



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON TUESDAY 7<sup>th</sup> AUGUST 2018**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: P. Dillon,  
and P. Woodall

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)  
1 member of the press (part of meeting)

***The Meeting opened at 6.30pm***

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

The Chairman welcomed those present and read the opening statement and the following announcements:

*"Following a notification to the Clerk from the Leader of the Labour Group, Councillor Enticott has been suspended from taking up any committee seat held where he has been appointed by the Labour Group. On this basis, he will not be able to sit on the Committee at the meeting being held today."*

The Chairman also advised that the meeting would be Chaired in strict accordance with The Town Council's Standing Orders and stated:

*"In line with the National Association of Local Council's Legal Topic Note 1, item number 25 informs that Councillors attending meetings of Committees to which they have not been appointed may only speak during Public Question Time. They do not have the right to participate in the meeting at any other time, nor be permitted by the Committee to do so."*

Apologies for absence were received from Cllr. Goodheart, who had another meeting to attend, and Cllr. Mrs. Daniells who had a prior commitment.

### **52. 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:

1.

- 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.

***Cllr. Dillon stated that, as a Member of Arun District Council's Development Control Committee, he will be voting on the matters before him having regard only to such information as placed before the Town Council. If he should come to consider any matters again at the District Council, and further information may be available, he will consider the information available at that time and may come to a different decision***

**53. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17<sup>th</sup> JULY 2018**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 17<sup>th</sup> July 2018 as an accurate record of the proceedings and the Chairman signed them.

**54. TO RATIFY THE REPRESENTATIONS MADE UNDER DELEGATED POWERS BY THE TOWN CLERK IN RESPECT OF PLANNING APPLICATION BR/142/18/OUT ON LIST DATED 6<sup>th</sup> JULY AND TO ENDORSE THE RECOMMENDATION MADE IN THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17<sup>th</sup> JULY 2018 (MIN. 43.3 REFERS)**

The Committee noted the observations, which had been made in respect of Planning Application BR/142/18/OUT on List dated 6<sup>th</sup> July 2018, when the meeting was non-quorate for this Planning Application only (Min.43.3 refers).

The Committee **RESOLVED** to **RATIFY** the observations and representations made under delegated powers by the Town Clerk.

**55. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

There were none.

**57. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO NOTICE OF REVIEW - PREMISES LICENCE 14603: TAO, 41/43 HIGH STREET, BOGNOR REGIS**

**Licensing Act 2003**

**Premises: TAO - Sladebars Ltd, 41/43 High Street, Bognor Regis**

**Reference Number: 14603**

The Civic & Office Manager's report was noted.

Members were concerned to learn of the ongoing issues at the premises and were of the opinion that it would be prudent for the Town Council to support ADC in their decisions regarding this matter.

Members spoke in favor of the premises licence holder and felt that some of these issues may have arisen due to a lack of licensing experience on the premises licence holder's part.

Members were hopeful that with the support offered to the premises licence holder by the Butlin's Bognor Regis Resort Director (as detailed in the report), and with clear guidance from the ADC Licensing Team, that all issues could be addressed and resolved satisfactorily within an agreed time i.e. three months.

**58. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 20<sup>th</sup>, 27<sup>th</sup> JULY AND 3<sup>rd</sup> AUGUST 2018**

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

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

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

**58.4** The Committee noted that details of changes to previously advertised Planning Applications BR/229/17/PL, BR/166/18/HH and BR/167/18/HH had been received from ADC. Having considered the changes, Members **RESOLVED** to **AGREE** to submit no further comments on these applications.

**59. 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 20<sup>th</sup>, 27<sup>th</sup> JULY AND 3<sup>rd</sup> AUGUST 2018**

There were none.

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

There were none.

**61. TO NOTE PROPOSALS SENT BY CLLR. GOODHEART TO THE JOINT WESTERN ARUN AREA COMMITTEE REGARDING SAFETY IMPROVEMENTS ON LONDON ROAD, BOGNOR REGIS AND TO CONSIDER ANY FURTHER SUGGESTIONS TO THE PROPOSALS**

The Civic & Office Manager's report was noted.

Members noted and **AGREED** to support the proposals sent by Cllr. Goodheart to the Joint Western Arun Area Committee, having made no further suggestions.

**62. TO NOTE A REQUEST SENT BY CLLR. GOODHEART TO THE JOINT WESTERN ARUN AREA COMMITTEE ASKING THAT TWO ITEMS BE INTRODUCED TO THE AGENDA AND DEBATED, WITH A VIEW TO GAINING SUPPORT FOR FUTURE DEVELOPMENT OF THESE ITEMS**

The Civic & Office Manager's report was noted.

Members noted and, having made no further suggestions, **AGREED** to support the request sent by Cllr. Goodheart to the Joint Western Arun Area Committee for the inclusion of two items, namely the Bognor Regis Amenity Tip and the Bognor Regis Masterplan, to be introduced to a future agenda for debate.

**63. TO CONSIDER CYCLE MATTERS AS REQUESTED BY CLLR. GOODHEART**

The Civic & Office Manager's report was noted.

Members noted the letter submitted by Cllr. Goodheart regarding cycling matters pertinent to Bognor Regis.

Members **AGREED** that the matter relating to signage/by-laws to prohibit cycling along the London Road precinct should be included as an item to be discussed on the agenda of a future meeting of the Planning and Licensing Committee, but not the installation of cycle racks at the eastern end of Aldwick Road, Bognor Regis.

Members felt that Cllr. Goodheart should direct his request to repaint the bicycle sign stenciled on the ground of the subway from the London Road coach park and Upper Bognor Road to the JWAAC Highways & Transport Committee.

**64. TO REVIEW ARUN DISTRICT COUNCIL'S DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT (SCI) AND TO CONSIDER THE TOWN COUNCIL'S RESPONSE TO THE PUBLIC CONSULTATION**

The Civic & Office Manager's report was noted.

The draft revised Statement of Community Involvement (SCI) issued by ADC was noted and Members **RESOLVED** to **AGREE** to make no response to the public consultation.

**65. TO APPROVE THE FORMAT OF A PROPOSED SURVEY TO BE CIRCULATED TO TRADERS ON THE HIGH STREET, BOGNOR REGIS REGARDING ROAD SCHEMES (MIN. 48 REFERS)**

Members discussed the various formats that the survey could take, such as closed questions, multiple choice etc., and **AGREED** that an open question be put to traders on the High Street, Bognor Regis, as follows;

"As a trader/business owner on the High Street, what road schemes would you like to see considered in future regeneration proposals for the High Street i.e. one-way / two-way / closed to traffic? Please explain why you feel this way, and how you believe each option may be beneficial or detrimental to your business."

Furthermore, Members **AGREED** that the Civic & Office Manager should approach the Bognor Regis BID Board and ask for their support in circulating the survey to traders.

**66. TO RECEIVE ARUN DISTRICT COUNCIL'S DRAFT STATEMENT OF GAMBLING LICENSING PRINCIPLES 2019-2022 AND TO CONSIDER ANY RESPONSE TO THE PROPOSED CHANGES**

Members received ADC's draft Statement of Gambling Licensing Principles 2019-2022 and following consideration **AGREED** to make no response to the proposed changes.

**67. CORRESPONDENCE**

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

Additional correspondence included:-

- 67.1** SSALC - Neighbourhood Planning Briefing Awareness training event, various locations on various dates, at a cost of £60 plus VAT.
- 67.2** WSCC - West Sussex Minerals & Waste Planning Policy Update – adoption of Joint Minerals Local Plan.
- 67.3** CPRE - Fracking campaign.
- 67.4** Gov.uk - Government's new planning rulebook to deliver more quality, well-designed homes.
- 67.5** Rural Sussex - South East Community Led Housing Conferences 2018 dates and venues available.
- 67.6** ADC - Planning Peer Challenge Report. Circulated to Councillors.

***The Meeting closed at 8.07pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7<sup>th</sup> AUGUST 2018**  
**REPRESENTATIONS ON LISTS DATED 20<sup>th</sup>, 27<sup>th</sup> JULY AND 3<sup>rd</sup> AUGUST 2018**

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

<p><b>BR/174/18/HH</b>  10 Annandale Avenue  Bognor Regis  PO21 2EU</p>	<p>Two storey side extension</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/139/18/OUT</b>  Rear of 94-100 Hook Lane  Bognor Regis  PO22 8AT</p>	<p>Outline application with some matters reserved for the demolition of 1 No. existing dwelling to form access for 6 No. residential dwellings. This application affects the setting of listed buildings &amp; affects the character &amp; appearance of the Upper Bognor Road &amp; Mead Lane Conservation Area</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/181/18/HH</b>  17 Sandymount Close  Bognor Regis  PO22 9EL</p>	<p>Single storey rear extension &amp; replacement of rear window with a glazed door</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/185/18/T</b>  Nyewood C E Junior School  Brent Road  Bognor Regis  PO21 5NW</p>	<p>Fell 1 No. Bird Cherry tree &amp; reduce crown remaining 1-3m of branch end length to balance to 1 No. Common Ash tree</p>	<p><b>NO OBJECTION</b> 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.</p>
<p><b>BR/182/18/HH</b>  11A Merrion Avenue  Bognor Regis  PO22 9DE</p>	<p>Rear single storey extension &amp; new 2.1m high timber fencing to the north east &amp; north west boundaries</p>	<p><b>NO OBJECTION</b></p>

<p><b>BR/186/18/L</b> Office Accommodation 71 Upper Bognor Road Bognor Regis PO21 1HP</p>	<p>Listed building consent for the demolition of boundary wall &amp; associated/linked 20th century outbuildings</p>	<p><b>NO OBJECTION</b> on the grounds that the existing flint walls along Upper Bognor Road remain intact and that any repairs to these walls be in accordance with existing materials used.</p>
<p><b>BR/187/18/A</b> The William Hardwicke 12 High Street Bognor Regis PO21 1SR</p>	<p>2 No. internally illuminated fascia signs, 1 No. non illuminated fascia sign, 3 No. non illuminated hoardings, 1 No. externally illuminated hoarding, 1 No. Lantern &amp; 2 No. up down lights on front elevation</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/191/18/PL</b> 2-4 Waterloo Square Bognor Regis PO21 1SU</p>	<p>Demolition of 2 &amp; 3 storey building with mixed use (commercial &amp; dwellings). This application affects the character and appearance of The Steyne, Bognor Regis Conservation Area</p>	<p><b>NO OBJECTION</b> The Committee hoped that any future development on this site will reflect the character and style of the surrounding area. Members would welcome an opportunity to receive a presentation from the developers in regard to planning applications on this site.</p>
<p><b>BR/120/18/PL</b> 2 Highfield Road Bognor Regis PO22 8BG</p>	<p>Conversion of existing ground floor flat into 3 No. self-contained apartments</p>	<p><b>NO COMMENT</b> Members instructed the Civic &amp; Office Manager to contact ADC to clarify whether this was a retrospective Planning Application, as 2018 images on Google Maps suggest the building work outlined in the application had already begun. Comments on this Planning Application are able to be made up until 31 August 2018, therefore Members <b>AGREED</b> to <b>DEFER</b> a decision on Planning Application BR/120/18/PL until the Planning and Licensing Committee Meeting to be held 28 August 2018.</p>