



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 17th MARCH 2026

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

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

The Meeting opened at 4.02pm

172. 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.

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

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

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

174. 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. Mrs. J. Warr and Miss. C. Needs 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

175. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 24th FEBRUARY 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 24th February 2026 as an accurate record and the Chair signed them.

176. 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.

177. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

178. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 20th, 27th FEBRUARY AND 6th MARCH 2026

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

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

Having become aware that they knew the applicant, Cllr. M. White declared an Ordinary Interest in planning application BR/28/26/HH, and abstained from discussion and the vote

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

179. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 122870: 13 THE ARCADE, BOGNOR REGIS, PO21 1LH

179.1 Licensing Act 2003

**Premises: 13 The Arcade, Silver News Vape and Tobacconist, Bognor Regis, West Sussex, PO21 1LH
Application Number: 122870**

The Committee noted the application for a New Premises Licence for the sale of alcohol from 8:00 to 19:00, Monday to Sunday.

Members **RESOLVED** to raise an **OBJECTION** to the New Premises Licence being granted on the following grounds: -

In considering the application, the Council has had regard to the four licensing objectives under the Licensing Act 2003. Members are not satisfied that the applicant has demonstrated that the operation of the premises will promote these objectives. On the contrary, there are substantive and evidenced concerns that granting the licence would be likely to undermine them.

Prevention of Crime and Disorder

The Council has significant concerns regarding the management and operation of the premises, particularly in relation to compliance with relevant regulatory requirements. These concerns arise not from isolated matters, but from repeated issues over a period of time, indicating that previous interventions have not resulted in sustained or consistent compliance. In licensing terms, this points to an ongoing risk rather than a historic issue and raises serious doubts as to the ability of the applicant to operate the premises in a manner that upholds the licensing objectives.

Furthermore, the nature of certain goods associated with the premises, and the way in which the business operates, is likely to attract individuals engaged in antisocial or unlawful behaviour, thereby increasing the risk of crime and disorder both within the premises and in the surrounding area.

Taken together, these matters significantly undermine confidence in the applicant's ability to promote the prevention of crime and disorder on a consistent and ongoing basis.

Protection of Children from Harm

While some measures appear to have been introduced in respect of age-restricted sales, the Council is not satisfied that these are sufficiently robust, consistently applied, or embedded within a culture of compliance.

Given the pattern of concerns relating to the premises, there remains a real and ongoing risk that age-restricted products may not be adequately controlled, thereby exposing children to harm.

The Council considers that the application does not provide sufficient assurance that effective safeguards are in place or that they would be reliably maintained over time.

Prevention of Public Nuisance

The operation of the premises has the potential to contribute to public nuisance, particularly through the behaviour of individuals attracted to the premises and the impact this may have on the surrounding area.

There is concern that the premises may contribute to an environment that gives rise to disturbance, antisocial behaviour, and a perception of reduced safety, particularly within a Town Centre location.

The application does not, in the Council's view, demonstrate how these risks would be effectively mitigated.

To conclude, having carefully considered the application, the Town Council is of the view that the concerns outlined above are serious, evidenced, and indicative of an ongoing pattern, rather than isolated or historic matters.

In line with established licensing principles, where there is a lack of confidence in the management of a premises and its ability to promote the licensing objectives, it is both appropriate and proportionate for the Licensing Authority to refuse the application.

The Council therefore respectfully invites the Licensing Sub-Committee to refuse the application, on the basis that granting the licence would be likely to undermine the licensing objectives, in particular the prevention of crime and disorder and the protection of children from harm.

In reaching its decision, the Committee is also asked to have regard to its role in upholding the integrity of the licensing regime. Granting a licence in circumstances where there is clear and ongoing concern regarding compliance risks sending the wrong message and may fail to act as an effective deterrent to poor practice.

For these reasons, refusal is considered not only justified, but necessary and proportionate in order to promote the licensing objectives and maintain public confidence in the licensing system.

180. 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.

181. TO CONSIDER ARUN DISTRICT COUNCIL'S INFRASTRUCTURE INVESTMENT PLAN (IIP) REVIEW, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION, DEFERRED FROM THE PREVIOUS MEETING - MIN. 169 REFERS

Members had previously agreed to defer this item to the following meeting (Min. 169 refers), where comments and proposed projects collated from a Member's Workshop could be ratified.

Members **AGREED** to **NOTE** that no comments were received by Members and therefore no representation was submitted to ADC, on behalf of Bognor Regis Town Council, in relation to the ADC Infrastructure Investment Plan (IIP) Review.

182. TO CONSIDER ARUN DISTRICT COUNCIL'S LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN (LCWIP), AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION, DEFERRED FROM THE PREVIOUS MEETING - MIN. 170 REFERS

Members had previously agreed to defer this item to the following meeting (Min. 170 refers). The consultation would be circulated via email to allow Member comments to be collated, which could then be ratified.

Members **AGREED** to **NOTE** that no comments were received by Members and therefore no representation was submitted to ADC, on behalf of Bognor Regis Town Council, in relation to the Local Cycling & Walking Investment Plan (LCWIP).

183. TO CONSIDER WEST SUSSEX COUNTY COUNCIL'S ACTIVE TRAVEL TO SCHOOL (ATS) CONSULTATION INCLUDING THE PROPOSED HIGHWAY IMPROVEMENTS, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION

Members were supportive of the measures proposed, and it was **AGREED** that the Deputy Clerk would draft and submit a response to that effect.

184. CORRESPONDENCE

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

Additional correspondence included: -

- 184.1** WSCC - News Release – WSCC will invest £60.7 million maintaining and improving highways in West Sussex over the coming year following the budget for 2026 to 2027 being agreed at the meeting of Full Council in February.

The Meeting closed at 5.22pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 17th MARCH 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 20th, 27th FEBRUARY AND 6th MARCH 2026)**

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

<p><u>BR/2/26/PL</u> <u>37 Glamis Street</u> Bognor Regis PO21 1DJ</p>	<p>Conversion of existing dwelling into 6-bedroom, 10 person HMO. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>OBJECTION</p> <p>Members object to this application for the following reasons:</p> <p>Overconcentration of HMOs and Harm to Community Balance (Arun Local Plan Policies H SP4, D SP1; NPPF Para 130)</p> <p>The site lies within an area subject to an Article 4 Direction, introduced to manage the concentration of HMOs due to their identified impact on community wellbeing.</p> <p>Policy H SP4 of the Arun Local Plan requires that HMOs do not erode the balance of housing types or harm the character of the area. The introduction of a 10-person HMO would contribute to an overconcentration of such uses, undermining the creation of sustainable and mixed communities.</p> <p>This is contrary to Policy D SP1 and</p>
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BR/2/26/PL (continued)
37 Glamis Street
Bognor Regis
PO21 1DJ

paragraph 130(a) of the NPPF, which require development to function well and contribute positively to the overall quality and character of an area.

Adverse Impact on Residential Amenity (Arun Local Plan Policies DM1, QE SP1; NPPF Para 130(f))

The scale and intensity of the proposed occupation are likely to result in increased noise, disturbance, and general activity, including comings and goings, to the detriment of neighbouring occupiers.

Policy D DM1 requires development to have a minimal impact on surrounding users, while QE SP1 seeks to ensure development does not result in a significantly negative impact on residential amenity.

The proposal is therefore contrary to paragraph 130(f) of the NPPF, which requires development to provide a high standard of amenity for existing and future users and to promote health and wellbeing.

Parking Pressure and Highway Safety Concerns (Arun Local Plan Policies T SP1, H SP4(b); NPPF Para 111)

BR/2/26/PL (continued)
37 Glamis Street
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The level of occupation proposed is likely to generate significant additional parking demand. In the absence of sufficient on-site provision, this would lead to overspill parking, increased congestion, and potential highway safety issues.

This conflicts with Policy T SP1 and criterion (b) of Policy H SP4, which require that development does not create excessive parking demand or traffic impacts.

The proposal is also inconsistent with paragraph 111 of the NPPF, which seeks to ensure that development does not result in unacceptable impacts on highway safety.

Overdevelopment and Inadequate Living Conditions (Arun Local Plan Policies H SP4(c), D DM1; NPPF Para 130)

The proposal represents an over-intensive use of the site, with insufficient amenity space and supporting infrastructure for the number of occupants proposed.

Policy H SP4(c) requires adequate provision of amenity space, and D

<p><i>BR/2/26/PL (continued)</i> <i>37 Glamis Street</i> <i>Bognor Regis</i> <i>PO21 1DJ</i></p>		<p>DM1 requires a high standard of design and living conditions.</p> <p>The proposal fails to meet the expectations of paragraph 130 of the NPPF, which requires development to create places with a high standard of amenity.</p> <p>Conflict with Established Planning Position on HMOs in the Area</p> <p>Members note that similar HMO proposals within the district have been found to result in harm to character, amenity, and parking provision, and have been refused on that basis.</p>
<p><u>BR/13/26/PL</u> <u>Flat 1</u> <u>4 Nelson Road</u> Bognor Regis PO21 2RY</p>	<p>Conversion of 2 No. separate self-contained flats into 1 No. two floor duplex apartment including the installation of a person elevator. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/18/26/PL</u> <u>Braymead</u> <u>37 Nyewood Lane</u> Bognor Regis PO21 2SJ</p>	<p>Change of use from 10-bedroom guest house, to 8-bedroom House in Multiple Occupation, with associated alterations.</p>	<p>OBJECTION</p> <p>Members object to this application for the following reasons:</p> <p>The site lies within an area subject to an Article 4 Direction, introduced to manage the concentration of HMOs due to their identified impact on community wellbeing.</p> <p>Policy H SP4 of the Arun Local Plan requires that HMOs do not erode</p>

BR/18/26/PL (continued)
Braymead
37 Nyewood Lane
Bognor Regis
PO21 2SJ

the balance of housing types or harm the character of the area. The introduction of another HMO would contribute to an overconcentration of such uses, undermining the creation of sustainable and mixed communities.

This is contrary to Policy D SP1 and paragraph 130(a) of the NPPF, which require development to function well and contribute positively to the overall quality and character of an area.

Policy QE SP1 states: "The Council requires that all development contributes positively to the quality of the environment and will ensure that development does not have a significantly negative impact upon residential amenity, the natural environment or upon leisure and recreational activities enjoyed by residents and visitors to the District."

Members feel that the application goes against the Neighbourhood Plan, namely: - Policy 7 - Promotion of Tourism and Beach Service Points. The NP recognises the crucial importance of the tourism industry for the Bognor Regis economy. Development of new and existing tourist facilities will be

BR/18/26/PL (continued)
Braymead
37 Nyewood Lane
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supported as a crucial part of improving Bognor Regis as a visitor destination. Page 14 paragraph 3, highlights that beyond Butlin's, overnight visitors and would be visitors have a limited range of accommodation options to choose from particularly in terms of medium to higher end seafront hotels, B&Bs and Guest Houses. This is possibly related to the high proportion of socially rented properties and associated tenancy restrictions along the seafront, Town Centre and Bognor Regis as a whole.

Policy H SP4(b) (ALP) makes clear the provision of HMOs should not contribute to the generation of excessive parking demands or traffic in the area. Whilst utilised as a guest house, those arriving by car will likely leave their vehicle in a public car park and explore on foot throughout most of their stay. If used as an HMO, there will likely be an increase in traffic movement with residents coming and going throughout the day/night which has the potential to create a hazard.

Paragraph 108 of the NPPF states that in assessing specific applications for development it should be ensured that safe and

<p><i>BR/18/26/PL (continued)</i> <i>Braymead</i> <i>37 Nyewood Lane</i> <i>Bognor Regis</i> <i>PO21 2SJ</i></p>		<p>suitable access to the site can be achieved for all users. Paragraph 109 (NPPF) states development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe. Due to a proliferation of smaller household typologies (and commensurate increase in population density) demand for parking has increased considerably which has led to amenity issues deriving from parking demands. Allowing for the proposed change of use of building from a Guest House to an 8 bed HMO would result in an intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities, would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Arun Local Plan.</p>
<p><u>BR/14/26/PL</u> <u>Bottom Flat</u> <u>9 Stocker Road</u> Bognor Regis PO21 2QH</p>	<p>Proposed annexe to rear garden which is ancillary to the main dwelling. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>OBJECTION</p> <p>Members object to this application for the following reasons:</p> <p>Garden Grabbing and Overdevelopment of the Plot (Arun Local Plan Policies D SP1, D DM1;</p>

BR/14/26/PL (continued)
Bottom Flat
9 Stocker Road
Bognor Regis
PO21 2QH

NPPF Paras 124 & 130)

The proposed annexe represents an unjustified and over-intensive form of backland development within the rear garden of the property, commonly referred to as "garden grabbing".

Policy D SP1 requires development to make efficient use of land while respecting the character and constraints of the site, and D DM1 requires proposals to respond positively to local context, including density and layout.

The introduction of a separate built form within the garden would erode the established pattern of development, which is characterised by dwellings with private rear amenity space, and would result in a cramped and incongruous form of development.

This is contrary to paragraph 124 of the NPPF, which requires development to make efficient use of land while maintaining a strong sense of place, and paragraph 130(a) which requires development to add to the overall quality of the area.

Potential Overlooking and Loss of

BR/14/26/PL (continued)
Bottom Flat
9 Stocker Road
Bognor Regis
PO21 2QH

Privacy (Arun Local Plan Policy D DM1; NPPF Para 130(f))

Insufficient information has been provided in relation to the orientation of windows, sight lines, and potential overlooking impacts on neighbouring properties.

Given the siting of the proposed annexe within the rear garden, there is a clear risk of direct overlooking into neighbouring gardens and rear-facing habitable rooms, resulting in a loss of privacy.

Policy D DM1 requires that development does not result in unacceptable impacts on neighbouring amenity, including overlooking and loss of privacy.

The absence of clear details prevents a full assessment of these impacts and raises significant concern that the proposal conflicts with paragraph 130(f) of the NPPF, which requires a high standard of amenity for existing and future users.

Lack of Sufficient Information to Properly Assess Impacts (NPPF Para 134)

The application does not provide

<p><i>BR/14/26/PL (continued)</i> <i>Bottom Flat</i> <i>9 Stocker Road</i> <i>Bognor Regis</i> <i>PO21 2QH</i></p>		<p>sufficient detail regarding design, scale, height, or the positioning of openings to enable a full and proper assessment of its impact on neighbouring properties and the surrounding area.</p> <p>High-quality design and clear supporting information are fundamental requirements of the planning process. In the absence of such detail, the Local Planning Authority cannot be satisfied that the proposal would achieve an acceptable standard of development.</p> <p>This is contrary to paragraph 134 of the NPPF, which requires development to be visually attractive, sympathetic to local character, and based on a clear understanding of context.</p>
<p><u>BR/24/26/PL</u> <u>Tesco Superstore</u> Shripney Road Bognor Regis PO21 9ND</p>	<p>Installation of single storey raised car park deck together with site alterations, car park reconfiguration, new access into car park, drainage alterations, creation of new drainage outfall, landscaping and other associated works.</p>	<p>NO OBJECTION</p>
<p><u>BR/28/26/HH</u> <u>37 Bassett Road</u> Bognor Regis PO21 2JH</p>	<p>Conversion of attic space to habitable accommodation, single storey rear extension, external thermal insulation and horizontal cladding to external walls. Replacement windows and doors. Installation of photovoltaic panels to southern roof slope.</p>	<p>NO OBJECTION</p>