



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, 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 13th OCTOBER 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 13th 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 6th day of OCTOBER 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 22nd September 2026
 5. Adjournment for public question time and statements
 6. Clerk's report from previous Minutes
 7. To welcome Mark Jacobs, Western Area Highway Manager, from WSCC to discuss Highways Matters including motorhome parking in the town – Min. 83 refers
 8. To consider Planning Applications on Lists dated 18th, 25th September and 2nd October 2026
 9. To consider Premises Licence Applications including any variations and any other Licence Applications
 10. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
 11. To receive an update on participation in the Route 600 Bus Shelter Working Group and decide next steps – Min. 7.2 refers
 12. To receive an update on the submission of a Traffic Regulation Order application to West Sussex Highways for Gloucester Road Wall and decide next steps – Min. 44 and 68.2 refers
 13. To consider submitting, on behalf of the Town Council, a response to Arun District Council's Off-Street Parking Strategy 2027-2030 consultation
 14. 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 22nd SEPTEMBER 2026

PRESENT:

Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, S. Goodheart (from Min. 79), Miss. C. Needs, M. White and Mrs. G. Yeates (from Min. 78)

IN ATTENDANCE:

Mrs. R. Vervecken (Civic & Officer Manager)

The Meeting opened at 4.02pm

73. 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.

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

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

75. 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.

76. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 1st SEPTEMBER 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 1st September 2026 as an accurate record and the Chair signed them.

77. 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.

78. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllr. Mrs. G. Yeates arrived to the Meeting

The Clerk had nothing to report from the previous Minutes.

79. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 28th AUGUST AND 4th, 11th SEPTEMBER 2026

Cllr. S. Goodheart arrived to the Meeting

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.

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 COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 28th AUGUST AND 4th, 11th SEPTEMBER 2026. ALSO, TO RATIFY ANY REPRESENTATIONS SUBMITTED FOR APPLICATION WSCC/038/26

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

80.1 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 28th August and 4th, 11th September 2026

There were no applications to be considered on the lists advertised.

80.2 To ratify any representations submitted for application WSCC/038/26

Due to the short response time, Members were canvassed, via email in between meetings for their views on application WSCC/038/26, concerning the construction of a new four-arm roundabout at the Oystercatcher Junction of the A259, connecting the A259 with the B2233 (Yapton Road) and Climping Street.

Following receipt of a sufficient number of responses from Members, and with a majority in agreement, a representation of no objection was submitted on behalf of the Town Council.

Members present at the meeting unanimously **RATIFIED** the representation of **NO OBJECTION** submitted to West Sussex County Council, in respect of planning application WSCC/038/26.

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

**81.1 Occasional Market and Event Trader Consent up to 4 days – The Big Switch at 6
Premises: High Street, Bognor Regis, West Sussex
Licence Application Number: 121599**

An application for a Street Trading Consent was made to Arun District Council under the Local Government (Miscellaneous Provisions) Act 1982.

The Clerk explained that the above application applying for a Market in the High Street on Saturday 28th November 2026 as part of the 'Big Switch at 6' Christmas Lights Switch-On, was made by Bognor Regis Town Council's Event Manager, and that any comment therefore made by the Town Council could be deemed as a conflict of interest.

Members therefore unanimously **AGREED** to **ABSTAIN** from making a formal representation with the Clerk to advise Arun District Council of this decision.

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

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

83. TO NOTE CORRESPONDENCE, FROM A MEMBER OF THE PUBLIC, REGARDING MOTORHOME PARKING AND ANTI-SOCIAL DRIVING ON THE ESPLANADE AND SURROUNDING ROADS, AND TO AGREE ANY NEXT STEPS

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

Members discussed the growing issue of motorhome parking, which had also been noticeable along the seafront and at West Park. It was noted that the specific area raised by a member of the public had already been taken up by the County Councillor for Bognor Regis West and Aldwick, who had agreed to raise the matter with the West Sussex County Council Highways Officer. Members considered that the most appropriate course of action may be to invite the WSCC Highway Manager to a future meeting to provide an update on this matter, as well as other local highways issues, with this having proved useful in the past.

It was therefore **AGREED** that the Deputy Clerk would extend an invitation to the WSCC Western Area Highway Manager, Mr. M. Jacobs, to attend a future meeting.

84. CORRESPONDENCE

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

The Meeting closed at 4.25pm

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 22nd SEPTEMBER 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 28th AUGUST 4th AND 11th SEPTEMBER 2026)**

PLEASE NOTE: There were no applications for Bognor Regis on List Dated 28th August 2026

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

<u>BR/144/26/PL</u> 13 Normanton Avenue Bognor Regis PO21 2TU	Conversion, extension and refurbishment of the existing detached dwelling to create two self-contained semi-detached dwellings, including demolition of the existing garage and outbuildings, provision of four off-street parking spaces, associated landscaping, sustainable drainage works and all associated development. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.	NO OBJECTION
<u>BR/146/26/PL</u> 34 Sudley Road Bognor Regis PO21 1ER	Retention of 3 No. flats as previously approved under BR/162/20/PD. This application is in CIL Zone 4 (Zero Rated) as flats.	NO OBJECTION
<u>BR/161/26/PL</u> 6-7 Lansdowne House The Esplanade Bognor Regis	Change of use from restaurant, kitchen and stores to 2 No. office suites. This application may affect the character and appearance of The Steyne, Bognor Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
13th OCTOBER 2026**

**AGENDA ITEM 7 - TO WELCOME MARK JACOBS, WESTERN AREA
HIGHWAY MANAGER, FROM WSCC TO DISCUSS HIGHWAYS MATTERS
INCLUDING MOTORHOME PARKING IN THE TOWN – MIN. 83 REFERS**

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the previous meeting on 22nd September, Members considered correspondence received from a member of the public regarding motorhome parking and anti-social driving on The Esplanade and surrounding roads. Members agreed to invite Mark Jacobs, Western Area Highway Manager from WSCC to the next meeting of the Planning and Licensing Committee to discuss the issues raised, and other Highway matters (Min. 83 refers).

Following discussion with the Western Area Highway Manager, Members will be invited to consider any action they may wish to take, recognising that the Town Council does not hold powers to introduce or enforce highway parking restrictions, for example.

DECISION

Following discussion with representatives from WSCC, Members are invited to consider and **AGREE** any further action in relation to Highways matters.

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 13th OCTOBER 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 18th, 25th SEPTEMBER
AND 2nd OCTOBER 2026)**

<u>BR/217/25/PL</u> <u>Land rear of 86 Annandale Avenue</u> Bognor Regis PO21 2EZ	Erection of 1 No. 3- bed dwelling house with off street parking and garden. This application is in CIL Zone 4 and is CIL Liable as a new dwelling. RE-ADVERTISED Amended application form with Certificate B and amended red edge on block and location plan.	<i>COMMENT BY 15-OCT-2026</i>
<u>BR/142/26/HH</u> <u>18 Bassett Road</u> Bognor Regis PO21 2JJ	Rear single storey extension.	<i>COMMENT BY 15-OCT-2026</i>
<u>BR/165/26/PL</u> <u>Caspian House</u> <u>42-48 Richmond Avenue</u> Bognor Regis PO21 2YE	Erection of a bin store to the front of the property. Is in CIL Zone 4 (Zero Rated) as other development.	<i>COMMENT BY 22-OCT-2026</i>
<u>BR/171/26/PL</u> <u>32 London Road</u> Bognor Regis PO21 1PY	Single storey flat roof extension to the rear of property, including installation of external associated air conditioning plant and smoking shelter to existing yard area. Is in CIL Zone 4 (Zero Rated) as all other development.	<i>COMMENT BY 29-OCT-2026</i>

AGENDA ITEM 11

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
13th OCTOBER 2026**

**AGENDA ITEM 11 - TO RECEIVE AN UPDATE ON PARTICIPATION IN THE
ROUTE 600 BUS SHELTER WORKING GROUP AND DECIDE NEXT STEPS –
MIN. 7.2 REFERS**

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the meeting on 28th April 2026, Members agreed to participate the “Route 600 Bus Shelter Working Group” to identify and prioritise suitable locations for new bus shelters along Route 600 and to discuss any wider issues affecting local bus passengers, to be funded through the Government’s Bus Service Improvement Plan (BSIP).

It has been indicated that any new bus shelters provided through this programme would need to be adopted by the relevant town or parish council in whose area they are located. This would involve the shelters becoming council assets, with associated responsibilities including maintenance, insurance, and ongoing management.

Members agreed, in principle, to adopt any new bus shelters as Council assets subject to further investigation and cost analysis.

After two meetings, the most recent of which taking place on 9th September 2026, up to **three** Route 600 bus stops within the Bognor Regis wards have been identified as suitable for the installation of a new bus shelter, with other locations identified as needing various refurbishments.

Members are therefore asked to consider these locations and agree whether to proceed with the installation of the bus shelters, with the understanding that the Town Council would adopt these shelters as council assets, with associated responsibilities including maintenance, insurance, and ongoing management.

DECISION

Do Members **AGREE IN PRINCIPLE** that the Town Council adopts new bus shelters as identified by the Route 600 Working Group and **RECOMMEND** to the Policy and Resources Committee that a suitable budget be agreed for maintenance, insurance, and ongoing management?

AGENDA ITEM 12

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
13th OCTOBER 2026**

AGENDA ITEM 12 - TO RECEIVE AN UPDATE ON THE SUBMISSION OF A TRAFFIC REGULATION ORDER APPLICATION TO WEST SUSSEX HIGHWAYS FOR GLOUCESTER ROAD WALL AND DECIDE NEXT STEPS – MIN. 44 AND 68.2 REFERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the meeting on 21st July 2026, attended by West Sussex Highways representatives, Members considered repeated vehicle collisions with the southern end of Gloucester Road wall. Members agreed that Officers, in consultation with the Chair, would continue working with WSCC Highways to develop proposals for a Traffic Regulation Order (TRO) and a Community Highway Scheme (CHS) for submission at the next available opportunity (Min. 44 refers).

An update in the Clerk's Report of 1st September 2026 confirmed that Town Council Officers and the Committee Chair, Cllr. Mrs. Warr, had subsequently met WSCC Highways Officers. The Deputy Clerk was to investigate the TRO application for this Committee's consideration before submission to WSCC. An estimated timeframe of 9–12 months was reported (Min 68.2 refers).

The next stage is to finalise the proposed restriction and its geographical extent with WSCC Highways and complete the supporting information. This should include the reasons for the proposal and available incident evidence, together with evidence of support from the local County Councillor and affected residents and businesses. Wider effects, including accessibility and equality considerations, also need to be addressed before submission.

WSCC will assess the application against its criteria and relevant policies. If progressed, the proposal will be subject to a three-week formal consultation before a decision is made. WSCC's published guidance indicates that the process may take approximately 12 months from application to implementation.

Delegating completion and submission to Officers would allow the application to proceed once the necessary preparatory work has been completed, with the Chair remaining involved and progress reported to the Committee. The CHS proposals identified in July remain a separate strand of work and would likely be considered after any successful implementation of a TRO.

DECISION

To **NOTE** the update and **AGREE** to **DELEGATE** authority to the Town Clerk, in consultation with the Chair of the Planning and Licensing Committee, to complete and submit the Gloucester Road Traffic Regulation Order application to West Sussex County Council, with progress reported to the Committee.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
13th OCTOBER 2026**

AGENDA ITEM 13 - TO CONSIDER SUBMITTING, ON BEHALF OF THE TOWN COUNCIL, A RESPONSE TO ARUN DISTRICT COUNCIL'S OFF-STREET PARKING STRATEGY 2027-2030 CONSULTATION

REPORT BY THE DEPUTY CLERK

FOR DECISION

Arun District Council (ADC) launched consultation on its draft Off-Street Parking Strategy 2027–2030 on 28th September 2026. It sets out proposals for managing, maintaining and improving Council-owned car parks. Residents, businesses, visitors and other stakeholders are invited to comment before adoption.

The published deadline is midnight on Monday 12th October 2026. As this Committee meets on Tuesday 13th October 2026, ADC has agreed that the Town Council may submit its response one day later, following the meeting, enabling Members to agree any comments before submission.

The draft addresses safety, maintenance and investment, environmental sustainability, economic growth, customer experience and feedback. Its action plan includes annual tariff reviews, electric vehicle charging, accessibility, bay layouts, signage and support for events. It also identifies a possible review of whether cash payments should remain available, and states that redevelopment of car parks would seek equivalent parking capacity.

Members may wish to consider the following matters when deciding what comments, if any, to submit on behalf of the Town Council:

1. Affordability and the local economy: the effect of charging policies on shoppers, workers, visitors and town centre footfall, including how the strategy relates to parking disc arrangements.
2. Inclusive access and payment: the needs of disabled users and people who cannot readily use digital services, including the importance of suitable payment choices.
3. Bognor Regis priorities: which improvements to safety, maintenance, signage, charging facilities and parking capacity should be prioritised locally, including during redevelopment and major events.

DECISION

To **CONSIDER** submitting a response, on behalf of the Town Council, to Arun District Council's Off-Street Parking Strategy 2027–2030 consultation and, if so, to **AGREE** the comments to be included.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
13th OCTOBER 2026**

AGENDA ITEM 14 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. ADC – Notification that the appeal for BR/51/26/PIP (Longbrook Pavillion, Hook Lane) has been allowed, granting permission in principle for a maximum net gain of eight dwellings, with detailed proposals subject to Technical Details Consent. The application for costs against the Environment Agency was refused.
2. WSCC – September Highways, Transport and Planning Parish Newsletter, including the 2026/27 briefing programme, highways investment and consultation on electric vehicle chargepoints, closing on 19th October 2026. Local updates include A29 Shripney Road and Shripney Lane improvements from 5th October to 27th November 2026, with temporary traffic lights and night-time closures from 16th to 18th November 2026.
3. ADC – News release announcing consultation on the draft Off-Street Parking Strategy 2027–2030. The published closing date is 12th October 2026; however, ADC has agreed to accept the Town Council's response on 13th October 2026, following the Committee meeting.
4. NALC – Request for attendees at relevant network and county association sessions to complete a short feedback survey concerning the joint NALC/ACRE flooding project. The submission deadline is 23:45 on 9th October 2026, prior to this Committee meeting.
5. ADC – Update on Planning Compliance Case ENF/323/26 concerning an alleged breach of planning control at 21 Longford Road. A site visit has been arranged following the investigating officer's return from leave. A further update will follow review of the findings and notification to the owner of any action required.
6. WSCC – Confirmation that the Public Rights of Way email inbox (prow@westsussex.gov.uk) is closed to incoming reports and enquiries. These should now be submitted through the online reporting form. Assistance remains available through the Contact Centre on 01243 777620.
7. WSCC – Notification that the Chichester Road, Bersted, closure, previously due to finish on 25th September 2026, is now due to end on 16th October 2026. The gas main replacement works affect the section between Fairlands and North Bersted Street; businesses remain open and pedestrian access is maintained.
8. WSCC – News release announcing a multi-year trial of AI technology in eight highway inspection vehicles. Dashboard-mounted cameras will identify potential road defects for inspectors to review and validate, aiming to improve inspection coverage, efficiency and safety.