



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 22nd SEPTEMBER 2026

PRESENT:

Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, S. Goodheart (from Min. 79), Miss. C. Needs, M. White and Mrs. G. Yeates (from Min. 78)

IN ATTENDANCE:

Mrs. R. Vervecken (Civic & Officer Manager)

The Meeting opened at 4.02pm

73. 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.

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

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

75. 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.

76. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 1st SEPTEMBER 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 1st September 2026 as an accurate record and the Chair signed them.

77. 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.

78. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllr. Mrs. G. Yeates arrived to the Meeting

The Clerk had nothing to report from the previous Minutes.

79. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 28th AUGUST AND 4th, 11th SEPTEMBER 2026

Cllr. S. Goodheart arrived to the Meeting

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.

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 COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 28th AUGUST AND 4th, 11th SEPTEMBER 2026. ALSO, TO RATIFY ANY REPRESENTATIONS SUBMITTED FOR APPLICATION WSCC/038/26

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

80.1 To consider commenting on any significant planning applications outside the wards of Bognor Regis, that may impact on the infrastructure of Bognor Regis on lists dated 28th August and 4th, 11th September 2026

There were no applications to be considered on the lists advertised.

80.2 To ratify any representations submitted for application WSCC/038/26

Due to the short response time, Members were canvassed, via email in between meetings for their views on application WSCC/038/26, concerning the construction of a new four-arm roundabout at the Oystercatcher Junction of the A259, connecting the A259 with the B2233 (Yapton Road) and Climping Street.

Following receipt of a sufficient number of responses from Members, and with a majority in agreement, a representation of no objection was submitted on behalf of the Town Council.

Members present at the meeting unanimously **RATIFIED** the representation of **NO OBJECTION** submitted to West Sussex County Council, in respect of planning application WSCC/038/26.

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

81.1 Occasional Market and Event Trader Consent up to 4 days – The Big Switch at 6

**Premises: High Street, Bognor Regis, West Sussex
Licence Application Number: 121599**

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

The Clerk explained that the above application applying for a Market in the High Street on Saturday 28th November 2026 as part of the 'Big Switch at 6' Christmas Lights Switch-On, was made by Bognor Regis Town Council's Event Manager, 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 with the Clerk to advise Arun District Council of this decision.

82. 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.

83. TO NOTE CORRESPONDENCE, FROM A MEMBER OF THE PUBLIC, REGARDING MOTORHOME PARKING AND ANTI-SOCIAL DRIVING ON THE ESPLANADE AND SURROUNDING ROADS, AND TO AGREE ANY NEXT STEPS

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

Members discussed the growing issue of motorhome parking, which had also been noticeable along the seafront and at West Park. It was noted that the specific area raised by a member of the public had already been taken up by the County Councillor for Bognor Regis West and Aldwick, who had agreed to raise the matter with the West Sussex County Council Highways Officer. Members considered that the most appropriate course of action may be to invite the WSCC Highway Manager to a future meeting to provide an update on this matter, as well as other local highways issues, with this having proved useful in the past.

It was therefore **AGREED** that the Deputy Clerk would extend an invitation to the WSCC Western Area Highway Manager, Mr. M. Jacobs, to attend a future meeting.

84. CORRESPONDENCE

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

The Meeting closed at 4.25pm

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 22nd SEPTEMBER 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 28th AUGUST 4th AND 11th SEPTEMBER 2026)**

PLEASE NOTE: There were no applications for Bognor Regis on List Dated 28th August 2026

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

<u>BR/144/26/PL</u> 13 Normanton Avenue Bognor Regis PO21 2TU	Conversion, extension and refurbishment of the existing detached dwelling to create two self-contained semi-detached dwellings, including demolition of the existing garage and outbuildings, provision of four off-street parking spaces, associated landscaping, sustainable drainage works and all associated development. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.	NO OBJECTION
<u>BR/146/26/PL</u> 34 Sudley Road Bognor Regis PO21 1ER	Retention of 3 No. flats as previously approved under BR/162/20/PD. This application is in CIL Zone 4 (Zero Rated) as flats.	NO OBJECTION
<u>BR/161/26/PL</u> 6-7 Lansdowne House The Esplanade Bognor Regis	Change of use from restaurant, kitchen and stores to 2 No. office suites. This application may affect the character and appearance of The Steyne, Bognor Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION