



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

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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 15<sup>th</sup> MAY 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 8<sup>th</sup> day of MAY 2018**

**CLERK TO THE COUNCIL**

### **THE AGENDA and BUSINESS to be TRANSACTED is:**

1. To note the appointment of Chairman and Vice-Chairman as agreed at the Annual Town Council Meeting
2. Chairman's Announcements and Apologies for Absence
3. Declarations of Interest

Members and Officers are invited to make any declarations of 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 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 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
4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 24<sup>th</sup> April 2018
  5. Adjournment for public question time
  6. Matters Arising from the Minutes which are not separate Agenda Items
  7. To consider Terms of Reference including updates and amendments if required
  8. To consider Premises Licence Applications including any variations and any other Licence Applications
  9. To ratify the representation submitted to Arun District Council's Licensing Team on 12<sup>th</sup> April 2018, in respect of Premises Licence Review 14603: TAO - Sladebars Ltd, 41/43 High Street, Bognor Regis
  10. To consider Planning Applications on Lists dated 27<sup>th</sup> April, 4<sup>th</sup> and 11<sup>th</sup> May 2018
  11. 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 27<sup>th</sup> April, 4<sup>th</sup> and 11<sup>th</sup> May 2018
  12. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
  13. To consider commenting on the WSCC Bus Strategy Consultation
  14. 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 24<sup>th</sup> APRIL 2018**

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

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)

*The Meeting opened at 6.33pm*

### **194. 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. Reynolds who had another engagement. There were no apologies of absence received from Cllr. Batley or Enticott.

### **195. 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 a 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 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.

***Cllrs. Mrs. Daniells and Dillon stated that, as a Members of Arun District Council's (ADC) Development Control 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***

***No other declarations were received***

**196. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 3<sup>rd</sup> APRIL 2018**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 3<sup>rd</sup> April 2018 as an accurate record of the proceedings and the Chairman signed them.

**197. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

There were no matters arising.

**199. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO:**

**Licensing Act 2003**

**Premises: Dog & Duck, 71 High Street, Bognor Regis, PO21 1RZ**

**Licence Number: 16265**

The Committee noted the Licence application received for the supply of alcohol for consumption, on and off the premises, from 11:30 to 21:30 hours Monday to Thursday, 11:30 to 22:00 hours Friday and Saturday, and 12:00 to 18:30 hours on Sunday. Further information was not available in relation to the licence, as access to ADC's Public Register was not possible.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence application.

**200. TO RECEIVE NOTICE OF ACTIONS FOLLOWING RECEIPT OF NOTICE OF HEARING (LAR1) FROM ADC IN RELATION TO A REVIEW OF THE LICENCE FOR PREMISES LOCATED AT 41/43 HIGH STREET, BOGNOR REGIS, PO21 1RX**

*Cllr. Dillon stated that, as a Member of Arun District Council's Licensing Sub-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*

*Cllr. Goodheart declared an Ordinary Interest as the premises licence holder is a personal friend*

Members noted receipt of the Notice of Actions following receipt of the Notice of Hearing (LAR1) from ADC in relation to a review of the licence for premises located at 41/43 High Street, Bognor Regis.

Following discussion Members **AGREED** that no representative from Bognor Regis Town Council should be present at the hearing to be held on 2<sup>nd</sup> May 2018, at the Arun Civic Centre, and that the Civic & Office Manager should complete and return the Notice of Actions accordingly.

**201. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6<sup>th</sup>, 13<sup>th</sup> AND 20<sup>th</sup> APRIL 2018**

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

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

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

**202. 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 6<sup>th</sup>, 13<sup>th</sup> AND 20<sup>th</sup> APRIL 2018. ALSO:**

**WSCC/020/18/FP: Felpham Community College, Felpham Way, Felpham, Bognor Regis, West Sussex, PO22 8EL - New three storey building, extension of existing science lab building, addition of first floor to changing rooms, provision of additional hard play areas and car parking, new bike storage, and four-class temporary**

**accommodation for duration of build, to allow expansion of school from 8 to 10 forms of entry**

Following discussion Members **RESOLVED** to raise **NO OBJECTION** to Planning Application WSCC/020/18/FP.

There were no other significant planning applications that Members wishes to raise on lists dated 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup> April 2018.

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

There were none.

**204. CONSIDERATION OF DRAFT ORDER FOR PROPOSED STOPPING UP OF HIGHWAY AT UPPER BOGNOR ROAD TO FELPHAM WAY, BOGNOR REGIS, PO22 7B**

Members **RESOLVED** to raise **NO OBJECTION** to the draft Order for proposed stopping up of Highway at Upper Bognor Road to Felpham Way, Bognor Regis.

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

**206. TO CONSIDER A RESPONSE TO THE NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION**

The Civic & Office Manager reported to Members that the Government are currently consulting on changes to the National Planning Policy Framework.

The Campaign to Protect Rural England (CPRE) have particular concerns about Chapter 2 'Achieving Sustainable Development'. In an email sent by CPRE to Parish/Town Councils they state:

*"While CPRE welcomes protection for Neighbourhood Plans, Footnote 9 proposes that this protection extends for only two years after referendum. Neighbourhood Plans are supposed to cover a 15-20 year planning period. It will be impossible for a town or parish to review and update its Neighbourhood Plan every 2 years. Every 5 years would be much more realistic. We think that the 2-year period specified in footnote 9 should therefore be increased to 5 years in line with proposals for Local Plan Reviews.*

*If you agree, it would be very helpful if your Council (or if insufficient time its Chair) would make an appropriate response to the MHCLG consultation, which ends on 10 May 2018.*

*To respond, please complete Question 4 of the attached document stating that footnote 9 should give protection for Neighbourhood Plans for 5 years from referendum..."*

Having considered the matter, and following discussion, Members **RESOLVED** to **AGREE** in supporting CPRE's concerns and instructed the Civic & Office Manager to complete Question 4 of the consultation response document, stating that footnote 9 should give protection for Neighbourhood Plans for 5 years from referendum.

Furthermore, Members **RESOLVED** that a letter be sent to Mr Nick Gibb MP sharing the view of the Town Council with regard to the above.

## **207. CORRESPONDENCE**

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

Additional correspondence included:-

- 207.1** Housing Communities and Local Government Committee - Publication of report - Pre-legislative scrutiny of the draft Non-Domestic Rating (Property in Common Occupation) Bill.
- 207.2** WSCC - Planned roadworks in West Sussex 18<sup>th</sup> April-2nd May 2018 - Forwarded to Members.
- 207.3** WSCC - Early Warning Notice - Temporary Traffic Regulation Order - Chichester Road, Bognor Regis - Proposed start date 12/07/2018.

***The Meeting closed at 7.39pm***

**APPENDIX 1****PLANNING AND LICENSING COMMITTEE MEETING HELD ON 24<sup>th</sup> APRIL 2018****REPRESENTATIONS ON LISTS DATED 6<sup>th</sup>, 13<sup>th</sup> AND 20<sup>th</sup> APRIL 2018**

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

<b>BR/18/18/PL</b> Bruce Dixon South Bersted Garage Shripney Road Bognor Regis PO22 9LN	Change of use from garage & vehicle hire company to vehicle hire branch including the demolition of existing building to replace with modular unit. This application may affect the setting of a listed building	<b>NO OBJECTION</b>
<b>BR/70/18/A</b> 91 Hawthorn Road Bognor Regis PO21 2BE	1 No. internally illuminated fascia sign & 1 No. internally illuminated projecting sign on front elevation	<b>NO OBJECTION</b>
<b>BR/81/18/A</b> Yeomans Nissan Unit 1 Arun Business Park Shripney Road Bognor Regis PO22 9SX	5 No. internally illuminated fascia signs, 1 No. internally illuminated pylon & 1 No. non-illuminated directional sign on various elevations	<b>NO OBJECTION</b>
<b>BR/83/18/HH</b> 8 Sandymount Avenue Bognor Regis PO22 9ES	First Floor extension	<b>NO OBJECTION</b>



<p><b>BR/52/18/PL</b> Bradlaw House 5 Sudley Road Bognor Regis PO21 1EJ</p>	<p>Change of use from mixed use development consisting of Dental Surgery (D1 Non-Residential Institutions), night club (Sui Generis) &amp; part residential (2 No. units existing) (C3 Dwellinghouse) to conversion to 8 No. flats with associated services (6 No. new units). This application may affect the setting of a listed building</p>	<p><b>NO OBJECTION</b> Members expressed regret at losing a leisure venue in the Town, although the facility has been inactive for some time</p>
<p><b>BR/55/18/PL</b> 2 Lennox Street Bognor Regis PO21 1LZ</p>	<p>Change of use from shop (A1 Shops) to (A3 Food &amp; Drink/A4 Drinking Establishment. This application may affect the setting of a listed building &amp; affects the character &amp; appearance of The Steyne, Bognor Conservation Area</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/90/18/PL</b> Formerly Westside Supplies Unit West of 17 &amp; 18 Durban Road Bognor Regis PO22 9QT</p>	<p>Demolition of two storey building &amp; erection of three storey block of 8 No. one bedroom flats &amp; 6 No. two bedroom flats with access from Durban Road (resubmission following BR/87/16/PL)</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/80/18/A</b> 22 London Road Bognor Regis PO21 1PY</p>	<p>1 No. internally illuminated fascia sign &amp; 1 No. internally illuminated hanging sign to the front elevation</p>	<p><b>NO OBJECTION</b></p>

<b>BR/79/18/PL</b> 22 London Road Bognor Regis PO21 1PY	2 No. outdoor AC condenser units to rear flat roof	<b>NO OBJECTION</b>
<b>BR/95/18/PL</b> 65 High Street Bognor Regis PO21 1RY	Change of use from vacant shop (A2 Financial & Professional Services) to restaurant/cafe (A4 Restaurant & Cafe). This application affects the setting of a listed building & affects the character & appearance of The Steyne, Bognor Regis Conservation Area	<b>NO OBJECTION</b>

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING - 15<sup>th</sup> MAY 2018**

**AGENDA ITEM 9 - TO RATIFY THE REPRESENTATION SUBMITTED TO ARUN DISTRICT COUNCIL'S LICENSING TEAM ON 12<sup>th</sup> APRIL 2018, IN RESPECT OF PREMISES LICENCE REVIEW 14603: TAO - SLADEBARS LTD, 41/43 HIGH STREET, BOGNOR REGIS**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR DECISION**

At the Planning and Licensing Committee Meeting held on 3<sup>rd</sup> April 2018 Members considered Premises Licence Review 14603: TAO – Sladebars Ltd, 41/43 High Street, Bognor Regis.

The grounds for the review were that the Licensing Objectives of: - The Prevention of Crime & Disorder; Public Safety have been seriously undermined. Following discussion, Members felt that without further details into the cause of the review it was not possible to make any comment at this time. It was **AGREED** that the Civic & Office Manager would contact the Licensing Team at ADC and report back to the Committee in due course (Min. 189 refers).

Unfortunately, a response from ADC was not received until 10 April 2018 by which time, with the deadline to comment being 16 April 2018, there was no appropriate meeting for the matter to be reconsidered. Therefore, to expedite the matter, Members were asked, having been provided with the relevant details supplied by ADC, to email any comments to the Civic & Office Manager.

A majority of Members (those being Cllrs. Mrs. J. Warr (Chairman), Mrs. S. Daniells, D. Enticott, S. Reynolds and P. Woodall) supported the following response to be submitted to the Licensing Team at ADC;

*Bognor Regis Town Council support the Licensing Team in their bid to uphold the requirements of the existing licence by undertaking the review, and hope they can try to find a way to work with the licensee to become compliant with the conditions of the licence, so that we, as the Town Council, may be satisfied that all breaches have been rectified. Members sincerely hope that the situation can result in no closure of the premises, but it is imperative that the venue is safe and secure for all those who use or work in it, going forward, and that the success of the business goes from strength to strength.*

No comments were received from Cllrs. Dillon and Goodheart.

**DECISION REQUIRED BY MEMBERS**

Members are invited to **RATIFY** the representation submitted to Arun District Council's Licensing Team on 12<sup>th</sup> April 2018, in respect of Premises Licence Review 14603: TAO - Sladebars Ltd, 41/43 High Street, Bognor Regis.

## **BOGNOR REGIS TOWN COUNCIL**

### **PLANNING AND LICENSING COMMITTEE MEETING**

**15<sup>th</sup> MAY 2018**

#### **AGENDA ITEM 14 - CORRESPONDENCE**

#### **FOR INFORMATION**

1. WSCC - Planned roadworks and road closures in West Sussex 25<sup>th</sup> April-9<sup>th</sup> May, 2<sup>nd</sup>-16<sup>th</sup> May, and 9<sup>th</sup>-23<sup>rd</sup> May 2018 - forwarded to Members and posted on social media.
2. HCLG - HCLG Committee to question industry representatives and anti-fracking campaign groups on fracking planning guidance - Monday 30 April, Thatcher Room, Portcullis House.
3. HCLG - HCLG Committee calls for a ban on desktop studies is assessment of materials used for high-rise building cladding.
4. CPRE - CPRE Campaign 'Two weeks to save the countryside'.
5. WSCC - Temporary Traffic Regulation Order that will close various roads in Bognor Regis and Felpham to allow the Bognor Prom 10k Run to take place. The affected roads are: Silverston Avenue (from its junction with Furse Feld to its junction with Marine Drive West) Kings Parade, Nyewood Lane (from its junction with Kings Parade to its junction with Marine Drive West) Marine Drive West (From its junction with Silverston Way to its junction with The Esplanade) The Esplanade (westbound carriageway only), Gloucester Road (southbound carriageway only), Upper Bognor Road (westbound carriageway only, from its junction with the B2259 to its junction with Felpham Road), Felpham Road (From its junction with Upper Bognor Road to its junction with Admiralty Road) Admiralty Road, Blakes Road (from its junction with Admiralty Road to its junction with Vicarage Lane) Vicarage Lane (from its junction with Blakes Road to its junction with Limmer Lane) Limmer Lane (westbound carriageway only, from its junction with Vicarage Lane to its junction with Jacken Close). The event will take place on 20 May 2018 at 8.30am and remain in force until 1.30pm. The roads will be closed on a 'rolling' basis and re-opened as the event passes along its route. While the Order is in effect alternate routes for traffic will be signed on site and access to affected properties will be maintained.
6. Westminster Briefing - Compulsory Purchase Orders Briefing Central London Tuesday 31<sup>st</sup> July 11.00 - 3.30
7. HCLG - HCLG Committee calls for more prescription in building regulations after Minister clarifies permissibility of combustible materials on external cladding.

- 8.** Highways England - A27 Arundel Bypass: Preferred Route Announcement. Circulated to all Councillors.
- 9.** HCLG - HCLG Committee launches an inquiry looking at the future of England's high streets and town centres in 2030.
- 10.** CPRE - Campaigns Update.