



# BOGNOR REGIS TOWN COUNCIL

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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 13<sup>th</sup> JANUARY 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 13<sup>th</sup> January 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 5<sup>th</sup> day of JANUARY 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 23<sup>rd</sup> 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 19<sup>th</sup>, 26<sup>th</sup> December 2025 and 2<sup>nd</sup> January 2026
  - 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 Arun District Council's Public Spaces Protection Order (PSPO) Consultation
  - 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 23<sup>rd</sup> DECEMBER 2025**

**PRESENT:** Cllrs: J. Barrett, S. Goodheart, B. Waterhouse, M. White  
and Mrs. G. Yeates

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

*The Meeting opened at 10.36am*

### **128. WELCOME BY CHAIR**

In the absence of the Chair, Cllr. Mrs. Warr, the Vice-Chair, Cllr. Barrett, 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.

### **129. 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 Mrs. J. Warr, with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

### **130. 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***

**131. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9<sup>th</sup> DECEMBER 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 9<sup>th</sup> December 2025 as an accurate record of the proceedings and the Chair signed them.

**132. 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.

**133. CLERK'S REPORT FROM PREVIOUS MINUTES**

The Clerk had nothing to report from the previous Minutes.

**134. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 5<sup>th</sup> AND 12<sup>th</sup> DECEMBER 2025**

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

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

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

**135. TO FURTHER CONSIDER PLANNING APPLICATION BR/199/25/HH WHICH WAS DEFERRED FROM THE MEETING ON 9<sup>th</sup> DECEMBER 2025 IN ORDER TO SEEK FURTHER INFORMATION – MIN. 123.3 REFERS**

When considering this application at the Planning and Licensing Committee Meeting held on 9<sup>th</sup> December 2025, Members had requested that the Clerk seek further clarification in relation to the proximity of the proposed development to the border, and whether the District Council had adopted a policy relating to moisture that might arise from such developments (Min. 123.3 refers).

The Clerk reported that the District Council had confirmed that the proximity within the proposal was common in Householder applications across the District and that they were not aware of any Council Planning Policy that advises on damp moisture between two residential extensions.

Having considered the feedback from Arun District Council, Members **RESOLVED** to **AGREE** to raise **NO OBJECTION** in relation to Planning Application BR/199/25/HH.

**136. 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.

**137. 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.

**138. CORRESPONDENCE**

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

Additional correspondence included: -

- 138.1** CPRE Sussex – The Council has received correspondence wishing the Town Council a Merry Christmas.

- 138.2** WSCC – Public Notice that High Street, between Upper Bognor Road Roundabout and the junction with Gloucester Road, will be temporarily closed to all traffic commencing on 7<sup>th</sup> January 2026 for up to 5 days (it is estimated to be completed on 8<sup>th</sup> January 2026) and is required for the safety of the public and workforce while Volker Highways conducts lining work on behalf of WSCC. An alternative route will be signed on site but

please visit <https://one.network/?tm=GB146826040> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact West Sussex County Council on 01243 642105 who will be able to assist with scope of these works.

***The Meeting closed at 11.18am***

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

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

<p><b><u>BR/201/25/PIP</u></b> <b><u>Longbrook Pavillion</u></b> 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><b>OBJECTION</b></p> <p>The proposal conflicts with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Flood Zone 3 / Future Flood Zone 3a and, whilst an FRA has been submitted, the applicant has not provided sufficient information to demonstrate that the proposal is not at risk of flooding both now and in the future, especially in regard to people and climate change, nor has sufficient detail of adequate flood defenses been provided.</p>
<p><b><u>BR/198/25/PL</u></b> <b><u>The Regis School Campus</u></b> 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><b>NO OBJECTION</b></p>
<p><b><u>BR/204/25/T</u></b> <b><u>78 Kyoto Court</u></b> 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><b>NO OBJECTION</b></p>

<a href="#"><u>BR/205/25/S73</u></a> <a href="#"><u>10 Nelson Road</u></a> Bognor Regis PO21 2RY	Variation of condition 2 imposed under BR/46/25/HH relating to approved plans.	<b>NO OBJECTION</b>
<a href="#"><u>BR/208/25/S73</u></a> <a href="#"><u>1A Normanton Avenue</u></a> Bognor Regis PO21 2TX	Variation of condition 2 imposed under BR/49/25/HH relating to approved plans.	<b>NO OBJECTION</b>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 13<sup>th</sup> JANUARY 2026  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 19<sup>th</sup>, 26<sup>th</sup> DECEMBER 2025  
AND 2<sup>nd</sup> JANUARY 2026)**

*PLEASE NOTE: There were no applications for Bognor Regis on List Dated 2<sup>nd</sup> January 2026*

<a href="#"><u>BR/146/25/HH</u></a> <a href="#"><u>4 Gatehouse Mews</u></a> Sudley Road Bognor Regis PO21 1FJ	New entrance porch. Single storey rear extension. Conversion of existing storage room into habitable room. <b>RE-ADVERTISED</b> Amended application form with Certificate B.	<i>COMMENT BY 18-JAN-2026</i>
<a href="#"><u>BR/206/25/HH</u></a> <a href="#"><u>29 Victoria Road</u></a> Bognor Regis PO21 2JE	Single storey rear extension.	<i>COMMENT BY 18-JAN-2026</i>
<a href="#"><u>BR/214/25/PL</u></a> <a href="#"><u>5 Bedford Street</u></a> Bognor Regis PO21 1SD	Demolition of Unit 1 and re-roofing of Unit 2 due to fire damage. This application is in CIL Zone 4 (Zero Rated) as other development.	<i>COMMENT BY 23-JAN-2026</i>
<a href="#"><u>BR/215/25/CLE</u></a> <a href="#"><u>146 Aldwick Road</u></a> Bognor Regis PO21 2PA	Lawful development certificate for 3 No. existing flats.	<i>COMMENT BY 23-JAN-2026</i>

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
13<sup>th</sup> JANUARY 2026**

**AGENDA ITEM 10 - TO RATIFY ANY REPRESENTATIONS SUBMITTED IN  
RESPONSE TO ARUN DISTRICT COUNCIL'S PUBLIC SPACES PROTECTION  
ORDER (PSPO) CONSULTATION**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Arun District Council's current anti-social behaviour related Public Spaces Protection Order (PSPO) is due to expire at the end of March 2026. As a result, the District Council is undertaking a consultation to assess the need for a new Order.

The proposed new PSPO includes revised conditions relating to alcohol consumption and anti-social behaviour in public spaces. The consultation includes a public survey, alongside formal engagement with statutory and key local partners. Any responses received will be considered by Arun District Council in due course.

The current PSPO includes the following restrictions:

*Alcohol Restriction – No person shall refuse to stop drinking alcohol or refuse to hand over any container reasonably believed to contain alcohol when required to do so by an authorised person.*

*Anti-Social Behaviour – All persons are prohibited from behaving in a way which causes, or is likely to cause, nuisance, harassment, alarm or distress to members of the public.*

Under the proposed new Order, the conditions would be clarified and simplified to state that:

*It is an offence to consume alcohol when asked not to do so by an authorised officer.*

*It is an offence to cause anti-social behaviour when warned not to do so by an authorised officer.*

The revised specified areas to which the proposed Order would apply have been reviewed in line with data relating to alcohol-related incidents and local intelligence identifying locations where public drinking and anti-social behaviour is most prevalent.

As part of the consultation process, Bognor Regis Town Council was invited to submit representations on the proposal by midday on Monday 19<sup>th</sup> January 2026.

In order to meet the submission deadline, Members were canvassed for their views via an email circulated by the Deputy Clerk. A comment was received by Cllr. D. Dawes via email relating to authorised persons and the PSPO area, and the Committee will decide any representation to be submitted.

## **DECISION**

To **AGREE** any representation to be submitted by Bognor Regis Town Council in response to Arun District Council's Public Spaces Protection Order (PSPO) consultation.

**AGENDA ITEM 11**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
13<sup>th</sup> JANUARY 2026**

**AGENDA ITEM 11 - CORRESPONDENCE**

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

1. ADC - Notification that Planning Application BR/184/25/PL (The Royal Norfolk Hotel, The Esplanade, Bognor Regis, PO21 2LH for the installation of 101 solar panels across roof) is expected to be determined by Arun's Planning Committee on 14<sup>th</sup> January 2026.
2. WSCC - Highways, Transport and Planning - News and Updates, 19 December 2025. Circulated to Committee Members via email.