



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

E-mail: clerk@bognorregis.gov.uk

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 **10:30am** on **TUESDAY 23rd 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 23rd 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 15th 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 9th December 2025
 5. Adjournment for public question time and statements
 6. Clerk's report from previous Minutes
 7. To consider Planning Applications on Lists dated 5th and 12th December 2025
 8. To further consider Planning Application BR/199/25/HH which was deferred from the meeting on 9th December 2025 in order to seek further information – Min. 123.3 refers
 9. To consider Premises Licence Applications including any variations and any other Licence Applications
 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. 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 9th DECEMBER 2025

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, S. Goodheart, P. Ralph, B. Waterhouse, M. White and Mrs. G. Yeates

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

The Meeting opened at 4.04pm

117. 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.

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

Apologies for absence were received from Cllr. Miss. C. Needs, with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

119. 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. 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

Cllr. D. Dawes declared an Ordinary interest in Agenda Item 7 for application BR/203/25/PL and did not participate in debate or vote on the planning application

120. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25th NOVEMBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 25th November 2025 as an accurate record of the proceedings and the Chair signed them.

121. 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.

122. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

123. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21st AND 28th NOVEMBER 2025

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

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

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

124. 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.

125. 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.

126. 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

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

Members **AGREED** 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.

127. CORRESPONDENCE

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

Additional correspondence included: -

- 127.1** WSCC – Public Notice that Argyle Road, between the junctions of Canada Grove and West Street, will be temporarily closed to all traffic commencing on 4th December 2025 for up to 21 days (it is estimated to be completed on 5th December 2025) and is required for the safety of the public and workforce while Southern Water undertake CCTV & Jetting works to mitigate pollution. The restriction will be in place overnight only from 20:00 until 06:00. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Southern Water on 01634246720 who will be able to assist with scope of these works.

The Meeting closed at 4.56pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE 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

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

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| <u>BR/203/25/PL</u> <u>Trevali</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. | NO OBJECTION |
| <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. | NO OBJECTION |
| <u>BR/200/25/HH</u> <u>186 Aldwick Road</u> Bognor Regis PO22 8DX | Detached double garage with dormer. | OBJECTION – Members object to this application for the following reasons: Impact on Local Character and Streetscape (NPPF Para 130) The proposed garage and office, positioned prominently in front of the dwelling, are considered excessively large, visually intrusive, and wholly out of keeping with the established character of Aldwick Road, where open frontages and dwellings set well back create a spacious streetscape. The development would dominate the |

BR/200/25/HH (continued)
186 Aldwick Road
Bognor Regis
PO22 8DX

street scene and introduce an incompatible form of built development that conflicts with the prevailing pattern of single detached houses behind landscaped gardens.

Adverse Effect on Residential Environment and Privacy (NPPF Para 130)

The scale and siting of the proposed structure would result in an over-dominant and overbearing impact on neighbouring properties, reducing light, affecting outlook, and creating a physical barrier at odds with the open character of the area. Concerns are also raised regarding intensified activity associated with the enlarged hardstanding and constrained manoeuvring space, which could lead to vehicles reversing onto Aldwick Road, raising highway safety issues. The inclusion of WC facilities and potential for further installation suggests the building could be used more intensively than a simple home office.

Non-Compliance with the Established Building Line

By projecting forward of the existing dwelling and garage, the proposal disrupts the established building line and undermines the

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| <p><i>BR/200/25/HH (continued)</i> <i>186 Aldwick Road</i> <i>Bognor Regis</i> <i>PO22 8DX</i></p> | | <p>consistent rhythm of properties along Aldwick Road. Members consider that approval would set an undesirable precedent for similar forward-built structures, further eroding the character of the area.</p> <p>Negative Visual Impact (NPPF Paras 130 & 134) The proposed building would be highly visible from Aldwick Road and, due to its scale and position, would detract from the appearance of Aldwick Road, giving the impression of two separate dwellings.</p> <p>Lack of Sustainable or Sympathetic Design The design fails to respect or complement the character of surrounding dwellings, including the Tudor-style architecture of the host property. The proposal does not demonstrate high-quality or context-appropriate design and therefore does not meet the expectations of the Local Plan or NPPF Paragraph 134.</p> <p>Conservation Area Impact As the site lies within the Aldwick Road Conservation Area, Members consider that the development neither preserves nor enhances its special architectural and historic</p> |
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| <p><i>BR/200/25/HH (continued)</i> <i>186 Aldwick Road</i> <i>Bognor Regis</i> <i>PO22 8DX</i></p> | | <p>character. The introduction of a large, prominent structure to the front of the property would harm the area's visual coherence and is therefore contrary to conservation aims.</p> |
| <p><u>BR/199/25/HH</u> <u>49 Mons Avenue</u> Bognor Regis PO21 5JL</p> | <p>Single storey rear extension.</p> | <p>DEFER - The Committee resolved to DEFER considering this application in order to receive further clarification. This application will now be considered at the next meeting of the Planning and Licensing Committee on 23rd December 2025.</p> |

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 23rd DECEMBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 5th AND 12th DECEMBER 2025)**

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| <p><u>BR/201/25/PIP</u> <u>Longbrook Pavillion</u> Hook Lane Bognor Regis PO22 8AT</p> | <p>Application for permission in principle for a minimum net gain of 0 dwellings to a maximum net gain of 8 No dwellings.</p> | <p><i>COMMENT BY 29-DEC-2025</i></p> |
| <p><u>BR/198/25/PL</u> <u>The Regis School Campus</u> Westloats Lane Bognor Regis PO21 5LH</p> | <p>Installation of a four-lane outdoor caged cricket net facility. This application is in CIL Zone 4 (Zero Rated) as other development.</p> | <p><i>COMMENT BY 04-JAN-2026</i></p> |
| <p><u>BR/204/25/T</u> <u>78 Kyoto Court</u> Bognor Regis PO21 2UL</p> | <p>Crown reduction to 1 No. Macrocarpa (T1) to leave an Easterly spread of 4m, crown lift to 2.5m from ground level.</p> | <p><i>COMMENT BY 04-JAN-2026</i></p> |
| <p><u>BR/205/25/S73</u> <u>10 Nelson Road</u> Bognor Regis PO21 2RY</p> | <p>Variation of condition 2 imposed under BR/46/25/HH relating to approved plans.</p> | <p><i>COMMENT BY 04-JAN-2026</i></p> |
| <p><u>BR/208/25/S73</u> <u>1A Normanton Avenue</u> Bognor Regis PO21 2TX</p> | <p>Variation of condition 2 imposed under BR/49/25/HH relating to approved plans.</p> | <p><i>COMMENT BY 11-JAN-2026</i></p> |

**PLANNING APPLICATIONS ON LIST DATED 28th NOVEMBER 2025, DEFERRED FROM THE PLANNING AND
LICENSING COMMITTEE MEETING HELD ON 9th DECEMBER (MIN. 123.3 REFERS),
TO BE CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE MEETING
TO BE HELD ON 23rd DECEMBER 2025**

[BR/199/25/HH](#)
[49 Mons Avenue](#)
Bognor Regis
PO21 5JL

Single storey rear extension.

COMMENT BY 27 -DEC-2025

AGENDA ITEM 11

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
23rd DECEMBER 2025**

AGENDA ITEM 11 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. WSCC – Public Notice that London Road, between the junction with Lyon Street to the B2259, will be temporarily closed to all traffic commencing on 22nd December 2025 for up to 5 days (it is estimated to be completed on 23rd December 2025) and is necessary to allow VolkerHighways on behalf of WSCC to undertake highway maintenance and repair due to a possible void in the carriageway. The restriction will be in place Off Peak only between 09:30 and 15:30. An alternative route will be signed on site but please visit <https://one.network/?%20tm=GB147246079> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact WSCC on 01243 642105 who will be able to assist with scope of these works.