



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 9<sup>th</sup> JUNE 2026**

**PRESENT:** Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, P. Botterill, S. Goodheart, Miss. C. Needs, P. Ralph, M. White, P. Woodall (until Min. 22.3), 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 4.00pm***

### **15. 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.

### **16. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

With all Members of the Committee present, there were no apologies for absence.

### **17. 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***

**18. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19<sup>th</sup> MAY 2026**

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 19<sup>th</sup> May 2026 as an accurate record and the Chair signed them.

**19. 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.

**20. TO WELCOME MARK JACOBS, WESTERN AREA HIGHWAY MANAGER AND STEVE HILL, PARISH COUNCIL & COMMUNITY ENGAGEMENT COORDINATOR FROM WSCC TO DISCUSS AND CONSIDER ANY FURTHER ACTION IN RELATION TO THE SOUTHERN END OF GLOUCESTER ROAD WALL – MIN. 13 REFERS**

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

Members welcomed Mark Jacobs, Western Area Highways Manager, WSCC. Unfortunately, Steve Hill was not in attendance.

Discussions relating to the Gloucester Road Wall included the potential introduction of a Traffic Regulation Order (TRO), Community Highway Scheme (CHS) opportunities, and concerns relating to pavement widths and accessibility.

It was noted that further consideration would be given to identifying a suitable location for a future CHS scheme and that additional speed and collision data would be provided to Members at a future meeting to inform further discussions.

Members **AGREED** that the Town Council would work with WSCC Highways Officers to develop proposals for a Community Highway Scheme for consideration in the next year. It was further **AGREED** that Mark Jacobs be invited to attend a future meeting of the Committee, scheduled for 21<sup>st</sup> July, to provide an update following further investigation of the Gloucester Road site.

## **21. CLERK'S REPORT FROM PREVIOUS MINUTES**

The Clerk had nothing to report from the previous Minutes.

## **22. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> MAY 2026**

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

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

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

### ***Cllr. P. Woodall left the Meeting***

## **23. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 123222: IB2 FOOD LIMITED, 48 ALDWICK ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 2PN AND NOTICE OF REVIEW OF LICENCE 123275: BUCHAREST SUPERMARKET, 70-72 LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PT**

**23.1 Licensing Act 2003**  
**Premises: IB2 Food Limited, 48 Aldwick Road, Bognor Regis, West Sussex, PO21 2PN**  
**Application Number: 123222**

The Committee noted the application for a New Premises License for the sale of late-night refreshments from 23:00 – 01:00 Sunday to Thursday, and 23:00 – 03:00 Friday and Saturday.

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

### Prevention of Public Nuisance

Members noted that the premises is situated with residential properties located above and opposite the site. Members were concerned that the proposed late-night operating hours could give rise to noise disturbance and adversely affect the amenity of nearby residents, particularly during periods when background noise levels are significantly lower.

In reaching this view, Members had regard to the consultation response submitted by Environmental Health in relation to the associated planning application to vary conditions at the same premises (BR/84/26/S73). Environmental Health raised serious concerns regarding the proposed extension of operating hours, noting that noise generated by the business would be likely to stand out from the existing background noise environment and that noise complaints had previously been received in relation to the premises. Environmental Health recommended refusal of that application on the grounds of potential adverse impacts on neighbouring residents.

Members therefore considered that granting the Premises Licence as applied for would risk undermining the licensing objective of the prevention of public nuisance.

## **23.2 Licensing Act 2003**

**Premises: Bucharest Supermarket, 70 - 72 London Road, Bognor Regis, West Sussex, PO21 1PT**

**Application Number: 123275**

The Committee noted the application for a 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 and The Protection of Children from Harm have been seriously undermined by the sale of non-duty paid tobacco and cigarettes which were not labelled in English in breach of legislation.

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

## **24. 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.

## **25. TO CARRY OUT A REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST, DEFERRED FROM THE MEETING HELD ON 19<sup>th</sup> MAY 2026 – MIN. 7.1 REFERS**

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

A project to clear the existing ramps on the seafront of shingle and install infrastructure to prevent reoccurrence was suggested as a meaningful

way to improve beach access.

Members **AGREED** to **DEFER** the item to the meeting on 21<sup>st</sup> July 2026, and to submit ideas ahead of time to be considered at the meeting.

**26. TO RATIFY AND RECEIVE AN UPDATE ON THE TOWN COUNCIL'S SUBMISSION IN RESPONSE TO ARUN DISTRICT COUNCIL'S 2 HOUR PARKING SCHEME CONSULTATION**

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

Members **AGREED** to **RATIFY** the corporate response submitted in response to Arun District Council's 2 Hour Parking Scheme Consultation.

**27. CORRESPONDENCE**

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

***The Meeting closed at 5.59pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 9<sup>th</sup> JUNE 2026  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 15<sup>th</sup>, 22<sup>nd</sup> AND 29<sup>th</sup> MAY 2026)**

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

<p><b><u>BR/55/26/PL</u></b> <b><u>13 Normanton Avenue</u></b> Bognor Regis PO21 2TU</p>	<p>Removal of existing garage and outbuilding and conversion of 1 No. detached house into 2 No. semi-detached homes, including a two storey side extension with dormers and a rear extension and demolishing of out buildings. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.</p>	<p><b>OBJECTION</b> Members object to this application for the following reasons:</p> <p><b>Overdevelopment and Intensification of the Site (Arun Local Plan Policies D SP1, H SP4; NPPF Para 135)</b> The proposal seeks to create an additional dwelling through the subdivision of an existing detached property, together with substantial extensions and alterations. Members consider that the resulting development would represent an over-intensive use of the plot, resulting in a cramped form of development that fails to respect the established pattern of development within the locality. The proposal is therefore contrary to Policy D SP1 of the Arun Local Plan and paragraph 135 of the National Planning Policy Framework, which require development to respond positively to local character and make efficient but effective use of land.</p>
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*BR/55/26/PL (continued)*  
*13 Normanton Avenue*  
*Bognor Regis*  
*PO21 2TU*

**Loss of Trees and Impact on Landscape Character (Arun Local Plan Policies QE SP1, D SP1; NPPF Paras 135 and 187)**

Members are concerned by the loss of existing trees required to facilitate the development. Trees make a valuable contribution to the visual amenity, biodiversity and character of the area, and insufficient information has been provided to demonstrate that their removal is justified or that adequate mitigation can be secured as detailed in the Tree Officer's report.

The proposal is therefore contrary to Policy QE SP1, which seeks to conserve and enhance the natural environment, and Policy D SP1, which requires development to contribute positively to local character.

**Adverse Impact on Residential Amenity Through Overlooking and Loss of Privacy (Arun Local Plan Policies D DM1, QE SP1; NPPF Para 135(f))**

Members are concerned that the proposed first-floor windows, including those associated with the dormer extensions, would result in increased overlooking of neighbouring properties and private

<p><i>BR/55/26/PL (continued)</i>  13 Normanton Avenue  Bognor Regis  PO21 2TU</p>		<p>amenity areas.</p> <p>The proposal has the potential to cause an unacceptable loss of privacy and residential amenity for neighbouring occupiers, contrary to Policy D DM1 and Policy QE SP1 of the Arun Local Plan and paragraph 135(f) of the NPPF, which seek to ensure a high standard of amenity for existing and future occupants.</p> <p><b>Harm to the Character and Appearance of the Area (Arun Local Plan Policy D SP1; NPPF Para 135)</b></p> <p>The cumulative impact of the subdivision of the dwelling, two-storey side extension, dormers and rear extension would result in a form of development that appears overly dominant and out of keeping with the prevailing character of the surrounding area.</p> <p>The proposal would fail to preserve the spacious character of the plot and would appear incongruous within the street scene, contrary to Policy D SP1 of the Arun Local Plan and paragraph 135 of the NPPF.</p>
<p><b><u>BR/57/26/HH</u></b>  <b><u>6 &amp; 8 Cavendish Road</u></b>  Bognor Regis  PO21 2JW</p>	<p>Single storey rear extension to No. 8 and demolition of existing detached garage/store and erection of detached garage to the rear of No.6.</p>	<p><b>NO OBJECTION</b></p>

<p><b><u>BR/73/26/T</u></b>  <b><u>Allotments</u></b>  <b><u>North-West of Chipley Court</u></b>  Hawthorn Road  Bognor Regis  PO21 5NL</p>	<p>Fell 1 no. mature Ash (T1).</p>	<p><b>OBJECTION</b>  Members object to this application for the following reasons:</p> <p>The Tree Officer’s report states that there “is no clear evidence” of Ash Dieback and Members agree with the Officer’s recommendation.</p>
<p><b><u>BR/76/26/T</u></b>  <b><u>13 Normanton Avenue</u></b>  Bognor Regis  PO21 2TU</p>	<p>Fell 1 no. Oak (T01).</p>	<p><b>OBJECTION</b>  Members object to this application for the following reasons:</p> <p><b>Loss of Trees and Impact on Landscape Character (Arun Local Plan Policies QE SP1, D SP1; NPPF Paras 135 and 187)</b>  Members are concerned by the loss of existing trees required to facilitate the development. Trees make a valuable contribution to the visual amenity, biodiversity and character of the area, and insufficient information has been provided to demonstrate that their removal is justified or that adequate mitigation can be secured as detailed in the Tree Officer’s report.</p> <p>The proposal is therefore contrary to Policy QE SP1, which seeks to conserve and enhance the natural environment, and Policy D SP1, which requires development to contribute positively to local character.</p>

**BR/60/26/HH**  
**71 Longford Road**

Bognor Regis  
PO21 1AE

Retrospective application for conversion of former detached garage to an annexe, including raising of the ridgeline.

RE-ADVERTISED Amended plans, elevations and description.

**OBJECTION**

Members object to the application for the following reasons:

The additional representations alleging the use of the annexe as an Airbnb/holiday let raises concerns that the building may be operating as a separate planning unit, rather than accommodation ancillary to the main dwelling as described in the application.

If the annexe is being occupied independently for short-term holiday accommodation, this would represent a materially different use from that applied for and could result in the creation of a separate residential unit without adequate assessment of the planning implications, including access, parking provision and residential amenity.

Members therefore request that Arun District Council investigate the reported Airbnb/holiday let use. Members also note concerns that the only apparent means of access to the annexe is via the private driveway serving No. 69 Longford Road.

Should the application nevertheless be approved, Members request that

<p><i>BR/60/26/HH (continued)</i>  71 Longford Road  Bognor Regis  PO21 1AE</p>		<p>a condition be imposed requiring the annexe to remain ancillary to the main dwelling at all times and not be occupied, sold, let or used as a separate dwelling or independent unit of accommodation.</p>
<p><b><u>BR/84/26/S73</u></b>  <b><u>48 Aldwick Rd</u></b>  Bognor Regis  PO21 2TU</p>	<p>Variation of condition 3 following the grant of BR/42/21/PL for amended hours of operation.</p>	<p><b>OBJECTION</b>  Members object to this application for the following reason:</p> <p><b>Noise and Disturbance to Neighbouring Residents (Arun Local Plan Policy D SP1 and NPPF Paragraph 135)</b>  The application seeks to extend the operating hours of the takeaway premises with residential properties located directly above and opposite the site. Members are concerned that the proposed extended hours would result in increased noise and disturbance from customers arriving, waiting, departing, and associated vehicle movements during late evening and early morning periods when background noise levels are significantly lower.</p> <p>Members note the consultation response submitted by Environmental Health, which raises serious concerns regarding the impact of the proposed hours on neighbouring residential amenity. Environmental Health has advised</p>

*BR/84/26/S73 (continued)*  
*48 Aldwick Rd*  
*Bognor Regis*  
*PO21 2TU*

that noise generated by the business would be likely to stand out from the existing background noise environment and has confirmed that noise complaints have previously been received in relation to the premises. Environmental Health has therefore recommended refusal of the application.

Members consider that the proposal would result in an unacceptable impact on the living conditions of nearby residents and is therefore contrary to Policy D SP1 of the Arun Local Plan, which requires development to protect the amenity of existing occupiers, and Paragraph 135 of the National Planning Policy Framework, which seeks to ensure developments create places with a high standard of amenity for existing and future users.