



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,

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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 14<sup>th</sup> OCTOBER 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 14<sup>th</sup> October 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 6<sup>th</sup> 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 23<sup>rd</sup> September 2025
  - 5. Adjournment for public question time and statements
  - 6. Clerk's report from previous Minutes
  - 7. To consider Planning Applications on Lists dated 19<sup>th</sup>, 26<sup>th</sup> September, and 3<sup>rd</sup> October 2025
  - 8. To consider Premises Licence Applications including any variations and any other Licence Applications
  - 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 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 8<sup>th</sup> September 2025 refers)
  - 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 23<sup>rd</sup> SEPTEMBER 2025**

#### **PRESENT:**

Cllr. Mrs. J. Warr (Chair), Cllrs: S. Goodheart, Miss. C. Needs, B. Waterhouse, M. White and Mrs. G. Yeates

#### **IN ATTENDANCE:**

Mrs. J. Davis (Deputy Clerk)  
Hilary Murgatroyd (Southern Water) (part of meeting)

*The Meeting opened at 4.07pm*

#### **71. 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.

#### **72. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllrs. Barrett, Dawes and Ralph with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

#### **73. 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, Miss. Needs, Mrs. Warr 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***

**74. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 2<sup>nd</sup> SEPTEMBER 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 2<sup>nd</sup> September 2025 as an accurate record of the proceedings and the Chair signed them.

**75. 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.

**76. TO WELCOME THE STAKEHOLDER ENGAGEMENT MANAGER (SUSSEX), HILARY MURGATROYD, AND THE BATHING WATER PARTNERSHIP MANAGER, PHIL CRESSWELL-NASH, FROM SOUTHERN WATER TO THE MEETING AND TO RECEIVE DETAILS OF A NEW COMMUNITY WATER BATHING GROUP**

The Chair welcomed Hilary to the meeting, who gave apologies on behalf of her colleague, Phil Cresswell-Nash, who had been unable to attend owing to a meeting clash.

Hilary introduced herself, explaining a little about her role as a Stakeholder Engagement Manager with Southern Water, and went on to give a presentation about the new Community Water Bathing Group for Bognor Regis.

In recognising that they have a key role to play in trying to improve bathing water quality, alongside others like the Environment Agency and Highways authorities, with local authorities responsible for public health, Southern Water seeks to work with local partners, such as the Town Council, to tackle issues collaboratively.

Aldwick Parish Council has already signed up to the Community Water Bathing Group, with a response to an invitation to join expected from Middleton-on-Sea, Felpham and Pagham Parish Councils. It is proposed that meetings will take place quarterly with two being in-person and two online.

***Cllr. Waterhouse declared an Interest as a resident living on the Aldwick coastline***

At the invitation of questions from Councillors, there was a brief discussion about understanding what the cause of raw sewage discharge and flooding was, and how it could be mitigated, following investigations.

**77. TO NOMINATE AND AGREE AN ELECTED REPRESENTATIVE TO ATTEND MEETINGS OF THE SOUTHERN WATER COMMUNITY WATER BATHING GROUP, IN ADDITION TO AN OFFICER REPRESENTATIVE**

Members **AGREED** to join the Community Bathing Water Group and, following a vote, Cllr. Waterhouse was appointed as the Town Council's Representative, in addition to an Officer Representative, with Cllr. Goodheart appointed as a Reserve.

***The Chair thanked Hilary Murgatroyd for her presentation, and she left the Meeting***

**78. CLERK'S REPORT FROM PREVIOUS MINUTES**

**ADC Planning Enforcement investigation – Belmont Lodge, Belmont Street, Bognor Regis, PO21 1LE**

The Clerk shared details of an email received from ADC's Compliance Officer (Planning) in which an update was given on the enforcement investigation relating to the ongoing works at Belmont Lodge, specifically the alterations to the roof pitch and installation of roof lights to an apartment block.

The site representative has been advised that the apartment block does not benefit from permitted development rights, as the units are classified as flats rather than houses. Furthermore, the building's permitted development rights are restricted due to its conversion from Class E to Class C3 via prior approval. As the residential use was established solely through Class MA provisions, further development under Schedule 2, Part, Class C – 'other alterations to the roof of a dwellinghouse' is not permitted.

To address the planning concerns, the Council has invited the submission of a planning application to enable public consultation and allow for an assessment of any potential planning harm.

**79. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 29<sup>th</sup> AUGUST, 5<sup>th</sup> AND 12<sup>th</sup> SEPTEMBER 2025**

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

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

***Cllrs. Goodheart and Mrs. Warr ABSTAINED from voting in relation to Planning Applications BR/146/25/HH and BR/160/25/HH as District Councillors for Hotham Ward, within which these applications were located***

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

**80. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 122191: CLOUD VAPE/BOGNOR MINI MARKET LTD, 47 BEDFORD STREET, BOGNOR REGIS, PO21 1SH**

**80.1** **Licensing Act 2003**  
**Premises: Cloud Vape/Bognor Mini Market Ltd, 47 Bedford Street, Bognor Regis, PO21 1SH**  
**Licence Number: 122191**

Members understand that the Licensing Act 2003 presumes that a licence will be granted unless there is clear evidence to suggest that to do so would impact adversely on the licensing objectives. Based on local knowledge and evidenced by reporting, Bedford Street is a crime hotspot in the town centre with 13 reports reported to the police in June 2025 (according to Arun BCRP DISC data), some of which have arisen from serious violence. It is firmly believed that to grant a Premises Licence to Bognor Mini Market Ltd, in Bedford Street, would lead to an increase in crime and disorder in the area and would impact adversely on the following licensing objectives: -

- the prevention of crime and disorder
- public safety

On these grounds, Bognor Regis Town Council **OBJECT** to the granting of this Premises Licence.

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

**81.1** The following Pavement Licence application was made to Arun District

Council, under the Business and Planning Act 2020: -

- Licence Application Number: 122258 – Friends Coffee and Bakery, 12 Station Road, Bognor Regis, West Sussex, PO21 1QE.

Members **RESOLVED** to raise **NO OBJECTION** in relation to the Pavement Licence (No. 122258) for Friends Coffee and Bakery being granted.

**82. COMMUNITY INFRASTRUCTURE LEVY (CIL) INCLUDING: - TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST (MIN. 36.6 REFERS)**

The Deputy Clerk's report, and the current CIL Spending List attached, was **NOTED**.

Noting that project proposal applications for potential CIL funding are to be considered at the Committee Meeting to be held on 25<sup>th</sup> November 2025, Members **AGREED** to **DEFER** a review of the Town Council's CIL Spending List until this time.

**83. CORRESPONDENCE**

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

***The Meeting closed at 5.37pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 23<sup>rd</sup> SEPTEMBER 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 29<sup>th</sup> AUGUST, 5<sup>th</sup> AND 12<sup>th</sup> SEPTEMBER 2025)**

*Please Note: There were no planning applications for Bognor Regis on List dated 29<sup>th</sup> August 2025*

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

<a href="#"><u>BR/146/25/HH</u></a> <a href="#"><u>4 Gatehouse Mews</u></a> Sudley Road Bognor Regis PO21 1FJ	New entrance porch. Single storey rear extension. Conversion of existing storage room into habitable room.	<b>OBJECTION</b> The proposal conflicts with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Future Flood Zone 3a and the applicant failed to submit a FRA to adequately assess the flood risks posed by the development, especially in regard to people and climate change.
<a href="#"><u>BR/153/25/CLE</u></a> <a href="#"><u>50-52 Chichester Road</u></a> Bognor Regis PO21 2XJ	Lawful development certificate for the existing use of part of the ground floor and upper floor as a residential unit.	<b>NO OBJECTION</b>
<a href="#"><u>BR/154/25/PL</u></a> <a href="#"><u>52 High Street</u></a> Bognor Regis PO21 1SP	Installation of 1 No. new communications kiosk with integrated defibrillator illuminated advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.	<b>NO OBJECTION</b>
<a href="#"><u>BR/155/25/A</u></a> <a href="#"><u>52 High Street</u></a> Bognor Regis PO21 1SP	Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.	<b>NO OBJECTION</b>
<a href="#"><u>BR/160/25/HH</u></a> <a href="#"><u>11 Stratton Court</u></a> Bognor Regis PO22 8DP	Single storey rear extension.	<b>NO OBJECTION</b>



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

*Please Note: there were no planning applications for Bognor Regis on List dated 26<sup>th</sup> September 2025*

<p><b><u>BR/107/25/PL</u></b>  <b><u>Ancient Mariner Hotel</u></b>  59 West Street  Bognor Regis  PO21 1XB</p>	<p>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).</p>	<p><i>COMMENT BY 16-OCT-2025</i></p>
<p><b><u>BR/157/25/PL</u></b>  <b><u>3 &amp; 4 Queens Square</u></b>  Bognor Regis  PO21 1SA</p>	<p>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&amp;B bedrooms at first and second floor to C2 (Residential Institution) use comprising staff room and 10 No C2.</p>	<p><i>COMMENT BY 16-OCT-2025</i></p>
<p><b><u>BR/166/25/PL</u></b>  <b><u>Pavement o/s Iceland</u></b>  72-74 High Street  Bognor Regis  PO21 1SJ</p>	<p>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.</p>	<p><i>COMMENT BY 30-OCT-2025</i></p>
<p><b><u>BR/164/25/A</u></b>  <b><u>Pavement o/s Nationwide</u></b>  44 High Street  Bognor Regis  PO21 1SP</p>	<p>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.</p>	<p><i>COMMENT BY 30-OCT-2025</i></p>

<a href="#"><u>BR/167/25/A</u></a> <a href="#"><u>Pavement o/s Iceland</u></a> 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.	<i>COMMENT BY 30-OCT-2025</i>
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**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
14<sup>th</sup> OCTOBER 2025**

**AGENDA ITEM 10 - 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 8<sup>th</sup> SEPTEMBER 2025 REFERS)**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Whilst receiving and considering the Minutes of the Planning and Licensing Committee Meetings, at the Council Meeting held on 8<sup>th</sup> September 2025, talk turned to concerns around the level of the changing street scene within the Town Centre over recent years, which was increasing by the day. Demolitions, building works, illuminated signage and addition of shutters to shop windows were referenced, with there being some doubt as to whether many of these had applied for planning permission to carry out the various works. With the identity of the Town Centre being 'lost' through the ever-changing face of shop frontages, dual-hatted Councillors were called upon to ask serious questions of the Planning Officers at ADC, to ascertain where planning permission is and isn't being sought.

Belmont Lodge was given as a current example of extensive ongoing building work to the roof and upper area due to a 'leaking roof', which upon the Town Council's Planning and Licensing Committee Clerk contacting the ADC Planning Department, was established they were unaware of. Photos were taken by BRTC officers which have ascertained the roof has been changed beyond recognition, with a new floor almost certainly added.

There was discussion about the need for penalties for those not obtaining proper planning permissions before undergoing works to be far higher, to ensure people don't think they can get away with either not applying at all, or for applying for retrospective planning, which it was felt ADC should stop awarding.

It was agreed that this would be added as an Agenda item on the next Planning and Licensing Committee Meeting, for discussion and decision on how to take these issues forward. Cllr. Nash, as Deputy Leader of ADC would also bring these concerns to his weekly meeting with the CEO of the District Council but suggested that the Town Council writes a letter to ADC Planning, copying in the CEO, raising these concerns (Min. 79.1 refers).

**DECISION**

Members are asked to **AGREE** any comments to be included in a letter to Arun District Council in relation to concerns around planning enforcement in Bognor Regis Town Centre.

**AGENDA ITEM 11**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
14<sup>th</sup> OCTOBER 2025**

**AGENDA ITEM 11 - CORRESPONDENCE**

**REPORT BY THE TOWN CLERK**

**FOR INFORMATION**

1. ADC - Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to Planning Application BR/72/25/PL (17 High Street, Bognor Regis, PO21 1RJ - Conversion of vacant Class E building and erection of a first-floor extension to create 7 No. flats and a reduced Class E unit).
2. WSCC - Public Notice that The Steyne, Bognor Regis, outside Goodwood Court and Goodwood House, will be temporarily closed to all traffic commencing 14<sup>th</sup> October 2025 for up to 5 days (it is estimated to be completed on 14<sup>th</sup> October 2025) and is required for the safety of the public and workforce while VolkerHighways on behalf of West Sussex County Council undertakes carriageway patching. The restriction will be in place daytime only from 09:30 until 15:30. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact West Sussex County Council on 01243 642105 who will be able to assist with scope of these works.
3. WSCC - Public Notice that Aldwick Road, Bognor Regis, for a distance approx. 22 metres, will be temporarily closed to all traffic commencing 14<sup>th</sup> October 2025 for up to 5 days (it is estimated to be completed on 15<sup>th</sup> October 2025) and is required for the safety of the public and workforce while Southern Water undertakes investigation works in chamber in carriageway. The restriction will be in place overnight only from 20:00 until 05:00. An alternative route will be signed on site but please visit <https://one.network/?tm=144758136> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Southern Water on 0330 303 0368 who will be able to assist with scope of these works.
4. WSCC - News Release: Lane Rental keeps traffic flowing by reducing roadworks in West Sussex, 26<sup>th</sup> September 2025. Circulated to Committee Members via email.
5. ADC - Notification that, following an Independent Examination, Arun District Council confirms formal acceptance of the recommended modifications outlined in the Middleton-On-Sea Neighbourhood Development Plan Examination Report. The Examiner's report concluded that subject to making the modifications recommended by the Examiner, the Plan meets the basic conditions set out in the legislation and should proceed to a Neighbourhood Planning Referendum. Having considered each of the recommendations made by the Examiner's report, and the reasons for them, the Parish Council and Arun District Council have agreed to the modifications to the draft plan as outlined in the Reg.19 Decision Statement. The Plan will proceed to Referendum on Thursday 27<sup>th</sup> November 2025.
6. WSCC - Highways, Transport and Planning - News and Updates, 30<sup>th</sup> September 2025. Circulated to Committee Members via email.

7. ADC - Notification that Planning Application BR/145/25/PL (First and second floor, 6 Highfield Road, Bognor Regis, PO22 8BG - Retention for change of use from 1 No. flat to a 4 bed HMO (Class C4)) is expected to be determined by Arun's Planning Committee on 15<sup>th</sup> October 2025.
8. ADC - Notification that Planning Application BR/97/25/PL (The Arcade, High Street, Bognor Regis - Partial change of use from Class E to form 35 No. residential units (Class C3), partial demolition of existing building, development of new retail and residential spaces, minor changes to existing elevations, new entrance to Arcade from Belmont Street, solar panels and other minor works to the existing building) is expected to be determined by Arun's Planning Committee on 15<sup>th</sup> October 2025.
9. ADC - Notification that Bognor Regis Town Council is to receive £5,981.92 in CIL receipts, by 28<sup>th</sup> October 2025, for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2025.