



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

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 12<sup>th</sup> AUGUST 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 12<sup>th</sup> August 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 4<sup>th</sup> day of AUGUST 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 22<sup>nd</sup> 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 18<sup>th</sup>, 25<sup>th</sup> July and 1<sup>st</sup> August 2025
  8. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Premises Licence 121952: Punch & Judy, 13 High Street, Bognor Regis, PO21 1RJ; Premises Licence 122022: Pamporovo Mini Market, 25 Station Road, Bognor Regis, PO21 1QD; Premises Licence 122023: Rocks Bar & Grill, 41 - 43 High Street, Bognor Regis, PO21 1RX
  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 how developers can address the future flood risk to proposed sites in Bognor Regis including the impacts of climate change, when making an application, to satisfy the requirements as set out in the National Planning Policy Framework and Arun Local Plan, and to agree any action
  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 22<sup>nd</sup> JULY 2025**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mrs. J. Davis (Deputy Clerk)

*The Meeting opened at 4.02pm*

### **38. 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.

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

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

### **40. 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***

**41. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 1<sup>st</sup> JULY 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 1<sup>st</sup> July 2025 as an accurate record of the proceedings and the Chair signed them.

**42. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***The Chair adjourned the Meeting at 4.04pm***

The applicant for planning application BR/91/25/PL spoke in favour of the application, explaining the proposals, and invited any questions from Councillors.

***The Chair reconvened the Meeting at 4.13pm***

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

There was nothing to report.

**44. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 27<sup>th</sup> JUNE, 4<sup>th</sup> AND 11<sup>th</sup> JULY 2025**

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

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

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

**45. 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.

**46. 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.

**47. CORRESPONDENCE**

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

***The Meeting closed at 4.42pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 22<sup>nd</sup> JULY 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 27<sup>th</sup> JUNE, 4<sup>th</sup> AND 11<sup>th</sup> JULY 2025)**

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

<a href="#"><b>BR/40/25/HH</b></a> <a href="#"><b>14 Laburnum Grove</b></a> Bognor Regis PO22 9HT	Change of cladding to front elevation.	<b>NO OBJECTION</b>
<a href="#"><b>BR/91/25/PL</b></a> <a href="#"><b>1 &amp; 2 Sudley Terrace</b></a> 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).	<b>NO OBJECTION</b>
<a href="#"><b>BR/98/25/PL</b></a> <a href="#"><b>Pixie Cottage</b></a> <a href="#"><b>Rear of 1 Linden Road</b></a> 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.	<b>NO COMMENT</b> As the Town Council owns the property neighbouring planning application BR/98/25/PL, that being the Picturedrome cinema building, Members resolved to neither support nor object to the application to avoid any conflict of interest. However, having discussed the application, Members wished to share their concerns about emergency evacuation and vehicle access as a result of the property being located down a small alleyway. There was also comment made about the lack of amenity space and bin and cycle storage.

<p><a href="#"><u>BR/118/25/T</u></a>  <a href="#"><u>Oakwood Court</u></a>  <a href="#"><u>Victoria Drive</u></a>  Bognor Regis  PO21 2EG</p>	<p>Reduce and lift crown of 1 No Chestnut tree to previous reduction points.</p>	<p><b>NO OBJECTION</b> 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 12<sup>th</sup> AUGUST 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 18<sup>th</sup>, 25<sup>th</sup> JULY AND 1<sup>st</sup> AUGUST 2025)**

*Please Note: there were no planning applications for Bognor Regis on List dated 1<sup>st</sup> August 2025*

<a href="#"><u>BR/115/25/PL</u></a> <a href="#"><u>Ground Floor Flat A</u></a> <a href="#"><u>32 Lyon Street</u></a> Bognor Regis PO21 1DA	Single storey rear extension.	<i>COMMENT BY 14-AUG-2025</i>
<a href="#"><u>BR/114/25/HH</u></a> <a href="#"><u>71 Mead Lane</u></a> Bognor Regis PO22 8AP	Replace existing rear conservatory onto existing base.	<i>COMMENT BY 21-AUG-2025</i>





## **Licensing Act 2003 – Notice**

**Reference Number: 121952**

**Craft Union Pub Company Ltd,  
T/A Punch & Judy  
13 High Street  
Bognor Regis  
West Sussex  
PO21 1RJ**

has made an application to vary a Premises Licence under  
the Licensing Act 2003

Proposed variation to licensable activities are as follows:

To extend sale of alcohol Monday - Thursday and Sunday to 0100.  
To extend sale of alcohol Friday and Saturday to 0200.  
To extend closing time by 30minutes.  
Remove and replace some conditions

The application is open to representation from interested parties and  
responsible authorities between 18<sup>th</sup> July 2025 and 14<sup>th</sup> August 2025.

All representations should be made in writing and sent to:  
Licensing Team, Environmental Health,  
Arun District Council, Arun Civic Centre, Maltravers Road,  
Littlehampton, West Sussex BN17 5LF

or emailed to [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk)

Relevant representations will be shared in full with the applicant for  
consideration as well as being provided for consideration at a public  
hearing where necessary

It is an offence to knowingly or recklessly make a false statement in  
connection with an application and the maximum fine for this offence  
is unlimited.



## **Licensing Act 2003 – Notice of Review**

**Reference Number: 122022**

Arun District Council has received an application on 28 July 2025 for a review under Section 51 of the Licensing Act 2003

The premises affected is

**Pamporovo Mini Market  
25 Station Road  
Bognor Regis  
West Sussex  
PO21 1QD**

The grounds of the review are that the Licensing objectives of:

The prevention of crime and disorder - The protection of children from harm - The prevention of public nuisance

have been seriously undermined.

A public register of all Licensing Act permissions and applications is held by Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF.

The public register is also available on [www.eh.arun.gov.uk](http://www.eh.arun.gov.uk)

Representations can be made by the premises licence holder, responsible authorities and any other persons.

These representations should be received within 28 days of 29<sup>th</sup> July 2025 to expire on 25<sup>th</sup> August 2025

All representations should be made in writing and include the reference number at the top of this notice and sent to:

**Licensing Team, Environmental Health, Arun District Council, Arun Civic Centre,  
Maltravers Road, Littlehampton, West Sussex BN17 5LF  
or email [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk)**

It is an offence to knowingly or recklessly to make a false statement in connection with an application and the maximum fine for this offence is £5,000



**Licensing Act 2003 – Notice**  
**Reference Number: 122023**

**Rocks Bar & Grill**  
**41 - 43 High Street**  
**Bognor Regis**  
**West Sussex**  
**PO21 1RX**

has made an application for a Variation to a Premises Licence  
under  
the Licensing Act 2003

Proposed licensable activities are as follows:

changes include roof top terrace with seating for 60, featuring  
a high retaining wall around the perimeter and small bar  
serving a limited selection of summer-based beverages.

The application is open to representation from interested  
parties and responsible authorities between  
29.07.2025 and 25.08.2025

All representations should be made in writing and sent to:  
Licensing Team, Environmental Health,  
Arun District Council, Arun Civic Centre, Maltravers Road,  
Littlehampton, West Sussex BN17 5LF

or emailed to [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk)

Relevant representations will be shared in full with the applicant for consideration as  
well as being provided for consideration at a public hearing where necessary

It is an offence to knowingly or recklessly make a false statement in connection with  
an application and the maximum fine for this offence is unlimited.

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

**AGENDA ITEM 10 - TO DISCUSS HOW DEVELOPERS CAN ADDRESS THE FUTURE FLOOD RISK TO PROPOSED SITES IN BOGNOR REGIS INCLUDING THE IMPACTS OF CLIMATE CHANGE, WHEN MAKING AN APPLICATION, TO SATISFY THE REQUIREMENTS AS SET OUT IN THE NATIONAL PLANNING POLICY FRAMEWORK AND ARUN LOCAL PLAN, AND TO AGREE ANY ACTION**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Arun District Council (ADC) recently refused planning permission in relation to application BR/72/25/PL (17 High Street, Bognor Regis, PO21 1RJ) to convert a vacant Class E building and erect a first-floor extension to create 7 No. flats and a reduced Class E unit. The Decision Notice stated: -

*"The proposal conflicts with Arun Local Plan Policies W SP1 and W DM2, the NPPF and associated guidance in that the site lies in Future Flood Zone 3a and, whilst an FRA has been submitted, the applicant has not provided sufficient information to adequately assess the flood risk to the property both now and in the future, nor demonstrate that occupiers of the site can be kept safe from flooding for the lifetime of the development."*

Having come to the attention of Members of the Town Council's Planning and Licensing Committee, the question has been asked as to how developers can reasonably assess future flood risks and the impacts of climate change.

Noting that the Town Council is only a statutory consultee, it is possible that having a better understanding of the issue may assist Committee Members in considering future Planning Applications that could be affected.

In light of this, Members may wish to consider contacting ADC to seek their advice and guidance, as the Local Planning Authority.

**DECISION**

Do Members **AGREE** to engage with Arun District Council, as the Local Planning Authority, to enquire as to how developers can reasonably assess future flood risks and the impacts of climate change?

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

**AGENDA ITEM 11 - CORRESPONDENCE**

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

1. WSCC - Public Notice that Mead Lane will be temporarily closed to all traffic, from South of the Mews, commencing on 11<sup>th</sup> August 2025 for up to 5 days (it is estimated to be completed on 11<sup>th</sup> August 2025). The closure is required for the safety of the public and workforce while Enerveo, on behalf of West Sussex County Council, undertakes a daytime road closure for signage replacement works. The restriction will be in place from 10:00 until 14:00. An alternative route will be signed on site but please visit <https://one.network/?tm=143564208> for more details. Access maintained for emergency services, residents and pedestrians. One-way system suspended only for duration of works. For information regarding this closure please contact Enerveo on 01243 642105 who will be able to assist with scope of these works.
2. ADC - Notification that Planning Application BR/64/25/PL (3 and 4 Queens Square, Bognor Regis, PO21 1SA - Change of use from 2 No. separate adjoining bed and breakfast accommodation units (each having owners' accommodation, communal lounge and dining areas at ground floor and 7 No. B&B bedrooms at first and second floors) to 9 No. flats), to which the Town Council objected, is expected to be determined by ADC's Planning Committee at a meeting to be held on 6<sup>th</sup> August 2025.
3. ADC - Notification that an unauthorised encampment had been formed on East Green in Littlehampton.
4. WSCC - Highways, Transport and Planning - News and Updates, 29<sup>th</sup> July 2025. Email circulated to all Committee Members.
5. ADC - Notification that the unauthorised encampment on East Green in Littlehampton had increased in size. Efforts to lawfully regain possession of this land underway with WSCC and the police being given all relevant information in order that it can be included for consideration in their respective duties. Concerned members of the public should be directed to the police if reporting crime or antisocial behaviour, as neither ADC nor WSCC can report this on by proxy for them.