



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 **6.30pm on TUESDAY 6th AUGUST 2019.**

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 30th day of JULY 2019

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 16th July 2019
4. Adjournment for public question time and statements
5. Clerk's Report from previous Minutes
6. To consider Planning Applications on Lists dated 12th, 19th and 26th July 2019
7. 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 12th, 19th and 26th July 2019
8. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
9. To consider Premises Licence Applications, including any variations and any other Licence Applications. Also Premises Licence 112477: Peri Peri House, 10-12 Waterloo Square, Bognor Regis, PO21 1SU
10. To receive any reports from recent JWAAC Highways & Transport Sub-Group Meetings and agree any actions (if available)
11. To consider any Traffic Regulation Order requests and identify two areas as a priority - Min. 53 refers
12. To consider submitting comment on ADC's Street Naming Consultation - Min. 54 refers
13. To note that Arundel Town Council has submitted a Neighbourhood Development Plan Review Proposal to ADC and to consider submitting any comments in response by no later 28th August 2019
14. To discuss changes to affordable housing allocation figures, post-approval, as raised by a member of the public at the previous meeting - Min. 46 refers
15. To receive ADC's revised Statement of Licensing Policy and to consider submitting any comments in response by no later than 29th August 2019
16. 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 16th JULY 2019

PRESENT: Cllrs: J. Barrett, Mrs. S. Daniells, J. Erskine and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Norman (Deputy Clerk)
2 members of the public

The Meeting opened at 6.30pm

43. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of Cllr. Goodheart, the Vice-Chairman Cllr. Mrs. Warr chaired the meeting. Members further **AGREED** that Cllr. Barrett should act as Vice-Chairman for this meeting only.

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllr. Goodheart who had another meeting and Cllr. Ms. Sharples for family reasons. No apologies were received from Cllr. Smith.

44. 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.

There were no declarations of Interest

45. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25th JUNE 2019

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 25th June 2019 as an accurate record of the proceedings and the Chairman signed them.

46. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.32pm

A member of the public referred to recent publicity surrounding changes to affordable housing allocations after planning permission was agreed. The speaker expressed concern that this was happening often and asked if the Committee would write to ADC to prevent this happening.

Meeting reconvened at 6.35pm

Having noted the comments made by the member of the public, Members requested that this issue be investigated further and included on a future Agenda for formal consideration.

47. CLERK'S REPORT FROM PREVIOUS MINUTES

Four applications relating to Bognor Regis were considered by the Development Control Committee at ADC on 10th July 2019 and Members were notified of the decisions as follows:

47.1 BR/14/19/L - Coopers Yard, Shripney Road, Bognor Regis
Approved conditionally

47.2 BR/35/19/HH - Culver Cottage, 37 Aldwick Road, Bognor Regis

Approved conditionally

47.3 BR/36/19/L - Culver Cottage, 37 Aldwick Road, Bognor Regis

Approved conditionally

47.4 BR/87/19/PL - Various sites along Bognor Regis Promenade

Approved conditionally

48. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21st, 28th JUNE AND 5th JULY 2019

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

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

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

49. 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 21st, 28th JUNE AND 5th JULY 2019

There were none.

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

There were no notifications.

51. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 112391: CO-OPERATIVE, 33 CHICHESTER ROAD, BOGNOR REGIS

Licensing Act 2003

Premises: Co-operative, 33 Chichester Road, Bognor Regis

Licence Number: 112391

The Committee noted the Licence application received for the sale of alcohol for consumption off the premises between Monday-Sunday 06:00-23:00, with conditions applying.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

52. TO RECEIVE ANY REPORTS FROM RECENT JWAAC HIGHWAYS & TRANSPORT SUB-GROUP MEETINGS AND AGREE ANY ACTIONS (IF AVAILABLE)

There had been no recent meeting of the JWAAC Highways & Transport Sub-Group to report on.

53. TO NOTE THE RESPONSE TO THE QUESTIONS RAISED WITH THE WSCC CABINET MEMBER FOR HIGHWAYS, AND TO CONSIDER ANY FURTHER ACTION - MIN. 26 REFERS

The Civic & Office Manager's report, including the comments from Mr. Roger Elkins WSCC Cabinet Member for Highways, was **NOTED**.

Members welcomed the news that work to improve the junction by Halfords/Lidl would take place this year. Discussion then turned to the three sites with lack of parking as highlighted in the report namely Durban Road, Station Road and Aldwick Road. Members noted that any changes to the parking regime would have to be by way of a Traffic Regulation Order (TRO) and that only two TRO's can be permitted by JWAAC per year. Members therefore agreed that the process of requesting a TRO be confirmed and the matter placed on a future Agenda, to prioritise the three sites and agree which should be applied for initially.

54. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated including the items highlighted that related to the ADC Consultations on Street Naming and "Public Open Space" & "Arun Parking Standards" SPD, the former of which will be included as a future agenda item. In addition, the following was brought to Members attention:

Additional correspondence included: -

- 54.1** Arun District Design Guide Supplementary Planning Document (SPD) – Parish and Town Council Consultation
- 54.2** Arun District Council - Gypsy and Traveller and Travelling Showpeople Site Allocations Development Document Consultation 2019
- 54.3** ADC - Non-Strategic Sites DPD Issues and Options Consultation
- 54.4** WSCC - Planned roadworks in West Sussex between 10 July 2019 and 9 August 2019 - circulated to Committee and shared on social media

The Meeting closed at 6.55pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 16th JULY 2019
REPRESENTATIONS ON LISTS DATED 21st, 28th JUNE AND 5th JULY 2019

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

BR/171/19/HH 4 Highcroft Crescent Bognor Regis PO22 8DH	Rear single storey extension	NO OBJECTION
BR/150/19/T Homecroft House Sylvan Way Bognor Regis PO21 2NG	Remove 2 lowest branches back to main stem of 1 No. Oak tree that directly overhangs roof of building	NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.
BR/183/19/HH 37 Hillsboro Road Bognor Regis PO21 1DX	Single storey rear extension & bedroom in roof, following demolition of existing kitchen extension & conservatory	NO OBJECTION
BR/181/19/HH 4 Gatehouse Mews Sudley Road Bognor Regis PO21 1FJ	Erecting of two dormer windows. Converting existing attic into a bedroom and storage room. This application may affect the setting of a Listed Building	NO OBJECTION
BR/194/19/PL 33 Chichester Road Bognor Regis PO21 2XH	Installation of replacement plant equipment, new external freezer all within an existing compound with a new timber hit & miss fence to enclose. <i>(N.B. This is an application that ADC has chosen to advertise and invite comment, although there is no statutory requirement to advertise).</i>	NO OBJECTION



Licensing Act 2003 – Notice

Reference Number: 112477

**Mr Bashir Ahamed
Peri Peri House
10 - 12 Waterloo Square
Bognor Regis
West Sussex
PO21 1SU**

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

Proposed licensable activities are as follows:

To extend the hours for Late Night Refreshment on Tuesdays to
23:00 until 03:00 the following morning.

To extend the opening hours on Tuesdays to 11:30 until 03:30 the
following morning.

The application is open to representation from interested parties and
responsible authorities between 19/07/19 and 15/08/19

All representations should be made in writing and sent to:
Licensing Team, Environmental Health,
Arun District Council, Arun Civic Centre, Maltravers Road,
Littlehampton, West Sussex BN17 5LF

or emailed to 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

It is an offence to knowingly or recklessly 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 - 6th AUGUST 2019**

**AGENDA ITEM 11 - TO CONSIDER ANY TRAFFIC REGULATION ORDER
REQUESTS AND IDENTIFY TWO AREAS AS A PRIORITY - MIN. 53 REFERS**

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Background

At the Planning and Licensing Committee Meeting held on 16th July 2019, Members noted comments from Mr. Roger Elkins WSCC Cabinet Member for Highways, in response to questions raised by Bognor Regis Town Council.

Members further noted that any changes to the parking regime in relation to the three sites with lack of parking as highlighted by the Town Council, namely Durban Road, Station Road and Aldwick Road, would have to be by way of a Traffic Regulation Order (TRO) with only two TRO's being permitted by JWAAC per year. Following discussion, Members agreed that the process of requesting a TRO be confirmed and the matter placed on a future Agenda, to prioritise the three sites and agree which should be applied for initially.

Note: Mr. Elkins response did suggest that the Aldwick Road matter could be considered by JWAAC under a Community Highways Scheme, therefore, only leaving two areas to be considered for possible TRO's.

Applying for a Traffic Regulation Order (TRO)

Before applying for a new Traffic Regulation Order (TRO), it must be ensured that the wider community would be in support. This helps WSCC to assess whether local people will object to the proposal when it comes to the legal stages. Objections can mean that requests don't progress but those with support from the community stand the best chance of progressing.

Applicants are advised to take the following actions before progressing an application:

- Contact the local County Councillor to discuss the proposal
- Contact local residents/businesses in the area affected by the proposed TRO and ask them whether they support the idea. During the online application it is possible to attach a document with the names and addresses of those that support the request. Consideration should be given to anyone else who would be affected, such as the town, parish, district or borough council, or the local police, and approaches made to them for support
- Consider if the proposal will have a negative impact on other local communities. For example, if car parking is likely to be removed, where would it go, or would HGVs be rerouted to a less suitable route.

WSSCC advise that they receive hundreds of TRO requests every year and each Council Local Committee area only has the resources to carry out a very small number.

TROs are prioritised on:

- safety
- traffic conditions
- environment and economy
- how people will benefit from the new proposals.

A request will have a better chance of being progressed if it significantly contributes to at least one of these areas.

Applications can be made online. If, following assessment, the proposal is supported and in accordance with any relevant TRO Policies (such as the West Sussex County Council (WSSCC) Speed Management Policy) it will be considered by the County Local Committee (CLC) for future programming and formal consultation. Once the formal consultation period is over, a decision may be required by the CLC. If the TRO is approved, arrangements are made for the necessary signs and road markings to be provided. A final notice will also be advertised in a local paper stating when the Order will come into effect. It should be noted that the TRO process is a democratic process. This means that any proposal may be implemented in full, in part or declined by the CLC due to objections or representations at the formal consultation stage.

Mr Elkins' response advised that JWAAC are permitted to prioritise two TRO's per year and therefore there are no guarantees that a scheme will be taken forward.

Applying for a Community Highways Scheme

In the response received from Mr Elkins, it was suggested that the provision of additional car parking spaces, by reducing the pavement width, could be considered under the WSSCC Community Highways Scheme.

Each year WSSCC deliver community-driven schemes through the Annual Delivery Programme.

In much the same way as a TRO, before applying for a Community Highways Scheme, it must be ensured that the wider community would be in support. This helps WSSCC assess whether this would be a widely supported scheme with benefits for the whole community. All Community Schemes' applications must be supported by the local County Councillor and discussions should take place with them before submitting an application. Consideration should also be given to the implications the proposals may have on other local communities. The more details that can be included in a request the easier it will be to assess.

All requests will be reviewed and ranked. Only requests that score sufficiently will be prioritised for inclusion into a future Annual Delivery Programme. Criteria included in the assessment of Community Highways Schemes include:

- safety
- mobility and access

- regeneration
- new business encouragement
- any impacts on the surrounding environment.

Developing and designing a Highways Scheme is a lengthy and costly process and a request will have a better chance of being progressed if it significantly contributes to the community.

Although applications can be submitted throughout the year, for a Scheme to be considered for inclusion in WSCC's 2020/21 design programme, the application must be received by 31st July 2019. Applications received after this date will be considered the following year.

DECISION

Members are asked how they wish to proceed.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 6th AUGUST 2019**

**AGENDA ITEM 12 - TO CONSIDER SUBMITTING COMMENT ON ADC'S
STREET NAMING CONSULTATION - MIN. 54 REFERS**

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Arun District Council (ADC) are in the process of creating a database of potential street names/themes and would like to have some input from the public and communities within the Bognor Regis area.

ADC would like suggestions for potential names that are original and ideally meet at least one of the following:

- Commemorate local history, places, events or culture, particularly relating to the site of the new development
- Honour notable local, national or international people, especially if they have links to that specific area of the district, who have been deceased for twenty-five years or more
- Commemorate national and international events
- Recognise local wildlife, flora, fauna or natural features native to the district.

At the end of the consultation, suitable suggestions will be added to the database and, as developments require naming, ADC can make suggestions to the developers from this database. However, ADC have pointed out that, developers will have the final say in the naming of a site following any consultation procedure.

DECISION

Do Members wish to submit any suggestions to ADC's Street Naming consultation?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 6th AUGUST 2019**

AGENDA ITEM 13 - TO NOTE THAT ARUNDEL TOWN COUNCIL HAS SUBMITTED A NEIGHBOURHOOD DEVELOPMENT PLAN REVIEW PROPOSAL TO ADC AND TO CONSIDER SUBMITTING ANY COMMENTS IN RESPONSE BY NO LATER 28th AUGUST 2019

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Notification has been received, from Arun District Council (ADC), that Arundel Town Council has submitted to Arun District Council Local Planning Authority Area (LPAA) their Plan Proposal (Arundel NP Review) under Part 5 of the Neighbourhood Planning (General) Regulations 2012.

As required by the Neighbourhood Planning (General) Regulations 2012, Part 5: Regulation 16 Publicising a plan proposal, Bognor Regis Town Council must be notified as a consultation body which is referred to in the consultation statement submitted.

The submission documents are publicised at:

- <https://www.arun.gov.uk/arundel-neighbourhood-development-plan-2>
- <https://www.arun.gov.uk/south-downs-national-park-local-planning-authority>
- Bognor Regis Town Hall
- Arun Civic Centre and
- The relevant local library within the Arun District Council LPAA.

All comments must be received by no later than 5pm on **28th August 2019** and can be made by:

email to: ndpconsultation@arun.gov.uk
online at: <http://arun.objective.co.uk/portal>
by post to: Planning Policy and Conservation
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
BN17 5LF

DECISIONS

Members are invited to **NOTE** that Arundel Town Council has submitted a Neighbourhood Development Plan Review Proposal to ADC.

Do Members wish to submit any comments in response to Arundel Town Council's Neighbourhood Plan Review?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 6th AUGUST 2019**

AGENDA ITEM 14 - TO DISCUSS CHANGES TO AFFORDABLE HOUSING ALLOCATION FIGURES, POST-APPROVAL, AS RAISED BY A MEMBER OF THE PUBLIC AT THE PREVIOUS MEETING - MIN. 46 REFERS

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

At the Planning and Licensing Committee Meeting held on 16th July 2019, during public question time and statements, a member of the public referred to recent publicity surrounding changes to affordable housing allocations after planning permission was agreed. The speaker expressed concern that this was happening often and asked if the Committee would write to Arun District Council (ADC) to prevent this happening (Min. 46 refers).

Members requested that this issue be investigated further and included on a future Agenda for formal consideration.

The member of the public has confirmed to the Civic & Office Manager that the publicity referred to planning application LU/229/10/ (Windroos Nursery, Worthing Road, Littlehampton - Outline application for redevelopment of site: Demolition of 2 bungalows, workshop, glasshouses and incidental development with erection of 91 dwellings with improved means of access onto Worthing Road (including closure of existing 2 accesses) with all other matters reserved) and the subsequent planning application LU/201/16/RES.

When the Decision Notice for planning application LU/229/10/ was issued by ADC in September 2011, permitting the development, it was on the basis of a 91 unit scheme providing 30% affordable housing (28 units) as recommended in the corresponding Planning Officer's report.

Documentary evidence on ADC's Planning Portal shows that when the S106 agreement, in relation to planning application LU/229/10/, and the Design and Access Statement for planning application LU/201/16/RES was later submitted, the number of affordable housing units had been reduced to 14 dwellings with the overall number of dwellings for the development scheme having been reduced to 85 units, as a result of the previous provision for parking and private amenity space being insufficient.

When the ADC Planning Officer's Recommendations report for planning application LU/201/16/RES was published, in May 2017, it stated;

"It is noted that the submitted scheme includes 14 affordable housing units and the Council's Housing Strategy and Enabling Manager has stated that he has accepted agent's viability evidence at the outline stage which demonstrated that the scheme of 91 units as presented can only provide 15% (14). The layout has

been reduced to 84 dwellings but the applicant will still provide 14 affordable dwellings."

Planning Application LU/201/16/RES (Windroos Nursery, Worthing Road, Littlehampton - Approval of reserved matters following outline consent LU/229/10/ for appearance, landscaping, layout and scale for 84 No. dwellings) was permitted according to the Decision Notice issued in May 2017.

Following an enquiry from another member of the public into this matter, a response was apparently received from ADC's Group Head of Planning in which it was stated that it had not been possible to track down a paper trail to confirm how affordable housing was settled at 15% but that he recollected work on viability going on with decisions then delivering lower than compliant affordable housing levels in order to make contributions towards the Lyminster Bypass. The Group Head of Planning has supposedly stated that the same method is no longer used and any delegated authority to officers has to have a form completed, so if changes such as this are made then there is a clear record of authority available.

In addressing the Town Council's Planning and Licensing Committee during public question time and statements, at the meeting held on 16th July 2019, the member of the public asked Members to consider writing to ADC to ask for changes in policy to prevent this happening again.

DECISION

Are Members minded to **AGREE** in writing a letter to Arun District Council asking for assurances that changes to affordable housing allocation numbers cannot be changed, once a planning application has been approved, with any necessary changes made to policy to prevent such changes from happening?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 6th AUGUST 2019**

**AGENDA ITEM 15 - TO RECEIVE ADC'S REVISED STATEMENT OF
LICENSING POLICY AND TO CONSIDER SUBMITTING ANY COMMENTS IN
RESPONSE BY NO LATER THAN 29th AUGUST 2019**

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Arun District Council (ADC) have advised that their Statement of Licensing Policy has been revised and is in consultation until 29th August 2019.

A copy of the revised policy was emailed to Members of the Planning and Licensing Committee on 23rd July 2019 for consideration.

The Civic & Office Manager had approached the Licensing Team, at ADC, to ask whether there was a Table of Modifications supplementary document available to assist in identifying any policy changes to the 53-page consultation document. In the absence of the Licensing Manager, who was on annual leave, it was not known whether such supplementary guidance was available.

With the Planning and Licensing Committee scheduled to next meet on 27th August 2019, Members may be minded to **DEFER** the consideration of any comments to be submitted in response to the consultation, with sufficient time to meet the deadline, until a response concerning revisions to the policy has been received from ADC's Licensing Manager.

DECISION

How do Members wish to proceed?

BOGNOR REGIS TOWN COUNCIL

**PLANNING AND LICENSING COMMITTEE MEETING -
6th AUGUST 2019**

AGENDA ITEM 16 - CORRESPONDENCE

FOR INFORMATION

1. ADC - Notification that the Community Infrastructure Levy (CIL) Draft Charging Schedule will be submitted to an independent examiner on 31 July 2019 for examination in public. Circulated to Committee Members
2. WSCC - Latest Planned Roadworks Report, 24th July - 23rd August 2019. Circulated to Committee Members and shared on social media