BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 13th OCTOBER 2026

PRESENT: Cllrs: J. Barrett, P. Botterill, Miss. C. Needs, P. Ralph, M. White, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)
Mr. M. Jacobs (West Sussex County Council, Western Area Highway Manager) (part of meeting)

The Meeting opened at 4.02pm

85. 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.

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

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

No apologies for absence were received from Cllr. S. Goodheart and his absence could not, therefore, be approved.

87. 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. C. Needs 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

88. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 22nd SEPTEMBER 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the Meeting held on 22nd September 2026 as an accurate record and the Chair signed them.

89. 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.

90. CLERK'S REPORT FROM PREVIOUS MINUTES

90.1 1st September 2026 – Min. 68.3 - Beach Access

Members were informed that Arun District Council had confirmed that the beach wheelchair facilities introduced in Littlehampton cost approximately £7,500, including adult and child wheelchairs, spare parts and a storage shed.

Introducing a similar scheme in Bognor Regis presents additional challenges due to the lack of existing seafront facilities. Before equipment can be purchased, matters including storage, seasonal operation, booking arrangements, management, risk assessments, maintenance and inspections would need to be resolved, potentially involving additional capital and ongoing revenue costs.

ADC repeated that it currently lacks the resources to progress the project and the Town Council has been invited to consider whether it would be willing to commit funding in principle to support the development of a scheme in Bognor Regis.

Members were informed that this would be included on next meeting's agenda, when the Town Council's CIL spending list was to be reviewed.

90.2 Community Infrastructure Levy (CIL) Update

Members were informed that Community Infrastructure Levy (CIL) receipts totaling £2,604.72 would be received by the Town Council for the current period, and that the annual CIL Monitoring Form was being completed for submission and would be presented at the next meeting for ratification.

91. <u>TO WELCOME MARK JACOBS, WESTERN AREA HIGHWAY MANAGER, FROM WSCC TO DISCUSS HIGHWAYS MATTERS INCLUDING MOTORHOME PARKING IN THE TOWN – MIN. 83 REFERS</u>

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

Members welcomed Mark Jacobs, Western Area Highway Manager, WSCC, who had been invited to discuss highways matters, particularly concerns regarding motorhome parking along The Esplanade and surrounding roads.

During discussions, it was clarified that the parking of motorhomes on the public highway was not, in itself, illegal, and that restrictions would need to be introduced through the appropriate processes.

Members were advised that Aldwick Parish Council was considering submitting a Community Highways Scheme (CHS) application to address similar concerns within its parish. Members expressed support for this approach and **AGREED** that Officers should contact Aldwick Parish Council to offer the Town Council's support for any potential application.

Members also discussed the use of public car parks by motorhomes and caravans and **AGREED** that Officers write to Arun District Council to request that consideration be given to introducing restrictions on overnight parking for such vehicles within its car parks.

A question was also asked regarding speeding on Victoria Drive and this would be taken away and investigated by WSCC as to the potential merits for a Traffic Regulation Order.

92. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 18th, 25th SEPTEMBER AND 2nd OCTOBER 2026

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

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

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

93. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS.

There were no Premises Licence applications to be considered.

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

94.1 Business and Planning Act 2020
Premises: The Clockhouse Café, 7 Clock Walk, High Street, Bognor Regis, West Sussex, PO21 1SG
Application Number: 123844
The Committee noted the application for a Pavement Licence to place 5 tables with 12 chairs directly outside of the premises.

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

95. TO RECEIVE AN UPDATE ON PARTICIPATION IN THE ROUTE 600 BUS SHELTER WORKING GROUP AND DECIDE NEXT STEPS – MIN. 7.2 REFERS

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

Members received an update on the Route 600 Bus Shelter Working Group and considered the locations identified as suitable for the installation of new bus shelters through the Bus Service Improvement Plan (BSIP) funding.

Members noted that any new shelters would need to be adopted by the Town Council, with associated responsibilities for ongoing maintenance, insurance and management.

Following discussion, Members **AGREED** that Officers request the installation of two new bus shelters at Richmond Avenue West and Oakleigh Court, Aldwick Road, through the Route 600 Bus Shelter Working

Group.

Members further **AGREED IN PRINCIPLE** that the Town Council adopt the two shelters as Council assets, subject to their installation, and **RECOMMEND** to the Policy and Resources Committee that a suitable budget be agreed for their ongoing maintenance, insurance and management.

96. TO RECEIVE AN UPDATE ON THE SUBMISSION OF A TRAFFIC REGULATION ORDER APPLICATION TO WEST SUSSEX HIGHWAYS FOR GLOUCESTER ROAD WALL AND DECIDE NEXT STEPS – MIN. 44 AND 68.2 REFERS

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

Members received an update on the proposed Traffic Regulation Order (TRO) application for Gloucester Road, intended to address ongoing concerns regarding vehicle collisions with the southern end of Gloucester Road wall.

Following discussion, Members **AGREED** to **DELEGATE** authority to the Town Clerk, in consultation with the Chair of the Planning and Licensing Committee, to finalise and submit the TRO application to West Sussex County Council, with progress reported back to the Committee.

Members further **AGREED** that Officers could indicate, as part of the TRO application, that the Town Council would be willing to make a small financial contribution towards the scheme, if necessary, subject to any required approval of the amount and funding.

97. TO CONSIDER SUBMITTING, ON BEHALF OF THE TOWN COUNCIL, A RESPONSE TO ARUN DISTRICT COUNCIL'S OFF-STREET PARKING STRATEGY 2027-2030 CONSULTATION

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

Members noted that the published deadline for responses to ADC'S Off-Street Parking Strategy 2027–2030 consultation was midnight on Monday 12th October. ADC Officers had agreed that as this Committee meets on Tuesday 13th October, that the Town Council may submit its response one day later, following the meeting, enabling Members to agree any comments before submission.

Members considered the consultation questions and expressed their support for the draft strategy.

In summary, comments submitted by Members included the importance of ensuring that car parks are accessible to all users, particularly those with disabilities or reduced mobility, and that parking charges remain affordable for residents, workers and visitors, supporting local businesses and town centre footfall.

Members also highlighted the need to maintain sufficient parking spaces to meet demand and ensure that car parks are well lit, helping users to feel safe when accessing their vehicles, particularly during the evening.

A particular comment concerned the need to improve signage, especially ground markings, to clearly direct vehicles around car parks and support the safe movement of pedestrians. Members emphasised the importance of clearly marked pedestrian routes and crossing points, particularly for those with disabilities or reduced mobility.

Following discussion, Members **AGREED** the Town Council's response to Arun District Council's Off-Street Parking Strategy 2027–2030 consultation, for submission by Officers.

98. CORRESPONDENCE

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

The Meeting closed at 5.55pm

PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 13th OCTOBER 2026 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 18th, 25th SEPTEMBER AND 2nd OCTOBER 2026)

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

BR/217/25/PL **Land rear of 86 Annandale Avenue** Bognor Regis PO21 2EZ	Erection of 1 No. 3- bed dwelling house with off street parking and garden. This application is in CIL Zone 4 and is CIL Liable as a new dwelling. **RE-ADVERTISED** Amended application form with Certificate B and amended red edge on block and location plan.	**OBJECTION** Members have considered the amended plans and supporting information but maintains its objection on the following grounds. **Overdevelopment, Intensification and Inadequate Outdoor Amenity Space** The proposed development would continue to result in an intensification of use and a cramped appearance, adversely affecting the character of No. 86 Annandale Avenue and the surrounding residential area. The amendments do not substantially reduce the scale of development or overcome concerns regarding the adequacy of outdoor amenity space retained for the existing property and the relationship between the two dwellings. Members therefore remain concerned that the proposal

BR/217/25/PL (continued) *Land rear of 86 Annandale Avenue* *Bognor Regis* *PO21 2EZ*		conflicts with Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan. **Displacement of Existing Parking and Increased Pressure on Surrounding Streets** Members also remain concerned about the displacement of existing parking serving No. 86 and the consequent pressure on surrounding streets. Retaining the driveway for access and repositioning the two parking spaces serving the proposed dwelling does not demonstrate that parking lost from the existing property would be retained or replaced. **Retention and protection of trees** Members acknowledge the proposed retention of existing trees, including the magnolias, but considers that their long-term protection and contribution to the character of the area should be secured through a Tree Preservation Order. Ahead of submitting this representation, the Town Council has written to Arun District Council's Arboricultural Team requesting that these trees be protected by a Tree Preservation

BR/217/25/PL (continued) *Land rear of 86 Annandale Avenue* *Bognor Regis* *PO21 2EZ*		Order. Should planning permission be granted, appropriate conditions should also secure their retention and protection throughout construction.
BR/142/26/HH **18 Bassett Road** Bognor Regis PO21 2JJ	Rear single storey extension.	**NO OBJECTION**
BR/165/26/PL **Caspian House** **42-48 Richmond Avenue** Bognor Regis PO21 2YE	Erection of a bin store to the front of the property. Is in CIL Zone 4 (Zero Rated) as other development.	**NO OBJECTION**
BR/171/26/PL **32 London Road** Bognor Regis PO21 1PY	Single storey flat roof extension to the rear of property, including installation of external associated air conditioning plant and smoking shelter to existing yard area. Is in CIL Zone 4 (Zero Rated) as all other development.	**OBJECTION** Members object to this application on the following grounds: **Insufficient Acoustic Information and Potential Noise Impact (Arun Local Plan Policy QE DM1)** Members support Environmental Health's holding objection. The proposal includes three external air-conditioning units, but no acoustic data or noise impact assessment has been submitted to demonstrate that their operation would safeguard the amenity of nearby noise-sensitive properties. A suitable assessment should be submitted and considered before

BR/171/26/PL (continued) *32 London Road* *Bognor Regis* *PO21 1PY*		determination. This should assess representative background sound levels, the combined noise from all three units, their proposed operating hours and any mitigation required. **Noise, Disturbance and Light from the Proposed Smoking Shelter (Arun Local Plan Policies QE SP1, QE DM1 and QE DM2)** Members are concerned that the proposed smoking shelter could encourage more frequent and prolonged use of the rear yard, resulting in noise from customers congregating and conversing, repeated opening of doors, and potential disturbance from smoke and odour. These effects require particular consideration during evening and night-time periods. Insufficient information has been provided regarding the shelter's hours of use, management arrangements and any associated external lighting. These details should demonstrate how neighbouring occupiers would be protected from noise, disturbance and light spill.

BR/171/26/PL (continued) *32 London Road* *Bognor Regis* *PO21 1PY*		**Intensification of Use and Cumulative Effects on Residential Amenity (Arun Local Plan Policies QE SP1 and QE DM1)** Members are concerned that the additional floorspace and revised layout could intensify activity at the premises, including increased customer movements and use of the rear smoking area. The cumulative effects of this activity, together with noise from the proposed external air conditioning units, could significantly harm neighbouring residential amenity.