



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 8th APRIL 2025

PRESENT:

Cllrs: J. Barrett, D. Dawes, P. Ralph, B. Waterhouse,
P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. J. Davis (Deputy Clerk)
3 members of the public (part of the meeting)

The Meeting opened at 4.05pm

190. 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.

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

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

No apologies for absence had been received from Cllr. Goodheart. This absence could not, therefore, be approved.

192. 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.

Cllr. 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

193. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18th MARCH 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 18th March 2025 as an accurate record of the proceedings and the Chair signed them.

194. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 4.07pm

Members of the public spoke about their objections to Planning Application BR/48/25/PIP (Rabbit Island, Rear of 84 Brooks Lane, Bognor Regis, PO22 8ND - Application for permission in principle for minimum and maximum net gain of a 3-pitch traveller caravan site).

The Chair reconvened the Meeting at 4.23pm

195. CLERK'S REPORT FROM PREVIOUS MINUTES**195.1 18th March 2025 – Min. 186.1 Premises Licence application number 120860 (Rosso Beverages Ltd., Self Storage Space 5, Durban Road, Bognor Regis, West Sussex, PO22 9RZ)**

An Email was received by the Deputy Clerk, on 20th March 2025, from the Licensing Officer at ADC in response to the Town Council's objection to the Premises Licence being granted on the following grounds: -

*Preferring to see a named responsible person, rather than a premises, applying for a Premises Licence, concerns were raised around whether the company owning the site, Storage Mart, were aware of and agreeable to one of the units being used for the distribution of alcohol. With this in mind, Members **RESOLVED** to **OBJECT** to the Premises Licence being granted.*

Whilst noting the Town Council's objection, this was rejected by ADC as it did not conform to the requirements as laid down by the Licensing Act 2003. A 'valid' representation is one that can show the application does not promote one or more of the four licensing objectives under the Act: - The Prevention of Crime and Disorder; The Prevention of Public Nuisance; Public safety; The protection of Children from Harm.

The Licensing Officer advised that, in respect of the application, both Environmental Health and Sussex Police contacted the proposed operator during the representation period and agreed a raft of conditions to be placed on the licence. Those conditions include the fact that the unit will only be used as a storage facility and no sales or public visits will be allowed. The licence was subsequently issued.

196. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 14th, 21st AND 28th MARCH 2025

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

196.2 The Committee noted that representation had been received from a member of the public in objection to Planning Application BR/48/25/PI (Rabbit Island, Rear of 84 Brooks Lane, Bognor Regis, PO22 8ND - Application for permission in principle for minimum and maximum net gain of a 3-pitch traveller caravan site).

196.3 The Committee noted that no representations had been received from neighbouring parishes, in respect of these applications.

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

197. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 121058: BUTLIN'S SKYLINE LIMITED, BUTLIN'S, UPPER BOGNOR ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1JJ

197.1 Licensing Act 2003

Premises: Butlin's Skyline Limited, Butlin's, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1JJ

Licence Number: 121058

The Committee noted the application to vary the Premises Licence to: - permit the sale of alcohol from 0900 to 0400 the following morning, 7 days a week, from SKYLINE EATS for consumption on and off the premises with the premises being permitted to open 24 hours a day, 7 days a week; permit the sale of alcohol from 0900 to 0400 the following morning, 7 days a week, from TREATS for consumption off the premises with the premises being permitted to open 24 hours a day, 7 days a week.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted.

197.2 In view of the short timescale for response, Members **NOTED** receipt of the following application for consideration: -

Local Government (Miscellaneous Provisions) Act 1982

Premises: Bognor Market Street Record, London Road, Bognor Regis

Licence Number: 121184

The Committee noted the application for an Annual Street Trading Consent – Individual Trader. There was disappointment at the lack of detail provided with the application, in relation to trading times and goods sold. In the event that the application was for the trader who operates in the recess next to 2B London Road, Members asked that something be done to clear the graffiti from this site.

In considering the application, Members **RESOLVED** to raise **NO OBJECTION** to the consent being granted.

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

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

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

- Licence Application Number: 121082 - Friends Coffee and Bakery, 12 Station Road, Bognor Regis, West Sussex, PO21 1QE.

Owing to the short turnaround time allowed to respond to the Licensing Authority, Members of the Planning and Licensing Committee were canvassed for their opinion via email in relation to Pavement Licence application number 121082.

Members **RATIFIED** the representation submitted to Arun District Council, by the Town Clerk under their Delegated Authority, stating that the Town Council had **NO OBJECTION** in relation to the Pavement Licence (No. 121082) for Friends Coffee and Bakery being granted.

199. TO RECEIVE DRAFT PROPOSALS FOR A COMMUNITY INFRASTRUCTURE LEVY (CIL) APPLICATION FORM, AND SUPPORTING DOCUMENTS, AND TO AGREE ITS ADOPTION (MIN. 188.3 REFERS)

Owing to the number of proposed documents presented to the Committee, it was the Officer recommendation that hard copies be distributed to Members and that the matter be placed on the next agenda, to allow them the time for proper consideration.

Members **AGREED** to **DEFER** consideration of adopting a Community Infrastructure Levy (CIL) application form until the next meeting.

200. TO RECEIVE DETAILS OF WSCC'S POST-16 TRANSPORT POLICY STATEMENT 2025 TO 2026, AND THE PROPOSED INTRODUCTION OF A POST-19 TRANSPORT POLICY

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

Having considered the consultation documents, Members **AGREED** that any comments in response to the Post-16 Transport Policy Statement 2025 to 2026, and the proposed introduction of a Post-19 Transport Policy, should be submitted to WSCC individually by the deadline of 20th April 2025.

201. CORRESPONDENCE

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

Additional correspondence included: -

- 201.1** ADC - Notification that Bognor Regis Town Council will receive CIL receipts of £6,426.53 in the April payment period.
- 201.2** WSCC - Highways, Transport and Planning - News and Updates, 31st March 2025. Emailed to Committee Members.
- 201.3** Rampion 2 Offshore Wind Farm Case Team, National Infrastructure Planning - Notification of the publication of the Secretary of State's decision and statement of reasons and the Order granting development consent in relation to application by Rampion Extension Development Limited for an Order Granting Development Consent for the Rampion 2 Offshore Wind Farm Project. Circulated to Committee Members via email.
- 201.4** Rampion Extension Development Ltd - Notification that the Secretary of

State for Energy Security & Net Zero, Rt Hon Ed Miliband, awarded consent for the Rampion 2 Offshore Wind Farm, and that hard copies of the Development Consent Order (DCO) can be found on the Rampion 2 page at the Planning Inspectorate website [Rampion 2 Offshore Wind Farm - Project information](#), which also includes the approved Land Plans and Statement of Reasons. From 24th April 2025, hard copies of these documents will be available around West Sussex, including at Littlehampton Library Monday - Friday 9am-5pm, and Saturday 10am-4pm. Circulated via email to Members.

- 201.5** ADC - Details of a public engagement event in relation to plans to regenerate The Arcade, Bognor Regis, to be held on Thursday 10th April 2025, between 2pm and 6pm, in Unit 6, The Arcade.
- 201.6** WSCC – Public Notice that Bedford Street, between the junctions with High Street and London Road, will be temporarily closed to all traffic commencing on 25th April 2025 for up to 5 days (it is estimated to be completed on 25th April 2025) and is required for the safety of the public and workforce while Southern Water undertakes a daytime road closure to repair a carriageway frame and cover. The restriction will be in place daytime only from 09:00 until 16:00. An alternative route will be signed on site but please visit <https://one.network/?tm=141951859> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Cappagh Browne on behalf of Southern Water on 0330 303 0368 who will be able to assist with scope of these works.
- 201.7** ADC Travellers Update – Notification of approximately 30 caravans/motorhomes at Rosemead Park in Littlehampton. West Sussex County Council will be inspecting the site on behalf of Arun District Council.
- 201.8** Email from member of the public in relation to Planning Application BR/48/25/PIP (Rabbit Island, Rear of 84 Brooks Lane, Bognor Regis, PO22 8ND - Application for permission in principle for minimum and maximum net gain of a 3-pitch traveller caravan site). Circulated to Committee Members on 7th April 2025.

The Meeting closed at 5.26pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 8th APRIL 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 14th, 21st AND 28th MARCH 2025)**

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

<p><u>BR/36/25/A</u> <u>Bognor Regis Sports Ground</u> Hawthorn Road Bognor Regis PO21 2UW</p>	<p>Installation of 6 No. non-illuminated board signs.</p>	<p>NO OBJECTION</p>
<p><u>BR/39/25/HH</u> <u>34 Crescenta Walk</u> Bognor Regis PO21 2XS</p>	<p>Demolition of detached single garage. Rear and side single storey extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/249/24/PL</u> <u>27 Argyle Road</u> Bognor Regis PO21 1DZ</p>	<p>Change of use from dwelling house (Class C3) to a 7-bed House in Multiple Occupation (HMO) (Sui Generis). This application is in CIL Zone 4 and is CIL Liable, as dwellings.</p>	<p>OBJECTION In the same way that Arun refused planning permission for BR/111/24/PL – 8 Argyle Road, Bognor Regis), the HMO would result in a proliferation and overconcentration of such uses in an area with an Article 4 direction which removed permitted development rights for C3 to C4 changes. The additional HMO would result in harm to the character of the area due to the number of such uses contrary to policy HSP4 a) of the Arun Local Plan.</p> <p>Furthermore, despite the comments from WSCC Highways, it is the belief of locally elected Councillors that the lack of car parking spaces would</p>

BR/249/24/PL (continued) 27 Argyle Road Bognor Regis PO21 1DZ		contribute to the generation of excessive parking demands causing harm to the amenity of the area contrary to policy HSP4 (b) of the Arun Local Plan.
<u>BR/24/25/HH</u> <u>15 Roman Fields</u> Bognor Regis PO21 1AG	Single storey front, side and rear extensions, conversion of garage to habitable use and installation of new ramps, following the demolition of existing 2 No. outbuildings.	NO OBJECTION
<u>BR/42/25/CLE</u> <u>The Bognor Makerspace</u> 58-60 Longford Road Bognor Regis PO21 5XA	Lawful Development Certificate for the existing use of ground floor as offices, meeting rooms, craft making area and carpentry area, scrap material (fabric and craft materials) and art making area; mezzanine floor used for storage of equipment, large meeting room used for fabric workshops and other skill training. This application is in CIL Zone 4 (Zero Rated) as other development.	SUPPORT Members spoke favourably of the services delivered by The Bognor Makerspace and were keen to support the Lawful Development Certificate being granted. Comment was made about the provision of fire escapes being suitable for the existing use.
<u>BR/41/25/PL</u> <u>Flat 2</u> <u>33 Highfield Road</u> Bognor Regis PO22 8PD	Replacement of windows.	NO OBJECTION
<u>BR/46/25/HH</u> <u>10 Nelson Road</u> Bognor Regis PO21 2RY	Single storey rear extension, new car port, side boundary wall, front gates and vehicular access, following the demolition of existing integral garage and conservatory.	NO OBJECTION
<u>BR/48/25/PIP</u> <u>Rabbit Island</u> <u>Rear of 84 Brooks Lane</u> Bognor Regis PO22 8ND	Application for permission in principle for minimum and maximum net gain of a 3-pitch traveller caravan site.	OBJECTION Firstly, Members would call into question the description of works for planning application BR/48/25/PIP, advertised as "Application for permission in principle for minimum and maximum net gain of a 3-pitch traveller caravan site".

<p><i>BR/48/25/PIP (continued)</i> <i>Rabbit Island</i> <i>Rear of 84 Brooks Lane</i> <i>Bognor Regis</i> <i>PO22 8ND</i></p>		<p>To be clear, on a Gypsy and Traveller site, a 'pitch' is a designated area of land intended to accommodate a single family, typically including space for a mobile home, touring caravan, parking, and an amenity block. From the plans submitted, it would appear that each 'pitch' will accommodate a mobile home, a touring caravan and 2 parking spaces - with there being no mention of an amenity block, communal or otherwise. One can only assume that the proposed site would include mains water, sewerage and electricity as a minimum, but it begs the question as to where sewerage and grey waste from the touring caravans would go, since there is no chemical waste disposal evident on the plans submitted.</p> <p>Whilst it is acknowledged that the applicant has stated that an FRA has not yet been submitted, but that this "would form part of the subsequent technical details applications", it is difficult to image how the applicant will demonstrate that the development will not be at risk of flooding both now and in the future. Failing to do so would conflict with Arun Local Plan Policy W DM2, the NPPF and associated guidance in</p>
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<p><i>BR/48/25/PIP (continued)</i> <i>Rabbit Island</i> <i>Rear of 84 Brooks Lane</i> <i>Bognor Regis</i> <i>PO22 8ND</i></p>		<p>that the site lies in Flood Zone 3. Policy W DM2 of the Arun Local Plan 2011-2031 (LP) aims for development in areas at risk from flooding, identified on the latest Environment Agency (EA) flood risk maps and the Council's Strategic Flood Risk Assessment (SFRA), to only be permitted where all of its criteria have been met, including that a site specific flood risk assessment demonstrates that the development will be safe, including access and egress.</p> <p>LP Policy W DM2 is in line with the National Planning Policy Framework (Framework), which states that inappropriate development in areas at risk from flooding (whether existing or future) should be avoided, and that where development is necessary in such areas, it should be made safe for its lifetime. Single storey residences on the site would not provide an elevated refuge area in the event of flooding and we have seen all too often how easily mobile homes/static caravans at Riverside Caravan Centre, located next to the same waterway as the proposed</p>
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<p><i>BR/48/25/PIP (continued)</i> <i>Rabbit Island</i> <i>Rear of 84 Brooks Lane</i> <i>Bognor Regis</i> <i>PO22 8ND</i></p>		<p>development site, are engulfed by flood water.</p> <p>The Framework aims to take into account all sources of flood risk and the current and future impacts of climate change and seeks a site-specific flood risk assessment for all development within Flood Zones 2 and 3. The site is within undefended fluvial Flood Zone 2 and undefended tidal Flood Zone 3. So, the proposal would be at high risk from flooding during its lifetime.</p> <p>The siting of the mobile homes are such that it has unneighbourly and significantly adverse impacts on the amenities of the occupiers of the neighbouring properties to the northwest (2-12 Whitfield Close) by way of appearing overbearing and oppressive, and causing harmful overlooking, in contradiction with Policies D DM1 and QE SP1 of the Arun Local Plan, the Arun Design Guide and relevant parts of the NPPF.</p> <p>The site by virtue of its size and shape, is considered unsuitable to satisfactorily accommodate 3-pitches, consisting of 3 mobile homes, 3 touring caravans and 6 parking spaces, without damaging</p>
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<p><i>BR/48/25/PIP (continued)</i> <i>Rabbit Island</i> <i>Rear of 84 Brooks Lane</i> <i>Bognor Regis</i> <i>PO22 8ND</i></p>		<p>the character of this established residential area. The proposal would therefore result in an unduly cramped and unneighbourly form of development which would be detrimental to the character and amenities of the surrounding residential area, contrary to policy D DM1 of the Arun District Local Plan, the Arun Design Guide and relevant parts of the NPPF.</p> <p>As an application for Permission in Principle (an alternative way of obtaining planning permission) the first stage establishes whether a site is suitable in-principle. For the reasons stated above, the proposed use of this piece of land as a 3-pitch traveller caravan is deemed unsuitable and would be in conflict with the policies identified within the Arun Local Plan. It cannot be satisfactorily demonstrated by the applicant that there are material considerations that outweigh the development plan policy objections and thereby justify the grant of planning permission in principle.</p>
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