



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 23rd SEPTEMBER 2025

PRESENT:

Cllr. Mrs. J. Warr (Chair), Cllrs: S. Goodheart, Miss. C. Needs, B. Waterhouse, M. White and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. J. Davis (Deputy Clerk)
Hilary Murgatroyd (Southern Water) (part of meeting)

The Meeting opened at 4.07pm

71. 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.

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

Apologies for absence were received from Cllrs. Barrett, Dawes and Ralph with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

73. 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, Mrs. Warr 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

74. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 2nd SEPTEMBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 2nd September 2025 as an accurate record of the proceedings and the Chair signed them.

75. 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.

76. TO WELCOME THE STAKEHOLDER ENGAGEMENT MANAGER (SUSSEX), HILARY MURGATROYD, AND THE BATHING WATER PARTNERSHIP MANAGER, PHIL CRESSWELL-NASH, FROM SOUTHERN WATER TO THE MEETING AND TO RECEIVE DETAILS OF A NEW COMMUNITY WATER BATHING GROUP

The Chair welcomed Hilary to the meeting, who gave apologies on behalf of her colleague, Phil Cresswell-Nash, who had been unable to attend owing to a meeting clash.

Hilary introduced herself, explaining a little about her role as a Stakeholder Engagement Manager with Southern Water, and went on to give a presentation about the new Community Water Bathing Group for Bognor Regis.

In recognising that they have a key role to play in trying to improve bathing water quality, alongside others like the Environment Agency and Highways authorities, with local authorities responsible for public health, Southern Water seeks to work with local partners, such as the Town Council, to tackle issues collaboratively.

Aldwick Parish Council has already signed up to the Community Water Bathing Group, with a response to an invitation to join expected from Middleton-on-Sea, Felpham and Pagham Parish Councils. It is proposed that meetings will take place quarterly with two being in-person and two online.

Cllr. Waterhouse declared an Interest as a resident living on the Aldwick coastline

At the invitation of questions from Councillors, there was a brief discussion about understanding what the cause of raw sewage discharge and flooding was, and how it could be mitigated, following investigations.

77. TO NOMINATE AND AGREE AN ELECTED REPRESENTATIVE TO ATTEND MEETINGS OF THE SOUTHERN WATER COMMUNITY WATER BATHING GROUP, IN ADDITION TO AN OFFICER REPRESENTATIVE

Members **AGREED** to join the Community Bathing Water Group and, following a vote, Cllr. Waterhouse was appointed as the Town Council's Representative, in addition to an Officer Representative, with Cllr. Goodheart appointed as a Reserve.

The Chair thanked Hilary Murgatroyd for her presentation, and she left the Meeting

78. CLERK'S REPORT FROM PREVIOUS MINUTES

ADC Planning Enforcement investigation – Belmont Lodge, Belmont Street, Bognor Regis, PO21 1LE

The Clerk shared details of an email received from ADC's Compliance Officer (Planning) in which an update was given on the enforcement investigation relating to the ongoing works at Belmont Lodge, specifically the alterations to the roof pitch and installation of roof lights to an apartment block.

The site representative has been advised that the apartment block does not benefit from permitted development rights, as the units are classified as flats rather than houses. Furthermore, the building's permitted development rights are restricted due to its conversion from Class E to Class C3 via prior approval. As the residential use was established solely through Class MA provisions, further development under Schedule 2, Part, Class C – 'other alterations to the roof of a dwellinghouse' is not permitted.

To address the planning concerns, the Council has invited the submission of a planning application to enable public consultation and allow for an assessment of any potential planning harm.

79. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 29th AUGUST, 5th AND 12th SEPTEMBER 2025

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

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

Cllrs. Goodheart and Mrs. Warr ABSTAINED from voting in relation to Planning Applications BR/146/25/HH and BR/160/25/HH as District Councillors for Hotham Ward, within which these applications were located

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

80. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 122191: CLOUD VAPE/BOGNOR MINI MARKET LTD, 47 BEDFORD STREET, BOGNOR REGIS, PO21 1SH

80.1 **Licensing Act 2003**
Premises: Cloud Vape/Bognor Mini Market Ltd, 47 Bedford Street, Bognor Regis, PO21 1SH
Licence Number: 122191

Members understand that the Licensing Act 2003 presumes that a licence will be granted unless there is clear evidence to suggest that to do so would impact adversely on the licensing objectives. Based on local knowledge and evidenced by reporting, Bedford Street is a crime hotspot in the town centre with 13 reports reported to the police in June 2025 (according to Arun BCRP DISC data), some of which have arisen from serious violence. It is firmly believed that to grant a Premises Licence to Bognor Mini Market Ltd, in Bedford Street, would lead to an increase in crime and disorder in the area and would impact adversely on the following licensing objectives: -

- the prevention of crime and disorder
- public safety

On these grounds, Bognor Regis Town Council **OBJECT** to the granting of this Premises Licence.

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

81.1 The following Pavement Licence application was made to Arun District

Council, under the Business and Planning Act 2020: -

- Licence Application Number: 122258 – Friends Coffee and Bakery, 12 Station Road, Bognor Regis, West Sussex, PO21 1QE.

Members **RESOLVED** to raise **NO OBJECTION** in relation to the Pavement Licence (No. 122258) for Friends Coffee and Bakery being granted.

82. COMMUNITY INFRASTRUCTURE LEVY (CIL) INCLUDING: - TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST (MIN. 36.6 REFERS)

The Deputy Clerk's report, and the current CIL Spending List attached, was **NOTED**.

Noting that project proposal applications for potential CIL funding are to be considered at the Committee Meeting to be held on 25th November 2025, Members **AGREED** to **DEFER** a review of the Town Council's CIL Spending List until this time.

83. CORRESPONDENCE

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

The Meeting closed at 5.37pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 23rd SEPTEMBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 29th AUGUST, 5th AND 12th SEPTEMBER 2025)**

Please Note: There were no planning applications for Bognor Regis on List dated 29th August 2025

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

<p><u>BR/146/25/HH</u> <u>4 Gatehouse Mews</u> Sudley Road Bognor Regis PO21 1FJ</p>	<p>New entrance porch. Single storey rear extension. Conversion of existing storage room into habitable room.</p>	<p>OBJECTION The proposal conflicts with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Future Flood Zone 3a and the applicant failed to submit a FRA to adequately assess the flood risks posed by the development, especially in regard to people and climate change.</p>
<p><u>BR/153/25/CLE</u> <u>50-52 Chichester Road</u> Bognor Regis PO21 2XJ</p>	<p>Lawful development certificate for the existing use of part of the ground floor and upper floor as a residential unit.</p>	<p>NO OBJECTION</p>
<p><u>BR/154/25/PL</u> <u>52 High Street</u> Bognor Regis PO21 1SP</p>	<p>Installation of 1 No. new communications kiosk with integrated defibrillator illuminated advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/155/25/A</u> <u>52 High Street</u> Bognor Regis PO21 1SP</p>	<p>Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.</p>	<p>NO OBJECTION</p>
<p><u>BR/160/25/HH</u> <u>11 Stratton Court</u> Bognor Regis PO22 8DP</p>	<p>Single storey rear extension.</p>	<p>NO OBJECTION</p>