



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 19th MAY 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 19th May 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 12th day of MAY 2026

TOWN CLERK

AGENDA AND BUSINESS

1. To note the appointment of Chair and Vice-Chair as agreed at the Annual Town Council Meeting held 11th May 2026
2. Welcome by Chair
3. Apologies for Absence and their approval, subject to meeting the agreed criteria
4. 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
5. To approve the Minutes of the Planning and Licensing Committee Meeting held on 28th April and the Extraordinary Meeting held on 6th May 2026
 6. Adjournment for public question time and statements
 7. Clerk's report from previous Minutes
 8. To consider the Terms of Reference for the Planning and Licensing Committee and to make any necessary recommendations on proposed changes to the Policy and Resources Committee
 9. To consider Planning Applications on Lists dated 24th April and 1st, 8th May 2026
 10. To consider Premises Licence Applications including any variations and any other Licence Applications
 11. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
 12. To receive an update on the Promenade Lights Project and consider approval of any related expenditure – Min. 115.2 refers
 13. To consider any further action in relation to the Southern End of Gloucester Road Wall - Min. 7.6 of the Policy and Resources Committee Meeting held on 3rd June 2024 refers, and Min. 36 of Planning and Licensing Committee held on 25th June 2024 refers
 14. Correspondence

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

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
19th MAY 2026**

**AGENDA ITEM 1 – TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR
AS AGREED AT THE ANNUAL MEETING ON 11th MAY 2026**

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Annual Town Council Meeting of 11th May 2026, Members agreed the appointment of the Chair and Vice-Chair of the Planning and Licensing Committee for the 2026/27 municipal year.

DECISION

Members are asked to **NOTE** the appointment of Cllr. Mrs. J. Warr as Chair and Cllr. White as Vice-Chair of the Planning and Licensing Committee for the 2026/27 municipal year.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 28th APRIL 2026

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

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

The Meeting opened at 4.00pm

196. 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.

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

Apologies for absence were received from Cllr. S. Goodheart, with the Clerk recommending that the reason given was acceptable. This absence was unanimously **APPROVED** by Members.

198. 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. Miss. C. Needs, 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

199. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th APRIL 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 7th April 2026 as an accurate record and the Chair signed them.

200. 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.

201. CLERK'S REPORT FROM PREVIOUS MINUTES

201.1 It was highlighted to Members that Community Infrastructure Levy (CIL) receipts totalling £21,000.44 would be received by the Town Council for the current period.

201.2 Members were advised of a Permission in Principle application (BR/51/26/PIP) and the nature of such applications as a two-stage process, considering only the principle of development at this stage.

It was further noted that the consultation deadline of 11th May 2026 falls in advance of the next Planning and Licensing Committee Meeting. Members were therefore invited to submit comments to the Clerk via email by the stated deadline, with any comments received to be collated and submitted on behalf of the Town Council and subsequently presented to the Committee for formal ratification at the next meeting.

201.3 Members were advised that correspondence had been received from the Case Officer seeking clarification on the Town Council's comments regarding Planning Application BR/19/26/PL, specifically advising that the proposed roofing structure is intended to be permanent rather than temporary. Members were advised that, due to the timing of this clarification, the Clerk would invite comments from Members via email, with a revised response to be submitted to Arun District Council once a clear position had been established.

202. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 3rd, 10th AND 17th APRIL 2026

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

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

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

203. 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.

204. 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.

205. TO CONSIDER PARTICIPATION IN A BUS SHELTER WORKING GROUP AND THE POTENTIAL ADOPTION OF BUS SHELTERS BY BOGNOR REGIS TOWN COUNCIL

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

Members considered further information provided by the Deputy Clerk, including the potential financial implications associated with the maintenance of any bus shelters that may be adopted by the Town Council.

Members were advised that participation in the Working Group would not explicitly commit the Town Council to the adoption of any bus shelters but would provide an opportunity to contribute to discussions regarding the siting of new shelters and to raise any wider issues affecting local bus

services.

Members **AGREED** that the Committee Clerk and Cllr. Ralph would participate in the Bus Shelter Working Group, with Cllr. Mrs. Warr nominated as a reserve.

206. CORRESPONDENCE

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

The Meeting closed at 4.44pm

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

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

<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>NOT CONSIDERED</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 7th April 2026.</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>OBJECTION</p> <p>Members object to this application for the following reasons:</p> <p>Overconcentration of HMOs and Harm to Community Balance (Arun Local Plan Policies H SP4, D SP1; NPPF Para 130)</p> <p>The site lies within an area subject to an Article 4 Direction, introduced to manage the concentration of HMOs due to their identified impact on community wellbeing.</p> <p>Policy H SP4 of the Arun Local Plan</p>

BR/52/26/PL (continued)
28 Argyle Road
Bognor Regis
PO21 1DZ

requires that HMOs do not erode the balance of housing types or harm the character of the area. The introduction of an 8-person HMO would contribute to an overconcentration of such uses, undermining the creation of sustainable and mixed communities.

This is contrary to Policy D SP1 and paragraph 130(a) of the NPPF, which require development to function well and contribute positively to the overall quality and character of an area.

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.

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/52/26/PL (continued)
28 Argyle Road
Bognor Regis
PO21 1DZ

**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.

**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.

**Fire Safety and Means of Escape
(Arun Local Plan Policies D SP1,
D DM1, QE SP1; NPPF Para
130(e))**

The proposed level of occupation raises concerns regarding the adequacy of internal layout, means of escape and overall fire safety for future occupants. The intensification of the property to accommodate 8 individuals increases the complexity of safe evacuation and emergency access, and it has not been demonstrated that the proposal would provide a safe and accessible living environment. This is contrary to Policy D SP1 and QE SP1, which require high quality, safe design, and paragraph 130(e) of the NPPF,

<p><i>BR/52/26/PL (continued)</i> <i>28 Argyle Road</i> <i>Bognor Regis</i> <i>PO21 1DZ</i></p>		<p>which seeks to ensure that developments are safe and accessible for all users.</p>
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MINUTES OF THE EXTRAORDINARY PLANNING AND LICENSING COMMITTEE MEETING HELD ON WEDNESDAY 6th MAY 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 11.00am

207. 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.

208. 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.

209. 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 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

210. 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.

211. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7A) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING FURTHER INFORMATION BECOMING AVAILABLE, IN RELATION TO PLANNING APPLICATION BR/19/26/PL (UNIT 18A DURBAN ROAD, BOGNOR REGIS, PO22 9QT - SCAFFOLDING ROOF. THIS APPLICATION IS IN CIL ZONE 4 (ZERO RATED) AS OTHER DEVELOPMENT)

Members unanimously **RESOLVED** to suspend Standing Orders to enable them to revisit their previous decision in relation to Planning Application BR/19/26/PL.

Members **RESOLVED** to further consider their previous decision, and Standing Orders were therefore reinstated.

212. TO RECEIVE AN UPDATE IN RELATION TO PLANNING APPLICATION BR/19/26/PL (UNIT 18A DURBAN ROAD, BOGNOR REGIS, PO22 9QT - SCAFFOLDING ROOF. THIS APPLICATION IS IN CIL ZONE 4 (ZERO RATED) AS OTHER DEVELOPMENT)

212.1 The Committee noted that since considering this application at the meeting on 28th April (Min. 202 refers), that there were no further views from other Town Councillors to report and that no further representations

had been received from members of the public, or neighbouring parishes, in respect of this application.

212.2 The Deputy Clerk provided further clarification on the planning application, having received correspondence from ADC Planning Officers.

212.3 The Committee, having re-considered the application, **RESOLVED** that its representation be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

213. TO CONSIDER PLANNING APPLICATION BR/51/26/PIP (LONGBROOK PAVILLION, HOOK LANE, BOGNOR REGIS, PO22 8AT - APPLICATION FOR PERMISSION IN PRINCIPLE FOR A MAXIMUM NET GAIN OF 8 NO. DWELLINGS)

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

213.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of this application.

213.3 The Committee, having considered the application, **RESOLVED** that its representation be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

The Meeting closed at 11.39am

**PLANNING APPLICATIONS CONSIDERED AT THE EXTRAORDINARY MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 6th MAY 2026**

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

<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>OBJECTION</p> <p>Members object to this application for the following reasons:</p> <p>Members consider that the proposed structure, by virtue of its design, appearance, materials and overall form, would result in an unsympathetic and visually intrusive addition to the building and surrounding street scene. The proposal relies upon scaffolding-style construction and associated materials which are ordinarily temporary in nature and appearance, and Members do not consider such materials appropriate as a permanent feature within the built environment.</p> <p>Members further considered that the utilitarian and industrial appearance of the structure would appear incongruous within the surrounding area and would fail to positively contribute to the character and appearance of the street scene. The proposal is</p>
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BR/19/26/PL (continued)
Unit 18a Durban Road
Bognor Regis
PO22 9QT

therefore considered to represent poor design and would set an undesirable visual precedent should similar forms of development be accepted elsewhere.

In addition, Members expressed concern regarding the long-term structural suitability and safety of a permanently retained scaffolding-based structure, particularly given the apparent intention for materials and construction methods generally associated with temporary works to remain in situ indefinitely. Members consider that insufficient information has been provided to adequately demonstrate the long-term structural robustness, durability and safety of the proposal.

Accordingly, Members consider the proposal to be contrary to the design and amenity objectives of the National Planning Policy Framework, including the requirement for development to be visually attractive, sympathetic to local character, and maintain a high standard of amenity and design.

<p><u>BR/51/26/PIP</u> <u>Longbrook Pavillion</u> Hook Lane Bognor Regis PO22 8AT</p>	<p>Application for Permission in Principle for a maximum net gain of 8 No. dwellings</p>	<p>OBJECTION</p> <p>Members object to this application for the following reasons:</p> <p>Members object to the proposed development on the grounds that it represents an overdevelopment of the site, resulting in a cramped and incongruous form of development which would be out of keeping with the prevailing character and pattern of surrounding properties. Members consider that the proposal would fail to provide sufficient spacing, openness and appropriate separation distances within the site, leading to a poor standard of layout and an overly intensive form of development. The proposal is therefore considered contrary to the principles of good design contained within Sections 12 and 14 of the National Planning Policy Framework, together with Policies D SP1 and D DM1 of the Arun Local Plan.</p> <p>Members also raise concerns regarding flood risk and surface water drainage. Given the scale and density of the proposed development, together with the likely increase in hard surfacing across the site, Members are not satisfied that sufficient information has been provided to demonstrate</p>
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<p><i>BR/51/26/PIP (continued)</i> <i>Longbrook Pavillion</i> <i>Hook Lane</i> <i>Bognor Regis</i> <i>PO22 8AT</i></p>		<p>that the proposal would not exacerbate surface water runoff or localised flooding issues within the surrounding area. Members therefore consider that the proposal fails to adequately demonstrate that flood risk can be appropriately managed, contrary to the requirements of the National Planning Policy Framework and Policy W DM3 of the Arun Local Plan.</p>
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BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
19th MAY 2026

AGENDA ITEM 8 – TO CONSIDER THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

REPORT BY THE DEPUTY CLERK

FOR DECISION

Each Town Council Committee considers their Terms of Reference, and those of any Sub-Committees, at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee then consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council.

A copy of the current Terms of Reference for the Planning and Licensing Committee are attached for consideration as **Appendix 1**.

DECISION

Members are asked to review the Terms of Reference for the Planning and Licensing Committee and **RESOLVE** to **RECOMMEND** to the Policy and Resources Committee that these be adopted, subject to any additions that the Committee may feel appropriate.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLANNING AND LICENSING **COMMITTEE**

Adopted by the Council at its Meeting held on **7th July 2025**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

10 Members of the Authority

Quorum = 3

Introduction

The Planning and Licensing Committee shall exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities and shall authorise the Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications. Where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Definitions

- **Management Overview:** To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- **Operational Management:** That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Planning and Development Control</p> <p>To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy & traveller consultations</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>2 Referring any Planning enforcement issue to the principal Council</p>	<ul style="list-style-type: none"> • Town Clerk
<p>3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>4 To comment on Tree Preservation applications or the making of Orders</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>5 To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies</p>	<ul style="list-style-type: none"> • Committee, except Local Plan and strategic Regeneration sites which are reserved for Council
<p>6 To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>7 To make observations on Hazardous Substance applications</p>	<ul style="list-style-type: none"> • Committee
<p>8 Responding to consultations from adjoining parishes</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members

9	Making observations on applications for amendments to planning and other related consents previously granted by any authority	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
10	Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
11	Making observations on applications and other actions in relation to hedge rows	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
12	Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
13	Making observations on street naming or numbering	<ul style="list-style-type: none"> • Committee
14	Making observations on highways consultations including all on-road issues, on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
15	Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> • Committee
16	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
17	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
18	To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> • Town Clerk in the case of an emergency, or following consultation with Members
19	To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
20	Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 S3: Highways Act 1980, S301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
21	Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> • Committee
22	Responding to consultations on community assets	<ul style="list-style-type: none"> • Committee
23	Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> • Committee within Council Policy
24	Highways & Transport	
24.1	Power to maintain footpaths & bridleways	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.2	Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.3	Improve off street parking	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

24.4	Power to provide roadside seats & shelters	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.5	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.6	Power to provide traffic signs and other objects or devices warning of danger	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.7	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.8	Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.9	To support approved community transport schemes.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.10	Making observations on transportation consultations	<ul style="list-style-type: none"> • Committee under the direction of Council • Grants to Policy and Resources Committee
24.11	Power to erect flagpoles in highway land. Highways Act 1980, S144	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
25.	To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
26.	Bus Shelters	
26.1	Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Power to make contribution, within budget to Committee
27.	Neighbourhood Planning	
27.1	To monitor for any changes in Neighbourhood Plan legislation	<ul style="list-style-type: none"> • Management overview to Committee
27.2	To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee	<ul style="list-style-type: none"> • Committee
28.	Environment	
28.1	To promote the environmental wellbeing of the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.2	Issues involving ancient monuments & areas of archaeological interest.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.3	To approve & action any Environmental Audits.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.4	To promote environmental awareness.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.5	To work in partnership on sustainability and transition for the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

28.6	To lead the duty to consider the conservation of biodiversity when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, S40.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
29.	Environmental & Public Health	
29.1	Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
29.2	Power to deal with ponds & ditches, Public Health 1936, S260.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
29.3	To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, animal welfare issue.	<ul style="list-style-type: none"> • Petitions to Committee • Town Clerk in other cases
29.4	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).	<ul style="list-style-type: none"> • Committee • Town Clerk in consultation with Chair in cases of urgency
29.5	Waste & recycling.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.	Public Realm & Public Facilities	
30.1	Provision of litter receptacles, Litter Act 1983, S5&6.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.2	Provision and maintenance of street furniture and directional signs in the public realm.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.3	Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.4	Power to provide & maintain public conveniences, Public Health Act 1936, S87, including partnerships for community provision.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.5	To promote and support floral and planting Initiatives, Local Government Act 1972, S144.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
31.	Clocks	
31.1	Power to provide & contribute to public clocks, Parish Councils Act 1957, S2.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
31.2	Liaison with private owners of publicly viewed clocks, to support and encourage high standards.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 19th MAY 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 24th APRIL, 1st AND 8th MAY 2026)**

<p><u>BR/60/26/HH</u> <u>71 Longford Road</u> Bognor Regis PO21 1AE</p>	<p>Retrospective application for conversion of former detached garage to form annexe.</p>	<p><i>COMMENT BY 22-MAY-2026</i></p>
<p><u>BR/53/26/PL</u> <u>57 Queensway</u> Bognor Regis PO21 1QN</p>	<p>Demolition of existing brick-built garages, removal of canopy structure, remediation of contaminated land and construction of 18 No flats over 3 storeys with pitched roofs (resubmission following BR/67/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><i>COMMENT BY 29-MAY-2026</i></p>
<p><u>BR/40/26/HH</u> <u>94 Hook Lane</u> Bognor Regis PO22 8AT</p>	<p>Conversion of loft to habitable use with dormers and alterations to rear fenestration. Substitute Location and Block Plan.</p>	<p><i>COMMENT BY 29-MAY-2026</i></p>
<p><u>BR/39/26/PL</u> <u>Bognor Regis Sports Ground</u> Hawthorn Road Bognor Regis PO21 2UW</p>	<p>Replacement of existing 1.8m high wooden fence panels along the perimeter of the sports ground (north and east) with a new 3m high green metal twin bar fence. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 05-JUNE-2026</i></p>
<p><u>BR/50/26/PL</u> <u>15-17 Marine Drive West</u> Bognor Regis PO21 2QA</p>	<p>Demolition of existing outbuilding and erection of a storage outbuilding and the conversion of existing flat into 2 No self-contained flats. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><i>COMMENT BY 05-JUNE-2026</i></p>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
19th MAY 2026**

AGENDA ITEM 12 - TO RECEIVE AN UPDATE ON THE PROMENADE LIGHTS PROJECT AND CONSIDER APPROVAL OF ANY RELATED EXPENDITURE – MIN. 115.2 REFERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Planning and Licensing Committee Meeting held on 25th November 2025, it was reported to Members that at the Bognor Regis Town Centre Action Group Meeting held on 31st October 2025, there was discussion about improving the local infrastructure by installing lights along the Promenade, between the Gloucester Road Car Park and Longbrook Park, improving perceptions of safety (Min. 4 refers).

It was suggested that this project could be part funded by the Town Council from CIL receipts and it was the Officer recommendation to the Planning and Licensing Committee, therefore, that this project be added to the Spending List as part of this review. Members subsequently agreed to add the Promenade Lights Project to the Town Council's CIL Spending List, with expenditure of up to £20,000 funded from CIL receipts (Min. 115.2 refers).

As the Promenade is an asset of Arun District Council, one of their Economic Development Projects Officers was tasked with carrying out a feasibility study and seeking quotes for the installation of lights. The Arun Officer has advised that, to maximise illumination, it was now preferred to have 12 columns, instead of 10, along the stretch of Promenade identified. Consequently, this has seen the project costs increase to approximately £40,000 and therefore, the Town Council has been asked whether they would consider CIL funding of up to £25,000 towards the project. It is understood that £5,000 has been ringfenced from Safer Arun Partnership, with the remaining £10,000 to be requested from the Town Centre Action Group. An application will also be made, apparently, for funding of £5,000 from the Office of the Sussex PCC.

The Town Council presently has approximately £26,000 of unallocated CIL receipts available.

DECISION

Do Members **RESOLVE** to **AGREE** to increase the funding previously agreed, of up to £20,000, to an allocation of up to £25,000 from CIL receipts, to support the Promenade Lights Project?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
19th MAY 2026**

AGENDA ITEM 13 - TO CONSIDER ANY FURTHER ACTION IN RELATION TO THE SOUTHERN END OF GLOUCESTER ROAD WALL - MIN. 7.6 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 3rd JUNE 2024 REFERS, AND MIN. 36 OF PLANNING AND LICENSING COMMITTEE HELD ON 25th JUNE 2024 REFERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

Following damage to the Southern End of the Gloucester Road Wall, owing to a vehicle collision in early 2024, the Town Council, although not responsible for the wall, agreed to utilise the Town Force team to rebuild the wall, with Butlin's covering the cost of materials (approximately £500, at the time).

In an attempt to mitigate the risk of drivers colliding with the wall, which is located on a bend in the road, West Sussex Highways were approached and asked whether they would consider maybe lowering the chevron sign and either installing a few bollards in this area or a barrier. At the Policy and Resources Committee Meeting, held on 3rd June 2024, the following response from a Traffic Engineer was reported (Min. 7.6 refers): -

"West Sussex County Council have adopted an evidence-based approach for new traffic signs and road markings, as per the advice in the Department for Transport's Traffic Signs Manual, which is a document followed by all Highway Authorities to provide road signage and markings. This emphasizes that all signage should be kept to a minimum or installed only if there is an evident road safety need.

Warning signs and road markings can play an important part towards improving road safety. However, they should only be used where there is a specific safety issue or hazard, not to sign readily apparent conditions or routine features of the road, such as bends and junctions. Overuse of warning signs and markings can dilute their effectiveness and tends to bring them into disrepute. For example, it should not be necessary to place roundabout or traffic signal warning signs in addition to map type advanced direction signs or where the traffic signals or roundabout are clearly visible. Similarly, junction warning signs should not be necessary in street-lit urban areas, where there are frequent side-road junctions.

Our Road Traffic Collision data shows that there have been 3 collisions resulting in injury at this location in the last 5-year period. The bend was recently assessed by our Road Safety Team with input from Sussex Police following the fatality in 2022, and it was determined that there isn't currently a need for additional signage at this location, as warning signs should only be installed where there is an identified hazard or evidenced road safety issue. Of the incidents that occurred there, investigations indicate additional signs would not have affected the outcome, due to the individual circumstances of those incidents.

With regards to your comments around the chevron being installed in one of the panels as part of the wall construction, you are correct in stating that the existing chevron sign was previously mounted lower, but it appears to have been mounted at the current height following the RTC in 2020, as a result of damage to both the sign and the wall. It also looks as though the sign was reduced in size at that time, but it wouldn't be best practice to lower the height of the sign or mount on the wall, due to the size of sign and wall space available. This is also due to the positioning of the chevron sign as it would be too low and is therefore unlikely to be picked up by vehicle headlights. Reducing the height of the chevron could also cause risk for pedestrians at head height, as the recommended height of a sign on a footway is 2.1m.

It's also unlikely that the footway width is sufficient for bollards/safety barriers. Both the injury collisions involving vehicle contact with the wall occurred in the early hours of the morning, where pedestrian movements would be low. The only potential reason for WSCC installing bollards/hazard markers with reflectors would be to aid guidance for drivers taking the bend, but these could not be placed on the outside of the bend (where they would serve best purpose) due to the access to the foreshore. Additionally, neither bollards nor pedestrian guard rail would stop an out-of-control vehicle and equally, WSCC doesn't install barriers to protect private property.

It is understandably difficult for some road users to identify the bend in the road, with the eastbound nature of the road consisting of the straight approach and open forward vision, but this is the reason for the existing chevron sign to be in place, as it would not normally be required in a streetlit urban area. The hatching and other centre road markings within the vicinity have recently benefitted from refurbishment, as my local knowledge would suggest that generally southbound approach speeds are much lower than those approaching eastbound along The Esplanade.

Too much signage on public highways can contribute towards a confusing road network for motorists using the road, and the Campaign for the Protection of Rural England (CPRE) mount campaigns to reduce sign clutter. Transport Advisory Leaflet 01/13 2013 outlines this - [Reducing Sign Clutter \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270422/0113-2013-reducing-sign-clutter.pdf).

It may be that we can consider increasing the size of the Chevron sign if/when future maintenance of the sign is required, but it wouldn't be best practice for us to intervene at this stage. Unjustified signing should not be used at individual locations simply in response to complaints from the public. Care should be taken to ensure that a route is treated consistently, as it is the responsibility of all road users to take appropriate care when using the road. All road users should drive to the prevailing conditions, observe any warning signs provided, and reduce their speed accordingly."

Following on from the response from West Sussex Highways, when consulted on the County Council's proposals for improvements to The Esplanade, in reference to the proposed Traffic Regulation Order (TRO) introducing speed limits of 20mph at various sections of The Esplanade, Members of the Planning and Licensing Committee requested that the TRO be extended to the corner of Gloucester Road (Min. 36 of the meeting held on 25th June 2024 refers).

No response to the Town Council's request was received and when the permanent TRO on The Esplanade was granted, it did not include the corner of Gloucester Road.

Following another collision at the same site in the last couple of weeks, which will cost in the region of £600 plus Town Force time to repair, discussion has once again turned to what can be done to mitigate the continued risk of collisions at this location. It was agreed at the Annual Town Council Meeting held on 11th May 2026, when the matter came up for discussion under an update on regeneration in the town, that it would be referred to the Planning and Licensing Committee for further consideration at their next meeting.

Members are therefore invited to discuss any next steps that the Town Council might take, such as writing to West Sussex Highways again or inviting the Area Highways Manager to a future meeting, to mitigate the risk of continued collisions at this location and the subsequent resources and expenditure that has to be sourced for repairs. Members may wish to include Arun District Council and Butlin's in discussions as stakeholders.

DECISION

Members are invited to consider and **AGREE** any further action in relation to the Southern End of Gloucester Road Wall.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
19th MAY 2026**

AGENDA ITEM 14 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. WSCC – Public Notice that Norfolk Close will be temporarily closed to all traffic from 1st June 2026 for up to 5 days (it is estimated to be completed on 1st June 2026) and is necessary to ensure the safety of both the public and the workforce while Volker Highways for West Sussex County Council undertake a daytime road closure for carriageway patching works. The restriction will be in place daytime only from 09:30-15:30. An alternative route will be signed on site but please visit <https://one.network/?tm=GB149395786> for more details. 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 Victoria Road South will be temporarily closed to all traffic between the junction with Aldwick Road to the junction with Park Road from 25th May 2026 for up to 5 days (it is estimated to be completed on 26th May 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water undertake sewage works. The restriction will be in place overnight only between 18:30-05:00. 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 03303030368 who will be able to assist with the scope of these works.
3. WSCC – Public Notice that Hampshire Avenue will be temporarily closed to all traffic outside property 61 from 8th June 2026 for up to 5 days (it is estimated to be completed on 8th June 2026) and is necessary to ensure the safety of both the public and the workforce while Volker Highways for West Sussex County Council undertake a daytime road closure for essential carriageway patching works. The restriction will be in place daytime only from 09:30-15:30. 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.