



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

### **HELD ON WEDNESDAY 11<sup>th</sup> JUNE 2025**

**PRESENT:** Cllrs: Mrs. J. Warr (Chair), J. Barrett, D. Dawes, S. Goodheart (during Min. 20), C. Needs, B. Waterhouse, M. White (during Min. 20) and Mrs. G. Yeates

**IN ATTENDANCE:** Mrs. R. Vervecken (Civic & Office Manager)

***The Meeting opened at 11.15am***

#### **13. 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.

#### **14. TO NOTE THAT THE PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO BE HELD AT 4pm ON TUESDAY 10<sup>th</sup> JUNE 2025 HAS BEEN CANCELLED AND RESCHEDULED TO TAKE PLACE AT 11.15am ON WEDNESDAY 11<sup>th</sup> JUNE 2025**

Members unanimously **NOTED** the report by the Deputy Clerk, advising that the Planning and Licensing Committee Meeting scheduled to be held at 4pm on Tuesday 10<sup>th</sup> June 2025 has been cancelled and rescheduled to take place at 11.15am on Wednesday 11<sup>th</sup> June 2025.

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

Apologies for absence were received from Cllr. Barrett and the Deputy Clerk Mrs. Davis, with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

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

#### **16. 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.

### ***There were no declarations on Interest***

## **17. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20<sup>th</sup> MAY 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 20<sup>th</sup> May 2025 as an accurate record of the proceedings and the Chair signed them.

## **18. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no members of the public present, and the meeting was not, therefore, adjourned.

## **19. CLERK'S REPORT FROM PREVIOUS MINUTES**

There was nothing to report.

**20. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 16<sup>th</sup>, 23<sup>rd</sup> AND 30<sup>th</sup> MAY 2025**

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

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

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

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

An application for a Street Trading Consent was made to Arun District Council under the Local Government (Miscellaneous Provisions) Act 1982:-

- Licence Application Number: 121599 – Occasional Market and Event Trader Consent up to 4 days – Market Operator. London Road, Bognor Regis, West Sussex.

The Clerk explained that the above application applying for a Market in London Road on Sunday 3<sup>rd</sup> August 2025 between the hours of 10am and 4pm, was made by Bognor Regis Town Council's Markets Officer, and that any comment therefore made by the Town Council could be deemed as a conflict of interest. Members therefore unanimously **AGREED** to **ABSTAIN** from making a formal representation and the Clerk will advise ADC of this decision.

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

There were no Pavement Licence applications to be considered, nor representations to be ratified.

**23. COMMUNITY INFRASTRUCTURE LEVY (CIL) INCLUDING; TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST (MIN. 188.2 REFERS); TO RATIFY THE ADOPTION OF THE TOWN COUNCIL'S CIL APPLICATION FORM AND SUPPORTING DOCUMENTS (MIN. 7.1 REFERS)**

The Deputy Clerk's report and related appendices were **NOTED**.

**23.1** Members reviewed the current CIL spending list and discussions were held on some of the priorities already identified on the list, including

beach access and speed activated signs. It was felt that the list needed to be revisited with items put into a 'traffic light' system identifying the priority the Committee wanted to place on each, as well as considering the alignment of the priorities on ADC's IIP. With the usual Committee Clerk not in attendance at the meeting, and Members wishing to firm up plans and timescales as well as order of implementation, it was **AGREED** to **DEFER** this item to the next Planning and Licensing Committee Meeting, to be held on 1<sup>st</sup> July 2025.

- 23.2** Members unanimously **RATIFIED** the **ADOPTION** of the Town Council's Community Infrastructure Levy (CIL) application form and supporting documents.

- 24.** **TO CONSIDER A REQUEST TO CHANGE THE START TIME OF THE PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED FOR 1<sup>st</sup> JULY 2025 TO 2pm, INSTEAD OF 4pm, OWING TO A CLASH OF MEETINGS (MIN. 15.1 OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 12<sup>th</sup> MAY 2025 REFERS)**

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

Members **RESOLVED** to **AGREE** that the Planning and Licensing Committee Meeting scheduled for 1<sup>st</sup> July 2025, should start at 2pm instead of 4pm.

- 25.** **TO CONSIDER INVITING LOUISE BARNETSON, 'WATER CHAMPION – TOWN/PARISHES & COMMUNITIES' FOR THE WESTERN SUSSEX RIVERS TRUST, TO A FUTURE MEETING OF THE PLANNING AND LICENSING COMMITTEE**

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

Members unanimously **AGREED** to invite Louise Barnetson, 'Water Champion – Town/Parishes and Communities' for the Western Sussex Rivers Trust, to a future Planning and Licensing Committee Meeting.

- 26.** **CORRESPONDENCE**

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

***The Meeting closed at 12.34pm***

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 11<sup>th</sup> JUNE 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 16<sup>th</sup> , 23<sup>rd</sup> AND 30<sup>th</sup> MAY 2025)**

<p><b><u>BR/82/25/T</u></b>  <b><u>Spencer Terrace</u></b>  45 Upper Bognor Road  Bognor Regis  PO21 1HS</p>	<p>1 No. Sycamore (T1) crown reduction to leave a height of 8m and spread of 3m.</p>	<p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><b><u>BR/64/25/PL</u></b>  <b><u>3 and 4 Queens Square</u></b>  Bognor Regis  PO21 1SA</p>	<p>Change of use from 2 No. separate adjoining bed and breakfast accommodation units (each having owners accommodation, communal lounge and dining areas at ground floor and 7 No. B&amp;B bedrooms at first and second floors) to 10 No. flats. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><b>OBJECTION</b> Members raised concerns about the lack of parking for each of these 10 x flats. It was felt that a parking space should be provided for each flat, as a minimum. As well as the lack of car parking spaces, Members were disappointed that no cyclist spaces had been identified, and no EV charging points were present or proposed. With a large number of flats in a fairly condensed area, Members felt it was unclear as to what fire regulations were in place and therefore could not judge whether these were adequate.</p>
<p><b><u>BR/69/25/HH</u></b>  <b><u>85 Ash Grove</u></b>  Bognor Regis  PO22 9JT</p>	<p>New dropped kerb at front.</p>	<p><b>NO OBJECTION</b></p>

<p><a href="#"><u>BR/72/25/PL</u></a>  <a href="#"><u>17 High Street</u></a>  Bognor Regis  PO21 1RJ</p>	<p>Conversion of vacant Class E building and erection of a first-floor extension to create 7 No. flats and a reduced Class E unit. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b> Members consider the proposal to create 7 x flats within this retail unit, to be over-development of the site. With no provision for parking included in the proposal, there is concern that the development would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies QE SP1 and T SP1 of the Arun Local Plan. The nearby Regis Centre car park has already lost parking spaces due to new developments on the site, and the use of this nearest available parking facility for any new residents would be taking spaces away from tourists and visitors to the town centre. Traffic flow around this area will be increased due to extra vehicles with more regular access to the buildings being required, and this was deemed a further issue. Lastly, the proposal conflicts with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Flood Zones 2/3 and it cannot be demonstrated that the proposed site is not at risk of flooding both now and in the future, especially in regard to people and climate change.</p>
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<p><b><u>BR/87/25/PL</u></b>  <b><u>Hook House</u></b>  51 Hook Lane  Bognor Regis  PO22 8AR</p>	<p>Change of use from a 4 bedroom house to a 5 bedroom HMO student let. This site is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b> the proposal conflicts with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Flood Zone 3/ Future Flood Zone 3a and it cannot be demonstrated that the proposed site is not at risk of flooding both now and in the future, especially in regard to people and climate change. 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 by virtue of harm associated with a further House in Multiple Occupation to the wellbeing of the local community due to the number of such uses contrary to policy HSP 4 (a) of the Arun Local Plan.</p>
<p><b><u>BR/88/25/T</u></b>  <b><u>10 Nelson Road</u></b>  Bognor Regis  PO21 2RY</p>	<p>1 No. Bay (T1) pollarding to leave a height of 5m and spread of 4m.</p>	<p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>