BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 3rd NOVEMBER 2026

PRESENT: Cllrs: J. Barrett, P. Botterill, S. Goodheart, P. Ralph, M. White and Mrs. G. Yeates

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

The Meeting opened at 4.03pm

99. WELCOME BY CHAIR

Due to the Chair, Cllr. Mrs. J. Warr having given apologies, the Vice-Chair Cllr. M. White 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.

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

Apologies for absence were received from Cllrs. Miss C. Needs, Mrs. J. Warr and P. Woodall with the Clerk recommending that the reasons given were acceptable. These absences were unanimously **APPROVED** by Members.

101. 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 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

102. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 13th OCTOBER 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the Meeting held on 13th October 2026 as an accurate record and the Chair signed them.

103. 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.

104. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

105. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 9th, 16th AND 23rd OCTOBER 2026

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

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

105.3 The Committee, having considered the applications, **RESOLVED** that its

representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

106. <u>TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE REVIEW 123840: MAGNA TANDOORI, 33 ARGYLE ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1EB AND ANNUAL STREET TRADING CONSENT 123888: CORMORANT COFFEE COMPANY STREET RECORD, LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PQ</u>

106.1 Licensing Act 2003
Premises: Magna Tandoori, 33 Argyle Road, Bognor Regis, West Sussex, PO21 1EB
Application Number: 123840
The Committee noted the Premises License Review under Section 51 of the Licensing Act 2003, with the grounds listed that the Licensing objectives of: The Prevention of Crime and Disorder have been seriously undermined by the alleged employment of illegal workers.

Members **RESOLVED** to **NOTE** the Premises License Review without submitting a representation.

106.2 Annual Street Trading Consent – Cormorant Coffee Company
Premises: Street Record, London Road, Bognor Regis, West Sussex
Application Number: 123888
An application for a Street Trading Consent was made to Arun District Council under the Local Government (Miscellaneous Provisions) Act 1982.

Members unanimously **RESOLVED** to raise **NO OBJECTION** to the Street Trading Consent application.

107. <u>TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS</u>

There were no Pavement Licence applications to be considered.

108. <u>CIL UPDATE INCLUDING: -</u>

The Deputy Clerk's report, including the summary of the request for CIL funding, the current CIL Spending List, and the Town Council's CIL Monitoring Report for 2025/26 appended to the report, was **NOTED**.

108.1 To carry out a review of the Town Council's CIL Spending List – Min. 49 refers
Members **NOTED** that two applications had been received:

108.1.1 Marine Quarter Project
Members considered a request from Arun District Council for a £10,000 contribution towards Phase 1 of the Marine Quarter project.

The project seeks to improve marine-related infrastructure and facilities along the promenade, west of the pier, supporting the town's fishing heritage, visitor economy and wider regeneration ambitions. Members noted that the contribution would form part of 25% match funding that could help secure approximately £393,000 in external funding.

Following discussion, Members **RESOLVED** to **AGREE** to add the Marine Quarter project to the Town Council's CIL Spending List and commit £10,000 towards the project.

108.1.2 Arun Arts "Light It Up"

Members considered an application from Arun Arts towards its "Light It Up!" project at the Alexandra Arts Centre, which is scheduled to reopen in Spring 2027. The project seeks to install modern, energy-efficient theatre lighting equipment, including a new lighting control console, to support community performances, cultural activities and technical training opportunities. Members noted the anticipated environmental and economic benefits, alongside the improvements to the Centre's facilities.

Following discussion, Members **RESOLVED** to **AGREE** to add the Light It Up! project to the Town Council's CIL Spending List and commit £6,000 towards the project.

108.1.3 Members considered correspondence from Arun District Council (ADC), which had requested that the Committee consider agreeing in principle to contributing CIL funding towards improving beach access in Bognor Regis, particularly through the provision of beach wheelchairs.

Members noted that a similar scheme had been introduced in Littlehampton at a cost of approximately £7,500, but that further work was required to establish a viable scheme in Bognor Regis, including arrangements for storage, management, maintenance and bookings.

Following discussion, Members **AGREED IN PRINCIPLE** to contribute CIL funding towards improving beach access in Bognor Regis, subject to a viable project plan being brought forward for further consideration. No specific funding amount was committed at this stage.

108.2 To note that the Town Council's CIL Annual Monitoring Report for 2025/26 has been submitted to ADC

Members **NOTED** that the Town Council's CIL Annual Monitoring Report for 2025/26 has been submitted to Arun District Council.

109. <u>CORRESPONDENCE</u>

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

The Meeting closed at 5.35pm

PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 3rd NOVEMBER 2026 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 9th, 16th AND 23rd OCTOBER

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

BR/145/26/HH **51 Highcroft Crescent** Bognor Regis PO22 8DJ	Installation of a single storey rear extension and the demolition of an existing conservatory.	**OBJECTION** Members object to this application on drainage grounds, noting the concerns raised by the Drainage Engineer and the insufficient drainage information provided to demonstrate that surface water can be adequately managed without increasing flood risk. Members consider that these concerns should be satisfactorily addressed before permission is granted, in accordance with Policies W DM2 (Flood Risk) and W DM3 (Sustainable Urban Drainage Systems) of the Arun Local Plan 2011–2031. Members have no other objections to the proposed development.
BR/177/26/T **42 Servite Close** Bognor Regis PO21 2DE	Fell 1 No. Sycamore tree.	**OBJECTION** Members object to this application, supporting the recommendation of the Tree Officer, who has confirmed that the Sycamore appears to be in

BR/177/26/T (continued) *42 Servite Close* *Bognor Regis* *PO21 2DE*		good physiological and structural condition, with no obvious defects or arboricultural issues that would justify its removal. Members consider that insufficient justification has been provided for the felling of a healthy tree, particularly having regard to Policy ENV DM4 (Protection of Trees) of the Arun Local Plan 2011–2031, which seeks to protect trees contributing to local amenity unless their removal can be appropriately justified. Members therefore support the Tree Officer's recommendation that consent be refused.
BR/163/26/PL **60 Hook Lane** Bognor Regis West Sussex PO22 8AR	Increasing the number of children from 15 to 20 at the nursery. Is in CIL Zone 4 (Zero Rated) as all other development.	**NO OBJECTION**
BR/179/26/T **1 Flat 1a Queens Square** Bognor Regis PO21 1SA	Crown lift to 4m to 2 No. Lime trees (T1 and T2), crown lift to 4m to 1 No. Sycamore tree (T3) and re pollard 1 No. Lime tree (T4) to existing knuckles to a height of 8m and spread of 4m.	**NO OBJECTION** Members have no objection subject to Arun District Council's Arboricultural Officer being satisfied that the proposed works are appropriate and would safeguard the health and amenity value of the protected trees.