



# 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 3<sup>rd</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 3<sup>rd</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 27<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 13<sup>th</sup> January 2026
  5. Adjournment for public question time and statements
  6. Clerk's report from previous Minutes
  7. To consider Planning Applications on Lists dated 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</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. 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 13<sup>th</sup> JANUARY 2026**

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

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

***The Meeting opened at 4.01pm***

### **139. 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.

### **140. 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 unanimously **APPROVED** by Members.

No apologies for absence were received from Cllr. S. Goodheart and, therefore, his absence could not be approved.

### **141. 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***

**142. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23<sup>rd</sup> DECEMBER 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 23<sup>rd</sup> December 2025 as an accurate record of the proceedings and the Chair signed them.

**143. 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.

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

The Clerk had nothing to report from the previous Minutes.

**145. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19<sup>th</sup>, 26<sup>th</sup> DECEMBER 2025 AND 2<sup>nd</sup> JANUARY 2026**

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

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

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

**146. 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.

**147. 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.

**148. TO RATIFY ANY REPRESENTATIONS SUBMITTED IN RESPONSE TO ARUN DISTRICT COUNCIL'S PUBLIC SPACES PROTECTION ORDER (PSPO) CONSULTATION**

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

The Committee discussed the submission of a corporate response to Arun District Council's consultation on the proposed updated Public Spaces Protection Order (PSPO), in relation to Bognor Regis.

Members expressed concern that the newly defined restrictions were overly simplified and that the removal of wording from the previous, preferred restrictions reduced clarity and effectiveness, particularly in relation to alcohol consumption and anti-social behaviour.

Members further noted that the definition of "authorised persons" should be expanded to include the Business and Community Wardens operating within the town.

The geographical extent of the PSPO was also discussed, with concern raised that where an individual is directed to leave the area, this could require them to travel a significant distance on foot.

Members **AGREED** that the Deputy Clerk would draft a corporate response, to be shared with all Members of Bognor Regis Town Council, before submitting in response to Arun District Council's Public Spaces Protection Order (PSPO) consultation.

**149. CORRESPONDENCE**

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

Additional correspondence included: -

- 149.1** ADC – Notice that a Planning Committee Meeting would take place on 14<sup>th</sup> January 2026 at 2pm.
- 149.2** WSCC – WSCC's Highways Briefings delivered in 2025 had been collated and are available for Members to view online.
- 149.3** ADC – Notice was given that the Middleton-On-Sea Neighbourhood Development Plan 2024-2041 has now been 'made'.

***The Meeting closed at 4.31pm***

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

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

<p><b><u>BR/146/25/HH</u></b>  <b><u>4 Gatehouse Mews</u></b>  Sudley Road  Bognor Regis  PO21 1FJ</p>	<p>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.</p>	<p><b>NOT CONSIDERED</b></p> <p>The Committee resolved not to consider this application, as this specific application had already been considered and a representation submitted at the Planning and Licensing Committee Meeting of 23<sup>rd</sup> September 2025.</p>
<p><b><u>BR/206/25/HH</u></b>  <b><u>29 Victoria Road</u></b>  Bognor Regis  PO21 2JE</p>	<p>Single storey rear extension.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/214/25/PL</u></b>  <b><u>5 Bedford Street</u></b>  Bognor Regis  PO21 1SD</p>	<p>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.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/215/25/CLE</u></b>  <b><u>146 Aldwick Road</u></b>  Bognor Regis  PO21 2PA</p>	<p>Lawful development certificate for 3 No. existing 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 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)**

<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><i>COMMENT BY 05-FEB-2026</i></p>
<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><i>COMMENT BY 12-FEB-2026</i></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><i>COMMENT BY 12-FEB-2026</i></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><i>COMMENT BY 19-FEB-2026</i></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><i>COMMENT BY 19-FEB-2026</i></p>



<a href="#"><u>BR/229/25/PL</u></a> <a href="#"><u>45 High Street</u></a> Bognor Regis PO21 1RU	Construction of 6 No. apartments (resubmission following BR/156/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.	<i>COMMENT BY 19-FEB-2026</i>
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**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
3<sup>rd</sup> FEBRUARY 2026**

**AGENDA ITEM 10 - CORRESPONDENCE**

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

1. WSCC – The closure of Southdown Road in Bognor Regis which was previously due to end on the 24<sup>th</sup> January 2026, has finished ahead of schedule.
2. WSCC - Improvements to an existing zebra crossing on Aldwick Road, close to the junction with Charlwood Street are to commence on 12<sup>th</sup> February and until 25<sup>th</sup> February 2026. These works are weather dependant and may be cancelled at short notice.
3. WSCC – Public Notice that Clarence Road will be temporarily closed to all traffic commencing on 20<sup>th</sup> January 2026 for up to 21 days (it is estimated to be completed on 26<sup>th</sup> January 2026) and is necessary ensure the safety of both the public and the workforce while Portsmouth Waterworks Company carries out a new service connection, as the customer is currently without water. 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 Portsmouth Waterworks Company on 023 9224 9314 who will be able to assist with the scope of these works.