



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,

Bognor Regis, West Sussex, PO21 1LD

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Dear Sir/Madam,

MEETING OF THE PLANNING AND LICENSING COMMITTEE

I hereby give you Notice that a Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **4pm on TUESDAY 21st JULY 2026.**

All Members of the Planning and Licensing Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted, as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements, and these should be restricted to the functions of this Committee). Any written question received by 9am on Tuesday 21st July from members of the public not able to attend the meeting in person, will be read by the Chair during this adjournment.

PLEASE NOTE START TIME

DATED this 13th day of JULY 2026

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
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 leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 30th June 2026
 5. Adjournment for public question time and statements
 6. To welcome Mark Jacobs, Western Area Highway Manager, from WSCC to discuss and consider any further action in relation to the southern end of Gloucester Road wall – Min. 13 & 20 refers
 7. Clerk's report from previous Minutes
 8. To consider Planning Applications on Lists dated 26th June and 3rd, 10th July 2026
 9. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Premises Licence 123435: CAFÉ CENTRAL, 46A London Road, Bognor Regis, West Sussex, PO21 1PY and Premises License 123411: Syrups, 9-11 Station Road, Bognor Regis, West Sussex, PO21 1QD
 10. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
 11. To carry out a review of the Town Council's CIL Spending List, deferred from the meeting held on 9th June 2026 – Min. 25 refers
 12. To agree any comments to be submitted in response to Portsmouth Water's Drought Plan consultation, deferred from the meeting held on 30th June 2026 – Min. 37 refers
 13. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE
COUNCIL CHAMBER IF REQUIRED**



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 30th JUNE 2026

PRESENT: Cllr. Mrs. J. Warr (Chair), 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)

The Meeting opened at 4.01pm

28. 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.

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

Apologies for absence were not received from Cllr. S. Goodheart, therefore, this absence could not be approved.

30. 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, 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

31. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th JUNE 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 9th June 2026 as an accurate record and the Chair signed them.

32. 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.

33. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

34. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 5th, 12th AND 19th JUNE 2026

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

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

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

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

There were no Premises License applications to be considered.

36. 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.

37. TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO PORTSMOUTH WATER'S DROUGHT PLAN CONSULTATION

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

Members **AGREED** to **DEFER** the item to the next meeting, allowing Councillors further time to consider and comment on the proposed Drought Plan before submitting a corporate response.

38. CORRESPONDENCE

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

The Meeting closed at 4.46pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 30th JUNE 2026**
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 5th, 12th AND 19th JUNE 2026)

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

<u>BR/96/26/A</u> <u>Highway Verge</u> Westbound side Upper Bognor Road	Retention of 1 No. non illuminated free standing town boundary sign.	NOT CONSIDERED The Committee resolved not to consider this application, as this application had been made by the Town Council.
<u>BR/92/26/A</u> <u>Pavement outside Poundland</u> 36-38 London Road Bognor Regis	Installation of 1 No. internally illuminated new BT Street Hub, incorporating 2 No. digital 75" LCD advert screens.	OBJECTION Members object to the application as the proposed internally illuminated digital advertisement display, by reason of its siting in close proximity to existing street furniture and its scale and illumination, would introduce additional visual clutter within the street scene of London Road. The advertisement would appear as a visually obtrusive feature, detracting from the surrounding shopfronts and resulting in demonstrable harm to the character of the locality and the visual amenity of the Town Centre. The proposal is therefore contrary to Policies D DM1 (Design) and D SP1 (Place Making) of the Arun Local Plan 2011–2031 and fails to satisfy the requirements of the Town and Country

<i>BR/92/26/A (continued)</i> <i>Pavement outside Poundland</i> <i>36-38 London Road</i> <i>Bognor Regis</i>		Planning (Control of Advertisements) (England) Regulations 2007, which require regard to be had to the interests of amenity and public safety.
<u>BR/91/26/PL</u> <u>Pavement outside Poundland</u> 36-38 London Road Bognor Regis	Installation of 1 No. internally illuminated new BT Street Hub, incorporating 2 No. digital 75" LCD advert screens. This application is in CIL Zone 4 (Zero Rated) as other development.	OBJECTION Members object to the application as the proposed BT Street Hub, by reason of its siting in close proximity to existing street furniture and within a busy commercial frontage, would result in additional clutter within the street scene of London Road. The kiosk would form a visually obtrusive and unduly dominant feature, detracting from the surrounding shopfronts and resulting in demonstrable harm to the character of the locality and the visual amenity of the Town Centre. Furthermore, by introducing a substantial structure within the public footway, the proposal has the potential to reduce the effective pedestrian environment. The proposal is therefore contrary to Policies D DM1 (Design), D SP1 (Place Making) and T SP1 (Sustainable Transport) of the Arun Local Plan 2011–2031 and the design objectives of the National Planning Policy Framework.

<u>BR/94/26/A</u> <u>Highway verge</u> Rear of Carousel Court Hampshire Avenue Junction Bognor Regis	Retention of 1 No. non illuminated free standing town boundary sign.	NOT CONSIDERED The Committee resolved not to consider this application, as this application had been made by the Town Council.
<u>BR/99/26/PL</u> <u>78 Aldwick Road</u> Bognor Regis PO21 2PE	Shop front modernisation. This application is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/78/26/HH</u> <u>15 West Street</u> Bognor Regis PO21 1SP	Replace front and rear windows with like for like style, double glazed windows and replace the doors of the property with Accoya timber frame doors, including a door lite on the rear door. Replace rear garden fencing and replacement of the rear wall outdoor lights with sensor lights. Replace the rainwater gutter and fascia board to the front elevation with like for like. Alterations to property manhole and removal of concrete in garden. This application may affect the character and appearance of the The Steyne, Bognor Conservation Area.	NO OBJECTION Members had no objection, but requested that officers and the applicant consider the representation made by the Arun Conservation Area Advisory Panel and consider changing the design of the front door.
<u>BR/102/26/A</u> <u>42 High Street</u> Bognor Regis PO21 1SP	3 No. internally illuminated fascia signs, 2 No. internally illuminated projecting signs.	NO OBJECTION
<u>BR/107/26/A</u> <u>52 High Street</u> Bognor Regis PO21 1SP	1 No internally illuminated lightbox (back lit poster display which will be static and changed periodically) to shop front. This application is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION Members had no objection, but ask that a condition be included to prevent the lighting being left on overnight.

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 21st JULY 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 26th JUNE, 3rd AND 10th JULY 2026)**

<u>BR/101/26/PL 42 High Street</u> Bognor Regis PO21 1SP	Installation of plant and new shopfront. This application is in CIL Zone 4 (Zero Rated as other development).	<i>COMMENT BY 23-JULY-2026</i>
<u>BR/82/26/PL 63 Annandale Avenue</u> Bognor Regis PO21 2ET	Demolition of the existing dwellinghouse and associated buildings, and the construction of a three-storey building comprising 9 No. self-contained flats with associated landscaping, refuse storage, bicycle storage and parking spaces. This application is in CIL Zone 4 (Zero Rated) as other development.	<i>COMMENT BY 30-JULY-2026</i>
<u>BR/109/26/HH 8 Greenwood Avenue</u> Bognor Regis PO22 9EN	Construction of single storey rear extension to replace existing conservatory.	<i>COMMENT BY 30-JULY-2026</i>
<u>BR/115/26/HH 32 Pevensey Road</u> Bognor Regis PO21 5NU	First floor extension.	<i>COMMENT BY 30-JULY-2026</i>
<u>BR/122/26/T 13 Normanton Avenue</u> Bognor Regis PO21 2TU	Crown reduction of 1 no. English Oak (T1) to leave a height of 10-13m and spread of 13-14m.	<i>COMMENT BY 06-AUGUST-2026</i>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
21st JULY 2026**

AGENDA ITEM 13 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. WSCC – Highways, Transport and Planning Parish Newsletter – Salt bin reminder, Community Highway Schemes, HVO Fuel, LED Streetlights and more