



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, 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 in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **4pm on TUESDAY 1st SEPTEMBER 2026.**

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 name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements, and these should be restricted to the functions of this Committee). Any written question received by 9am on Tuesday 1st September from members of the public not able to attend the meeting in person, will be read by the Chair during this adjournment.

PLEASE NOTE START TIME

DATED this 24th day of AUGUST 2026

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable 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, Other Registrable 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 or Other Registrable 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
- 4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 11th August 2026
 - 5. Adjournment for public question time and statements
 - 6. Clerk's report from previous Minutes
 - 7. To consider Planning Applications on Lists dated 7th, 14th and 21st August 2026
 - 8. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Occasional Markets and Events Trading Consent up to 4 days - Market Operator 123684: Southdowns Music Festival, Waterloo Square, Bognor Regis, West Sussex
 - 9. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
 - 10. Correspondence

**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 11th AUGUST 2026

PRESENT:

Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, P. Botterill, S. Goodheart, P. Ralph, M. White, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

Mr. M. Hirst (Deputy Clerk)
2 members of the public

The Meeting opened at 4.00pm

52. WELCOME BY CHAIR

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

53. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. Miss. C. Needs, with the Clerk recommending that the reason given was acceptable. This absence was unanimously **APPROVED** by Members.

54. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the 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, Other Registrable 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 or Other Registrable 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 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.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllrs. S. Goodheart, Mrs. J. Warr, and Mrs. G. Yeates stated that as a Member of Arun District Council, they would be voting on the matters before them having regard to only such information as placed before the Town Council. Should they come to consider any matters again at Arun District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

55. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 21st JULY 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 21st July 2026 as an accurate record and the Chair signed them.

56. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Meeting was adjourned at 4.04pm

A member of the public raised concerns regarding the late opening hours of various licensed premises located at the eastern end of the High Street. It was felt that permitted opening hours had become progressively later, resulting in increased disturbance to nearby residents.

Whilst The William Hardwicke and Punch & Judy were praised for the management of their respective premises, concern was expressed that, once customers leave the premises at around 3.00–4.00am, the resulting noise and disturbance impacts residents living in the area.

The member of the public also raised concerns regarding a perceived lack of enforcement of Public Spaces Protection Orders (PSPOs) in that part of the town centre.

The Committee sympathised with the concerns raised and confirmed that these would be recorded in the Minutes. However, the member of the public was encouraged to also raise the matter directly with Arun District Council, as the local Planning and Licensing Authority, particularly in relation to the opening hours and associated disturbance.

The Meeting was reconvened at 4.10pm

57. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

58. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 17th, 24th AND 31st JULY 2026

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

58.2 The Committee noted that no representations had been received from members of the public, or 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**).

59. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS.

There were no Premises License applications to be considered.

60. TO CONSIDER ANY PAVEMENT LICENSE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

60.1 Business and Planning Act 2020

Premises: London Road Coffee Shop Ltd, 6 - 8 London Road, Bognor Regis, West Sussex, PO21 1PY

Application Number: 123602

The Committee noted the application for a Pavement License to place 11 tables with 40 chairs directly outside of the premises.

Members **RESOLVED** to raise **NO OBJECTION** to the Pavement License being granted.

61. TO RATIFY ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO PORTSMOUTH WATER'S DROUGHT PLAN CONSULTATION. DEFERRED FROM THE MEETING HELD ON 21st JULY 2026 – MIN. 50 REFERS

Members were reminded that at the previous meeting, it had been agreed that the Deputy Clerk would canvass Members via email for their responses to Portsmouth Water's Drought Plan Consultation for ratification at the meeting (Min.50 refers).

After responses had been received from two Members, and further discussion, it was **AGREED** to **RATIFY** the response with minor amendments following feedback from Members. In summary, the Town Council were supportive of the steps set out by Portsmouth Water in delivering their Drought Plan.

62. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated.

Additional correspondence included: -

- 62.1** WSCC – Public Notice that Brazwick Avenue will be temporarily closed to all traffic from 20th August 2026 for up to 5 days (it is estimated to be completed on 21st August 2026) and is necessary to ensure the safety of both the public and the workforce while Volker Highways on behalf of West Sussex County Council undertakes carriageway patching works. The restriction will be in place daytime only between 09:00 – 15:30. An alternative route will be signed on site but please visit <https://one.network/?tm=GB151179505> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Volker Highways on 01243 642105 who will be able to assist with scope of these works.

The Meeting closed at 4.54pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 11th AUGUST 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 17th, 24th AND 31st JULY 2026)**

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

<u>BR/120/26/PL</u> <u>17 High Street</u> Bognor Regis PO21 1RJ	Change of use of bank to office accommodation to include changes to the front facade and to the ground floor doors. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/123/26/A</u> <u>17 High Street</u> Bognor Regis PO21 1RJ	Installation of 1 No. fascia sign.	NO OBJECTION
<u>BR/53/26/PL</u> <u>57 Queensway</u> Bognor Regis PO21 1QN	Demolition of existing brick-built garages, removal of canopy structure, remediation of contaminated land and construction of 18 No. flats over 3 storeys (resubmission following BR/67/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats. RE-ADVERTISED	NO OBJECTION Whilst Members are supportive of the proposed planning application on this site, they would like for ADC to review the viability assessment to determine whether an increased level of affordable housing can be achieved, in partial compliance with Policy AH SP2 of the Arun Local Plan, rather than none at all. If permitted, the Town Council would like to see the development offset with an improved lighting scheme in the alleyway that runs behind the site from Queensway to Bedford Street to reduce the level of

		antisocial behaviour associated with this location and to improve perceptions of safety. Members also wished to see a pitched roof incorporated into the design, as this would be more in keeping with the character and appearance of the surrounding area, with solar panels installed on the roof.
<u>BR/95/26/A</u> <u>Highway verge between Hawthorn Road and Aldwick Road</u> Bognor Regis	Retention of 1 No. non illuminated free standing town boundary sign.	NO COMMENT The Committee resolved not to consider this application, as this application had been made by the Town Council.

<u>PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 1st SEPTEMBER 2026 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 7th, 14th AND 21st AUGUST 2026)</u>		
<u>BR/134/26/PL</u> <u>21 Longford Road</u> Bognor Regis PO21 1AB	Change of use from dwelling house (use class C3) to 8-bed, 8-person house in multiple occupation (Sui Generis) to include a rear extension and loft conversion.	<i>COMMENT BY 04-SEP-2026</i>
<u>BR/140/26/A</u> <u>58 High Street</u> Bognor Regis PO21 1SP	Installation and display of 4 No. internally illuminated fascia signs and 1 No. internally illuminated projecting sign.	<i>COMMENT BY 04-SEP-2026</i>
<u>BR/137/26/PL</u> <u>Bognor Regis Sports Ground</u> Hawthorn Road Bognor Regis PO21 2UW	Replace existing 1.8m wooden fence with new 2.4m green metal twin bar fence. Is in CIL Zone 4 (Zero Rated) as other development.	<i>COMMENT BY 11-SEP-2026</i>
<u>BR/141/26/PL</u> <u>58 High Street</u> Bognor Regis PO21 1SP	Change of use of a betting shop (Sui Generis) to an adult gaming centre (Sui Generis). This application is in CIL Zone 4 (Zero Rated) as other development.	<i>COMMENT BY 11-SEP-2026</i>
<u>BR/139/26/PL</u> <u>58 High Street</u> Bognor Regis PO21 1SP	Shopfront alterations including the replacement of the stall riser, entrance doors and fascia. This application is in CIL Zone 4 (Zero Rated) as other development.	<i>COMMENT BY 11-SEP-2026</i>
<u>BR/148/26/HH</u> <u>47 Gravits Lane</u> Bognor Regis PO21 5LU	Internal alterations to form new room and new window.	<i>COMMENT BY 18-SEP-2026</i>