



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 1st SEPTEMBER 2026

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, P. Botterill, S. Goodheart, Miss. C. Needs, P. Ralph, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)
1 member of the public

The Meeting opened at 4.00pm

63. 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.

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

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

65. 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, Miss. C. Needs, Mrs. J. Warr, 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

66. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 11th AUGUST 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 11th August 2026 as an accurate record and the Chair signed them.

67. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The member of the public seated in the public gallery did not wish to ask any questions, or make any statements. The meeting, therefore, was not adjourned.

68. CLERK'S REPORT FROM PREVIOUS MINUTES

68.1 19th May 2026 – Min. 12 Promenade Light Project – Risk Assessment and Method Statement

Members were informed that the Risk Assessment and Method Statement had been approved by Arun District Council and shared with the Town Council. Installation was scheduled for the week commencing 28th September 2026.

68.2 21st July 2026 – Min. 44 Gloucester Road Wall - Traffic Regulation Order

Members were informed that a meeting had been held between Town Council officers, Cllr. Warr and West Sussex County Council Highways

officers regarding the Gloucester Road wall. The Deputy Clerk would prepare the proposed Traffic Regulation Order for consideration and approval by the Planning and Licensing Committee before its submission to West Sussex County Council. The estimated timescale for the process was nine to twelve months.

68.3 21st July 2026 – Min. 49 CIL Spending List - Beach Access

Members were informed that progress on Arun District Council's (ADC) Beach Access Project had been affected by resourcing pressures, with Coastal Partners now undertaking coastal work focused primarily on coastal protection. A free beach wheelchair hire scheme had been introduced in Littlehampton, while a similar scheme remained an ambition for Bognor Regis. The Town Council had been invited to consider whether it could assist with providing a beach wheelchair or supporting other initiatives identified within ADC's November 2024 work programme.

68.4 Motorhome Parking

Concerns had been received from a member of the public regarding motorhomes parking overnight for extended periods along Marine Drive West, between Park Road and Nyewood Lane. Reported issues included the impact on residents, visitors, businesses and the appearance of the seafront, together with the alleged discharge of wastewater into roadside storm drains. The correspondence would be added for consideration at a future meeting.

69. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 7th, 14th AND 21st AUGUST 2026

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

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

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

70. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, OCCASIONAL MARKETS AND EVENTS TRADING CONSENT UP TO 4 DAYS - MARKET OPERATOR 123684: SOUTHDOWNS MUSIC FESTIVAL, WATERLOO SQUARE, BOGNOR REGIS, WEST SUSSEX

The Committee, following recommendations from Officers, **AGREED** to not comment on Occasional Markets and Events Trading Consent Premises License Application 123684 due to the Town Council's close working relationship with the organisation and the applicant being a Town Councillor.

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

71.1 Business and Planning Act 2020

Premises: Premiere Coffee Ltd, 33 London Road, Bognor Regis, West Sussex, PO21 1PQ

Application Number: 123683

The Committee noted the application for a Pavement License to place 17 tables with 34 chairs directly outside of the premises.

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

71.2 Business and Planning Act 2020

Premises: Poppins, 64 High Street, Bognor Regis, West Sussex, PO21 1SP

Application Number: 123690

The Committee noted the application for a Pavement License to place 2 tables with 4 chairs directly outside of the premises.

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

72. CORRESPONDENCE

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

The Meeting closed at 5.41pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 1st SEPTEMBER 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 7th, 14th AND 21st AUGUST 2026)**

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

**[BR/134/26/PL](#)
[21 Longford Road](#)**

Bognor Regis
PO21 1AB

Change of use from dwelling house (use class C3) to 8-bed, 8-person house in multiple occupation (Sui Generis) to include a rear extension and loft conversion.

OBJECTION

Members object to the application for the following reasons:

Overconcentration of Houses in Multiple Occupation and Erosion of Family Housing (Arun Local Plan Policy H SP4(a); National Planning Policy Framework Policy DP3)

Whilst Members acknowledge the need for a range of housing accommodation and recognise that the application site occupies an accessible location close to the railway station, bus services and town-centre facilities, Members consider that the proposal would contribute to an excessive concentration of Houses in Multiple Occupation within this immediate locality.

The applicant's own assessment identifies four existing HMOs within 50 metres of the application site and seven existing HMOs within 100

<i>BR/134/26/PL (continued)</i> <i>21 Longford Road</i> <i>Bognor Regis</i> <i>PO21 1AB</i>		metres. The proposal would increase those figures to five and eight respectively. Members consider that these figures demonstrate an established and growing cluster of HMOs within a relatively confined area. Members do not accept that the applicant's reliance upon an alleged 10% concentration threshold is sufficient to demonstrate compliance with Policy H SP4. The adopted policy does not establish a numerical threshold below which an application must automatically be considered acceptable. It requires a qualitative assessment of whether the proposal would erode the balance between different types of housing, including family housing. Furthermore, the submitted assessment lists broad address ranges and total numbers of residential units but does not identify the addresses of the HMOs counted, their planning or lawful-use status, or the methodology used to establish the figures. Members are therefore unable to determine whether the assessment provides a complete and reliable picture of HMO concentration in the area.
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<i>BR/134/26/PL (continued)</i> <i>21 Longford Road</i> <i>Bognor Regis</i> <i>PO21 1AB</i>		The proposal would remove an existing three-bedroom family dwelling and replace it with accommodation for eight unrelated occupants. In the context of the existing concentration of HMOs, Members consider that this would further narrow the range of household types available locally and erode the remaining stock of family housing. The proposal is therefore contrary to criterion (a) of Policy H SP4 of the Arun Local Plan and the liveability and mixed-community principles of Policy DP3 of the National Planning Policy Framework. Parking Demand and Highway Impact (Arun Local Plan Policies H SP4(b) and T SP1; National Planning Policy Framework Policies TR4 and TR6) The proposed eight-bedroom HMO would provide no off-street car parking. West Sussex County Council's Guidance on Parking at New Developments indicates that provision of 0.5 parking spaces per bedroom should be considered appropriate for Houses in Multiple
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<i>BR/134/26/PL (continued)</i> <i>21 Longford Road</i> <i>Bognor Regis</i> <i>PO21 1AB</i>		Occupation. On this basis, the proposal would generate an indicative requirement for four parking spaces, against which no provision is proposed. Members acknowledge the proximity of the site to public transport. However, accessibility alone does not demonstrate that none of the eight occupants, their visitors or service providers would require a vehicle. The applicant's statement that occupants would be advised that parking is limited and encouraged to use cycles and public transport is neither binding nor enforceable and does not amount to an effective travel plan or car-free management arrangement. No parking-capacity survey, site-specific car-ownership evidence, transport statement or assessment of cumulative parking demand has been submitted. Consequently, the application has not demonstrated that the likely displaced demand could be accommodated without increasing pressure on surrounding streets. The application frontage is subject to double-yellow waiting restrictions and Longford Road is a busy route used by buses and other
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<i>BR/134/26/PL (continued)</i> <i>21 Longford Road</i> <i>Bognor Regis</i> <i>PO21 1AB</i>		large vehicles. Members are concerned that additional displaced parking would increase competition for the limited spaces in adjoining roads and could encourage inappropriate parking, obstruction of pedestrian routes and interference with the safe and efficient passage of traffic. Members are aware of the appeal decision relating to the nine-person HMO at 10 Longford Road. However, that proposal involved the enlargement of an existing six-person HMO and the resulting permission was expressly conditional upon the provision and retention of two on-site parking spaces. The present application would create an entirely new large HMO from a family dwelling while providing no parking at all. Members therefore consider that the circumstances are materially distinguishable. The proposal has not demonstrated that it would avoid generating excessive parking demand or traffic and is therefore contrary to Policies H SP4(b) and T SP1 of the Arun Local Plan and Policies TR4 and TR6 of the National Planning Policy Framework.
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<i>BR/134/26/PL (continued)</i> <i>21 Longford Road</i> <i>Bognor Regis</i> <i>PO21 1AB</i>		Overdevelopment and Inadequate Usable Open Space (Arun Local Plan Policies H SP4(c), D DM1 and D DM4; National Planning Policy Framework Policy DP3) Members consider that the conversion of this modest mid-terraced property into an eight-bedroom HMO, facilitated by a 7.5-metre rear extension and substantial rear dormer, represents an excessive intensity of development for the constrained plot. The applicant acknowledges that the claimed 53 square metres of external amenity space and garden depth of 7.3 metres fall below the Council's respective targets of 70 square metres and 10.5 metres. Moreover, a material proportion of the claimed area comprises the narrow 1.61-metre-wide passage alongside the rear extension rather than readily usable communal garden space. The remaining rear garden must also accommodate covered storage for eight bicycles, associated access, communal seating and planting. Members therefore consider that the amount of
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<i>BR/134/26/PL (continued)</i> <i>21 Longford Road</i> <i>Bognor Regis</i> <i>PO21 1AB</i>		genuinely usable and unconstrained outdoor amenity space would be appreciably less than the headline figure stated by the applicant and would be inadequate for eight independent occupiers. The proximity of public open spaces does not overcome the requirement within Policy H SP4(c) for the development itself to provide an adequate area of open space. The proposal would therefore constitute an overdevelopment of the site and would fail to provide adequate, functional and good-quality outdoor amenity space for its intended level of occupation. It is consequently contrary to Policies H SP4(c), D DM1 and D DM4 of the Arun Local Plan and the liveability and design principles of Policy DP3 of the National Planning Policy Framework. Members also note that one of the public representations states that works at the property are already under way. Members request that the Local Planning Authority investigate whether any works requiring planning permission have commenced before this application has been determined and take any action considered appropriate.
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<i>BR/134/26/PL (continued)</i> <i>21 Longford Road</i> <i>Bognor Regis</i> <i>PO21 1AB</i>		Members recognise that the reported commencement of works is a separate enforcement matter and do not rely upon it as an additional reason for refusal. Members further request that, should the Local Planning Authority nevertheless be minded to grant permission, the maximum occupation be restricted to eight persons and the acoustic protection scheme recommended by Environmental Health be secured and implemented before the HMO use commences.
<u>BR/140/26/A</u> <u>58 High Street</u> Bognor Regis PO21 1SP	Installation and display of 4 No. internally illuminated fascia signs and 1 No. internally illuminated projecting sign.	OBJECTION Members object to the application for the following reason: Impact of Illuminated Signage on Residential Amenity (Arun Local Plan Policies QE SP1, QE DM2 and D DM1; NPPF Policy P3) The proposal would introduce five internally illuminated signs around premises with residential flats immediately above. Members consider that the combined amount of illumination would be excessive in such close proximity to residential accommodation and

<i>BR/140/26/A (continued)</i> <i>58 High Street</i> <i>Bognor Regis</i> <i>PO21 1SP</i>		could create intrusive glare and light spill, particularly during the night. This concern is heightened by the related proposal for the adult gaming centre to operate 24 hours a day. The advertisement application does not demonstrate that the signs would be switched off overnight or that the proposed luminance levels would prevent light from affecting the flats above and other nearby residents. Members therefore consider that the advertisements would have an unacceptable impact on residential amenity, contrary to Policies QE SP1, QE DM2 and D DM1 of the Arun Local Plan and Policy P3 of the National Planning Policy Framework, which require lighting levels to be limited, glare and spillage to be minimised, and adverse effects from artificial light to be avoided or mitigated. Should the Local Planning Authority be minded to approve the application, Members request that conditions restrict illumination to 09:00-00:00 daily and secure maximum luminance levels and methods of illumination that minimise glare and light spill.
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<u>BR/137/26/PL</u> <u>Bognor Regis Sports Ground</u> Hawthorn Road Bognor Regis PO21 2UW	Replace existing 1.8m wooden fence with new 2.4m green metal twin bar fence. Is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/141/26/PL</u> <u>58 High Street</u> Bognor Regis PO21 1SP	Change of use of a betting shop (Sui Generis) to an adult gaming centre (Sui Generis). This application is in CIL Zone 4 (Zero Rated) as other development.	OBJECTION Members object to the application for the following reasons: Impact of the Proposed 24-Hour Operation on Residential Amenity (Arun Local Plan Policies QE SP1, QE DM1 and D DM1; NPPF Policy P3) Whilst Members acknowledge the premises' previous use as a betting shop, and recognise that concern about the desirability of another gambling venue is not, in itself, a planning reason for objection, Members are not convinced by the prospect of yet another gambling-related business in the town centre. They are concerned about the existing concentration of gambling premises locally and the wider harm gambling can cause, particularly to vulnerable people. Members recognise that these matters are primarily addressed through the licensing regime and do not rely upon them as a separate reason for refusal.

<i>BR/141/26/PL (continued)</i> <i>58 High Street</i> <i>Bognor Regis</i> <i>PO21 1SP</i>		Members' principal concern relates to the proposed 24-hour operation of the adult gaming centre directly beneath existing residential flats. The submitted Noise Impact Assessment contains significant inconsistencies regarding the relationship between the application premises and the adjoining residential accommodation. The assessment states that no noise-sensitive receptors adjoin the site and that the premises are surrounded on all sides by commercial premises and storage. However, elsewhere within the same assessment, the residential flats immediately above the premises are identified as the closest noise-sensitive receptors. Furthermore, the conclusion of the assessment incorrectly refers to baseline noise surveys undertaken around "83 High Street, Sidcup", rather than the application site at 58 High Street, Bognor Regis. Whilst this may be a drafting or copying error, Members consider that, when taken together with the conflicting description of the adjoining residential accommodation, it raises concerns regarding the degree to which the assessment and its conclusions
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<i>BR/141/26/PL (continued)</i> <i>58 High Street</i> <i>Bognor Regis</i> <i>PO21 1SP</i>		have been properly reviewed and tailored to this site. Members also note that the assessment of customer behaviour during the most noise-sensitive hours is based upon a limited number of short-duration observations at other Merkur venues. These observations do not provide sufficiently robust, site-specific evidence of the likely effects of customer arrivals and departures, smoking, conversation and potential loitering throughout the night at this particular location. Given the presence of residential accommodation immediately above the premises, Members are not satisfied that the application has adequately demonstrated that continuous operation between 00:00 and 23:59 each day would avoid unacceptable noise and disturbance or safeguard the living conditions of neighbouring residents. The proposal is therefore considered contrary to Policies QE SP1, QE DM1 and D DM1 of the Arun Local Plan and Policy P3 of the National Planning Policy Framework, which require development to protect residential
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BR/141/26/PL (continued) 58 High Street Bognor Regis PO21 1SP		amenity, avoid unacceptable noise impacts and incorporate appropriate mitigation where necessary. Should the Local Planning Authority nevertheless be minded to approve the application, Members request that conditions are imposed restricting customer opening hours to 09:00–00:00 daily; requiring all acoustic mitigation works to be completed and independently verified before the use commences; securing compliance with an approved Operational Management Plan; and preventing deliveries and waste collections between 23:00 and 07:00.
<u>BR/139/26/PL</u> <u>58 High Street</u> Bognor Regis PO21 1SP	Shopfront alterations including the replacement of the stall riser, entrance doors and fascia. This application is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/148/26/HH</u> <u>47 Gravits Lane</u> Bognor Regis PO21 5LU	Internal alterations to form new room and new window.	NO OBJECTION