



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, 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 1<sup>st</sup> SEPTEMBER 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 1<sup>st</sup> 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**

**DATED this 24<sup>th</sup> day of AUGUST 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 11<sup>th</sup> August 2026
  5. Adjournment for public question time and statements
  6. Clerk's report from previous Minutes
  7. To consider Planning Applications on Lists dated 7<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup> August 2026
  8. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Occasional Markets and Events Trading Consent up to 4 days - Market Operator 123684: Southdowns Music Festival, Waterloo Square, Bognor Regis, West Sussex
  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 11<sup>th</sup> AUGUST 2026**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mr. M. Hirst (Deputy Clerk)  
2 members of the public

*The Meeting opened at 4.00pm*

### **52. 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.

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

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

### **54. 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. S. Goodheart, Mrs. J. Warr, and Mrs. G. 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***

**55. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 21<sup>st</sup> JULY 2026**

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 21<sup>st</sup> July 2026 as an accurate record and the Chair signed them.

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

***The Meeting was adjourned at 4.04pm***

A member of the public raised concerns regarding the late opening hours of various licensed premises located at the eastern end of the High Street. It was felt that permitted opening hours had become progressively later, resulting in increased disturbance to nearby residents.

Whilst The William Hardwicke and Punch & Judy were praised for the management of their respective premises, concern was expressed that, once customers leave the premises at around 3.00–4.00am, the resulting noise and disturbance impacts residents living in the area.

The member of the public also raised concerns regarding a perceived lack of enforcement of Public Spaces Protection Orders (PSPOs) in that part of the town centre.

The Committee sympathised with the concerns raised and confirmed that these would be recorded in the Minutes. However, the member of the public was encouraged to also raise the matter directly with Arun District Council, as the local Planning and Licensing Authority, particularly in relation to the opening hours and associated disturbance.

***The Meeting was reconvened at 4.10pm***

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

The Clerk had nothing to report from the previous Minutes.

**58. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 17<sup>th</sup>, 24<sup>th</sup> AND 31<sup>st</sup> JULY 2026**

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

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

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

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

There were no Premises License applications to be considered.

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

**60.1 Business and Planning Act 2020**

**Premises: London Road Coffee Shop Ltd, 6 - 8 London Road, Bognor Regis, West Sussex, PO21 1PY**

**Application Number: 123602**

The Committee noted the application for a Pavement License to place 11 tables with 40 chairs directly outside of the premises.

Members **RESOLVED** to raise **NO OBJECTION** to the Pavement License being granted.

**61. TO RATIFY ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO PORTSMOUTH WATER'S DROUGHT PLAN CONSULTATION. DEFERRED FROM THE MEETING HELD ON 21<sup>st</sup> JULY 2026 – MIN. 50 REFERS**

Members were reminded that at the previous meeting, it had been agreed that the Deputy Clerk would canvass Members via email for their responses to Portsmouth Water's Drought Plan Consultation for ratification at the meeting (Min.50 refers).

After responses had been received from two Members, and further discussion, it was **AGREED** to **RATIFY** the response with minor amendments following feedback from Members. In summary, the Town Council were supportive of the steps set out by Portsmouth Water in delivering their Drought Plan.

**62. CORRESPONDENCE**

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

Additional correspondence included: -

- 62.1** WSCC – Public Notice that Brazwick Avenue will be temporarily closed to all traffic from 20<sup>th</sup> August 2026 for up to 5 days (it is estimated to be completed on 21<sup>st</sup> August 2026) and is necessary to ensure the safety of both the public and the workforce while Volker Highways on behalf of West Sussex County Council undertakes carriageway patching works. The restriction will be in place daytime only between 09:00 – 15:30. An alternative route will be signed on site but please visit <https://one.network/?tm=GB151179505> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Volker Highways on 01243 642105 who will be able to assist with scope of these works.

***The Meeting closed at 4.54pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 11<sup>th</sup> AUGUST 2026  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 17<sup>th</sup>, 24<sup>th</sup> AND 31<sup>st</sup> JULY 2026)**

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

|                                                                                                          |                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#"><u>BR/120/26/PL</u></a><br><a href="#"><u>17 High Street</u></a><br>Bognor Regis<br>PO21 1RJ | Change of use of bank to office accommodation to include changes to the front facade and to the ground floor doors. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.                                  | <b>NO OBJECTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <a href="#"><u>BR/123/26/A</u></a><br><a href="#"><u>17 High Street</u></a><br>Bognor Regis<br>PO21 1RJ  | Installation of 1 No. fascia sign.                                                                                                                                                                                                                                        | <b>NO OBJECTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <a href="#"><u>BR/53/26/PL</u></a><br><a href="#"><u>57 Queensway</u></a><br>Bognor Regis<br>PO21 1QN    | Demolition of existing brick-built garages, removal of canopy structure, remediation of contaminated land and construction of 18 No. flats over 3 storeys (resubmission following BR/67/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.<br>RE-ADVERTISED | <b>NO OBJECTION</b><br><br>Whilst Members are supportive of the proposed planning application on this site, they would like for ADC to review the viability assessment to determine whether an increased level of affordable housing can be achieved, in partial compliance with Policy AH SP2 of the Arun Local Plan, rather than none at all. If permitted, the Town Council would like to see the development offset with an improved lighting scheme in the alleyway that runs behind the site from Queensway to Bedford Street to reduce the level of |

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|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                             |                                                                             | <p>antisocial behaviour associated with this location and to improve perceptions of safety.</p> <p>Members also wished to see a pitched roof incorporated into the design, as this would be more in keeping with the character and appearance of the surrounding area, with solar panels installed on the roof.</p> |
| <p><a href="#"><u>BR/95/26/A</u></a><br/> <a href="#"><u>Highway verge between Hawthorn Road and Aldwick Road</u></a><br/> Bognor Regis</p> | <p>Retention of 1 No. non illuminated free standing town boundary sign.</p> | <p><b>NO COMMENT</b></p> <p>The Committee resolved not to consider this application, as this application had been made by the Town Council.</p>                                                                                                                                                                     |

| <p align="center"><b><u>PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE<br/>PLANNING AND LICENSING COMMITTEE TO BE HELD ON 1<sup>st</sup> SEPTEMBER 2026<br/>(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 7<sup>th</sup>, 14<sup>th</sup> AND 21<sup>st</sup> AUGUST 2026)</u></b></p> |                                                                                                                                                                            |                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <p><b><u><a href="#">BR/134/26/PL</a></u></b><br/> <b><u><a href="#">21 Longford Road</a></u></b><br/> Bognor Regis<br/> PO21 1AB</p>                                                                                                                                                                         | <p>Change of use from dwelling house (use class C3) to 8-bed, 8-person house in multiple occupation (Sui Generis) to include a rear extension and loft conversion.</p>     | <p><i>COMMENT BY 04-SEP-2026</i></p> |
| <p><b><u><a href="#">BR/140/26/A</a></u></b><br/> <b><u><a href="#">58 High Street</a></u></b><br/> Bognor Regis<br/> PO21 1SP</p>                                                                                                                                                                            | <p>Installation and display of 4 No. internally illuminated fascia signs and 1 No. internally illuminated projecting sign.</p>                                             | <p><i>COMMENT BY 04-SEP-2026</i></p> |
| <p><b><u><a href="#">BR/137/26/PL</a></u></b><br/> <b><u><a href="#">Bognor Regis Sports Ground</a></u></b><br/> Hawthorn Road<br/> Bognor Regis<br/> PO21 2UW</p>                                                                                                                                            | <p>Replace existing 1.8m wooden fence with new 2.4m green metal twin bar fence. Is in CIL Zone 4 (Zero Rated) as other development.</p>                                    | <p><i>COMMENT BY 11-SEP-2026</i></p> |
| <p><b><u><a href="#">BR/141/26/PL</a></u></b><br/> <b><u><a href="#">58 High Street</a></u></b><br/> Bognor Regis<br/> PO21 1SP</p>                                                                                                                                                                           | <p>Change of use of a betting shop (Sui Generis) to an adult gaming centre (Sui Generis). This application is in CIL Zone 4 (Zero Rated) as other development.</p>         | <p><i>COMMENT BY 11-SEP-2026</i></p> |
| <p><b><u><a href="#">BR/139/26/PL</a></u></b><br/> <b><u><a href="#">58 High Street</a></u></b><br/> Bognor Regis<br/> PO21 1SP</p>                                                                                                                                                                           | <p>Shopfront alterations including the replacement of the stall riser, entrance doors and fascia. This application is in CIL Zone 4 (Zero Rated) as other development.</p> | <p><i>COMMENT BY 11-SEP-2026</i></p> |
| <p><b><u><a href="#">BR/148/26/HH</a></u></b><br/> <b><u><a href="#">47 Gravits Lane</a></u></b><br/> Bognor Regis<br/> PO21 5LU</p>                                                                                                                                                                          | <p>Internal alterations to form new room and new window.</p>                                                                                                               | <p><i>COMMENT BY 18-SEP-2026</i></p> |

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
1<sup>st</sup> SEPTEMBER 2026**

**AGENDA ITEM 9 - TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

**COSTA COFFEE, 33 LONDON ROAD, BOGNOR REGIS**

A Pavement Licence renewal application has been made to Arun District Council, under the Business and Planning Act 2020, by Premiere Coffee Ltd, 33 London Road, Bognor Regis, West Sussex, PO21 1PQ (Licence Application No. 123683). The application requests permission for 17 tables with 34 chairs, to be placed on the pavement directly outside the premises.

**DECISION**

Members are invited to consider and **AGREE** their response to Pavement Licence Application No. 123683 in relation to Premiere Coffee Ltd, 33 London Road, Bognor Regis, West Sussex, PO21 1PQ.

**POPPINS, 64 HIGH STREET, BOGNOR REGIS**

A Pavement Licence renewal application has been made to Arun District Council, under the Business and Planning Act 2020, by Poppins, 64 High Street, Bognor Regis, West Sussex, PO21 1SP (Licence Application No. 123690). The application requests permission for 2 tables with 4 chairs, to be placed on the pavement directly outside the premises.

**DECISION**

Members are invited to consider and **AGREE** their response to Pavement Licence Application No. 123690 in relation to Poppins, 64 High Street, Bognor Regis, West Sussex, PO21 1SP.

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
1<sup>st</sup> SEPTEMBER 2026**

**AGENDA ITEM 10 - CORRESPONDENCE**

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

1. NALC - Climate Emergency Network Session information including notes and useful attachments for Town and Parish Councils.
2. ADC – Notification that an appeal has been submitted against the decision to refuse application BR/51/26/PIP (Longbrook Pavillion, Hook Lane, Bognor Regis, PO22 8AT - Application For Permission In Principle For A Maximum Net Gain Of 8 No. Dwellings).
3. WSCC – Public Notice that York Road will be temporarily closed to all traffic from 1<sup>st</sup> September 2026 for up to 5 days (it is estimated to be completed on 2<sup>nd</sup> September 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water undertakes an overnight road closure for works to repair a defective manhole cover and frame. The restriction will be in place overnight only from 19:30 until 05:30. An alternative route will be signed on site but please visit <https://one.network/?tm=GB151520899> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Southern Water on 03303 030368 who will be able to assist with scope of these works.
4. WSCC – Public Notice that Victoria Road was temporarily closed to all traffic from 14<sup>th</sup> August 2026 until 16<sup>th</sup> August 2026 and was necessary to ensure the safety of both the public and the workforce while Volker Highways on behalf of WSCC undertook essential carriageway patching works. The restriction was in place between 09:00 and 15:30. An alternative route was signed on site but please visit <https://one.network/?tm=GB151731044> for more details. 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.
5. WSCC – Highways, Transport and Planning Parish Newsletter including information on a Highway Rangers pilot.
6. WSCC – News Release detailing information on a Highway Rangers pilot.
7. Correspondence was received from ASDA regarding traffic flow issues outside the fuel station due to the road closure on Chichester Road.
8. WSCC – Public Notice that Mons Avenue was temporarily closed to all traffic on 10<sup>th</sup> August 2026 only and was necessary to ensure the safety of both the public and the workforce while Southern Water undertakes Emergency road closure to facilitate the repair and replacement of a frame and cover on the carriageway. The restriction was in place overnight only between 19:30 and 22:20. An alternative route was signed on site. For information regarding this closure please contact Southern Water on 01403 282841 who will be able to assist with scope of these works.
9. WSCC – Public Notice that Oakwood Gardens will be temporarily closed to all traffic from 2<sup>nd</sup> September 2026 for up to 5 days (it is estimated to be completed on 2<sup>nd</sup> September 2026) and is necessary to ensure the safety of both the public and the workforce while Volker Highways on behalf of WSCC undertakes carriageway patching works. The restriction will be in place from 09:00 and 15:30. An alternative route will be signed on site but please visit

<https://one.network/?tm=GB151180067> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Volker Highways on 01243 642105 who will be able to assist with scope of these works.

10. ADC – Information on a Climate Change Consultation as a joint venture between ADC and WSCC which runs until 27<sup>th</sup> September.
11. WSCC – Public Notice that Merrion Avenue will be temporarily closed to all traffic from 24<sup>th</sup> August 2026 for up to 21 days (it is estimated to be completed on 25<sup>th</sup> August 2026) and is necessary to ensure the safety of both the public and the workforce while Volker Highways on behalf of WSCC undertakes repair to a void in the footway. The restriction will be in place 24hrs. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Volker Highways on 01243 642105 who will be able to assist with scope of these works.
12. WSCC – Highways, Transport and Planning Parish Newsletter including information on how Town/Parish Council as well as the public can best report highway issues.