



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 2nd 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 2nd 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 26th 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 12th August 2025
 5. Adjournment for public question time and statements
 6. To receive a presentation from Louise Barnetson, from Western Sussex Rivers Trust, about her work as a Water Champion for parishes and communities
 7. Clerk's report from previous Minutes
 8. To consider Planning Applications on Lists dated 8th, 15th and 22nd August 2025
 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 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
 12. 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 12th AUGUST 2025

PRESENT:

Cllrs: J. Barrett, D. Dawes, S. Goodheart,
Miss. C. Needs, P. Ralph, B. Waterhouse, M. White (from
Min. 53) and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. J. Davis (Deputy Clerk)

The Meeting opened at 4.03pm

48. WELCOME BY CHAIR

In the absence of the Chair, Cllr. Mrs. Warr, the Vice-Chair, Cllr. Barrett, took the 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.

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

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

There were no apologies for absence received from Cllr. White and this absence could not, therefore, be approved.

50. 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 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

51. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 22nd JULY 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 22nd July 2025 as an accurate record of the proceedings and the Chair signed them.

52. 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.

Cllr. White arrived to the Meeting

53. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

54. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 18th, 25th JULY AND 1st AUGUST 2025

- 54.1** The Committee noted that there were no views from other Town Councillors to report.
- 54.2** The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 54.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

55. 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

- 55.1 Licensing Act 2003**
Premises: Craft Union Pub Company Ltd, T/A Punch & Judy 13 High Street, Bognor Regis, PO21 1RJ
Licence Number: 121952

The Committee noted the application to vary the Premises Licence to: - extend sale of alcohol Monday - Thursday and Sunday to 0100; extend sale of alcohol Friday and Saturday to 0200; extend closing time by 30 minutes; Remove and replace some conditions.

It was agreed that the night-time economy should be supported and acknowledged that other licensed premises in High Street had extended operating hours. However, there has been serious concern around the level of antisocial behaviour in the Town Centre, much of which takes place on High Street. Whilst comment was made about the fairness of other premises being permitted to sell alcohol into the early hours, it was felt that permitting yet another premises to operate in this way would only be for the applicant's financial gain, and not for the benefit of the community.

In relation to the removal of Conditions 3 (Pub Watch Scheme) and 4 (radio link), Members were opposed to this as it is in direct contravention of the aims of the Bognor Regis Town Centre Action Group's Action Plan where one of the outcomes is better communications between day-time and night-time economies and a joint Forum between those involved with the Pub Watch Scheme and Shop Watch Scheme. Improved communications and information sharing has the potential to identify emerging issues in the Town Centre with appropriate action taken to avoid an escalation that further damages the perception of Bognor Regis and feelings of safety.

In the past, the Town Council has been advised by ADC's Licensing Team that an application cannot be objected to on the grounds that breaches of the licensing objectives 'might' happen. Nonetheless, it is requested that ADC's Licensing Sub-Committee considers police and DISC reports that evidence the antisocial behaviour in High Street and further consider whether there is a direct correlation with licensed premises in the area.

Unless the licensing objectives are stringently adhered to, and Conditions 3 and 4 are retained, then the Town Council **OBJECT** to the variation to the Premises Licence being granted.

55.2 Licensing Act 2003

Premises: Pamporovo Mini Market, 25 Station Road, Bognor Regis, PO21 1QD
Licence Number: 122022

The Committee noted the application for a review under Section 51, by Trading Standards, on the grounds 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.

Members considered the grounds on which Trading Standards had requested a review of the premises licence, that being persistent breaches of the licensing objectives, and subsequent recommendation that the licence be revoked.

The premises operates in an area of the town that has suffered from long-running antisocial behaviour often associated with street drinking, and there are concerns that licence holders within the vicinity are exacerbating the issue by, for example, selling single cans/bottles of alcohol which is often high in strength. Antisocial behaviour at Station Square has resulted in numerous multi-agency meetings being called to specifically address the problems arising, and a Town Centre Action Group including members from all local authorities, police and the local MP has also been established to combat similar problems in the Town Centre.

With the evidence from Trading Standards suggesting that licensing objectives appear to be being seriously compromised, the Committee did not feel that the premises licence holder could be relied upon to act responsibly.

Therefore, Members **RESOLVED** to **SUPPORT** Trading Standards suggestion that the premises licence for Pamporovo Mini Market be **REVOKED**.

55.3 Licensing Act 2003

Premises: Rocks Bar & Grill, 41 - 43 High Street, Bognor Regis, PO21 1RX
Licence Number: 122023

The Committee noted the application to vary the Premises Licence to: - provide a 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.

Concern was expressed around the use of the roof terrace, and in particular the playing of live or recorded music, that could result in detrimental impact to the amenity of local residents by way of adverse noise pollution.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted on the condition that the use of the roof terrace is prohibited after 23:00hrs Monday-Sunday.

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

The following Pavement Licence application was made to Arun District Council, under the Business and Planning Act 2020: -

- Licence Application Number: 122071 – Bonito Lounge, 1 London Road, Bognor Regis, West Sussex, PO21 1PQ.

Members **RESOLVED** to raise **NO OBJECTION** in relation to the Pavement Licence (No. 122071) for Bonito Lounge being granted.

57. 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

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

Members discussed the requirement placed upon developers to assess future flood risks and the impacts of climate change when submitting a planning application. Whilst the Town Council is only a statutory consultee, it was felt that by the Planning and Licensing Committee having a better understanding of how developers might reasonably be able to meet this requirement, this would help in the consideration of future Planning Applications that could be affected.

It was **AGREED** that contact be made with ADC's Planning Team, in the first instance, to seek clarification on the matter with a report brought back to a future meeting.

58. CORRESPONDENCE

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

Additional correspondence included: -

- 58.1** WSCC – Public Notice that Sadler Street, Bognor Regis, will be temporarily closed to all traffic commencing 4th August 2025 for a maximum of 21 days. It is anticipated that works will be completed on 8th August 2025. The road closure is required for the safety of the public and workforce while Portsmouth Waterworks Company undertakes an emergency road closure due to a customer having no water. The restriction will be in place 24 hours. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians within the closed area.
- 58.2** WSCC – Public Notice that Spencer Street, Bognor Regis, will be temporarily closed to all traffic commencing on 6th August 2025 for a maximum of 21 days. It is anticipated that works will be completed on 11th August 2025. The road closure is required for the safety of the public and workforce while Portsmouth Waterworks Company undertakes an emergency road closure to facilitate a new water connection. The restriction will be in place 24 hours. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians within the closed area.
- 58.3** WSCC – Public Notice that Market Street, Bognor Regis, will be temporarily closed to all traffic commencing 12th August 2025 for a maximum of 21 days. It is anticipated that works will be completed on 22nd August 2025. The road closure is required for the safety of the public and workforce while Southern Water undertakes an urgent dig down and replaces a collapsed sewer pipe in the carriageway. The restriction will be in place 24 hours. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians within the closed area.
- 58.4** WSCC – Public Notice that Canada Grove, Bognor Regis, will be temporarily closed to all traffic, between the junctions with Linden Road and Queensway for a distance of approximately 200 metres, commencing 21st August 2025 for up to 5 days. It is anticipated that works will be completed on 21st August 2025. The road closure is required for the safety of the public and workforce while West Sussex County Council undertakes footway repair works. The restriction will be in place daytime only from 09:30 until 15:30. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians within the closed area.
- 58.5** Western Sussex Rivers Trust – Details of four litter cleans taking place in September 2025 to clean up the River Lavant in Chichester.

The Meeting closed at 4.54pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 12th AUGUST 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 18th, 25th JULY AND 1st AUGUST 2025)**

Please Note: there were no planning applications for Bognor Regis on List dated 1st August 2025

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

<u>BR/115/25/PL</u> <u>Ground Floor Flat A</u> <u>32 Lyon Street</u> Bognor Regis PO21 1DA	Single storey rear extension.	NO OBJECTION Whilst Members do not consider there to be sufficient material grounds on which to object to Planning Application BR/115/25/PL, they do wish to share concerns around the lack of parking space to meet the standard parking provision as set out by ADC.
<u>BR/114/25/HH</u> <u>71 Mead Lane</u> Bognor Regis PO22 8AP	Replace existing rear conservatory onto existing base.	NO OBJECTION

<u>PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 2nd SEPTEMBER 2025 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 8th, 15th AND 22nd AUGUST 2025)</u>		
<u>BR/133/25/HH</u> <u>8 Glenwood Avenue</u> Bognor Regis PO22 8BS	First floor side extension and loft conversion.	<i>COMMENT BY 05-SEP-2025</i>
<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).	<i>COMMENT BY 05-SEP-2025</i>
<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.	<i>COMMENT BY 12-SEP-2025</i>
<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.	<i>COMMENT BY 12-SEP-2025</i>
<u>BR/140/25/A</u> <u>Land outside 71A Aldwick Rd</u> Bognor Regis PO21 2NW	1 No. internally illuminated digital display.	<i>COMMENT BY 12-SEP-2025</i>
<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.	<i>COMMENT BY 12-SEP-2025</i>

<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).	<i>COMMENT BY 12-SEP-2025</i>
<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.	<i>COMMENT BY 12-SEP-2025</i>
<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.	<i>COMMENT BY 12-SEP-2025</i>
<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.	<i>COMMENT BY 18-SEP-2025</i>
<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.	<i>COMMENT BY 18-SEP-2025</i>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
2nd SEPTEMBER 2025**

AGENDA ITEM 11 - 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

REPORT BY THE DEPUTY CLERK

FOR DECISION

West Sussex County Council proposes to make a permanent Traffic Regulation Order that will amend parking restrictions in the Bognor Regis Controlled Parking Zone as follows:

The Steyne: double yellow lines at pedestrian crossing points mid-way along the road;

Sudley Road: To allow residents' and visitors permit holders to use an additional parking bay on the western side of the road and extend the length of a pay and display bay on the eastern side of the road;

John Street: to install double yellow lines on the northern side of the road at its eastern end.

The Order also provides new bays for disabled persons' blue badge holders at the southern end of **Waterloo Square**, at the southern end of **West Street**, at the eastern end of **Aldwick Road** (opposite the Royal Norfolk Hotel), the western side of **Bedford Street**, and on **The Esplanade** near its junction with Gloucester Road.

Below is a link to the TRO Team's consultation web page, containing plans showing the new restriction, the public notice, statement of reasons for proposing the Order, and the draft Order itself.

<https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/>

Any comments or objections to the scheme must be submitted before 11th September 2025.

DECISION

Do Members **AGREE** to submit any comments in response to WSCC's proposal to make a permanent Traffic Regulation Order that will amend parking restrictions in the Bognor Regis Controlled Parking Zone, as detailed in the report?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
2nd SEPTEMBER 2025**

AGENDA ITEM 12 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. ADC – Notification of an unauthorised encampment of 9 caravans and towing vehicles on land surrounding St Mary's Church Community Hall in Climping. Whilst the Police and WSCC are also aware, the encampment is on privately owned land so it will be the landowner who will need to follow the process for regaining possession of their land. Those responsible for land in Arun are urged to ensure vulnerable sites are secured against unauthorised access.