



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 18th 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 10th day of DECEMBER 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 4th December 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
7. To consider Planning Applications on Lists dated 7th and 14th December 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 7th and 14th December 2018
9. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
10. To note the recommendation from the Community Engagement and Environment Committee Meeting held on 12th November 2018 that concerns be raised with Arun District Council over the number of complaints relating to the Unicorn Pub over the breach of licensing laws - Min. 74.2 refers
11. To note the recommendation from the Community Engagement and Environment Committee Meeting held on 12th November 2018 that when the Planning and Licensing Committee considers future planning proposals or regeneration plans, recommendation is made to Arun District Council that beach access is incorporated where appropriate - Min. 76.2 refers
12. To resolve to suspend Standing Orders to consider previous decision (S.O. 16.1)
13. Further consideration of Listed Building application process - Min. 97 refers
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 4th DECEMBER 2018

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

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

The Meeting opened at 6.30pm

140. 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, due to family commitments, Cllrs. Mrs. Daniells and Dillon, who were attending another meeting, and Cllr. Stanley who was working. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

141. 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 Interest - 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.

There were no declarations of Interest

142. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20th NOVEMBER 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 20th November 2018 as an accurate record of the proceedings and the Chairman signed them.

143. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

144. CLERK'S REPORT FROM PREVIOUS MINUTES

144.1 18th September 2018 - Min. 93 - Garden Town initiative

A reply had been received from the Director of Place at Arun District Council, in response to a letter sent by the Town Council to the Chief Executive. It was confirmed that Officers at Arun District Council had been considering the implications of the initiative. The District Council believes that with all the homes that have to be delivered as part of the current Local Plan, the focus should fall on them rather than any hypothetical proposals of which they are not currently aware of.

144.2 18th September 2018 - Min. 97 - Listed Building process

Members noted that the new owners of the building would be exhibiting the proposed plans on 6th December 2018, with members of their project team available to explain the scheme. Town Councillors have been invited to attend the exhibition and asked to contact the Civic & Office Manager by no later than 17th December 2018 with any comments they may have in relation to previous considerations on this matter. The issue will then be placed on an agenda for a future meeting.

144.3 30th October 2018 - Min. 125 - Cycling Matters

A reply had been received from Sussex Police & Crime Commissioner, Mrs Katy Bourne, in response to a letter sent by the Town Council expressing ongoing concerns about cycling in the London Road Precinct, Bognor Regis. The Commissioner has brought the matter to the attention of the local District Commander, Chief Inspector Ottery, for his consideration and attention.

144.4 20th November 2018 - Min. 138 - Tree Preservation Orders

Arun District Council have confirmed that there are presently no Tree Preservation Orders in place around the Queensway car park. There has been no response, to date, from the member of the public who had been asked to provide details of the trees to which they had referred to during public question time and statements at the Council Meeting held on 5th November 2018.

145. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, VARIATION TO PREMISES LICENCE 111224: BEST KEBAB, 18 QUEENSWAY, BOGNOR REGIS

Licensing Act 2003

Premises: Best Kebab, 18 Queensway, Bognor Regis

Licence Number: 111224

Members considered the Variation application to Premises Licence: 111224 by Best Kebab and discussed the details of the application.

Whilst the Committee did not object to the scheduled days/timings to supply alcohol, Members **RESOLVED** to **OBJECT** to the application for the sale of alcohol for consumption off the premises on the following grounds:- Prevention of crime and disorder; and the prevention of public nuisance.

There were concerns over alcohol being available to purchase at such an early hour, especially due to where this premises is situated in the Town Centre, and the potential for issues with street drinkers and anti-social behavior in nearby areas such as the Sunken Gardens and Queensway car park. The Town Council has been working successfully with other organisations and the police to address the situation of street drinking in Bognor Regis and this application goes against this work.

146. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 23rd AND 30th NOVEMBER 2018

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

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

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

147. 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

There were none.

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

ADC Development Control Meeting - 12th December 2018.

**BR/225/18/PL - Change of use of land to allow events & associated temporary structures & equipment & portable buildings for use by businesses associated with those events
Place St Maur Des Fosses, Belmont Street, Bognor Regis**

It was noted that the Committee had raised **NO OBJECTION** at their meeting on 18th September 2018 and therefore would not be making further representations at the next ADC Development Control Committee Meeting.

149. CORRESPONDENCE

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

Additional correspondence included: -

149.1 Housing, Communities and Local Government Committee - Government responds to Land Value Capture Report.

149.2 WSCC - Planned Roadworks Report 28th November-12th December 2018. Circulated to Committee and uploaded to Facebook.

The Meeting closed at 7.16pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th DECEMBER 2018
REPRESENTATIONS ON LISTS DATED 23rd AND 30th NOVEMBER 2018

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

<p>BR/290/18/PL Wilton House 37 West Street Bognor Regis PO21 1FS</p>	<p>Removal & replacement of all existing windows & doors to front, rear & side elevations from double glazed timber sash windows & doors to PVCu windows & doors to match the existing in profile & pattern. This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area & may affect the setting of listed buildings</p>	<p>NO OBJECTION on the grounds that the replacements are sympathetically designed to match the existing profile.</p>
<p>BR/298/18/HH 3 Westloats Lane Bognor Regis PO21 5LG</p>	<p>Removal of existing conservatory & erection of side & rear single storey extension & roof alterations to form new 2nd floor with rear dormer projection</p>	<p>NO OBJECTION</p>
<p>BR/227/18/PL 1-2 Lyon Street Bognor Regis</p>	<p>Demolition & erection of storage unit with flat roof</p>	<p>NO OBJECTION</p>
<p>BR/301/18/HH Sudbury Westloats Lane Bognor Regis PO21 5JZ</p>	<p>Rear single storey extension</p>	<p>NO OBJECTION</p>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 18th DECEMBER 2018**

AGENDA ITEM 10 - TO NOTE THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 12th NOVEMBER 2018 THAT CONCERNS BE RAISED WITH ARUN DISTRICT COUNCIL OVER THE NUMBER OF COMPLAINTS RELATING TO THE UNICORN PUB OVER THE BREACH OF LICENSING LAWS - MIN. 74.2 REFERS

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

At the Community Engagement and Environment Committee Meeting, held on 12th November 2018, Members considered proposals from the public question time of the meeting held 17th September 2018 - Min. 74 refers.

During discussions regarding complaints about litter, including broken glass and general waste, in the area of the Unicorn Pub a Member expressed concerns in relation to licensing breaches at the premises, and the alleged inaction of Arun District Council (ADC).

Members **AGREED** to **RECOMMEND** to the Planning and Licensing Committee that they consider raising concerns with ADC over the number of complaints relating to the Unicorn Pub over the breach of licensing laws and their alleged inaction to tackle these issues - Min 74.2 refers.

The Civic & Office Manager has been in touch with the Licensing Manager at ADC who has confirmed that they are currently investigating a number of matters around the area local to the Unicorn Pub but were unable to share any further details. Their advice is that members of the public with such concerns should call the Licensing Team, on 01903 737755, to log the details so that an officer can then investigate.

DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 18th DECEMBER 2018**

AGENDA ITEM 11 - TO NOTE THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 12th NOVEMBER 2018 THAT WHEN THE PLANNING AND LICENSING COMMITTEE CONSIDERS FUTURE PLANNING PROPOSALS OR REGENERATION PLANS, RECOMMENDATION IS MADE TO ARUN DISTRICT COUNCIL THAT BEACH ACCESS IS INCORPORATED WHERE APPROPRIATE - MIN. 76.2 REFERS

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

At the Community Engagement and Environment Committee Meeting, held on 12th November 2018, Members received an update on the Beach Access Topic Team which included the Notes of the meeting held on 23rd October 2018 - Min. 76 refers.

The Topic Team had discussed that the beach should be considered a major factor in any regeneration plans and formally requested that the Town Council's Planning and Licensing Committee make recommendation for all planning applications relating to or including the beach area incorporate suitable beach access where appropriate.

Having considered the request made by the Beach Access Topic Team, Members of the Community Engagement and Environment Committee **RESOLVED** to **AGREE** to the proposal to **RECOMMEND** to the Planning and Licensing Committee that when considering future planning proposals or regeneration plans that recommendation is made to Arun District Council that beach access is incorporated where appropriate - Min. 76.2 refers.

DECISIONS

Members are invited to note the request put forward by the Beach Access Topic Team, and subsequently recommended by the Community Engagement and Environment Committee.

Do Members **AGREE** that when considering future planning proposals or regeneration plans that recommendation is made to Arun District Council that beach access is incorporated where appropriate?

BOGNOR REGIS TOWN COUNCIL

**PLANNING AND LICENSING COMMITTEE MEETING
18th DECEMBER 2018**

AGENDA ITEM 14 - CORRESPONDENCE

FOR INFORMATION

1. Copy of letter sent to the Planning Officer at Arun District Council by a local resident writing to object to a large storage container being placed next to their property.
2. WSCC - Latest Planned Roadworks Report dated 5th-19th December 2018. Circulated to Committee and shared on Social Media.
3. CPRE - Campaigns update.
4. Housing, Communities and Local Government - Evidence Session: Leasehold Reform.
5. ADC - Arun Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule Consultation 2018.