



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 22nd JULY 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 22nd July 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 14th day of JULY 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 1st July 2025
 - 5. Adjournment for public question time and statements
 - 6. Clerk's report from previous Minutes
 - 7. To consider Planning Applications on Lists dated 27th June, 4th and 11th July 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. 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 1st JULY 2025

PRESENT:

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

IN ATTENDANCE:

Mrs. J. Davis (Deputy Clerk)

The Meeting opened at 2.07pm

27. 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.

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

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

29. 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

30. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 11th JUNE 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 11th June 2025 as an accurate record of the proceedings and the Chair signed them.

31. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present, and the meeting was not, therefore, adjourned.

32. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

33. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6th, 13th AND 20th JUNE 2025

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

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

Cllrs. Goodheart, Mrs. Warr and Mrs. Yeates redeclared their earlier declaration of Interest, as Members of Arun District Council, and abstained from voting on Planning Application BR/97/25/PL, asking that their abstention be noted in the Minutes

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

34. **TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

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

35. **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.

36. **COMMUNITY INFRASTRUCTURE LEVY (CIL) INCLUDING: - TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST, DEFERRED FROM THE LAST MEETING (MIN. 23.1 REFERS)**

The Deputy Clerk's report, and the Town Council's current CIL Spending List appended to the report, was **NOTED**.

- 36.1 Comment was made about the CIL Assessment, Spend and Monitoring Officer job vacancy recently advertised by Arun District Council, with Members hoping that any newly appointed Officer would be agreeable to attending a future meeting of the Town Council's Planning and Licensing Committee to discuss and provide input in relation to the Town Council's CIL Spending List, for example.

- 36.2 In considering the Beach Access project included on the current list, and the significant costs associated with the scheme which would likely exceed any CIL monies that the Town Council may be in receipt of over a 5-year period, a Member raised the possibility of community funding being available from the Rampion 2 project. It was **AGREED** that the Clerk would carry out some research into this potential funding stream with a report brought back to a future meeting. In the meantime, the Clerk would circulate to Members an update from Arun District Council's Group Head of Environment and Climate Change in relation to Arun's beach access work.

- 36.3** Having reviewed the Council's current CIL Spending List, Members **AGREED** to make no amendments at this time and to carry out the next quarterly review of the list at the Committee Meeting to be held on 23rd September 2025.

37. CORRESPONDENCE

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

Additional correspondence included: -

- 37.1** NALC - Final summary report - NALC/LSE emergency planning survey.
- 37.2** Great Collaboration - various local flood risk documents/guidance.
- 37.3** ADC Travellers Update - notification of an unauthorised encampment in Hothamton Car Park, with WSCC visiting site on 25th June to undertake duties on behalf of ADC to regain possession of the land.
- 37.4** ADC - Announcement that government has withdrawn Neighbourhood Planning Funding with immediate effect.
- 37.5** WSCC - Highways, Transport and Planning - News and Updates, 25th June 2025. Circulated via email to Committee Members.
- 37.6** WSCC - Public Notice that Highland Avenue, Bognor Regis, at the junction with Hawthorn Road, will be temporarily closed to all traffic commencing on 17th July 2025 for up to 5 days (it is estimated to be completed on 18th July 2025) and is required for the safety of the public and workforce while West Sussex County Council undertake daytime road closures for carriageway patching works. The restriction will be in place daytime only from 09:30 until 15:30. An alternative route will be signed on site but please visit <https://one.network/?tm=143312592> for more details. 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.
- 37.7** ADC - Notification that Planning Application BR/87/25/PL (Hook House, 51 Hook Lane, Bognor Regis, PO22 8AR - Change of use from a 4-bedroom house to a 5-bedroom HMO student let), to which the Town Council objected, is expected to be determined by ADC's Planning Committee on 9th July 2025.
- 37.8** ADC - Notification that Planning Application BR/65/25/PL (New Barn Garage, 65-67 Aldwick Road, Bognor Regis, PO21 2NW - Change of use of existing car showroom to a self-storage unit, including the change of use of an attached ground-floor retail unit to associated office space. Extension and replacement of the existing showroom warehouse building to incorporate a first-floor and conversion of existing rear single storey extension, of the main warehouse building, to additional office space), to which the Town Council objected, is expected to be determined by ADC's Planning Committee on 9th July 2025.

The Meeting closed at 2.44pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 1st JULY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 6th, 13th AND 20th JUNE 2025)**

Please Note: there were no planning applications for Bognor Regis on List dated 13th June 2025

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

<p><u>BR/97/25/PL</u> <u>The Arcade</u> High Street Bognor Regis</p>	<p>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. This application may affect the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION Following a vote, Members resolved to raise no objection to Planning Application BR/97/25/PL. Cllrs. Goodheart, Mrs. Warr and Mrs. Yeates redeclared their earlier declaration of Interest, as Members of Arun District Council, and abstained from voting, asking that their abstention be noted in the Minutes.</p> <p>Whilst having no objection, Members would like to understand why no provision for affordable housing has been included in the proposals.</p>
<p><u>BR/96/25/T</u> <u>Street Record</u> Bookers Close Bognor Regis PO22 9FH</p>	<p>1 No. Lime (T1) remove basal and epicormic growth from ground level up to 5m.</p>	<p>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.</p>
<p><u>BR/89/25/S73</u> <u>44 Wood Street</u> Bognor Regis PO21 2PJ</p>	<p>Variation of condition following the grant of BR/119/24/HH relating to condition 2 (reduction in the size of extension).</p>	<p>NO OBJECTION</p>

<p><u>BR/105/25/T</u> <u>Servite House</u> Servite Close Bognor Regis PO21 2DF</p>	<p>1 No. Macrocarpa (T1) crown reduction to leave a height of 12m and spread of 8m.</p>	<p>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.</p>
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**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 22nd JULY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 27th JUNE, 4th AND 11th JULY 2025)**

<u>BR/40/25/HH</u> <u>14 Laburnum Grove</u> Bognor Regis PO22 9HT	Change of cladding to front elevation.	<i>COMMENT BY 24-JUL-2025</i>
<u>BR/91/25/PL</u> <u>1 & 2 Sudley Terrace</u> High Street Bognor Regis PO21 1EY	Change of use of upper floors at 1 Sudley Terrace and additional storey to provide 4 No. 1 bed flats with associated works. This application may affect the setting of a listed building and is in CIL zone 4 (zero rated).	<i>COMMENT BY 31-JUL-2025</i>
<u>BR/98/25/PL</u> <u>Pixie Cottage</u> <u>Rear of 1 Linden Road</u> Bognor Regis PO21 2AL	Conversion of former storage unit to 1 No 1 bed habitable unit. This application may affect the setting of a listed building and may affect the character and appearance of the Bognor Regis Railway Station Conservation Area and is in CIL Zone 4 and is CIL Liable as a new dwelling.	<i>COMMENT BY 07-AUG-2025</i>
<u>BR/118/25/T</u> <u>Oakwood Court</u> <u>Victoria Drive</u> Bognor Regis PO21 2EG	Reduce and lift crown of 1 No Chestnut tree to previous reduction points.	<i>COMMENT BY 07-AUG-2025</i>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
22nd JULY 2025**

AGENDA ITEM 10 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. Housing, Communities and Local Government Committee - Chair responds to Social and Affordable Housing Renewal announcement.
2. Housing, Communities and Local Government Committee - Housing Conditions in England inquiry launched.
3. WSCC - West Sussex Highways report highlights County Council's proactive approach to road maintenance.
4. ADC Unauthorised Encampments Update - Notification received on 4th July 2025, of an unauthorised encampment on the sports ground between Nyewood Lane and Hawthorn Road in Bognor Regis. As privately owned land, neither ADC nor WSCC have authority to attempt to regain possession of that land. The landowner would need to seek possession themselves. WSCC and the Police are also aware of the encampment.
5. WSCC - Public Notice that Gordon Avenue, at the junction for Gordon Avenue West, Bognor Regis will be temporarily closed to all traffic commencing on 7th July 2025 for a maximum of 21 days. It is anticipated that works will be completed on 18th July 2025. The emergency road closure is required for the safety of the public and workforce while SGN undertakes gas mains replacements in the highway. The restriction will be in place 24hrs. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians within the closed area. For information regarding this closure please contact SGN, 023 9262 4765 who will be able to assist with scope of these works.
6. WSCC - Public Notice that Stocker Road, between the junctions for Nyewood Lane to Park Road, Bognor Regis, will be temporarily closed to all traffic commencing on 7th July 2025. It is anticipated that works will be completed on 11th July 2025. The road closure will be in place between 8am and 6pm. The road closure is required for the safety of the public and workforce while Carriageway Microsurfacing is carried out. An alternative route for traffic will be signed on site. Please note that these works are weather dependant. You can find more details on microsurfacing treatments, and the stages involved on WSCC's website: <https://www.westsussex.gov.uk/cwaymicro>.
7. Bersted Parish Council - Notification of an unauthorised encampment on Jubilee Fields with copy of notice served.
8. ADC Unauthorised Encampment Update - Notification received on 5th July 2025, of an unauthorised encampment on King George V Playing Fields in Felpham. ADC - as the landowner - served notice and worked closely with the Police to provide them with all the information they needed, to use their powers to move the encampment on. Possession of the site was regained, secured, cleansed, and made safe.

9. ADC - email from Project Support Officer, Climate Change advising that Western Sussex Rivers Trust will be holding an in-person workshop regarding the actions that town and parish councils can take regarding their water environments at the Civic Centre in Littlehampton, in September.
10. ADC - Notification that Planning Application BN/11/22/OUT (Barnham, Eastergate, Westergate BEW Parcel SC1, Barnham - Outline application with all matters reserved (except for the A29 Realignment) for the demolition of existing structures and mixed use development to provide up to 1,250 residential dwellings (Use Class C3), Care Home/Senior Living Accommodation (Use Class C2/C3), flexible retail and community floorspace (Use Classes E/F2/Sui Generis), a Primary School plus open space, landscaping, drainage and all other associated ancillary works; and realignment of the A29 and early connection to existing A29 including construction of a new road carriageway, junctions and associated infrastructure. This application also lies within the parish of Aldingbourne, affects the setting of listed buildings, affects the character & appearance of the Eastergate Church Lane Conservation Area and affects a Public Right of Way. This application is the subject of an Environmental Statement) is expected to be determined by ADC's Planning Committee on 21st July 2025.