



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 4th NOVEMBER 2025

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes,
Miss. C. Needs, B. Waterhouse and M. White

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 4.03pm

95. 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.

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

Apologies for absence were received from Cllrs. S. Goodheart, P. Ralph and Mrs. G. Yeates, with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

97. 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. Miss. Needs and Mrs. Warr 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

98. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14th OCTOBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 14th October 2025 as an accurate record of the proceedings and the Chair signed them.

99. 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.

100. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous minutes.

101. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED, 10th, 17th AND 24th OCTOBER 2025

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

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

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

102. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 122407: BOMBAY VALLEY - BAR & RESTAURANT, 8 - 10 YORK ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1LW AND PREMISES LICENCE 122402: O&R CATERING, LONDON ROAD CAR PARK, LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1BA

102.1 Licensing Act 2003

Premises: Bombay Valley – Bar & Restaurant, 8 – 10 York Road, Bognor Regis, West Sussex, PO21 1LW
Licence Number: 122407

The Committee noted the application for the supply of alcohol for consumption on and off the premises from 10:00 to 02:00, Monday to Saturday, and 10:00 to 23:00 on Sunday. Also, for Late Night Refreshments indoors and outdoors Monday to Saturday, from 23:00 to 02:00.

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

102.2 Licensing Act 2003

Premises: O&R Catering, London Road Car Park, London Road, Bognor Regis, West Sussex, PO21 1BA
Licence Number: 122402

The Committee noted the application for the sale or supply of alcohol for consumption on and off the premises from 10:00 to 21:00, Monday to Sunday.

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

103. 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.

104. TO CONSIDER ARUN DISTRICT COUNCIL'S DRAFT CONSERVATION AREA CHARACTER APPRAISALS FOR ALDWICK ROAD AND BOGNOR REGIS WATERLOO SQUARE, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION

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

In order to fully protect a conservation area, Arun District Council (ADC) should demonstrate an in-depth understanding of what makes its conservation areas special. This derives from an assessment of those elements that contribute or detract from it and is known as a Conservation Area Character Appraisal. The information contained in this appraisal is aimed at advising householders, property owners and developers when considering proposals in the conservation area. ADC will use it to assist it in its development management function i.e. in the determination of planning, advertisement and Listed Building Consent applications.

When considering the Draft Conservation Area Character Appraisals for Aldwick Road and Bognor Regis Waterloo Square, in general, Members felt that the appraisal sufficiently described the special character and qualities of the conservation areas and agreed with the recommended revisions to the existing conservation area boundary. Whilst agreeing that there was sufficient conservation guidance to guide development proposals, Members hoped to see Arun enforcing the principles of protecting the character of an area.

Members **RESOLVED** to **AGREE** that representation to the public consultation be submitted, reflecting the comments made.

105. CORRESPONDENCE

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

The Meeting closed at 4.44pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 4th NOVEMBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 10th, 17th AND 24th OCTOBER 2025)**

Please Note: There were no planning applications for Bognor Regis on List dated 24th October 2025

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

<u>BR/167/25/A</u> <u>Pavement o/s Iceland</u> 72-74 High Street Bognor Regis PO21 1SJ	<i>Removal of existing BT Phone Kiosk and installation of 1 No new BT Street Hub, incorporating 2 No digital 1.905m internally illuminated LCD advert screens.</i>	<i>Bognor Regis Town Council considered this application at the meeting held on 14th October 2025 (Min. 90.3 refers)</i>
<u>BR/156/25/PL</u> <u>45 High Street</u> Bognor Regis PO21 1RU	Construction of 6 No apartments to the rear. This application is in CIL Zone 4 (Zero Rated) as flats.	NO OBJECTION Whilst Members had no objection to this planning application, they were disappointed to receive this application after the work had commenced. This had not been referenced as a retrospective application on the form. A request has been made to ADC to share these comments with the applicant/agent.
<u>BR/158/25/PL</u> <u>45 High Street</u> Bognor Regis PO21 1RU	Mansard roof construction at third floor level to allow for 1 No. 2 bed apartment. This application is in CIL Zone 4 (Zero Rated) as flat.	NO OBJECTION
<u>BR/162/25/PL</u> <u>90 Aldwick Road</u> Bognor Regis PO21 2PD	Change of use from C1 (9 bed) (Bed and Breakfast) to a 9-bedroom, 9 occupant HMO (Sui Generis) with minor internal alterations. This application is in CIL Zone 4 (Zero Rated) as other development.	OBJECTION The proposal, due to the introduction of an additional HMO, will result in adverse harm to the character of the area and result in an imbalance of uses by the eroding of household types,

<i>BR/162/25/PL (Continued)</i> <i>90 Aldwick Road</i> <i>Bognor Regis</i> <i>PO21 2PD</i>		contrary to criterion (a) of H SP4 of the Arun Local Plan. The provision of only 2 car parking spaces would 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/171/25/HH</u> <u>17 Annandale Avenue</u> Bognor Regis PO21 2ES	Single storey rear extension and single storey porch extension.	NO OBJECTION