



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 4th NOVEMBER 2025**.

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 4th November 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 28th day of OCTOBER 2025

CLERK TO THE COUNCIL

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 14th October 2025
 - 5. Adjournment for public question time and statements
 - 6. Clerk's report from previous Minutes
 - 7. To consider Planning Applications on Lists dated 10th, 17th and 24th October 2025
 - 8. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Premises Licence 122407: Bombay Valley - Bar & Restaurant, 8 - 10 York Road, Bognor Regis, West Sussex, PO21 1LW and Premises Licence 122402: O&R Catering, London Road Car Park, London Road, Bognor Regis, West Sussex, PO21 1BA
 - 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. To consider Arun District Council's Draft Conservation Area Character Appraisals for Aldwick Road and Bognor Regis Waterloo Square, and to agree any comments to be submitted in response to the consultation
 - 11. 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 14th OCTOBER 2025

PRESENT: Cllrs: J. Barrett, D. Dawes, S. Goodheart (until Min. 94),
P. Ralph, B. Waterhouse, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)

The Meeting opened at 4.05pm

84. WELCOME BY CHAIR

In the absence of the Chair, Cllr. Mrs. Warr, the Vice-Chair, Cllr. Barrett, took the 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.

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

Apologies for absence were received from Cllrs. Miss. Needs and Mrs. Warr with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

86. 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. Goodheart and Mrs. 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

87. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23rd SEPTEMBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 23rd September 2025 as an accurate record of the proceedings and the Chair signed them.

88. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the gallery, and the meeting was not, therefore, adjourned.

89. CLERK'S REPORT FROM PREVIOUS MINUTES

89.1 23rd September 2025 - Min. 80.1 Premises Licence application 122191 (Cloud Vape/Bognor Mini Market Ltd, 47 Bedford Street, Bognor Regis, PO21 1SH)

Following the Town Council's objection to the granting of the Premises Licence, ADC have advised that having accepted representation from West Sussex Trading Standards, the applicant has now decided to withdraw their application.

90. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19th, 26th SEPTEMBER, AND 3rd OCTOBER 2025

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

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

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

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

There were no Premises Licence applications, including variations and any other licence applications, to be considered.

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

There were no Pavement Licence applications to be considered, nor representations to be ratified.

93. TO DISCUSS CONCERNS IN RELATION TO PLANNING ENFORCEMENT IN BOGNOR REGIS, PARTICULARLY IN THE TOWN CENTRE, AND TO CONSIDER WRITING TO ARUN DISTRICT COUNCIL (MIN. 79.1 OF THE COUNCIL MEETING HELD ON 8th SEPTEMBER 2025 REFERS)

The Town Clerk's report was **NOTED**.

Following a brief discussion, it was **AGREED** to write a letter to the Planning Department at Arun District Council (ADC), with the CEO copied in, raising concerns around the robustness of all aspects of planning in Bognor Regis, particularly in the Town Centre, such as permission, compliance and enforcement, as detailed in the Clerk's report. With the identity of Bognor Regis at threat, arising from a seeming lack of appropriate oversight and management in relation to planning developments in the Town, Members are keen to understand what monitoring of such matters currently takes place. With regular street audits carried out by ADC and partners in the Town Centre, it was suggested that the letter asks for the parameters of the audit to be widened to include for any concerns around suspected non-compliance with planning to be flagged up and fed back to the relevant department.

Once a reply from Arun has been received, a report will be brought back to a future meeting with Members invited to consider any further action.

Cllr. Goodheart left the Meeting

94. CORRESPONDENCE

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

Additional correspondence included: -

- 94.1** ADC - Details of Arun Flood Forum Meeting taking place at the Civic Centre on 22nd October 2025. Email circulated to all Councillors, 7th October 2025.
- 94.2** ADC - Notification of Draft Aldwick Road, Bognor Regis Conservation Area Character Appraisal and Draft Bognor Regis Waterloo Square and The Steyne Conservation Area Character Appraisal Public Consultation. Emailed to Committee Members on 13th October 2025, with hard copies provided on 14th October 2025, advising that the consultation will be an item on the Agenda at the Committee Meeting on 4th November 2025.
- 94.3** WSCC - News Release: County Council's new strategy tracks flood risk to the source. Circulated to all Councillors 13th October 2025.

The Meeting closed at 5.14pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 14th OCTOBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 19th, 26th SEPTEMBER, AND 3rd OCTOBER 2025)**

Please Note: There were no planning applications for Bognor Regis on List dated 26th September 2025

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

<u>BR/107/25/PL</u> <u>Ancient Mariner Hotel</u> 59 West Street Bognor Regis PO21 1XB	Change of use from single dwellinghouse to 12-bed apart-hotel (C1 use) with associated improvements to the external elevations and replacement of windows and doors. This application may affect the character and appearance of the The Steyne, Bognor Conservation Area, may affect the setting of a listed building and is in CIL zone 4 (zero rated).	NO OBJECTION Members are pleased to see proposals for this prominent site to be improved and have no objection to the plans submitted. In relation to the detailing of paint colours, windows etc, it is hoped that these will be sympathetic to the Conservation Area within which the building is located, and Members rely on the advice of Arun's Conservation Officer to take the lead on these matters. Whilst the plans do not include the installation of balconies, reference was made to the historic presence of such with comment made that it is a shame not to see these reintroduced. The plans also do not refer to the installation of illuminated signage, advertising the apart-hotel, and it is hoped that if these are proposed, then they be of minimal illumination.
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<u>BR/157/25/PL</u> <u>3 & 4 Queens Square</u> Bognor Regis PO21 1SA	Change of use of properties from 2 No separate bed and breakfast accommodation units each having owners' accommodation and communal lounge and dining areas at ground floor and 7 No B&B bedrooms at first and second floor to C2 (Residential Institution) use comprising staff room and 10 No C2.	NO OBJECTION
<u>BR/166/25/PL</u> <u>Pavement o/s Iceland</u> 72-74 High Street Bognor Regis PO21 1SJ	Removal of existing BT Phone Kiosk and installation of 1 No new BT Street Hub, incorporating 2 No digital 1.905m internally illuminated LCD advert screens. 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/164/25/A</u> <u>Pavement o/s Nationwide</u> 44 High Street Bognor Regis PO21 1SP	2 No digital 1.905m internally illuminated LCD screens, one on each side of the Street Hub unit. This application is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/167/25/A</u> <u>Pavement o/s Iceland</u> 72-74 High Street Bognor Regis PO21 1SJ	Removal of existing BT Phone Kiosk and installation of 1 No new BT Street Hub, incorporating 2 No digital 1.905m internally illuminated LCD advert screens.	NO OBJECTION
<u>BR/163/25/PL</u> <u>Pavement o/s Nationwide</u> 44 High Street Bognor Regis PO21 1SP	Removal of associated existing BT payphone(s) and kiosks and installation of 1 No BT Street hub unit. This application affects the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION