



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

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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 9th DECEMBER 2025.**

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 9th December 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 1st day of DECEMBER 2025

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 25th November 2025
 - 5. Adjournment for public question time and statements
 - 6. Clerk's report from previous Minutes
 - 7. To consider Planning Applications on Lists dated 21st and 28th November 2025
 - 8. To consider Premises Licence Applications including any variations and any other Licence Applications
 - 9. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
 - 10. To ratify any representations submitted in response to the Definitive Map Modification Order (DMMO) for the addition of a footpath from Whitfield Close to Felpham Way
 - 11. 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 25th NOVEMBER 2025

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, S. Goodheart, M. White and Mrs. G. Yeates

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

The Meeting opened at 4.05pm

106. 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.

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

Apologies for absence were received from Cllrs. D. Dawes, Miss. C. Needs, P. Ralph and B. Waterhouse with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

108. 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, Mrs. 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

109. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th NOVEMBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 4th November 2025 as an accurate record of the proceedings and the Chair signed them.

110. 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.

111. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

112. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31st OCTOBER AND 7th, 14th NOVEMBER 2025

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

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

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

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

There were no Premises License applications to be considered, nor representations to be ratified.

114. 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.

115. CIL UPDATE INCLUDING: -

The Deputy Clerk's report, the current CIL Spending List and the CIL Annual Monitoring Report attached, was **NOTED**.

115.1 To consider any CIL funded Community Project proposals received – Min. 23.2 refers

There were no applications to consider.

115.2 To carry out a review of the Town Council's CIL Spending List, deferred from the meeting held on 23rd September 2025 – Min. 82 refers

Members **AGREED** to add the Promenade Lights Project to the Town Council's CIL Spending List as per the Officer recommendation detailed within the report.

Members discussed the lighting on the bandstand located on the promenade, owned by Arun District Council. Members **AGREED** to add this potential future project, to improve the lighting, to the Town Council's CIL Spending List.

115.3 To note that the Town Council's CIL Annual Monitoring Report for 2024/25 has been submitted to ADC

Members **NOTED** that the Town Council's CIL Annual Monitoring Report for 2024/25 has been submitted to Arun District Council.

116. CORRESPONDENCE

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

Additional correspondence included: -

- 116.1** WSCC – Public Notice that Southdown Road, between the junctions of Wellington Road and Burnham Avenue, will be temporarily closed to all traffic commencing on 8th December 2025 for up to 5 days (it is estimated

to be completed on 12th December 2025) and is required for the safety of the public and workforce while Southern Water undertake sewage repairs. The restriction will be in place 24hrs a day. An alternative route will be signed on site but please visit <https://one.network/?tm=GB146283081> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Southern Water on 03303030368 who will be able to assist with scope of these works.

- 116.2** ADC - Notification has been received that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to Planning Application BR/139/25/PL (Land Outside 71A Aldwick Road, Bognor Regis, PO21 2NW - Installation of 1 No. New Communications Kiosk With Integrated Defibrillator), to which the Town Council's Planning and Licensing Committee objected at the meeting held on 2nd September 2025 (Min. 66.3 refers).
- 116.3** ADC - Notification has been received that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to Planning Application BR/154/25/PL (52 High Street, Bognor Regis, PO21 1SP - Installation of 1 No. New Communications Kiosk With Integrated Defibrillator And Illuminated Advertising Display), to which the Town Council's Planning and Licensing Committee raised no objection at the meeting held on 23rd September 2025 (Min. 79.3 refers).
- 116.4** ADC - Notification has been received that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse advertisement consent in relation to Planning Application BR/155/25/A (52 High Street, Bognor Regis, PO21 1SP - Installation Of 1 No. Illuminated Advertising Display Within Communications Kiosk With Integrated Defibrillator), to which the Town Council's Planning and Licensing Committee raised no objection at the meeting held on 23rd September 2025 (Min. 79.3 refers).
- 116.5** ADC – License Consultee Email Application Number 122550. An application for a Street Trading Consent was made to Arun District Council under the Local Government (Miscellaneous Provisions) Act 1982 by Bognor Regis Town Council.
- 116.6** Housing, Communities and Local Government Committee - Florence Eshalomi, Chair of the Housing, Communities and Local Government (HCLG) Committee has responded to the publication of the [latest official housing statistics](#), showing the slow pace of housing building.
- 116.7** Southern Water – The Environment Agency, the lead agency for the protection and enhancement of water quality in our country's waterways, has released its annual bathing water quality results.

The Meeting closed at 5.46pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 25th NOVEMBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 31st OCTOBER, 7th AND 14th NOVEMBER**

Please Note: there were no planning applications for Bognor Regis on List dated 14th November 2025

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

<p><u>BR/174/25/PL</u> <u>17 High Street</u> Bognor Regis PO21 1RJ</p>	<p>Conversion of vacant Class E building and erection of a first-floor extension to create 7 No. dwellings and a reduced Class E unit (resubmission following BR/72/25/PL). This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION Whilst Members have no objection to the proposals, they would like to see action taken to address the lack of openable windows, especially in the form of an overheating assessment.</p> <p>Additionally, they would like to see further information on how developers will be addressing flood risks.</p>
<p><u>BR/185/25/L</u> <u>The Royal Norfolk Hotel</u> The Esplanade PO21 2LH</p>	<p>Listed building consent for the installation of 101 solar panels across roof.</p>	<p>OBJECTION As stated in NPPF para 215: - "Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.</p> <p>Members are of the opinion that having panels on the front of the roof will harm the character and visuals of a historical heritage asset and, therefore, be contrary to the NPPF. The installation of 101 solar</p>

<p><i>BR/185/25/L (continued)</i> <i>The Royal Norfolk Hotel</i> <i>The Esplanade</i> <i>PO21 2LH</i></p>		<p>panels across the roof, by reason of their appearance, together with the sites location would detract from the character and appearance of The Steyne Conservation Area. The proposal neither preserves nor enhances the appearance or character of the area and conflicts with policies HER DM3 and HER SP1 of the Arun Local Plan and Policy 1 of the Bognor Regis Neighbourhood Development Plan.</p> <p>We would comment that without the panels on the front of the roof, the Town Council would not object to the application and appreciate measures designed to improve carbon neutrality.</p>
<p><u>BR/184/25/PL</u> <u>The Royal Norfolk Hotel</u> The Esplanade Bognor Regis PO21 2LH</p>	<p>Installation of 101 solar panels across roof. This application affects the setting of listed buildings, affects the character and appearance of The Steyne, Bognor Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>OBJECTION As stated in NPPF para 215: - "Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.</p> <p>Members are of the opinion that having panels on the front of the roof will harm the character and visuals of a historical heritage asset and, therefore, be contrary to the NPPF. The installation of 101 solar</p>

<p><i>BR/184/25/PL (continued)</i> <i>The Royal Norfolk Hotel</i> <i>The Esplanade</i> <i>Bognor Regis</i> <i>PO21 2LH</i></p>		<p>panels across the roof, by reason of their appearance, together with the sites location would detract from the character and appearance of The Steyne Conservation Area. The proposal neither preserves nor enhances the appearance or character of the area and conflicts with policies HER DM3 and HER SP1 of the Arun Local Plan and Policy 1 of the Bognor Regis Neighbourhood Development Plan.</p> <p>We would comment that without the panels on the front of the roof, the Town Council would not object to the application and appreciate measures designed to improve carbon neutrality.</p>
<p><u>BR/180/25/HH</u> <u>23 Pinewood Gardens</u> Bognor Regis PO21 2XB</p>	<p>Two storey side extension following demolition of existing garage, alterations to fenestration and vehicular crossover.</p>	<p>NO OBJECTION Whilst Members raised no objection to the proposals, comment was made that the location of the new dropped curb be considered, given the potential traffic issues that could be caused by the road closely adjacent and care home entrance that would be directly opposite.</p>
<p><u>BR/177/25/L</u> <u>The Pier</u> The Esplanade Bognor Regis PO21 1SY</p>	<p>Listed building consent for the change of use of existing redundant storage building located at the South end of the pier to become a cafe/sauna.</p>	<p>NO OBJECTION The Town Council support the application, given its close alignment to Policy 8c of our Neighbourhood Development Plan which supports: -</p>

<p><i>BR/177/25/L (continued)</i> <i>The Pier</i> <i>The Esplanade</i> <i>Bognor Regis</i> <i>PO21 1SY</i></p>		<p>"d) a range of sea and beachside facilities and uses such as restaurants, cafes..." "e) a clear distinction between the pier's Victorian heritage and any 21st century additions."</p> <p>We would comment that developers: - ensure the wood used is of good quality to ensure it lasts; consider anti-climbing mechanisms to avoid the jumping off of the building into the sea as has been seen previously; provide further clarity on the type of windows, and lighting to be used.</p>
<p><u>BR/176/25/PL</u> <u>The Pier</u> The Esplanade Bognor Regis PO21 1SY</p>	<p>Change of use of existing redundant storage building located at the South end of the pier to become a cafe/sauna. This application affects the character and appearance of The Steyne, Bognor Regis Conservation Area, affects the setting of a listed building and is in CIL Zone 3 (Zero Rated) as other development.</p>	<p>NO OBJECTION The Town Council support the application, given its close alignment to Policy 8c of our Neighbourhood Development Plan which supports: -</p> <p>"d) a range of sea and beachside facilities and uses such as restaurants, cafes..." "e) a clear distinction between the pier's Victorian heritage and any 21st century additions."</p> <p>We would comment that developers: - ensure the wood used is of good quality to ensure it lasts; consider anti-climbing mechanisms to avoid the jumping off of the building into the sea as has been seen previously; provide further</p>

BR/176/25/PL (continued) The Pier The Esplanade Bognor Regis PO21 1SY		clarity on the type of windows, and lighting to be used.
<u>BR/190/25/HH</u> <u>12 Cavendish Road</u> Bognor Regis PO21 2JW	Single storey rear and side extensions.	NO OBJECTION

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 9th DECEMBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 21st AND 28th NOVEMBER 2025)**

Please Note: there were no planning applications for Bognor Regis on List dated 21st November 2025

<u>BR/203/25/PL</u> <u>Trevalli</u> Belmont Street Bognor Regis PO21 1LE	Change of use from C1 (guest house) to C2 (residential home for children). This application may affect the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development.	<i>COMMENT BY 27 -DEC-2025</i>
<u>BR/178/25/PL</u> <u>8 Madeira Parade</u> Madeira Avenue Bognor Regis PO22 8DX	Retention of external refrigeration unit/compressor to support the existing retail shop on rear of property. This application is in CIL Zone 4 (Zero Rated) as other development.	<i>COMMENT BY 27 -DEC-2025</i>
<u>BR/200/25/HH</u> <u>186 Aldwick Road</u> Bognor Regis PO22 8DX	Detached double garage with dormer.	<i>COMMENT BY 27 -DEC-2025</i>
<u>BR/199/25/HH</u> <u>49 Mons Avenue</u> Bognor Regis PO21 5JL	Single storey rear extension.	<i>COMMENT BY 27 -DEC-2025</i>

AGENDA ITEM 10

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
9th DECEMBER 2025**

AGENDA ITEM 10 - TO RATIFY ANY REPRESENTATIONS SUBMITTED IN RESPONSE TO THE DEFINITIVE MAP MODIFICATION ORDER (DMMO) FOR THE ADDITION OF A FOOTPATH FROM WHITFIELD CLOSE TO FELPHAM WAY

REPORT BY THE DEPUTY CLERK

FOR DECISION

In accordance with paragraph 3 of Schedule 14 of the Wildlife and Countryside Act 1981, WSCC are required to investigate the matters stated in the applications and, after consulting with every local authority whose area includes the land to which the application relates, to decide whether or not to make an order as requested modifying the definitive map and statement of public rights of way.

In relation to an application to add a footpath to the Definitive Map and Statement, from Whitfield Close to Felpham Way, Bognor Regis Town Council were therefore asked to provide any observations prior to the deadline of 5th December 2025.

In order to meet the submission deadline, Members were canvassed for their opinions via an email circulated by the Deputy Clerk. Any representation submitted by the Town Clerk in accordance with the delegated authority and process would be ratified at the Committee Meeting to be held on 9th December 2025.

With no comments received from Members within the timeframe available, there was no representation submitted on behalf of the Town Council.

DECISION

To **NOTE** that no comments were received by Members and therefore no representation was submitted to WSCC, on behalf of Bognor Regis Town Council, in relation to the Definitive Map Modification Order (DMMO) for the addition of a footpath from Whitfield Close to Felpham Way.

AGENDA ITEM 11

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
9th DECEMBER 2025**

AGENDA ITEM 11 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. Southern Water – Following the Environment Agency's bathing water classifications for 2025, Southern Water have shared their annual [Bathing Water Report](#).