



# 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 24<sup>th</sup> FEBRUARY 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 24<sup>th</sup> February 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 17<sup>th</sup> day of FEBRUARY 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 3<sup>rd</sup> February 2026
  5. Adjournment for public question time and statements
  6. Clerk's report from previous Minutes
  7. To consider Planning Applications on Lists dated 30<sup>th</sup> January and 6<sup>th</sup>, 13<sup>th</sup> February 2026
  8. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Street Trading Consent 122828: 35 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 Arun District Council's Infrastructure Investment Plan (IIP) review, and to agree any comments to be submitted in response to the consultation
  11. To consider Arun District Council's Local Cycling & Walking Infrastructure Plan (LCWIP), and to agree any comments to be submitted in response to the consultation
  12. 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 3<sup>rd</sup> FEBRUARY 2026**

**PRESENT:** Cllr. Mrs. J. Warr (Chair); Cllrs: J. Barrett, D. Dawes,  
B. Waterhouse, M. White and Mrs. G. Yeates

**IN ATTENDANCE:** Mr. M. Hirst (Deputy Clerk)  
1 member of the public

*The Meeting opened at 4.05pm*

#### **150. 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.

#### **151. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllr. Miss. C. Needs and Cllr. S. Goodheart, with the Clerk recommending that the reasons given were acceptable. These absences were unanimously **APPROVED** by Members.

Although apologies were received from Cllr. P. Ralph, due to an administrative error they could not be approved, however, Members will be asked to retrospectively approve this absence at the next meeting.

#### **152. 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. 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. Mrs. G. Yeates declared an Ordinary Interest in Agenda Item 7 regarding BR/225/25/PL as a member of the Arun Conservation Area Advisory Panel and stated that she would not vote***

**153. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 13<sup>th</sup> JANUARY 2026**

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

**154. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There was one member of the public seated in the gallery, who did not wish to ask any questions or make a statement, therefore the meeting was not adjourned.

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

The Clerk had nothing to report from the previous Minutes.

**156. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 9<sup>th</sup>, 16<sup>th</sup> 23<sup>rd</sup> JANUARY 2026**

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

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

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

**157. 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.

**158. 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.

**159. CORRESPONDENCE**

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

Additional correspondence included: -

**159.1** WSCC – Public Notice that London Road will be temporarily closed to all traffic commencing on 16<sup>th</sup> February 2026 for up to 5 days (it is estimated to be completed on 20<sup>th</sup> February 2026) and is necessary to ensure the safety of both the public and the workforce while SGN undertakes gas connection onto main. The restriction will be in place 24 hours. An alternative route will be signed on site. Access maintained for residents and pedestrians. Access will not be maintained for emergency services during works, and the diversion route will need to be followed. For information regarding this closure please contact SGN on 0800 912 1700 who will be able to assist with scope of these works.

**159.2** WSCC – Public Notice that Annandale Avenue outside property 51 has been temporarily closed to all traffic commencing on 29<sup>th</sup> January 2026 for up to 21 days (it is estimated to be completed on 13<sup>th</sup> February 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water undertakes emergency road closure to facilitate sewer repairs. The restriction will be in place 24 hours. 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, 01403 282841 who will be able to assist with scope of these works.

- 159.3** WSCC – Public Notice that Southdown Road outside property 43 has been temporarily closed to all traffic commencing on 30<sup>th</sup> January 2026 for up to 21 days (it is estimated to be completed on 30<sup>th</sup> January 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water undertakes Emergency road closure to facilitate the repair of broken utility asset. The restriction will be in place 24 hours. 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, 01403 282841 who will be able to assist with scope of these works.
- 159.4** WSCC - Highways, Transport and Planning - News and Updates, 30<sup>th</sup> January 2026. Circulated to Committee Members via email.
- 159.5** ADC – The latest Infrastructure Funding Statement has been provided.

***The Meeting closed at 4.45pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 3<sup>rd</sup> FEBRUARY 2026  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 9<sup>th</sup>, 16<sup>th</sup> AND 23<sup>rd</sup> JANUARY 2026)**

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

<p><b><u>BR/217/25/PL</u></b> <b><u>Land rear of 86 Annandale Avenue</u></b> Bognor Regis PO21 2EX</p>	<p>Erection of 1 No. 3- bed dwelling house with off street parking and garden. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.</p>	<p><b>OBJECTION</b></p> <p>The proposed development would result in an intensification of use of the site and a cramped appearance which would adversely affect the character of the building occupying the site of 86 Annandale Avenue and the character of the residential area which affects neighbouring amenities. It is felt that it fails to provide an adequate area of amenity space commensurate to the size of the dwelling located on the site of 86 Annandale Avenue, which could harm the amenities of future and existing occupants and would be, therefore, contrary to Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan. Members are concerned that these proposals will result in an increase in pressure for on-street parking spaces, by losing the current parking provision running alongside 86 Annandale Avenue in order to gain vehicular access to the proposed development, which will be harmful to the amenity of existing local residents in the area. This would result in an intensification of use, that adversely affects the character of the area, which</p>
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*BR/217/25/PL (continued)*  
*Land rear of 86 Annandale Avenue*  
*Bognor Regis*  
*PO21 2EX*

would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Local Plan. Criterion (b) of Policy H SP4 requires HMOs, of which it is believed 86 Annandale Avenue is classed as, to not contribute to the generation of excessive parking demands and requires that capacity is provided for or exists to cater for any demand likely to be generated. There is also concern about the mature trees that run along the northern boundary, of which one is regarded by Members to be a magnificent Magnolia tree. It is not clear from the plans whether it is intended to remove any of these trees. If this were to be the case then the proposals have the potential to fall short of Policy ENV DM4 which requires that it can be demonstrated that trees protected by a TPO, or those contributing to local amenity, will not be damaged or destroyed unless certain conditions can be met. Furthermore, Policy QE SP1 requires all development to contribute positively to the quality of the environment and to ensure that development does not have a significantly negative impact upon residential amenity, or the natural environment, which Members consider the proposals to be contrary to should any mature trees be removed.

<p><b><u>BR/222/25/HH</u></b>  <b><u>136 Hawthorn Road</u></b>  Bognor Regis  PO21 2BL</p>	<p>Hard standing and new 3.4m vehicle crossover.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/224/25/HH</u></b>  <b><u>186 Aldwick Road</u></b>  Bognor Regis  PO21 2YQ</p>	<p>Two storey rear extension.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/225/25/PL</u></b>  <b><u>Land adjacent to Bognor Regis Station</u></b>  Station Road  Bognor Regis  PO21 1QF</p>	<p>Installation of black, 450mm railings on existing planter walls. This application affects the setting of a listed building, affects the character and appearance of the Bognor Regis Railway Station Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION</b></p> <p>Members support the application having worked with local partners to address historic ASB issues at station square, towards which the installation of these railing will hopefully mitigate.</p>
<p><b><u>BR/219/25/PL</u></b>  <b><u>45 High Street</u></b>  Bognor Regis  PO21 1RU</p>	<p>Mansard roof extension for 1 No. 2-bed apartment with construction of an external staircase and window and door amendments to rear elevations (resubmission following BR/158/25/PL). This application is in CIL Zone 4 (Zero Rated) as a flat.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/229/25/PL</u></b>  <b><u>45 High Street</u></b>  Bognor Regis  PO21 1RU</p>	<p>Construction of 6 No. apartments (resubmission following BR/156/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><b>NO OBJECTION</b></p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 24<sup>th</sup> FEBRUARY 2026  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 30<sup>th</sup> JANUARY,  
6<sup>th</sup> AND 13<sup>th</sup> FEBRUARY 2026)**

<p><b><u>BR/6/26/PL</u></b> <b><u>67, 69 and 71 Upper Bognor Road</u></b> Bognor Regis PO21 1HR</p>	<p>Retention of alterations to 3 No listed buildings, extension of a listed building to create an office and warden's accommodation, erection of 1 No new building consisting of 3 No flats, offices and workshops, creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, areas for parking, and storage for bins and cycles. This application of listed buildings, affects the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area and is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><i>COMMENT BY 26-FEB-2026</i></p>
<p><b><u>BR/7/26/HH</u></b> <b><u>186 Aldwick Road</u></b> Bognor Regis PO21 2YQ</p>	<p>Double garage.</p>	<p><i>COMMENT BY 26-FEB-2026</i></p>
<p><b><u>BR/11/26/PL</u></b> <b><u>33b First Floor Flat Canada Grove</u></b> Bognor Regis PO21 1DW</p>	<p>Conversion of loft to habitable use with 1 No. rear dormer and 1 No. front rooflight.</p>	<p><i>COMMENT BY 05-MAR-2026</i></p>
<p><b><u>BR/15/26/PL</u></b> <b><u>Tesco Superstore</u></b> Shripney Road Bognor Regis PO22 9ND</p>	<p>Removal of disused bus stop and external alterations to facilitate a temporary parking / loading area for Dot.com/Click &amp; Collect vehicles. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 05-MAR-2026</i></p>

<p><b><u>BR/17/26/PL</u></b> <b><u>74A Hawthorn Road</u></b> Bognor Regis PO21 2DD</p>	<p>Retention of side store and covered pergola area. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 05-MAR-2026</i></p>
<p><b><u>BR/9/26/PL</u></b> <b><u>Jubilee Guest House</u></b> <b><u>5 Gloucester Road</u></b> Bognor Regis PO21 1NU</p>	<p>Change of use from Guest House to 4 No self-contained apartments. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><i>COMMENT BY 12-MAR-2026</i></p>

**AGENDA ITEM 10**

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

**AGENDA ITEM 10 - TO CONSIDER ARUN DISTRICT COUNCIL'S INFRASTRUCTURE INVESTMENT PLAN (IIP) REVIEW, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Arun District Council has commenced its annual review of the Infrastructure Investment Plan (IIP) for the period 2026–2029. The IIP sets out a shortlist of priority infrastructure projects for funding, alongside an indicative Community Infrastructure Levy (CIL) apportionment for each of the three years.

The consultation period runs from 29<sup>th</sup> January to 31<sup>st</sup> March 2026. Following this period, all submitted projects will be assessed and scored by Arun District Council's CIL Officers to determine which schemes will be recommended for inclusion in the IIP.

The review process applies both to existing projects already listed in the IIP and to new project submissions. Existing projects may be updated or withdrawn, while new projects must be supported by appropriate evidence, including confirmation from relevant infrastructure providers (where applicable), written support from delivery partners for joint schemes, and evidence of community engagement.

Town and parish councils are encouraged to bring forward projects that respond to the impacts of development and align with Arun District Council's strategic objectives. Community groups have been advised to approach their town or parish council in the first instance regarding potential CIL support. Where this is not possible, applications may be made directly to Arun District Council, with funding typically capped at £10,000 unless exceptional circumstances can be evidenced.

As part of the consultation process, Bognor Regis Town Council has been invited to submit project proposals or representations. In order to meet the submission deadline, Members were canvassed for their views via an email circulated by the Deputy Clerk. Any comments received will be presented to the Committee for consideration.

The Committee is therefore asked to consider and agree any representations or project submissions to be made on behalf of Bognor Regis Town Council, ensuring that the town's infrastructure priorities are appropriately reflected within the draft IIP.

**DECISION**

To **AGREE** any representation and/or project submission to be made by Bognor Regis Town Council in response to Arun District Council's Infrastructure Investment Plan (IIP) Review 2026–2029.

**AGENDA ITEM 11**

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

**AGENDA ITEM 11 - TO CONSIDER ARUN DISTRICT COUNCIL'S LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN (LCWIP), AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Arun District Council are preparing a Local Cycling & Walking Infrastructure Plan (LCWIP) to improve the safety, accessibility and ease of active travel across the district. The LCWIP will provide an evidence-based framework to guide future investment in walking, wheeling, cycling and related infrastructure, and will inform future funding bids and delivery programmes.

The current Stage 1 consultation focuses on gathering feedback from residents, stakeholders and partner organisations about existing travel patterns and barriers to active movement. This includes experiences relating to walking, wheeling, cycling and equestrian use, particularly within rural areas. The feedback received during this phase will be used to inform the draft LCWIP before specific routes or improvement priorities are proposed.

The consultation invites responses via an online survey and supporting engagement materials and is intended to help Arun District Council better understand:

- How people currently travel within the district;
- Where safety or accessibility concerns exist; and
- Which areas present the greatest opportunities for improving active travel connectivity.

As part of this process, Bognor Regis Town Council has been invited to submit representations on behalf of the town.

Members were canvassed for their views via an email circulated by the Deputy Clerk. Any comments received will be presented to the Committee for consideration.

The Committee is therefore asked to consider and agree any representation to be submitted by Bognor Regis Town Council, ensuring that local travel priorities are appropriately reflected in Arun District Council's emerging LCWIP.

**DECISION**

To **AGREE** any representation to be submitted by Bognor Regis Town Council in response to Arun District Council's Local Cycling & Walking Infrastructure Plan (LCWIP) Stage 1 consultation.

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

**AGENDA ITEM 12 - CORRESPONDENCE**

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

1. WSCC – Public Notice that Nyewood Lane has been temporarily closed to all traffic outside property 22 from 7<sup>th</sup> February 2026 for up to 21 days (it is estimated to be completed on 13<sup>th</sup> February 2026) and is necessary to ensure the safety of both the public and the workforce while Volker Highways on behalf of WSCC undertakes emergency road closure due to a sink hole. The restriction will be in place 24 hours. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Volker Highways on 01243 642105 who will be able to assist with the scope of these works.
2. WSCC – Public Notice that Pevensey Road Lane has been temporarily closed to all traffic outside property 11 from 9<sup>th</sup> February 2026 for up to 21 days (it is estimated to be completed on 9<sup>th</sup> February 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water undertakes emergency road closure to repair broken utility assets. The restriction will be in place 24 hours. 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 01403 282841 who will be able to assist with the scope of these works.
3. WSCC – Public Notice that Nyewood Lane will be temporarily closed to all traffic outside property 75a commencing on 16<sup>th</sup> March 2026 for up to 5 days (it is estimated to be completed on 16<sup>th</sup> March 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water carries out a frame and cover replacement. The restriction will be in place daytime only between 10:00am and 15:00pm. An alternative route will be signed on site but please visit <https://one.network/?tm=GB148041479> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Lanes Group on behalf of Southern Water on 0330 3030 368 who will be able to assist with the scope of these works.
4. ADC – Bognor Regis Town Council was notified of an unauthorised encampment at West Green Park, Littlehampton (email circulated to Members). WSCC and West Sussex Police were also notified and the Town Council was subsequently advised that the group had vacated the site.
5. Transport for South East – From Strategy to Parliament: What’s New in South East Transport Newsletter.