



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

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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 28th APRIL 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 28th April 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 20th day of APRIL 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 7th April 2026
 5. Adjournment for public question time and statements
 6. Clerk's report from previous Minutes
 7. To consider Planning Applications on Lists dated 3rd, 10th and 17th April 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 consider participation in a Bus Shelter Working Group and the potential adoption of bus shelters by Bognor Regis Town Council
 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 7th APRIL 2026

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

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

The Meeting opened at 4.04pm

185. 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.

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

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

187. 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.

Cllr. Mrs. J. Warr 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

188. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th MARCH 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 17th March 2026 as an accurate record and the Chair signed them.

189. 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.

190. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

191. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 13th, 20th AND 27th MARCH 2026

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

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

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

192. 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.

193. 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.

194. TO RECEIVE AN UPDATE REGARDING PARKING AND ANTI-SOCIAL DRIVING ISSUES ON LONGFORD ROAD, FOLLOWING CORRESPONDENCE FROM A MEMBER OF THE PUBLIC AND DISCUSS NEXT STEPS

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

Members considered the correspondence received and noted that, whilst the Town Council has no enforcement powers in this matter, it was appropriate, as elected representatives, to raise the concerns on behalf of the member of the public with the relevant authorities.

It was **AGREED** that the Deputy Clerk forward the concerns raised to the relevant Arun District and West Sussex County Councillors for their attention.

195. CORRESPONDENCE

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

The Meeting closed at 4.45pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 7th APRIL 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 13th, 20th AND 27th MARCH 2026)**

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

<p><u>BR/5/26/PL</u> <u>35 Glamis Street</u> Bognor Regis PO21 1DJ</p>	<p>New build 2 storey residential townhouse comprising of 1 No 2b/3p and 1 No 3b/5p flats. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>OBJECTION</p> <p>Members object to this application for the following reasons:</p> <p>Overdevelopment and Excessive Scale (Arun Local Plan Policies D SP1, D DM1; NPPF Para 130)</p> <p>The proposed development represents an over-intensive use of the site, resulting in a form of development that is excessive in scale and fails to respect the character and grain of the surrounding area. Policy D SP1 requires development to respond positively to local context, while D DM1 requires appropriate scale, massing and layout. The proposal is therefore contrary to paragraph 130 of the NPPF, which requires development to add to the overall quality of the area.</p> <p>Adverse Impact on Residential Amenity (Arun Local Plan Policy D DM1; NPPF Para 130(f))</p>
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BR/5/26/PL (continued)
35 Glamis Street
Bognor Regis
PO21 1DJ

The scale and positioning of the development would result in overlooking, loss of privacy, overbearing impact and loss of light to neighbouring properties. Policy D DM1 requires development to avoid unacceptable impacts on neighbouring amenity, and paragraph 130(f) of the NPPF requires a high standard of amenity for existing and future occupants.

**Harm to Character of the Area
(Arun Local Plan Policy D SP1;
NPPF Para 130)**

The proposed development would appear incongruous within the established street scene, resulting in harm to the character and appearance of the area, contrary to Policy D SP1 and paragraph 130 of the NPPF.

**Parking and Layout Impact
(Arun Local Plan Policy T SP1;
NPPF Para 111)**

The development would place additional pressure on parking provision and may result in an unsatisfactory layout, leading to increased on-street parking and potential highway safety concerns, contrary to Policy T SP1 and paragraph 111 of the NPPF.

[BR/20/26/PL](#)
[51a Aldwick Road](#)
Bognor Regis
PO21 2NJ

Retention of change of use of first and second floor office to a 5 bed HMO. This application is in CIL Zone 4 (Zero Rated) as other development.

OBJECTION

Members object to this application for the following reasons:

Retrospective Development and Undermining of the Planning Process

The development has been carried out without prior planning permission, undermining the integrity of the planning system and public confidence in the process.

Intensification of Use and Overconcentration of HMOs (Arun Local Plan Policy H SP4; NPPF Para 130)

The proposal represents an intensified form of residential use which would contribute to an overconcentration of HMOs, undermining the balance of housing types and the creation of sustainable communities, contrary to Policy H SP4 and paragraph 130 of the NPPF.

Adverse Impact on Residential Amenity (Arun Local Plan Policy D DM1, QE SP1; NPPF Para 130(f))

The scale and intensity of the use would result in increased noise, disturbance and general activity, leading to a loss of amenity for neighbouring residents.

BR/20/26/PL (continued)
51a Aldwick Road
Bognor Regis
PO21 2NJ

Parking Pressure and Highway Impact (Arun Local Plan Policy T SP1; NPPF Para 111)

The level of occupation proposed is likely to generate significant additional parking demand, resulting in overspill parking and potential highway safety issues.

Conflict with Shopping Parade Function and Harm to Local Centre Vitality (NPPF Para 86)

The introduction of an HMO in a shopping parade location fails to support the vitality and viability of the local centre and represents an inappropriate use within a commercial frontage.

Unsuitable Living Environment for Occupants (Arun Local Plan Policy D DM1; NPPF Para 130(f))

The location and nature of the use would fail to provide an adequate standard of living conditions for future occupants.

Inadequate Waste Storage and Impact on Amenity (Arun Local Plan Policy D DM1, QE SP1; NPPF Para 130(f))

The proposed arrangement appears to locate multiple bins to the front of the property within the shopping

<p><i>BR/20/26/PL (continued)</i> 51a Aldwick Road Bognor Regis PO21 2NJ</p>		<p>parade, resulting in visual clutter and potential odour and hygiene issues. The combination of residential and commercial waste within a constrained frontage fails to demonstrate appropriate storage provision and is likely to harm the character of the area and neighbouring amenity.</p>
<p><u>BR/33/26/HH</u> <u>29 Victoria Road</u> Bognor Regis PO21 2JE</p>	<p>Loft extension involving raising of ridge height, hip to gable roof and construction of rear dormer along with installation of skylights on the front roof slope.</p>	<p>NO OBJECTION</p>
<p><u>BR/21/26/PL</u> <u>54 Richmond Avenue</u> Bognor Regis PO21 2YF</p>	<p>Change of use of dwelling to an 8 bed HMO to include a single storey rear extension, loft conversion with dormer. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>OBJECTION</p> <p>Members object to this application for the following reasons:</p> <p>Overdevelopment and Intensification of Use (Arun Local Plan Policies D SP1, H SP4; NPPF Para 130) The proposal represents an over-intensive use of the site, resulting in excessive scale and intensity that fails to respect the character of the surrounding area.</p> <p>Adverse Impact on Residential Amenity (Arun Local Plan Policy D DM1; NPPF Para 130(f)) The proposed development would result in overlooking, loss of privacy, overbearing impact and loss of light to neighbouring</p>

<p><i>BR/21/26/PL (continued)</i> <i>54 Richmond Avenue</i> <i>Bognor Regis</i> <i>PO21 2YF</i></p>		<p>properties.</p> <p>Harm to Character of the Area (Arun Local Plan Policy D SP1; NPPF Para 130) The proposal would appear incongruous within the street scene and harm the established character of the area.</p> <p>Parking Pressure and Highway Impact (Arun Local Plan Policy T SP1; NPPF Para 111) The scale of occupation would result in increased parking demand and associated highway impacts.</p> <p>Significant Local Opposition Members note the substantial number of representations received, indicating strong local concern regarding the proposal.</p>
<p><u>BR/172/25/PL</u> <u>Belmont Lodge</u> Belmont Street Bognor Regis PO21 1LE</p>	<p>Replacement of existing pitched roof with a mansard type roof over Block A outbuilding of Belmont Lodge to create ancillary accommodation for the existing flats at ground floor level. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p> <p>No objection in principle; however, Members expressed concern that the development has been carried out without prior planning permission, undermining the integrity of the planning process.</p> <p>Members note that further related development has been submitted under application BR/41/26/PL and consider that the cumulative impact</p>

<p><i>BR/172/25/PL (continued)</i> <i>Belmont Lodge</i> <i>Belmont Street</i> <i>Bognor Regis</i> <i>PO21 1LE</i></p>		<p>of development on the site should be assessed holistically.</p>
<p><u>BR/41/26/PL Belmont Lodge</u> Belmont Street Bognor Regis PO21 1LE</p>	<p>Retention of a single storey office building. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>OBJECTION</p> <p>Members object to this application for the following reasons:</p> <p>Overdevelopment and Cumulative Impact (Arun Local Plan Policy D SP1; NPPF Para 130) The proposal, when considered alongside related development on the site, results in an over-intensive and cumulative form of development that fails to respect the character and capacity of the site.</p> <p>Incremental and Piecemeal Development (“Salami Slicing”) The development appears to form part of a series of incremental changes, preventing a proper holistic assessment of the overall impact.</p> <p>Retrospective Development and Undermining of the Planning Process The works have been undertaken without prior consent, undermining</p>

<p><i>BR/41/26/PL (continued)</i> <i>Belmont Lodge</i> <i>Belmont Street</i> <i>Bognor Regis</i> <i>PO21 1LE</i></p>		<p>the integrity of the planning system.</p> <p>Intensification of Use (Arun Local Plan Policy D DM1; NPPF Para 130) The cumulative effect of development results in increased activity and pressure on the site, adversely affecting neighbouring amenity.</p>
<p><u>BR/19/26/PL</u> <u>Unit 18a Durban Road</u> Bognor Regis PO22 9QT</p>	<p>Scaffolding roof. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p> <p>Members have no objection in principle; however, Members request that the scaffolding roof structure is strictly time-limited and removed upon completion of the works.</p>
<p><u>BR/27/26/HH</u> <u>95 Longford Road</u> Bognor Regis PO21 2TA</p>	<p>Dropped kerb and new vehicular access.</p>	<p>NO OBJECTION</p>
<p><u>BR/34/26/HH</u> <u>35 Highcroft Crescent</u> Bognor Regis PO22 8DH</p>	<p>Conversion of loft to habitable use including installation of rear dormer and front rooflights.</p>	<p>NO OBJECTION</p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 28th APRIL 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 3rd, 10th AND 17th APRIL 2026)**

PLEASE NOTE: There were no applications for Bognor Regis on List Dated 10th April 2026

<p><u>BR/172/25/PL</u> <u>Belmont Lodge</u> <u>Belmont Street</u> Bognor Regis PO21 1LE</p>	<p>Replacement of existing pitched roof with a mansard type roof over Block A outbuilding of Belmont Lodge to create ancillary accommodation for the existing flats at ground floor level. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.</p> <p>RE-ADVERTISED Amended descriptions and floor plans.</p>	<p><i>COMMENT BY 30-APRIL-2026</i></p>
<p><u>BR/52/26/PL</u> <u>28 Argyle Road</u> Bognor Regis PO21 1DZ</p>	<p>Change of use from dwelling house (use class C3) to 7-bed, 8-person house in multiple occupation (Sui Generis) to include a rear extension and loft conversion. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 15-MAY-2026</i></p>

AGENDA ITEM 10

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
28th APRIL 2026**

AGENDA ITEM 10 - TO CONSIDER PARTICIPATION IN A BUS SHELTER WORKING GROUP AND THE POTENTIAL ADOPTION OF BUS SHELTERS BY BOGNOR REGIS TOWN COUNCIL

REPORT BY THE DEPUTY CLERK

FOR DECISION

West Sussex County Council has contacted the Town Council to advise of proposed additional bus shelters along the 600 bus route, to be funded through the Government's Bus Service Improvement Plan (BSIP).

To support this work, the County Council is seeking to establish a working group comprising parish councils along the route. The purpose of the group will be to identify and prioritise suitable locations for new bus shelters and to discuss any wider issues affecting local bus passengers.

The Town Council has been invited to participate in this working group and may nominate appropriate representatives to attend. The recommendation is that the Committee Clerk and one Member of the Planning and Licensing Committee be nominated, with another Member as a reserve.

It has been indicated that any new bus shelters provided through this programme would need to be adopted by the relevant town or parish council in whose area they are located. This would involve the shelters becoming council assets, with associated responsibilities including maintenance, insurance, and ongoing management.

The County Council has advised that, whilst it is convening the initial meeting, the working group will operate independently, with the intention of ensuring that available BSIP funding is used effectively to meet local needs.

An initial meeting is provisionally proposed for Wednesday 13 May 2026, with an invitation extended to any participating parish council to host.

Members should also note that some parish councils along the route may already be involved in a separate working group relating to the 51 bus route; however, it has been indicated that the work of the two groups will be coordinated.

The Committee is therefore asked to consider whether it wishes to participate in the proposed working group and whether it would be willing, in principle, to adopt any new bus shelters as Council assets.

DECISION

To **CONSIDER** participation in the proposed working group and to **AGREE** whether the Town Council would be willing, in principle, to adopt any new bus shelters as Council assets.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
28th APRIL 2026**

AGENDA ITEM 11 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. ADC - Notification that Bognor Regis Town Council will receive CIL receipts of £ 21,000.44 in the April payment period.
2. Housing, Communities and Local Government Committee - Evidence session on 14 April - Housing Conditions in England - On 14th April, the Housing, Communities and Local Government Committee questioned representatives from major housebuilders Vistry Group and Taylor Wimpey, the Home Builders Federation, and housing policy experts on the quality of new build homes as part of the Committee's [inquiry on housing conditions in England](#).
3. Scotia Gas Networks - Chichester Road, Bognor Regis – SGN have released details of its communication strategy to inform local stakeholders, representatives and the public on intended gas mains works along Chichester Road.
4. ADC – Bognor Regis Town Council was notified of an unauthorised encampment (email circulated to Members).