



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 4th DECEMBER 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/Statements** 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/statements in advance, in writing. Priority will be given to written questions/statements. These 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 26th day of NOVEMBER 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 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 Planning and Licensing Committee Meeting held on 20th November 2018

4. Adjournment for public question time and statements
5. Clerk's Report from previous Minutes
6. To consider Premises Licence Applications including any variations and any other Licence Applications. Also Premises Licence 111224: Best Kebab, 18 Queensway, Bognor Regis
7. To consider Planning Applications on Lists dated 23rd and 30th November 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 23rd and 30th November 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 20th NOVEMBER 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells,
S. Goodheart and M. Stanley

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

The Meeting opened at 6.30pm

128. 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 for absence were received from Cllr. Cosgrove, who was unwell, Cllr. Dillon, who had a prior engagement, and Cllr. Woodall who was on annual leave. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

In the absence of Cllr. Dillon, it was **AGREED** that Cllr. Goodheart should act as Vice-Chairman for the meeting.

129. 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 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

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 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.

Cllrs. Mrs. Daniells and Stanley stated that, as 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

130. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30th OCTOBER 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 30th October 2018 as an accurate record of the proceedings and the Chairman signed them.

131. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

132. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

133. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 111108: CARNIVAL FAIRGROUNDS LTD, ICE RINK, 1-2 PLACE ST MAUR DES FOSSES, BOGNOR REGIS

Licensing Act 2003

Premises: Carnival Fairgrounds Ltd, Ice Rink, 1-2 Place St Maur Des Fosses, Bognor Regis

Licence Number: 111108

The Committee noted the Licence application received for the supply of alcohol Monday to Sunday between 10:00 and 21:30 hours.

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

134. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2nd, 9th AND 16th NOVEMBER 2018, AND PLANNING APPLICATION BR/214/18/PL ON LIST DATED 26th OCTOBER 2018 DEFERRED FROM MEETING HELD 30th OCTOBER 2018 - MIN. 120.3 REFERS

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

134.2 The Committee noted that representations had been received from the public in relation to Planning Applications BR/214/18/PL, BR/247/18/HH, BR/270/18/PL, BR/263/18/PL and BR/280/18/PL. The Committee noted that no representations had been received from neighbouring parishes, in respect of these applications.

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

135. 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 2nd, 9th AND 16th NOVEMBER 2018

There were none.

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

There were none.

137. NOTIFICATION OF ANY CHANGES TO APPLICATIONS PREVIOUSLY CONSIDERED BY THE COMMITTEE WITH CONSIDERATION FOR ANY FURTHER COMMENTS

There were none.

138. TO CONSIDER TREE PRESERVATION ORDERS AT SUNKEN GARDENS, BOGNOR REGIS, AS REFERRED FROM PUBLIC QUESTION TIME AND STATEMENTS AT COUNCIL MEETING HELD ON 5th NOVEMBER 2018 - MIN. 131 REFERS

At the Council Meeting held on 5th November 2018 it was suggested by a member of the public, during public question time and statements, that

the Town Council request Tree Preservation Orders for certain specimens around the Queensway car park (Council Min.131 refers).

Having considered this suggestion, Members **AGREED** that the Civic & Office Manager should contact Arun District Council (ADC) to ascertain whether any Tree Preservation Orders (TPOs) currently exist in this location.

It was also **AGREED** that the member of the public be contacted to establish exactly which species of tree were being referred to, the precise location of each, and the reasons why it is believed that these trees merit such protection.

Upon receipt of the information from both ADC and the member of the public, the Civic & Office Manager would then accompany Committee Members to carry out a site visit and to gather photographic evidence of the identified trees.

Members **AGREED** that a report would be brought back to the Planning and Licensing Committee at a future meeting for further consideration of the matter.

139. CORRESPONDENCE

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

Additional correspondence included: -

- 139.1** WSCC - Planned Roadworks Report, 14th-28th November 2018. Circulated to Councillors and uploaded to Facebook.
- 139.2** ADC - Lyminster and Crossbush Neighbourhood Area Designation Consultation: 12th November to 24th December 2018.
- 139.3** CPRE - Campaigns update.
- 139.4** Housing, Communities and Local Government Committee - Evidence Session: Leasehold reform, to be heard 19th November 2018.

The Meeting closed at 8.03pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20th NOVEMBER 2018
REPRESENTATIONS ON LISTS DATED 2nd, 9th AND 16th NOVEMBER 2018, AND PLANNING APPLICATION
BR/214/18/PL ON LIST DATED 26th OCTOBER 2018

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

<p>BR/214/18/PL Former hotel tennis courts Adjacent to Royal Norfolk Hotel West Street Bognor Regis</p>	<p>Erection of four terraced residential dwellings, garden/cycle storage sheds & associated car parking, utilising the existing access - This application may affect the character & appearance of The Steyne, Bognor Conservation Area & will affect the setting of a Listed Building</p>	<p>OBJECTION Members were concerned about the effect of the proposed development on the setting of The Royal Norfolk Hotel, which is listed grade II, and on the character and appearance of West Street which lies within The Steyne and Waterloo Square Conservation Area. It was also felt that loss of open space to the east of the hotel would harm the character of the Conservation Area.</p>
<p>BR/247/18/HH Glenfield 75 Mead Lane Bognor Regis</p>	<p>Two storey side extension, 1 No. new window to ground floor side elevation & 2 No. new rooflights. This application may affect the Upper Bognor Road & Mead Lane Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/256/18/L The Lodge West Street Bognor Regis</p>	<p>Application for Listed Building Consent for installation of double glazed windows and doors. This application affects the character and appearance of The Steyne Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/227/18/PL 1-2 Lyon Street Bognor Regis</p>	<p>Storage unit with flat roof</p>	<p>NO OBJECTION</p>
<p>BR/248/18/HH 10 Annandale Avenue Bognor Regis</p>	<p>Demolition & erection of front garden brick wall & garden gate</p>	<p>NO OBJECTION</p>

<p>BR/253/18/PL 60 & 62 London Road Bognor Regis</p>	<p>Change of use from retail (A1 Shops) to orthodontics practice (D1 Non-residential institution)</p>	<p>NO OBJECTION</p>
<p>BR/262/18/PL Bradlaw House 5 Sudley Road Bognor Regis</p>	<p>Change of use from mixed use development consisting of Dental Surgery (D1 Non-Residential Institutions), night club (Sui Generis) & 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 - Resubmission of BR/52/18/PL</p>	<p>NO OBJECTION</p>
<p>BR/270/18/PL 18-20 London Road Bognor Regis</p>	<p>Part conversion & extension of existing building to provide 6 No. additional storeys over existing rooftop to provide up to 104 No. student residential units with access from Bedford Street, associated servicing & ancillary accommodation, entrance & new internal stairs to existing building to provide access from Bedford Street. This application may affect the setting of listed buildings & the character & appearance of nearby conservation areas</p>	<p>NO OBJECTION Whilst the Town Council are in support of Planning Application BR/270/18/PL they would respectfully request that any developer contributions are put towards enhancements being made to Bedford Street, such as lighting in keeping with the surrounding area, to improve the safety and security of residents. These enhancements should also include Fitzleet multi-storey car park.</p>
<p>BR/263/18/PL St Josephs Albert Road Bognor Regis</p>	<p>Application for variation of conditions following grant of planning permission BR/348/16/PL relating to Cond 2 - Block plan & smoking shelter, Cond 9 – smoking shelter materials & Cond 11 - use of smoking shelter & conservatory</p>	<p>OBJECTION As a result of the noise, disturbance and smells resulting from the proposed hours of operation. These material considerations have been cause for complaint.</p>

<p>BR/279/18/HH Blakeney Cottage Sylvan Way Bognor Regis</p>	<p>Single storey rear extension. New second floor dormer roof to provide master bedroom suite. Alterations to front elevation, including replacement garage, porch to front door, new slate roof finish, raised roof eaves to provide enlarged first floor and rendered and horizontal weatherboarding to front and rear elevations</p>	<p>NO OBJECTION</p>
<p>BR/280/18/PL Ambulance Station 44 Chichester Road Bognor Regis</p>	<p>Change of use from storage and Distribution (B8) to Assembly and Leisure (D2)</p>	<p>NO OBJECTION</p>
<p>BR/282/18/A South Bersted Garage Shripney Road Bognor Regis PO22 9LN</p>	<p>1 No. internally illuminated T-pole sign</p>	<p>NO OBJECTION</p>
<p>BR/286/18/HH 4 Frith Road Bognor Regis PO21 5LL</p>	<p>Rear single storey extension</p>	<p>NO OBJECTION</p>
<p>BR/283/18/PL Central House 18 Waterloo Square Bognor Regis PO21 1SU</p>	<p>Enlarge dormer to the bay roof on north, ground floor windows & doors & railings to west elevation. This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area</p>	<p>OBJECTION The proposed changes to the existing west elevation of the building would adversely affect the character and appearance of Waterloo Square which lies within The Steyne and Waterloo Square Conservation Area.</p>

BR/288/18/HH 13 Somerset Gardens Bognor Regis PO21 2AA	Single storey side extension	NO OBJECTION
BR/281/18/PL 99 Victoria Drive Bognor Regis PO21 2DZ	Demolition of existing dwelling & erection of a three story building to provide 9 No. flats, 6 No. 1 bed & 3 No. 2 bed units with associated amenity areas, access & car parking	NO OBJECTION

The Licensing Act 2003
(Premises and Club Premises Certificates)
Regulations 2005

Notice is hereby given that:

I **Mr Mehmet Karakus** have made an application under Section 17 Part 3 of the Licensing Act 2003 to vary a Premises Licence for the Premises known as **Best Kebab, 18 Queensway, Bognor Regis PO21 1QT**. I intend to conduct on or from the premises the following licensable activities:

Sale of Alcohol consumption ON/OFF the premises

Sunday to Wednesday from 13:00 to 01:00

Thursday from 13:00 to 03:00

Friday and Saturday from 13:00 to 04:00

Removal of condition

On all days when the licence permits the premises to remain open after 01:00, a licensed and registered door supervisor will be deployed on the premises from 01:30 until the premises closes. The person deployed in this capacity will not perform any other role whilst performing door supervision activities.

Opening Hours

Sunday to Wednesday from 13:00 to 01:00

Thursday from 13:00 to 03:00

Friday and Saturday from 13:00 to 04:00

Any interested party or responsible authority may make representations on this application in writing to the The Licensing Team / Licensing Officer, Environmental Health Department, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF by not later than 13th December 2018.

For full details and to view a copy of the application please contact the Licensing General Section.

It is an offence to knowingly or recklessly make a false statement in connection with this application. A person is liable to an unlimited fine on conviction should such a false statement be made.

BOGNOR REGIS TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE MEETING

4th DECEMBER 2018

AGENDA ITEM 10 - CORRESPONDENCE

FOR INFORMATION

- 1. WSCC - Proposed Traffic Calming: Frith Road, Bognor Regis. Public Consultation open until 13th December 2018. In view of the limited time available, Members are asked to individually submit any comments or objections to the scheme, to [WSCC](#), by the deadline date**
- 2. WSCC - Planned Roadworks Report for 21st November - 5th December 2018. Circulated to Committee and shared on Social Media**
- 3. CPRE - Green Clean 2018 Campaign**
- 4. Acknowledgement from Nick Gibb MP to a letter sent by BRTC regarding Garden Town initiative**