



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

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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 5th JUNE 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 29th day of MAY 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

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
3. To approve the Minutes of the Planning and Licensing Committee Meeting held on 15th May 2018
 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
 7. To consider Planning Applications on Lists dated 18th, 25th May, and 1st June 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 18th, 25th May, and 1st June 2018
 9. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
 10. To consider commenting on proposals made by Arun District Council in relation to Section 2 of the Neighbourhood Planning Act 2017, the Town and Country Planning Act 1990 and the Town and Country Planning (Development Management Procedure)(England) Order 2015
 11. 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 7th June 2018
 12. 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 15th MAY 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells,
P. Dillon and D. Enticott

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
2 members of the public (part of Meeting)

The Meeting opened at 6.30pm

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING**

It was noted that Cllr. Mrs. J. Warr was elected Chairman and Cllr. P. Dillon was elected Vice-Chairman of this Committee at the Annual Town Council meeting held on 14th May 2018.

2. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. There were apologies for absence from Cllrs. J. Brooks and S. Goodheart, who both had other meetings to attend, S. Reynolds who had a prior engagement, and P. Woodall who was on annual leave.

3. **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, 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

4. **TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 24th APRIL 2018**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 24th April 2018 as an accurate record of the proceedings and the Chairman signed them.

5. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

There Chairman adjourned the meeting from 6.32pm to 6.37pm to allow for questions from the public. Questions related to Planning Application BR/93/18/PL.

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

There were no matters arising.

7. **TO CONSIDER TERMS OF REFERENCE INCLUDING UPDATES AND AMENDMENTS IF REQUIRED**

Members **RESOLVED** to **RECOMMEND** the Planning and Licensing Committee Terms of Reference, with no amendments, to the Policy and Resources Committee for approval.

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

There were none.

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

The Civic & Office Manager's report was noted and Members **RESOLVED** to **RATIFY** the representation submitted to Arun District Council's Licensing Team on 12th 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 27th APRIL, 4th and 11th MAY 2018**

10.1 The Committee noted that there was an email from a Councillor regarding BR/93/18/PL.

10.2 The Committee noted that representations had been received by the Town Council from the public in respect of BR/93/18/PL. None had been received from neighbouring parishes in respect of these applications.

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

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 27th APRIL, 4th and 11th MAY 2018**

There were none.

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

There were none.

13. **TO CONSIDER COMMENTING ON THE WSCC BUS STRATEGY CONSULTATION**

Members **AGREED** to consider the questions asked within the WSCC Bus Strategy Consultation and submitted a response as detailed in **Appendix 2**.

14. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.26pm

APPENDIX 1

PLANNING AND LICENSING COMMITTEE MEETING HELD ON 15th MAY 2018

REPRESENTATIONS ON LISTS DATED 27th APRIL, 4th and 11th MAY 2018

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

<p>BR/93/18/PL Clubhouse and Grounds Hampshire Avenue Bognor Regis PO21 5JH</p>	<p>Single storey pitch roof side extension, flat roof rear extension with replacement of existing garage with 2 No. metal storage containers on a concrete slab with access ramps</p>	<p>OBJECTION - Whilst the Committee did not object to the proposed extension to the Clubhouse, it did object to the 2 No. metal storage containers. The Committee are aware of reports from residents whose properties back on to the Grounds, of anti-social behavior resulting from the location of the existing garage, it being in such close proximity to their rear garden fences. Whilst the Committee would approve of the existing garage being removed, it does not believe that a replacement structure should be erected on the same site. The Committee are however sympathetic to the needs of the applicant and may be minded to raise no objection, in principle, should a planning application be submitted for 2 No. metal storage containers to be located elsewhere on the Grounds, i.e. to the south-west side of the Clubhouse, although this would be dependent on the plans submitted with any future application.</p>
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BR/100/18/HH 33 Tennyson Road Bognor Regis PO21 2SA	Detached double garage & detached single garage	NO OBJECTION
BR/92/18/HH 12 Mansfield Road Bognor Regis PO22 9EY	Erection of 1 No. single storey pitched roof detached annexe to rear garden ancillary to main dwelling	NO OBJECTION
BR/98/18/CLE 1 & 5 Bedford Street Bognor Regis PO21 1SD	Lawful development certificate for an existing use as storage & sales of second hand white goods (A1 Shops)	NO OBJECTION
BR/94/18/A Clubhouse and Grounds Hampshire Avenue Bognor Regis PO21 5JH	Extension of 1 No. non-illuminated fascia sign to east elevation & logo signs to north elevation	NO OBJECTION

Appendix 2

Response ID ANON-3SDC-TAY3-E

Submitted to **Bus Strategy Consultation**

Submitted on **2018-05-18 12:00:03**

Introduction

Tell us what you think about the new Bus Strategy proposals

1 Please tell us whether you support the proposed objectives for the new Bus Strategy.

Do you agree with the objectives? - Bus services are punctual, reliable and accessible:

Yes

Do you agree with the objectives? - Bus users can plan, book and pay for travel using the latest technology:

Yes

Do you agree with the objectives? - Bus services give people a viable alternative to being a car owner:

Yes

Do you agree with the objectives? - Bus services allow older people to continue to live independently:

Yes

Do you agree with the objectives? - Bus operators and their services give a consistently good level of quality for users across the county: Yes

Do you agree with the objectives? - Bus travel is affordable for users: Yes

Do you agree with the objectives? - Air quality is better as a consequence of investment in cleaner buses as opposed to cars: Yes

2 The proposed priorities for the new Bus Strategy are listed below. We would like to know which THREE of these priorities are most important to you.

Priorities - Give buses priority over other travel modes when congestion occurs:

Priorities - Implement cross ticketing and easy payment systems:

Priorities - Promote the use of latest clean engine technology:

Priorities - Prioritise investment in good accessible bus infrastructure for bus users:

1

Priorities - Work with property developers to design developments to incorporate buses as a priority with suitable infrastructure (such as bus stops, shelters and real time information): 2

Priorities - Work with all tiers of Local Government in seeking funding for prioritised local bus and community transport services:

Priorities - Explore whether it makes sense to use our own vehicles to provide services working with Community Transport where appropriate:

Priorities - Work with bus operators to provide affordable bus fares for younger people:

3

3 Can you explain why you have chosen/ranked the priorities in this way?

Enter here why you have ranked the priorities in this way:

Accessible bus infrastructure is essential if the buses are to be used to their maximum potential , in order to achieve this, it is necessary for developers to consider the infrastructure when designing new developments .

Appendix 2

As well as being beneficial to younger people in terms of cheaper fares, it will enable our evening economy to thrive more successfully by facilitating the transport to and from the less accessible villages and town for non drivers such as younger people.

4 Is there anything you think we have missed, or need to include, as part of the new Bus Strategy?

Enter below anything you think we have missed or need to include in the Bus Strategy:

Smaller buses to be used for outlying areas.

Later services running to facilitate young adults.

About you

5 Please enter your full postcode, leaving a space e.g. PO19 1RQ

Please enter your full postcode:

PO21 1LD

6 Are you primarily completing this questionnaire as...

A Parish/Town/District/Borough Council

Please enter the name of your organisation if applicable:

Bognor Regis Town Council

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 5th JUNE 2018**

AGENDA ITEM 10 - TO CONSIDER COMMENTING ON PROPOSALS MADE BY ARUN DISTRICT COUNCIL IN RELATION TO SECTION 2 OF THE NEIGHBOURHOOD PLANNING ACT 2017, THE TOWN AND COUNTRY PLANNING ACT 1990 AND THE TOWN AND COUNTRY PLANNING ACT (DEVELOPMENT MANAGEMENT PROCEDURE)(ENGLAND) ORDER 2015

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Recent changes in legislation place a duty on Arun District Council (ADC) to notify the Town/Parish, where there is a made Neighbourhood Plan, of every relevant application (applications 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 does 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, so ADC proposes to apply the same requirements as apply when a Parish Council has requested to be notified of any relevant applications or alterations to applications accepted by ADC, which means that ADC will not determine such applications or amendments until the first of the following events occurs: -

- (a) the Parish/Town informs ADC it does not propose to make any representations;
- (b) representations are made by the Parish/Town, or;
- (c) 21 days have elapsed from the date of notification.

When the notification has been given in accordance only with the new provisions, ADC will not expect to give an extension to the 21 day period for the submission of representations. There will continue to be instances where formal re-consultation does take place (as it does now) on substantive changes to planning applications and these will be re-advertised and re-consulted upon in a normal way.

In determining the application, ADC must take into account any representation received from the Council of the Parish and inform them of the terms of the decision and details of any matter referred to the Secretary of State.

For the purposes of simplicity and consistency, ADC are proposing to adopt the position that they will notify Bognor Regis Town Council of all changes, other than where the amendment reduces the intensity of a proposal, for example if the number of dwellings on an application goes down or where an extension is made smaller.

DECISION REQUIRED BY MEMBERS

Do Members agree with ADC's proposal as outlined above?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 5th JUNE 2018**

AGENDA ITEM 11 - 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 7th JUNE 2018

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Arun District Council (ADC), Directorate of Place, will be undertaking a Planning Peer Review from 6th-8th June 2018. Peer Reviews are a robust and effective improvement tool managed and delivered by those working in Local Government. This Peer Review will focus on the Planning Service.

The intention is that the Peer Team will review a range of ADC's documents, their performance, and talk to people within the Service across ADC, and externally, to gain a rounded opinion of what ADC do well, and areas for potential improvement.

Bognor Regis Town Council (BRTC) have been invited to send one representative to take part in a Focus Group at 9:00am on Thursday 7th June 2018, at Arun Civic Centre, Maltravers Road, Littlehampton.

The Civic & Office Manager contacted Members of the Planning and Licensing Committee, by email, to identify Members that were able to attend the Focus Group. Following responses received to the email sent, ADC have been advised that Cllr. Mrs. J. Warr (Chairman of the Planning and Licensing Committee) will be attending the Focus Group as the representative for BRTC.

DECISION REQUIRED BY MEMBERS

To note that Cllr. Mrs. J. Warr will be attending the Focus Group.

To consider any views that the Committee would like the BRTC representative to share at the Focus Group.

BOGNOR REGIS TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE MEETING

5th JUNE 2018

AGENDA ITEM 12 - CORRESPONDENCE

FOR INFORMATION

- 1.** WSCC - Planned roadworks and road closures in West Sussex 16th May - 30th May, and 23rd May – 6th June 2018 - forwarded to Members and posted on social media
- 2.** HCLG - Dame Judith Hackitt questioned by HCLG Committee on Final Report of the Independent Review of Building Regulations and Fire Safety - Thursday 17 May at 3.30pm
- 3.** HCLG - Fracking planning guidance inquiry: HCLG Committee to question Housing Minister Dominic Raab MP and Energy Minister Claire Perry MP – Monday 21 May at 4pm
- 4.** HCLG - HCLG Committee welcomes Government consultation on banning combustible materials but calls for immediate ban
- 5.** ADC - letter regarding Neighbourhood Planning Act 2017
- 6.** WSCC - TTRO Felpham Way, Bognor Regis 05/06/2018 at 20:00 until 08/06/2018 at 06:00
- 7.** ADC - letter re GDPR and registering for continue to receive communications regarding Planning Policy Consultations (completed and registered by the Civic and Office Manager)
- 8.** WSCC - Early Warning Notice of TTRO Lidsey Road, Bognor Regis 23/09/2018 at 23:59 until 24/09/2018 at 04:00
- 9.** CPRE - GDPR consent request
- 10.** WSCC - TTRO Upper Bognor Road, Bognor Regis 05/06/2018 at 20:00 until 08/06/2018 at 06:00
- 11.** WSCC - Build A Better A27 Chichester Final Reports update
- 12.** Troy Planning and Design - Neighbourhood Planning Newsletter, Spring 2018