING - 20<sup>th</sup> OCTOBER 2020

#### AGENDA ITEM 10 - TO RECEIVE DETAILS OF ARUN GYPSY AND TRAVELLER AND TRAVELLING SHOWPEOPLE SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT CONSULTATION

##### REPORT BY THE CIVIC & OFFICE MANAGER

##### FOR INFORMATION

Arun District Council is undertaking a public consultation on its Gypsy and Traveller and Travelling Showpeople Site Allocations Development Plan Document (G&T DPD) until 5pm on 26<sup>th</sup> November 2020.

The Preferred Options take a positive approach to safeguarding existing sites within the District, proposing intensification on some of these and proposing to allocate a broad location to meet the identified need. At this stage of public consultation, the Council is seeking input and views from the widest range of stakeholders, interest groups and residents on any further issues that should be considered and on assessing the preferred options for providing for that identified need.

It is important to note that in order to facilitate responses; the [Arun Gypsy and Traveller and Travelling Showpeople Site Allocations Development Plan Document \(G&T DPD\) - Preferred Options](#) document sets out the context for consideration of these preferred options, including national and regional policies and the available evidence base / statistical background.

Consultation is now open, and all comments must be received by **26<sup>th</sup> November 2020 (by 5pm)** and can be made by email to [localplan@arun.gov.uk](mailto:localplan@arun.gov.uk), online on the [Objective Portal](#) or by post to Planning Policy and Conservation, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF.

It should be noted that anonymous comments will not be accepted - all comments received will be included on Arun District Council's website (including names but not addresses or email details).

**BOGNOR REGIS TOWN COUNCIL  
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -  
20<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 11 - TO RECEIVE DETAILS OF THE ARUN ACTIVE TRAVEL CONSULTATION AND TO CONSIDER PARTICIPATION IN STAKEHOLDER WORKSHOPS**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

Arun District Council have commissioned 2020 Consultancy Solutions Ltd to undertake an Active Travel Study for the district (not including those areas within the South Downs National Park). Active Travel focuses on modes of transport which require physical activity, such as walking (including wheelchair use), cycling, horse-riding.

The aim of the study is to identify how active travel networks currently work in the district. The study will identify whether they allow visitors and residents of the district to walk and cycle to key destinations such as shops, leisure and places of work, as conveniently as possible, to reduce car use and improve health and wellbeing. It will subsequently identify an approach to improve active travel networks in the district, connect missing links and make links where there is an identified deficit.

Personal views and experience of active travel in the district are vital to this study and people are asked to get involved by completing the following survey: <https://www.smartsurvey.co.uk/s/arunactivetravel/>. More information about this study can be found in this leaflet: [Active Travel Consultation leaflet.pdf \[pdf\] 699KB](#).

It is proposed to hold virtual workshops where stakeholders can discuss the matter in greater detail with the project team, and Arun District Council officers, such as potential routes and areas for improvement. It is proposed to hold workshops, focusing on the west of the district, on **Thursday 29<sup>th</sup> October**. Hourly slots will run between 1pm and 4pm.

Members are invited to advise if they wish to nominate a representative from this Committee to take part in the workshop on behalf of the Town Council. Members are asked to note that an appointed representative cannot make any decisions on behalf of the Town Council and will be expected to report back to other Members via this Committee.

**DECISION**

Do Members wish to appoint a representative on behalf of Bognor Regis Town Council to participate in the Active Travel workshop?

## AGENDA ITEM 12

### BOGNOR REGIS TOWN COUNCIL ONLINE PLANNING AND LICENSING COMMITTEE MEETING - 20<sup>th</sup> OCTOBER 2020

#### AGENDA ITEM 12 - TO RECEIVE AN UPDATE ON THE COMMUNITY INFRASTRUCTURE LEVY (CIL)

##### REPORT BY THE CIVIC & OFFICE MANAGER

##### FOR INFORMATION

Arun District Council became a CIL Charging Authority in April 2020. Regulation 59A of the Community Infrastructure Levy Regulations 2010 requires that Arun District Council (the Charging Authority) passes a proportion of CIL receipts received to every town and parish council within its area twice a year, with the first payment due to be paid by 28 October (for income received by Arun District Council between 1 April to 30 September). Therefore, this is the first payment period.

However, Arun District Council has not received CIL receipts between 1 April 2020 to 30 September 2020. Therefore, in this payment period, Bognor Regis Town Council will not receive a CIL payment (see **Appendix 1**).



FAO: All Town and Parish Councils within Arun District Council, outside the South Downs National Park Authority.

Arun District Council  
Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex. BN17 5LF

web: [www.arun.gov.uk](http://www.arun.gov.uk)  
email: [cil@arun.gov.uk](mailto:cil@arun.gov.uk)

9<sup>th</sup> October 2020

Please ask for:  
CIL Officer  
Contact Centre: (01903) 737500

### **Town and Parish Council Community Infrastructure Levy (CIL) Payments October 2020**

As you are aware, Arun District Council became a CIL Charging Authority in April 2020.

Regulation 59A of the Community Infrastructure Levy Regulations 2010 requires that Arun District Council (the Charging Authority) passes a proportion of CIL receipts received to every town and parish council within its area twice a year, with the first payment due to be paid by 28 October (for income received by Arun District Council between 1 April to 30 September). Therefore, this is the first payment period.

The process for passing CIL money to town and parish councils is set out in the council's CIL Guidance for Town and Parish Councils, which can be found at: [www.arun.gov.uk/cil](http://www.arun.gov.uk/cil)

In advance of receiving this payment, you will receive a letter which will set out the following details:

- The amount of CIL that will be paid to your town or parish council in this CIL period (a letter will be sent even if the amount of CIL is £0.00);
- A request for payment details to be sent to the CIL Officer, to ensure that payment is made to the correct account, and that the payment money is expected by your council; and
- A reminder of spending, monitoring and reporting requirements, which are set out in the CIL Regulations 2010 (as amended) and explained in the council's CIL Guidance for Town and Parish Councils.

This year's letter is slightly different because since Arun became a CIL Charging Authority in April 2020, the council has not received CIL receipts between 1 April 2020 to 30 September 2020. Therefore, in this payment period, your council will not receive a CIL payment.

However, please remain aware of the CIL spending, monitoring and reporting processes for town and parish councils because CIL payments are expected to increase over time, as illustrated by the CIL trajectories sent to you on 4<sup>th</sup> September 2020.

Please expect to receive your next Town and Parish CIL Payment Letter at the end of March 2021.

Please let me know if you have any questions.

Yours sincerely,

Julie Grieves  
Community Infrastructure Levy Officer

**BOGNOR REGIS TOWN COUNCIL  
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -  
20<sup>th</sup> OCTOBER 2020**

**AGENDA ITEM 13 - CORRESPONDENCE**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

- 1. ADC - The Licensing Manager from Arun District Council has invited Committee Members to a virtual meeting, exclusively for Bognor Regis Town Council, at 10am on Wednesday 4<sup>th</sup> November. An overview of the licensing system will be given, including the consultation process and the grounds for objecting to applications. Members are asked to email the Civic & Office Manager to confirm their availability to attend and to submit any questions, concerns or issues that they would like discussed at the meeting. Responses by no later than 5pm on Friday 30<sup>th</sup> October.**
- 2. NALC - Slides used by MHCLG during a recent NALC Planning for the Future Online session, circulated to Committee Members. A recording of the session will be available for circulation in due course.**
- 3. WSCC - Notification that Westloats Lane, Bognor Regis between Collyer Avenue to outside No. 24 will be closed for carriageway patching on 5/11/2020 from 07:00 – 19:00. An alternative route for traffic will be signed on site. It should be noted that these works are weather dependant, but WSCC will endeavour to advise of any significant changes to the programme.**
- 4. HCLG - A new inquiry to investigate Government proposals to reform the planning system. The inquiry will examine how well the proposed reforms would support the Government's wider building strategy, including its target to build 300,000 new homes a year, as well as ensuring high quality construction that is fit for purpose. It will also examine how well the new proposals protect existing buildings or localities and provide mechanisms for local engagement in the planning system. Circulated to Committee Members.**
- 5. SSALC - Presentation slides and recording of Planning White Paper Briefing: Planning Futures session. Circulated to Committee Members.**
- 6. CPRE - Campaigns Update, October 2020.**
- 7. ADC - Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to planning application BR/75/20/HH (140 London Road, Bognor Regis). Copy of letter emailed to Committee Members.**
- 8. WSCC - Highways, Transport and Planning October Newsletter. Circulated to Committee Members.**