



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 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 23rd SEPTEMBER 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 23rd 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

Glenna Frost

DATED this 15th day of SEPTEMBER 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 2nd September 2025
 5. Adjournment for public question time and statements
 6. 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
 7. To nominate and agree an elected representative to attend meetings of the Southern Water Community Water Bathing Group, in addition to an Officer representative
 8. Clerk's report from previous Minutes
 9. To consider Planning Applications on Lists dated 29th August, 5th and 12th September 2025
 10. 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
 11. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
 12. Community Infrastructure Levy (CIL) including: -
 - To carry out a quarterly review of the Town Council's CIL Spending List (Min. 36.6 refers)
 13. 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 2nd SEPTEMBER 2025

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

IN ATTENDANCE: Mrs. J. Davis (Deputy Clerk)
Louise Barnetson (Western Sussex Rivers Trust) (part of meeting)

The Meeting opened at 4.03pm

59. 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.

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

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

61. 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, 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

62. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 12th AUGUST 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 12th August 2025 as an accurate record of the proceedings and the Chair signed them.

63. 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.

64. TO RECEIVE A PRESENTATION FROM LOUISE BARNETSON, FROM WESTERN SUSSEX RIVERS TRUST, ABOUT HER WORK AS A WATER CHAMPION FOR PARISHES AND COMMUNITIES

The Chair welcomed Louise to the meeting, who then went on to introduce herself to Members and explained her role.

Louise spoke about her work, and that of colleagues, on behalf of the Trust and of the projects that were being worked on with partners such as the South Downs National Park and the RSPB relating to waterways such as ponds and rife, including the Aldingbourne Rife which runs through the parish of Bognor Regis. Specifically, volunteers had been helping the Trust to carry out water quality testing of the Aldingbourne Rife, for which data prior to 2025 had been scarce.

Results so far have recorded high levels of phosphate, nitrate and non-dissolved solids being present in the water, which are indicative of pollution.

Liaison work is being carried out with Southern Water, in particular, who are responsible for wastewater treatment works at Tangmere which may be linked to discharges into the river. Louise stated that Southern Water is doing a lot of work to address sewage overflows with Bognor Regis being a focus, and a target to reduce spills to 10 or less per year by 2027. They are also wanting to reduce the amount of surface water entering the sewerage system and Western Sussex Rivers Trust are helping by promoting the use of water butts, for example, through public messaging around the importance of saving rainwater.

Louise also spoke about other areas in which the Trust are educating members of the public such as ways in which sewage pollution can be reported, and training about the effect that invasive plant species can have on waterways, how to identify them and how to report.

The Chair thanked Lousie Barnettson for her presentation and she left the Meeting

65. CLERK'S REPORT FROM PREVIOUS MINUTES

ADC Licensing Policy Review – August 2025

The Clerk emailed Committee Members on the 18th of August 2025, advising that Arun District Council's Licensing Policy consultation and review was underway.

Under the Licensing Act 2003, Arun District Council must review its policy every five years, and this consultation helps guide decisions on licence applications, reviews and temporary event notices. The policy covers the sale and supply of alcohol, late-night refreshments and regulated entertainment, providing useful information for applicants, objectors, and responsible authorities, such as the Police, Trading Standards and Environmental Health.

A copy of the draft policy was attached to the email, with changes in red, along with a screenshot of the questions contained within the consultation questionnaire. To meet the consultation deadline, Members were asked to respond to the Clerk's email with any comments to be submitted in response to the consultation by the 26th of August.

With only Cllr. Needs responding to the Clerk's email, with no comment, there was no representation submitted on behalf of the Town Council to Arun, in response to their Licensing Policy consultation.

The results of the consultation will be reported to Arun's full Licensing Committee for consideration of any proposed changes to the Licensing Policy.

66. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 8th, 15th AND 22nd AUGUST 2025

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

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

Cllr. Dawes declared an Ordinary interest in Planning Application BR/135/25/CLP, stating that he would not take part in discussions and abstained from voting

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

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

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

68. 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 for Bognor Regis to be considered, nor representations to be ratified.

69. TO CONSIDER WEST SUSSEX COUNTY COUNCIL'S PROPOSAL TO MAKE A PERMANENT TRAFFIC REGULATION ORDER THAT WILL AMEND PARKING RESTRICTIONS IN THE BOGNOR REGIS CONTROLLED PARKING ZONE, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

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

Having considered the proposals, Members **AGREED** to make **NO COMMENT** in response to the County Council's consultation in relation to making a permanent Traffic Regulation Order that will amend parking restrictions in the Bognor Regis Controlled Parking Zone.

70. CORRESPONDENCE

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

The Meeting closed at 5.30pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 2nd SEPTEMBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 8th, 15th AND 22nd AUGUST 2025)**

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

<u>BR/133/25/HH</u> <u>8 Glenwood Avenue</u> Bognor Regis PO22 8BS	First floor side extension and loft conversion.	NO OBJECTION
<u>BR/135/25/CLP</u> <u>Trevali</u> Belmont Street Bognor Regis PO21 1LE	Lawful development certificate for the proposed change of use from C4 (HMO) to C2 (Residential Institution).	NO OBJECTION
<u>BR/137/25/T</u> <u>99 Marshall Avenue</u> Bognor Regis PO21 2TW	1 No. Ash (T1) reduced back to previous pruning points to leave a height of 8m and a spread of 8m.	NO OBJECTION 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.
<u>BR/139/25/PL</u> <u>Land outside 71A Aldwick Rd</u> Bognor Regis PO21 2NW	Installation of 1 No new communications Kiosk with integrated defibrillator. This application is in CIL Zone 4 (Zero Rated) as other development.	OBJECTION Members objected to the installation of the proposed communications kiosk at this location on the grounds of the poor highway visual splay that it would cause. Planning permission was recently granted in relation to application BR/65/25/PL (New Barn Garage, 65-67 Aldwick Road, PO21 2NW) which proposed to change the use of the existing car showroom to a self-storage unit. The plans

<p><i>BR/139/25/PL (continued)</i> <i>Land outside 71A Aldwick Rd</i> <i>Bognor Regis</i> <i>PO21 2NW</i></p>		<p>submitted show roller shutter doors installed at either end of the building from which cars would enter and exit the self-storage unit onto Aldwick Road. Placing a communications kiosk within such close proximity would reduce visibility for drivers using one of these entrances/exits which would create an unacceptable impact on highway safety. The kiosk at the proposed location would prevent drivers from seeing oncoming traffic or pedestrians, thereby increasing the risk of accidents. The visibility splay for those entering/exiting the self-storage unit must be kept clear of obstructions to ensure drivers and pedestrians have a clear line of sight to see and be seen by other road users. Members consider that the lack of adequate visibility will endanger road users, creating an unacceptable impact on highway safety, and is contrary to the ALP Policy D DM1.</p>
<p><u>BR/140/25/A</u> <u>Land outside 71A Aldwick Rd</u> Bognor Regis PO21 2NW</p>	<p>1 No. internally illuminated digital display.</p>	<p>OBJECTION Having objected to associated Planning Application BR/139/25/PL, Members also objected to BR/140/25/A.</p>

<u>BR/142/25/A</u> <u>Land Outside 60 London Rd</u> Bognor Regis PO21 1PT	Installation of 1 No. communications kiosk with integrated defibrillator and advertising display.	NO OBJECTION
<u>BR/141/25/PL</u> <u>Land Outside 60 London Rd</u> Bognor Regis PO21 1PT	Installation of 1 No. communications kiosk with integrated defibrillator and advertising display. This application is in CIL zone 4 (zero rated).	NO OBJECTION
<u>BR/138/25/DOC</u> <u>10 Nelson Road</u> Bognor Regis PO21 2RY	Approval of details reserved by condition imposed under reference BR/47/25/PL relating to condition number 3 - schedule of materials and finishes and condition number 4 - Biodiversity Enhancement Layout.	NO OBJECTION
<u>BR/143/25/CLP</u> <u>47 Highfield Road</u> Bognor Regis PO22 8PD	Lawful development certificate for a proposed loft extension/conversion and single storey extension to side/rear.	OBJECTION With concerns about the proximity of the side/rear extension to the boundary and the limited access this would allow for maintenance of the exposed wall, along with the potential for light pollution from the proposed Velux windows impacting the bedrooms of the neighbouring property, following a vote it was agreed to object on these grounds.
<u>BR/136/25/PL</u> <u>26 & 28 Sudley Road</u> Bognor Regis PO21 1ER	Installation of accessible ramp to front with widened access, reconstruction of dormer windows as per existing and installation of AOV (automatic opening vent) over communal staircase (rear roof slope). This application is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/145/25/PL</u> <u>First and second floor</u> 6 Highfield Road Bognor Regis PO22 8BG	Retention for change of use from 1 No. flat to a 4 bed HMO (Class C4). This application is in CIL Zone 4 (Zero Rated) as other development.	OBJECTION Noting that this was a retrospective application, Members discussed the fact that this application was in Hotham Ward, an area with an Article 4 direction. The

<p>BR/145/25/PL (continued) First and second floor 6 Highfield Road Bognor Regis PO22 8BG</p>		<p>Town Council are led to believe that the saturation point in this Ward for HMO's is 5% and that the level is currently around 3.8%. Questions were raised around how confident Arun District Council can be in accurately recording these saturation levels when there are HMOs in existence, such as this, where change of use is sought retrospectively. This is exacerbated when such HMOs are beneath the threshold for an HMO licence and are, therefore, potentially going 'under the radar' and contributing to a false reading when Arun report saturation levels.</p> <p>If permitted, the HMO would result in a proliferation and overconcentration of such uses in an area with an Article 4 direction which removed permitted development rights for C3 to C4 changes. The additional HMO would result in adverse harm to the character of the area due to the number of such uses contrary to policy HSP4 a) of the Arun Local Plan.</p> <p>Insufficient information has been provided to demonstrate that there is a sufficient capacity to accommodate the expected parking demand in existing streets without</p>
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<p>BR/145/25/PL (continued) First and second floor 6 Highfield Road Bognor Regis PO22 8BG</p>		<p>causing harm to the amenity of neighbouring properties by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies HSP4 b), T SP1 (d) and QE SP1 of the Arun Local Plan.</p> <p>It is also not possible to demonstrate that adequate washing facilities and bathroom requirements, as specified in the regulations, have been provided. Whilst the description is for a 4-bed HMO, the plans show these as double bedrooms, meaning there is the potential for up to 8 occupants. If the number of occupants is in excess of 4 then the required amenity level has not been provided.</p>
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