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 **4pm on TUESDAY 24th NOVEMBER 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 24th November 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 16th day of NOVEMBER 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 3rd November 2026
5. Adjournment for public question time and statements
6. Clerk's report from previous Minutes
7. To consider Planning Applications on Lists dated 30th October and 6th, 13th November 2026
8. To consider Premises Licence Applications including any variations and any other Licence Applications. Also to ratify representations submitted in response to Annual Regular Markets Consent 12395 – Bognor Regis Business Improvement District, Street Record, London Road, Bognor Regis, West Sussex, PO21 1PQ
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 consider a CIL Funded Community Project proposal received – Min. 108 refers
11. Correspondence

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

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

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 3rd NOVEMBER 2026

PRESENT: Cllrs: J. Barrett, P. Botterill, S. Goodheart, P. Ralph, M. White and Mrs. G. Yeates

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

The Meeting opened at 4.03pm

99. WELCOME BY CHAIR

Due to the Chair, Cllr. Mrs. J. Warr having given apologies, the Vice-Chair Cllr. M. White took the 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.

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

Apologies for absence were received from Cllrs. Miss C. Needs, Mrs. J. Warr and P. Woodall with the Clerk recommending that the reasons given were acceptable. These absences were unanimously **APPROVED** by Members.

101. 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 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

102. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 13th OCTOBER 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the Meeting held on 13th October 2026 as an accurate record and the Chair signed them.

103. 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.

104. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

105. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 9th, 16th AND 23rd OCTOBER 2026

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

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

105.3 The Committee, having considered the applications, **RESOLVED** that its

representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

106. <u>TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE REVIEW 123840: MAGNA TANDOORI, 33 ARGYLE ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1EB AND ANNUAL STREET TRADING CONSENT 123888: CORMORANT COFFEE COMPANY STREET RECORD, LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PQ</u>

106.1 Licensing Act 2003
Premises: Magna Tandoori, 33 Argyle Road, Bognor Regis, West Sussex, PO21 1EB
Application Number: 123840
The Committee noted the 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 have been seriously undermined by the alleged employment of illegal workers.

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

106.2 Annual Street Trading Consent – Cormorant Coffee Company
Premises: Street Record, London Road, Bognor Regis, West Sussex
Application Number: 123888
An application for a Street Trading Consent was made to Arun District Council under the Local Government (Miscellaneous Provisions) Act 1982.

Members unanimously **RESOLVED** to raise **NO OBJECTION** to the Street Trading Consent application.

107. <u>TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS</u>

There were no Pavement Licence applications to be considered.

108. <u>CIL UPDATE INCLUDING: -</u>

The Deputy Clerk's report, including the summary of the request for CIL funding, the current CIL Spending List, and the Town Council's CIL Monitoring Report for 2025/26 appended to the report, was **NOTED**.

108.1 To carry out a review of the Town Council's CIL Spending List – Min. 49 refers
Members **NOTED** that two applications had been received:

108.1.1 Marine Quarter Project
Members considered a request from Arun District Council for a £10,000 contribution towards Phase 1 of the Marine Quarter project.

The project seeks to improve marine-related infrastructure and facilities along the promenade, west of the pier, supporting the town's fishing heritage, visitor economy and wider regeneration ambitions. Members noted that the contribution would form part of 25% match funding that could help secure approximately £393,000 in external funding.

Following discussion, Members **RESOLVED** to **AGREE** to add the Marine Quarter project to the Town Council's CIL Spending List and commit £10,000 towards the project.

108.1.2 Arun Arts "Light It Up"

Members considered an application from Arun Arts towards its "Light It Up!" project at the Alexandra Arts Centre, which is scheduled to reopen in Spring 2027. The project seeks to install modern, energy-efficient theatre lighting equipment, including a new lighting control console, to support community performances, cultural activities and technical training opportunities. Members noted the anticipated environmental and economic benefits, alongside the improvements to the Centre's facilities.

Following discussion, Members **RESOLVED** to **AGREE** to add the Light It Up! project to the Town Council's CIL Spending List and commit £6,000 towards the project.

108.1.3 Members considered correspondence from Arun District Council (ADC), which had requested that the Committee consider agreeing in principle to contributing CIL funding towards improving beach access in Bognor Regis, particularly through the provision of beach wheelchairs.

Members noted that a similar scheme had been introduced in Littlehampton at a cost of approximately £7,500, but that further work was required to establish a viable scheme in Bognor Regis, including arrangements for storage, management, maintenance and bookings.

Following discussion, Members **AGREED IN PRINCIPLE** to contribute CIL funding towards improving beach access in Bognor Regis, subject to a viable project plan being brought forward for further consideration. No specific funding amount was committed at this stage.

108.2 To note that the Town Council's CIL Annual Monitoring Report for 2025/26 has been submitted to ADC

Members **NOTED** that the Town Council's CIL Annual Monitoring Report for 2025/26 has been submitted to Arun District Council.

109. <u>CORRESPONDENCE</u>

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

The Meeting closed at 5.35pm

PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 3rd NOVEMBER 2026 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 9th, 16th AND 23rd OCTOBER

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

BR/145/26/HH **51 Highcroft Crescent** Bognor Regis PO22 8DJ	Installation of a single storey rear extension and the demolition of an existing conservatory.	**OBJECTION** Members object to this application on drainage grounds, noting the concerns raised by the Drainage Engineer and the insufficient drainage information provided to demonstrate that surface water can be adequately managed without increasing flood risk. Members consider that these concerns should be satisfactorily addressed before permission is granted, in accordance with Policies W DM2 (Flood Risk) and W DM3 (Sustainable Urban Drainage Systems) of the Arun Local Plan 2011–2031. Members have no other objections to the proposed development.
BR/177/26/T **42 Servite Close** Bognor Regis PO21 2DE	Fell 1 No. Sycamore tree.	**OBJECTION** Members object to this application, supporting the recommendation of the Tree Officer, who has confirmed that the Sycamore appears to be in

BR/177/26/T (continued) *42 Servite Close* *Bognor Regis* *PO21 2DE*		good physiological and structural condition, with no obvious defects or arboricultural issues that would justify its removal. Members consider that insufficient justification has been provided for the felling of a healthy tree, particularly having regard to Policy ENV DM4 (Protection of Trees) of the Arun Local Plan 2011–2031, which seeks to protect trees contributing to local amenity unless their removal can be appropriately justified. Members therefore support the Tree Officer's recommendation that consent be refused.
BR/163/26/PL **60 Hook Lane** Bognor Regis West Sussex PO22 8AR	Increasing the number of children from 15 to 20 at the nursery. Is in CIL Zone 4 (Zero Rated) as all other development.	**NO OBJECTION**
BR/179/26/T **1 Flat 1a Queens Square** Bognor Regis PO21 1SA	Crown lift to 4m to 2 No. Lime trees (T1 and T2), crown lift to 4m to 1 No. Sycamore tree (T3) and re pollard 1 No. Lime tree (T4) to existing knuckles to a height of 8m and spread of 4m.	**NO OBJECTION** Members have no objection subject to Arun District Council's Arboricultural Officer being satisfied that the proposed works are appropriate and would safeguard the health and amenity value of the protected trees.

PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 24th NOVEMBER 2026 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 30th OCTOBER AND 6th, 13th NOVEMBER 2026

PLEASE NOTE: There were no applications for Bognor Regis on List Dated 30th October 2026.

BR/190/26/HH **71 Hillsboro Road** Bognor Regis PO21 2DY	Part single-storey, part two-storey rear extension, internal remodelling and associated landscape work, alterations to fenestrations, including changes to dwelling cladding.	*COMMENT BY 03-DEC-2026*
BR/197/26/L **The Dome Chichester University** Upper Bognor Road Bognor Regis PO21 1HR	Listed building consent for repair and refurbishment of the historic timber sash and casement windows and cupola at The Dome.	*COMMENT BY 10-DEC-2026*
BR/193/26/HH **29 Hillsboro Road** Bognor Regis PO21 2DX	Conversion of the second floor loft space, including a hip to gable extension and side dormer extension.	*COMMENT BY 10-DEC-2026*
BR/198/26/T **Flat 1** **Hardy House** **25 Nelson Road** Bognor Regis PO21 2RY	Reduce crown of 1 No English Oak (T1) to a height of 11m and a canopy spread to 9m.	*COMMENT BY 10-DEC-2026*
BR/199/26/T **Chipley Court** **Hawthorn Road** Bognor Regis PO21 2XA	Crown lift to 1 No. Beech (00WT) to 4m above ground level, remove small diameter (<25mm) branches where diverting/adding tension to BT cables, reduce/remove branches to 3m clearance of buildings and fixtures. Fell 1 No. Pine (00WQ)	*COMMENT BY 10-DEC-2026*

BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
24th NOVEMBER 2026

AGENDA ITEM 10 - TO CONSIDER A CIL FUNDED COMMUNITY PROJECT PROPOSAL RECEIVED – MIN. 108 REFERS

REPORT BY THE DEPUTY CLERK **FOR DECISION**

A proposal has been received for the installation of eight planters in London Road, near the pedestrian crossing, for consideration as a CIL funded community project (Min. 108 refers).

West Sussex County Council (WSCC) Highways approached the Town Force Manager following complaints about vehicles parking on the pavements on both sides of the road. Whilst bollards had been considered, WSCC suggested that planters could provide a more attractive means of deterring parking at this location.

The Town Force Manager has subsequently prepared a proposal for eight Amberol self-watering Promenade planters, with five positioned on the south side of London Road and three on the north side. Each planter measures 1,500mm in length, 500mm in width and 750mm in height. Similar black planters are already located outside the Jobcentre, Library and Railway Station.

WSCC Highways has indicated that it is prepared to license this style of planter. The precise positioning and spacing would need to be agreed with WSCC to deter vehicles from parking between the planters whilst maintaining suitable pedestrian access.

A quotation has been received from Amberol, providing the following options: -

Option	**Cost per planter exc. VAT**	**Total exc. VAT**
Black	£387.03	£3,096.24
Other standard colour	£424.86	£3,398.88

Delivery is included at no additional charge, with an estimated lead time of two to four weeks from receipt of an order. The quotation is valid for 30 days. The black option would be consistent with similar existing planters in the town and would cost £302.64 less than the alternative standard colour option.

In addition, approximately one tonne of compost would be required at an estimated cost of £30 plus VAT. The cost of plants remains to be confirmed. The cost of the planters and compost would therefore be £3,126.24 plus VAT for black, or £3,428.88 plus VAT for another standard colour, before planting and any additional installation costs.

DECISIONS

Members are invited to consider the proposal and **AGREE** whether to add the London Road planters project to the Town Council's CIL Spending List.

Should Members support the proposal, they are also invited to indicate their preferred colour and **RESOLVE** to **AGREE** to fund the project from CIL receipts, subject to the necessary highway licence.

BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
24th NOVEMBER 2026

AGENDA ITEM 11 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK **FOR INFORMATION**

1. WSCC – Highways, Transport and Planning Parish Newsletter. Updates include Member and parish briefing sessions on highways development management, planning applications and winter preparedness on. Other items include active travel improvements, ash dieback maintenance and progress with the A29 Realignment Scheme.
2. WSCC – News release regarding the response to storms during October 2026. Highways teams attended 201 emergency incidents, including 195 fallen trees, two carriageway floods, two highway voids and two traffic signal faults. Additional emergency response resources were deployed in anticipation of the severe weather.
3. Action in rural Sussex – Newsletter, October 2026. Updates include the Arundel Community Land Trust housing scheme being shortlisted for a national award, the annual Village Halls Conference and forthcoming community buildings training. Other items include the Villagers Connect Project, the Lost Woods Film Festival and recognition of the Lost Woods Project's conservation work.
4. WSCC – Highways, Transport and Planning Parish Newsletter regarding winter readiness for 2026/27. Updates include pothole repairs, investment in a thermal road repair unit, drainage maintenance and improvements to gritting equipment.
5. WSCC – News release regarding increased bus passenger numbers and improvements delivered through the Bus Service Improvement Plan. Updates include real-time passenger information displays, accessibility improvements and new bus shelter partnerships. Local improvements include 24-hour services between Bognor Regis and Chichester, with the Stagecoach 500 service having carried more than one million passengers.
6. WSCC – Public Notice that Waverley Road will be temporarily closed to all traffic from 9th November 2026 for up to 21 days (it is estimated to be completed on 13th November 2026) and is necessary to ensure the safety of both the public and the workforce while Portsmouth Waterworks Company undertakes work to open and examine a leaking water main in the carriageway. The restriction will be in place 24hrs. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Portsmouth Waterworks Company who will be able to assist with scope of these works.

7. WSCC – Public Notice that High Street, between the junctions with Bedford Street and Clarence Road, will be temporarily closed to all traffic from 25th November 2026 for up to 5 days (it is estimated to be completed on 26th November 2026) and is necessary to allow Volker Highways, on behalf of WSCC, to undertake carriageway repairs to damaged/rocking block paving. The restriction will be in place overnight only from 20:00 until 05:00. An alternative route will be signed on site but please visit https://one.network/?tm=GB153610594 for more details. Access maintained for emergency services, residents and pedestrians. For information regarding the effect of this closure on traffic please contact WSCC on 01243 642105.

8. WSCC – Public Notice that Ellasdale Road, outside property number 4, will be temporarily closed to all traffic from 16th November 2026 for up to 21 days (it is estimated to be completed on 27th November 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water undertakes an urgent excavation and repair in the carriageway. The restriction will be in place 24hrs. 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 01403282841 who will be able to assist with scope of these works.