



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 **7.00pm on TUESDAY 9th JANUARY 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.

PLEASE NOTE START TIME

DATED this 3rd day of JANUARY 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 19th December 2017
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 16036: 2 Lennox Street, Bognor Regis

7. To consider Planning Applications on Lists dated 22nd and 29th December 2017, and 5th January 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 22nd and 29th December 2017, and 5th January 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 19th DECEMBER 2017

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

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
1 Councillor in the public gallery (part of meeting)
1 member of the public

The Meeting opened at 6.30pm

127. 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 Cllrs. K. Batley who was working late, Mrs. S. Daniells who was working away, and P. Woodall who had a Mayoral Engagement.

128. 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.

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

129. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 5th DECEMBER 2017

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 5th December 2017 as an accurate record of the proceedings and the Chairman signed them.

130. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Chairman adjourned the meeting from 6.32pm to 6.37pm to allow a Councillor in the public gallery to talk about issues with the continuing poor service being run by Southern Rail for travel between Bognor Regis and London, for example.

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

There were no matters arising.

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

There were none.

133. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 8th AND 15th DECEMBER 2017

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

133.2 The Committee noted that representations had been received by the Town Council from the public in respect of BR/194/17/PL. None had been received from neighbouring parishes in respect of these applications.

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

134. **AMENDED APPLICATION BR/266/17/PL 24 NO. FLATS TO INCLUDE A FURTHER 2 BEDROOMS AND FURTHER 2 BATHROOMS ON A FIFTH FLOOR AT FIRST FLOOR & SECOND FLOOR OFFICES, 2-8 QUEENSWAY, BOGNOR REGIS (MIN. 122.3 REFERS - STANDING ORDERS TO BE SUSPENDED IF PREVIOUS REPRESENTATION IS TO BE ALTERED)**

The Civic & Office Manager stated that an amendment to the description of application BR/266/17/PL had been reported by ADC's Group Head of Planning.

In view of the information received, Members **RESOLVED** not to alter the previous representation (Min. 122.3 refers).

135. Members **RESOLVED** to alter the order of business (S.O. 10.1 (iv) refers) and consider Planning Application BR/305/17/HH at this point (Additional Agenda Item 1).

136. **TO CONSIDER ANY AMENDMENT TO THE PREVIOUSLY SUBMITTED REPRESENTATION IN RESPECT OF APPLICATION BR/305/17/HH NEW ROOF WITH FIRST FLOOR ACCOMMODATION AND NEW DORMER AND NEW SINGLE STOREY REAR EXTENSION AT 30 MANSFIELD ROAD, BOGNOR REGIS FOLLOWING RECEIPT OF CLARIFICATION FROM ADC PLANNING OFFICER (MIN. 122.3 REFERS - STANDING ORDERS TO BE SUSPENDED IF PREVIOUS REPRESENTATION IS TO BE ALTERED)**

The Civic & Office Manager reported that further clarification of the application BR/305/17/HH had been received from an ADC Planning Officer and that the relevant Standing Order would need to be suspended if the previous representation was to be altered.

Members **RESOLVED** to suspend Standing Order 16.1 to reconsider the application. In view of the information received Members further **RESOLVED** to reconsider their previous representation.

Following discussion, Members **RESOLVED** to submit a revised comment of **NO OBJECTION** to ADC in relation to application BR/305/17/HH.

137. **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 AND 15th DECEMBER 2017**

There were no significant planning applications that Members wished to raise on lists dated 8th and 15th December 2017.

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

There were none.

139. TO NOTE AND AGREE THE CHANGE OF THE 9th JANUARY 2018 PLANNING AND LICENSING COMMITTEE MEETING TO A LATER START TIME OF 7.00PM, TO ALLOW FOR A PRE-MEETING BRIEFING TO START AT 6.30PM (MIN. 114 REFERS)

The Committee welcomed the news that Cllr. Hitchins, Chairman of ADC's Bognor Regis Regeneration Sub-Committee, and the WSCC Cabinet Member for Highways and Transport, Mr. Bob Lanzer, had agreed to attend a pre-meeting briefing, on 9th January 2018, to discuss what options were being considered as part of the regeneration proposals for Bognor Regis.

Members **AGREED** that the Planning and Licensing Committee Meeting, to be held on the same date, would start at the later time of 7.00pm. However, Members asked that the Civic & Office Manager contact both Cllr. Hitchins and Mr. Lanzer to request whether they would be agreeable to the pre-meeting briefing commencing at 6.00pm, instead of 6.30pm.

140. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

Additional correspondence included: -

- 140.1** WSCC - Consultation on the draft Public Rights of Way Management Plan open for public comment until 31st January 2018.
- 140.2** ADC - Notification that a Planning Appeal has been made to the Secretary of State regarding the Sir Richard Hotham Project application BR/156/16/PL (re-submission of BR/26/15/PL) and that previous representations have been forwarded to the Planning Inspectorate and the appellant, including the **OBJECTION** submitted by the Town Council (Min. 78.7 refers). Members noted that modification, or withdrawal, of previous representations would be permitted until 12th January 2018 and that the appeal would be determined on the basis of a hearing to be held at Arun Civic Centre, Maltravers Road, Littlehampton, at 10.00am on 20th February 2018.
- 140.3** Notification of upcoming West Sussex Highway Works: 6th-20th, and 13th-27th December 2017. Emailed to Committee and on Town Council Facebook page.
- 140.4** Ordnance Survey - OS MasterMap Highways Network Webinars, coming soon. PSMA News - December 2017.
- 140.5** Jackson - Notice of A259 Worms Lane road closure on the 15th and 16th January 2018. Emailed to Committee and on the Town Council Facebook page.
- 140.6** Rampion Offshore - Newsletter Issue 9 - Winter 2017/18.

140.7 Nick Gibb MP - reply received from letter sent regarding rail matters (Min. 125 refers). Emailed to Committee and Cllr. T. Gardiner.

The Meeting closed at 7.32pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19th DECEMBER 2017****REPRESENTATIONS ON LISTS DATED 8th AND 15th DECEMBER 2017**

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

BR/288/17/PL Main Unit Rear of Holmlea Town Cross Avenue Bognor Regis	Rear extension to storage & workshop areas & roof extension	NO OBJECTION
BR/319/17/CL 188 Hawthorn Road Bognor Regis	Lawful development certificate for existing annexe with internal link to Residential Care Home be used for supportive living in compliance with BR/174/15/PL	NO OBJECTION
BR/266/17/PL (Re-advertised) First Floor & Second Floor Offices 2-8 Queensway Bognor Regis	Alteration to previously implemented scheme for 24 flats to include a further 2 bedrooms & a further 2 bathrooms on a fifth floor. This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area & may affect the setting of a Listed Building)	NO OBJECTION

<p>BR/194/17/PL (Re-advertised) Promenade Opposite Walton Avenue The Esplanade Bognor Regis</p>	<p>Demolition of the existing Foreshore office & decommissioning of existing underground toilets. New purpose built unisex toilet block including urinals, baby changing facilities & accessible WC, plus a separate beach office with public information point & first aid facilities. All located on the existing seafront promenade</p>	<p>NO OBJECTION</p>
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**Licensing Act 2003 –
Notice**

Reference Number: 16036

Fusion Events Group UK Limited
Fusion, 2 Lennox Street, Bognor Regis, PO21 1LZ

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

Proposed licensable activities are as follows:

1) Supply of Alcohol

2) Late Night Refreshment

between the hours of 10:00 and 23:30 for the supply of alcohol, and
until 01:00 on Christmas Eve & New Years Eve.

Late Night Refreshment until 23:30, and until 01:00 on Christmas Eve &
New Years Eve

The application is open to representation from interested parties and
responsible authorities between 16/12/17 and 12/01/18.

All representations should be made in writing and sent to:

Licensing Team, Environmental Health Service,

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 9th JANUARY 2018

AGENDA ITEM 10 - CORRESPONDENCE

FOR INFORMATION

- 1.** Notification of upcoming West Sussex Highway Works: 20th December 2017-3rd January 2018, and 27th December 2017-10th January 2018. Emailed to Committee and on Town Council Facebook page.
- 2.** CPRE - Campaigns Update, 19th December 2017.