



# 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 an Online Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at **6.30pm on TUESDAY 28<sup>th</sup> JULY 2020** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

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.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements** to, the Committee during an adjournment shortly after the meeting has commenced.

**NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Tuesday 28<sup>th</sup> July 2020.**

Online access to the Meeting will be via ZOOM. Please email the Town Clerk using the email address given above to receive the access code and link for the meeting.

**DATED this 20<sup>th</sup> day of JULY 2020**

**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 Online Meeting of the Planning and Licensing Committee held on 7<sup>th</sup> July 2020
  4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
  5. To consider Planning Applications on Lists dated 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup> July 2020
  6. To consider Premises Licence Applications, including any variations and any other Licence Applications
  7. To receive information in relation to WSCC planning application WSCC/036/20 (Ford Circular Technology Park, Ford Road, Ford, Arundel BN18 0XL) and to consider making any comment
  8. Correspondence

**ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY**



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## **MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE**

**HELD ON TUESDAY 7<sup>th</sup> JULY 2020**

**PRESENT ONLINE:** Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,  
Ms. A Sharples and Mrs. J. Warr

**IN ATTENDANCE ONLINE:** Mrs. J. Davis (Civic & Office Manager)  
Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)

*The Meeting opened at 6.30pm*

### **243. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies for absence were received from Cllr. Mrs. Daniells who had a prior engagement, Cllr. Smith due to personal reasons and Cllr. Erskine due to work commitments.

### **244. DECLARATIONS OF INTEREST**

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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.

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***

**245. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 16<sup>th</sup> JUNE 2020**

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 16<sup>th</sup> June 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 16<sup>th</sup> June 2020 as an accurate record of the proceedings and the Chairman duly signed them.

**246. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS**

There were no public questions or statements.

**247. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12<sup>th</sup>, 19<sup>th</sup> AND 26<sup>th</sup> JUNE 2020**

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

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

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

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

The Civic & Office Manager's report was **NOTED**.

**248.1 Licensing Act 2003**

**Premises: The William Hardwicke, 12 High Street, Bognor Regis, PO21 1SR**

**Licence Number: 6543**

The Committee noted the Licence application received for Variation of a Premises Licence, with the variations being as set out in the Notice attached to the Civic & Office Manager's report as Appendices 1 and 2.

Members **RESOLVED** to raise **NO OBJECTION** to the Variation of a Premises Licence being granted, subject to the satisfaction of the Licensing Authority with an emphasis that Arun District Council, as the Licensing Authority, should be proactive in monitoring the impact of the changes to ensure that the licensing objective "Prevention of Public Nuisance" is adhered to.

**248.2 Licensing Act 2003**

**Premises: Bognor Pier, The Esplanade, Bognor Regis, PO21 1SY**

**Licence Number: 9528**

The Committee noted the Licence application received for Variation of a Premises Licence, with the variations being as set out in the Notice attached to the Civic & Office Manager's report as Appendices 3 and 4.

Members **RESOLVED** to **OBJECT** to the Variation of a Premises Licence being granted, on the grounds that there were concerns in regard to the Licensing Objective "Prevention of Public Nuisance" whereby to allow for

alcohol to be supplied from the Fish & Chip shop and Ice Cream shop would encourage street drinking.

Concerns were also raised in relation to "Prevention of Crime and Disorder" whereby allowing for the supply of alcohol from these locations could, in turn, create undue pressure on local Police in managing anti-social behaviour that could arise.

Furthermore, Members were concerned with regards to "Protection of Children from Harm" with the potential that young persons may witness the purchasing of alcohol from these vendors and any associated anti-social behaviour that may result.

**249. CORRESPONDENCE**

Members **NOTED** the correspondence as previously circulated.

***The Meeting closed at 7.16pm***

**APPENDIX 1**  
**ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 7<sup>th</sup> JULY 2020**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 12<sup>th</sup>, 19<sup>th</sup> AND 26<sup>th</sup> JUNE 2020**

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

<b>BR/115/20/HH</b> 6 Highcroft Crescent Bognor Regis PO22 8DH	Single storey rear extension	<b>NO OBJECTION</b>
<b>BR/120/20/HH</b> 32 Victoria Road Bognor Regis PO21 2JF	Demolition of existing garage and addition of a proposed granny annex	<b>NO OBJECTION</b>
<b>BR/132/20/T</b> Sabey Court Albert Road Bognor Regis PO21 1LU	Reduce crown of 1 No. Lime (T1) to height 16m and spread 9.5m and crown lift to 4m. Reduce crown of 1 No. Sycamore (T2) to height 16m and spread 8m	<b>NO OBJECTION</b>
<b>BR/126/20/HH</b> 119 Chichester Road Bognor Regis PO21 5AE	Rear extension and rear dormer with roof lights to front (Permitted Development)	<b>NO OBJECTION</b>

## **Notice of application to vary a Premises Licence under Section 34 of the Licensing Act 2003**

Notice is hereby given that Butlins Skyline Limited in respect of Premises known Butlins, Upper Bognor Road, Bognor Regis, PO21 1JJ applied to Arun District Council for a variation of a Premises Licence.

The proposed variation is to permit the provision of regulated entertainment until 31st October 2020 by way of plays, live music and performances of dance on a stage in the car park at the back of Reds shown edged red on the drawing accompanying this application and called "Floor Seated Outside Arena" between 1000 and 2200 because such entertainment is not permitted indoors at the moment due to the coronavirus pandemic.

No alcohol will be sold in the area but instead it will be bought to guests sat at tables in the area by staff from Reds as an off sale.

A noise limiter will be fitted to the sound system on the stage and all amplified entertainment directed through it. The limiter to be set in consultation with the Environmental Health Team from Arun District Council.

All other hours, licensable activities and conditions to remain as existing on the existing premises licence number 14715

Any representations regarding the above-mentioned application must be received in writing by Licensing Department, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF,

no later than 12<sup>th</sup> August 2020 stating the grounds for representation.

The register of Arun District Council and the record of the application may be inspected at the address of the council, given above, during normal business hours or on the council's website - [www.arun.gov.uk](http://www.arun.gov.uk)

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



**BOGNOR REGIS TOWN COUNCIL  
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -  
28<sup>th</sup> JULY 2020**

**AGENDA ITEM 7 - TO RECEIVE INFORMATION IN RELATION TO WSCC PLANNING APPLICATION WSCC/036/20 (FORD CIRCULAR TECHNOLOGY PARK, FORD ROAD, FORD, ARUNDEL BN18 0XL) AND TO CONSIDER MAKING ANY COMMENT**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

Members are asked to note that BRTC are not a Statutory Consultee, therefore any comments will be submitted in the same way as a member of the public.

Full details of the application are available on the WSCC website, which may be accessed using this link;

<https://westsussex.planning-register.co.uk/Planning/Display/WSCC/036/20>

However, for Members assistance, below is a link directly to the Design & Access Statement for Members to familiarise themselves with details of the plans;

[https://westsussex.planning-register.co.uk/Document/Download?module=PLA&recordNumber=1689&planId=51140&imageId=124&isPlan=False&fileName=Supporting\\_Information\\_Design\\_and\\_Access\\_Statement.pdf](https://westsussex.planning-register.co.uk/Document/Download?module=PLA&recordNumber=1689&planId=51140&imageId=124&isPlan=False&fileName=Supporting_Information_Design_and_Access_Statement.pdf)

**DECISION**

Do Members wish to submit any comments to WSCC in response to this planning application?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -  
28<sup>th</sup> JULY 2020**

**AGENDA ITEM 8 - CORRESPONDENCE**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

1. Civic Voice - Planning Webinars. Circulated by email to Planning and Licensing Committee Members.
2. Arun District Council - correspondence in relation to Premises Licence 9528. Emailed to Members of the Planning and Licensing Committee.
3. CPRE - Campaigns Update, July 2020.
4. ADC - survey to gather views on plans to amend and continue the current Public Space Protection Order (PSPO) for dogs in open spaces. Emailed to Committee.
5. WSCC - Temporary Road Closure Notice that Lidsey Road will be closed from the junction to Hook Lane and Woodgate Road from 8<sup>th</sup> August 2020. The road closure will be in place for up to 5 days between 23:00hrs and 06:00hrs to allow for Network Rail to carry out works to the level crossing.
6. WSCC - Temporary Road Closure Notice that Sadler Street, from junction with West Street, is temporarily prohibited from 14<sup>th</sup> – 23<sup>rd</sup> July 2020. The restriction will be in place 24hrs to allow for repairs to a collapsed sewer in the carriageway.