



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 17th MARCH 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 17th March 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 9th day of MARCH 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 24th February 2026
 5. Adjournment for public question time and statements
 6. Clerk's report from previous Minutes
 7. To consider Planning Applications on Lists dated 20th, 27th February and 6th March 2026
 8. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Premises Licence 122870: 13 The Arcade, Bognor Regis, PO21 1LH
 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 consider Arun District Council's Infrastructure Investment Plan (IIP) review, and to agree any comments to be submitted in response to the consultation, deferred from the previous meeting - Min. 169 refers
 11. To consider Arun District Council's Local Cycling & Walking Infrastructure Plan (LCWIP), and to agree any comments to be submitted in response to the consultation, deferred from the previous meeting - Min. 170. Refers
 12. To consider West Sussex County Council's Active Travel to School (ATS) consultation including the proposed highway improvements, and to agree any comments to be submitted in response to the consultation
 13. 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 24th FEBRUARY 2026

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

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 4.02pm

160. 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.

161. 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.

No apologies for absence were received from Cllr. B. Waterhouse and, therefore, his absence could not be approved.

Although apologies were received from Cllr. P. Ralph for the meeting on 3rd February 2026, due to an administrative error they could not be approved at that meeting. It was therefore **AGREED** by Members to **APPROVE** Cllr. P. Ralph's apologies, retrospectively.

162. 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

163. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 3rd FEBRUARY 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the Meeting held on 3rd February 2026 as an accurate record and the Chair signed them.

164. 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.

165. CLERK'S REPORT FROM PREVIOUS MINUTES

165.1 4th February 2025 Min. 160 School Crossing Patrol – Edward Bryant School

Following the school's request, West Sussex County Council had carried out a traffic and child count and met the funding threshold under their criteria. The matter now sits with WSCC Highways, who must complete a formal risk assessment before any recruitment can begin. There is currently no timescale for that stage, and if infrastructure works are identified, this could delay matters by several months.

Once Highways approval is in place, WSCC will advertise and recruit to the post. These roles are historically difficult to fill and require DBS checks.

165.2 3 Hour Parking Consultation – Littlehampton and Bognor Regis

Following Arun's Economy Committee Meeting on 9th October 2025, Parking Services had been asked to consult with stakeholders on a proposed change to the current 2-hour free parking scheme in Littlehampton and Bognor Regis, with a view to extending it to a 3-hour offer.

Members were reminded that the form had been circulated to them via email, to consider and respond to, with the Deputy Clerk collating the responses and submitting the form on the Committee's behalf to be ratified at the next meeting.

166. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 30th JANUARY AND 6th, 13th FEBRUARY 2026

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

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

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

167. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, STREET TRADING CONSENT 122828: 35 LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PQ

**167.1 Local Government (Miscellaneous Provisions) Act 1982
Premises: 35 London Road, Bognor Regis, West Sussex, PO21 1PQ
Application Number: 122828**

The Committee noted the application for Annual Street Trading Consent for the supply of food from a mobile unit from 9:00 to 17:00, Tuesday to Saturday.

Members **RESOLVED** to raise **NO OBJECTION** to the Annual Street Trading Consent being granted.

**167.2 Local Government (Miscellaneous Provisions) Act 1982
Premises: Street Record, London Road, Bognor Regis, West Sussex
Application Number: 122858**

The Committee noted the application for a Regular Markets Consent (Annual) for from 9:00 to 16:30, Tuesday and Saturday.

Members **RESOLVED** to raise an **OBJECTION** to the Regular Markets Consent (Annual) being granted for the following reasons:

Bognor Regis Town Council objects to the proposed market licence on the following grounds:

The application is based on the operation of a multi-stall market, however evidence from previous trading periods demonstrates that the operator has consistently failed to deliver the minimum number of licensed traders outlined within their application, with markets frequently operating with only one or two stalls.

As a result, the activity being delivered is materially different from that which was applied for and approved.

This ongoing under-occupation of stalls has led to the ineffective use of a key town centre space, detracting from the vitality and appearance of the area and failing to provide the level of activity, footfall, and community benefit that a market is intended to generate. This represents a negative impact on local amenity and town centre vibrancy.

Furthermore, by retaining exclusive use of the site and trading days while failing to provide a viable market offer, the operator prevents alternative providers from delivering a potentially more successful and vibrant market, to the detriment of the wider community and local businesses.

The Council therefore considers that the applicant has not demonstrated their ability to deliver the licensed activity as proposed, and that granting a further licence in these circumstances would not be in the public interest.

For full transparency, the Council has been working with local partners on an alternative market, and intends to submit a license within the coming days.

168. 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.

169. TO CONSIDER ARUN DISTRICT COUNCIL'S INFRASTRUCTURE INVESTMENT PLAN (IIP) REVIEW, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION

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

Members **AGREED** to **DEFER** this item to the following meeting, where comments and proposed projects collated from a Member's Workshop could be ratified.

170. TO CONSIDER ARUN DISTRICT COUNCIL'S LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN (LCWIP), AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION

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

Members **AGREED** to **DEFER** this item to the following meeting. The consultation would be circulated to allow Member comments to be collated which could then be ratified.

171. CORRESPONDENCE

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

Additional correspondence included: -

- 171.1** WSCC - Highways, Transport and Planning - News and Updates Newsletter 20th February 2026.

The Meeting closed at 5.36pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 24th FEBRUARY 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 30th JANUARY,
6th AND 13th FEBRUARY 2026)**

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

<p><u>BR/6/26/PL</u> <u>67, 69 and 71 Upper Bognor Road</u> Bognor Regis PO21 1HR</p>	<p>Retention of alterations to 3 No. listed buildings, extension of a listed building to create an office and warden's accommodation, erection of 1 No. new building consisting of 3 No. flats, offices and workshops, creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, areas for parking, and storage for bins and cycles. This application of listed buildings affects the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area and is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/7/26/HH</u> <u>186 Aldwick Road</u> Bognor Regis PO21 2YQ</p>	<p>Double garage.</p>	<p>OBJECTION Members object to this application for the following reasons;</p> <p>Impact on Local Character and Streetscape (NPPF Para 130): - The proposed garage, positioned prominently in front of the dwelling, is considered excessively large, visually intrusive, and wholly out of keeping with the established character of Aldwick Road, where open frontages and dwellings set well back create a spacious</p>

BR/7/26/HH (continued)
186 Aldwick Road
Bognor Regis
PO21 2YQ

streetscape. The development would dominate the street scene and introduce an incompatible form of built development that conflicts with the prevailing pattern of single detached houses behind landscaped gardens.

Adverse Effect on Residential Environment and Privacy (NPPF Para 130): - The scale and siting of the proposed structure would result in an over-dominant and overbearing impact on neighbouring properties, reducing light, affecting outlook, and creating a physical barrier at odds with the open character of the area.

Non-Compliance with the Established Building Line: - By projecting forward of the existing dwelling and garage, the proposal disrupts the established building line and undermines the consistent rhythm of properties along Aldwick Road. Members consider that approval would set an undesirable precedent for similar forward-built structures, further eroding the character of the area.

Negative Visual Impact (NPPF Paras 130 & 134): - The proposed building would be highly visible from Aldwick Road and, due to its

<p><i>BR/7/26/HH (continued)</i> <i>186 Aldwick Road</i> <i>Bognor Regis</i> <i>PO21 2YQ</i></p>		<p>scale and position, would detract from the appearance of Aldwick Road.</p> <p>Lack of Sustainable or Sympathetic Design: - The design fails to respect or complement the character of surrounding dwellings, including the Tudor-style architecture of the host property. The proposal does not demonstrate high-quality or context-appropriate design and therefore does not meet the expectations of the Local Plan or NPPF Paragraph 134.</p> <p>Conservation Area Impact: - As the site lies within the Aldwick Road Conservation Area, Members consider that the development neither preserves nor enhances its special architectural and historic character. The introduction of a large, prominent structure to the front of the property would harm the area's visual coherence and is therefore contrary to conservation aims.</p>
<p><u>BR/11/26/PL</u> <u>33b First Floor Flat</u> <u>Canada Grove</u> Bognor Regis PO21 1DW</p>	<p>Conversion of loft to habitable use with 1 No. rear dormer and 1 No. front rooflight.</p>	<p>NO OBJECTION</p>

<p><u>BR/15/26/PL</u> <u>Tesco Superstore</u> Shripney Road Bognor Regis PO22 9ND</p>	<p>Removal of disused bus stop and external alternations to facilitate a temporary parking / loading area for Dot.com/Click & Collect vehicles. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/17/26/PL</u> <u>74A Hawthorn Road</u> Bognor Regis PO21 2DD</p>	<p>Retention of side store and covered pergola area. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/9/26/PL</u> <u>Jubilee Guest House</u> <u>5 Gloucester Road</u> Bognor Regis PO21 1NU</p>	<p>Change of use from Guest House to 4 No. self-contained apartments. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>OBJECTION</p> <p>The proposal represents an over-intensive form of development which fails to respond positively to local character, resulting in a cramped layout, contrary to NPPF para 135.</p> <p>The proposal would lead to increased on-street parking pressure or highway safety concerns, contrary to NPPF para 115.</p> <p>The proposal results in the loss of visitor accommodation, contrary to NPPF paras 84 and 91, which seek to support sustainable tourism and the vitality of town centres and coastal communities.</p> <p>Members feel that the application goes against the Neighbourhood Plan, namely: - Policy 7 - Promotion of Tourism and Beach Service Points. The NP recognises the crucial importance of the tourism</p>

BR/9/26/PL (continued)
Jubilee Guest House
5 Gloucester Road
Bognor Regis
PO21 1NU

industry for the Bognor Regis economy. Development of new and existing tourist facilities will be supported as a crucial part of improving Bognor Regis as a visitor destination. Page 14 paragraph 3, highlights that beyond Butlin's, overnight visitors and would be visitors have a limited range of accommodation options to choose from particularly in terms of medium to higher end seafront hotels, B&Bs and Guest Houses. This is possibly related to the high proportion of socially rented properties and associated tenancy restrictions along the seafront, Town Centre and Bognor Regis as a whole. With regeneration on the cards for Bognor Regis, Members feel it is important to protect this existing Guest House that is situated in a prime location for tourists.

Policy H SP4(b) (ALP) makes clear the provision of HMOs should not contribute to the generation of excessive parking demands or traffic in the area. Whilst utilised as a guest house, those arriving by car will likely leave their vehicle in the public car park opposite the property, and explore on foot throughout most of their stay. If used as an HMO, there will likely be

BR/9/26/PL (continued)
Jubilee Guest House
5 Gloucester Road
Bognor Regis
PO21 1NU

an increase in traffic movement with residents coming and going throughout the day/night which has the potential to create a hazard with the property located just off a bend in the road.

Paragraph 108 of the NPPF states that in assessing specific applications for development it should be ensured that safe and suitable access to the site can be achieved for all users. Paragraph 109 (NPPF) states development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 17th MARCH 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 20th, 27th
FEBRUARY AND 6th MARCH 2026)**

<p><u>BR/2/26/PL</u> <u>37 Glamis Street</u> Bognor Regis PO21 1DJ</p>	<p>Conversion of existing dwelling into 6-bedroom, 10 person HMO. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 19-MAR-2026</i></p>
<p><u>BR/13/26/PL</u> <u>Flat 1</u> <u>4 Nelson Road</u> Bognor Regis PO21 2RY</p>	<p>Conversion of 2 No. separate self-contained flats into 1 No. two floor duplex apartment including the installation of a person elevator. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 19-MAR-2026</i></p>
<p><u>BR/18/26/PL</u> <u>Braymead</u> <u>37 Nyewood Lane</u> Bognor Regis PO21 2SJ</p>	<p>Change of use from 10-bedroom guest house, to 8-bedroom House in Multiple Occupation, with associated alterations.</p>	<p><i>COMMENT BY 19-MAR-2026</i></p>
<p><u>BR/14/26/PL</u> <u>Bottom Flat</u> <u>9 Stocker Road</u> Bognor Regis PO21 2QH</p>	<p>Proposed annexe to rear garden which is ancillary to the main dwelling. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 26-MAR-2026</i></p>
<p><u>BR/24/26/PL</u> <u>Tesco Superstore</u> Shripney Road Bognor Regis PO21 9ND</p>	<p>Installation of single storey raised car park deck together with site alterations, car park reconfiguration, new access into car park, drainage alterations, creation of new drainage outfall, landscaping and other associated works.</p>	<p><i>COMMENT BY 02-APR-2026</i></p>

<p><u>BR/28/26/HH</u> <u>37 Bassett Road</u> Bognor Regis PO21 2JH</p>	<p>Conversion of attic space to habitable accommodation, single storey rear extension, external thermal insulation and horizontal cladding to external walls. Replacement windows and doors. Installation of photovoltaic panels to southern roof slope.</p>	<p><i>COMMENT BY 02-APR-2026</i></p>
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Section 17 Licensing Act 2003

Licensing Act 2003: Application for a new Premises Licence

I/WE:

Have Applied to:

for a New Premises Licence for:

Licensable activities and accompanying hours applied for are:

Any person who wishes to make a representation in relation to this application must give notice in writing of his/her representation by:

stating the grounds for making said representation to:

OR email:

The application may be viewed in the Register held at the above offices or online on

It is an offence, under section 158 of the Licensing Act 2003, for anyone to knowingly or recklessly make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is unlimited.

AGENDA ITEM 12

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
17th MARCH 2026**

AGENDA ITEM 12 - TO CONSIDER WEST SUSSEX COUNTY COUNCIL'S ACTIVE TRAVEL TO SCHOOL (ATS) CONSULTATION INCLUDING THE PROPOSED HIGHWAY IMPROVEMENTS, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION

REPORT BY THE DEPUTY CLERK

FOR DECISION

West Sussex County Council has advised the Council of a proposed package of highway improvements intended to support Active Travel on the school journey to South Bersted Church of England Primary School, Church Lane, South Bersted.

The scheme has been developed using pupil-plot data and desire line analysis to identify the main routes pupils use when travelling to and from the school, and to highlight locations where physical or perceived barriers to walking and cycling currently exist.

The location has been prioritised through the Active Travel to School (ATS) internal assessment process, which considers enquiries received, risk scoring, and the potential for improvements to enhance safety and promote sustainable travel.

The proposed scheme includes improvements to uncontrolled crossing points on Orchard Way, Church Lane and South Bersted Street, footway widening at key locations, the creation of a shared-surface link connecting to the local cycle network, installation of bollards to prevent vehicles mounting the footway, and the upgrading of an existing uncontrolled crossing to a Zebra Crossing.

A public engagement exercise will run from 9th March to 27th March 2026, during which local residents will be invited to provide feedback via an online survey.

As part of this process, Bognor Regis Town Council has been invited to submit comments on the proposals.

Members were canvassed for their views via an email circulated by the Deputy Clerk. Any comments received will be presented to the Committee for consideration.

The Committee is therefore asked to consider and agree any representation to be submitted by Bognor Regis Town Council in response to the consultation.

DECISION

To **AGREE** any representation to be submitted by Bognor Regis Town Council in response to West Sussex County Council's Active Travel to School (ATS) consultation including the proposed highway improvements.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
17th MARCH 2026**

AGENDA ITEM 13 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. WSCC - An Active Travel to School (ATS) Assessment for South Bersted CoE Primary School has been completed with a proposed scheme of improvements out for consultation.
2. ADC - Copy of Appeal Decision letter from the Planning Inspectorate in relation to Appeal Ref - APP/C3810/C/24/3337426 (Land at The Pavilion, Hook Lane, Bognor Regis PO22 8AT) confirming that the appeal has been dismissed and the enforcement notice upheld.
3. ADC - Copies of Appeal Decision letters from the Planning Inspectorate in relation to Appeal A Ref: APP/C3810/C/23/3335746, Appeal B Ref: APP/C3810/C/23/3335747 and Appeal C Ref: APP/C3810/C/23/3335748 (Flat 1, 4 Nelson Road, Bognor Regis, West Sussex PO21 2RY) confirming that the appeals have been allowed and the enforcement notice is upheld with variations.