



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

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 21st JULY 2026

PRESENT:

Cllrs: J. Barrett, P. Botterill, S. Goodheart,
Miss. C. Needs, P. Ralph (until Min. 49), M. White,
P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

Mr. M. Hirst (Deputy Clerk)
Mr. M. Jacobs (West Sussex County Council, Western
Area Highway Manager) (part of meeting)
10 members of the public

The Meeting opened at 4.06pm

39. WELCOME BY CHAIR

Due to the Chair, Cllr. Mrs. J. Warr not being in attendance, the Vice-Chair, Cllr. M. White took the chair.

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

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

There were no apologies for absence.

Apologies for absence were not received from Cllr. Mrs. J. Warr and could not, therefore, be approved.

41. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or

- Ordinary Interest
- c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
 - e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore, must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllrs. S. Goodheart, Miss. C. Needs, 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

42. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30th JUNE 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 30th June 2026 as an accurate record and the Chair signed them.

43. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Meeting was adjourned at 4.09pm

As per the Council's Standing Orders, multiple members of the public were each given two minutes to make statements and/or ask questions of the committee, up to the maximum total time allowed of 15 minutes.

Each member of the public spoke in relation to application BR/82/26/PL – 63 Annandale Avenue. All speakers objected to the application, expressing concerns that the proposal represented overdevelopment of the site and would be out of keeping with the surrounding area. Whilst acknowledging that the existing dwelling does require redevelopment, they considered the scale of the proposal to be excessive and harmful to the established

character of the area. Concerns were also raised regarding the design and massing of the development, the reduction in natural light to neighbouring properties, the loss of garden space, and the proposed removal of the existing hedge and tree. Objections were also made to the parking survey, with speakers stating that it had been undertaken during early morning hours when parking demand was significantly lower and therefore did not accurately reflect the parking situation during the day.

The Chair thanked the members of the public for their statements and assured them that their comments would be taken into account when the Committee considered the application later in the meeting.

The Meeting was reconvened at 4.20pm

44. TO WELCOME MARK JACOBS, WESTERN AREA HIGHWAY MANAGER, FROM WSCC TO DISCUSS AND CONSIDER ANY FURTHER ACTION IN RELATION TO THE SOUTHERN END OF GLOUCESTER ROAD WALL – MIN. 13 & 20 REFERS

Members welcomed back Mark Jacobs, Western Area Highway Manager, WSCC. Mark attended the meeting of the Planning and Licensing Committee on 9th June 2026 to address concerns related to repeated vehicle strikes on the Gloucester Road Wall. It was agreed that the Town Council would work with WSCC Highways Officers to develop proposals for a Community Highway Scheme for consideration within the next year. Also, Mark be invited to attend a future meeting of the Committee to provide an update following further investigation of the site (Min. 13 and 20 refers).

Having looked into the problems associated with the Gloucester Road Wall, Mark recommended that the Town Council submit an application for a Traffic Regulation Order (TRO) and a Community Highway Scheme (CHS).

Members **AGREED** that Town Council Officers, in consultation with the Chair, would continue to work with WSCC Highways Officers to develop proposals for a Traffic Regulation Order, and a Community Highway Scheme for submission at the next available opportunity.

45. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

46. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 26th JUNE AND 3rd, 10th JULY 2026

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

46.2 The Committee noted that a representation had been received from a member of the public in respect of application BR/82/26/PL, 63 Annandale Avenue.

46.3 The Committee noted that no representations had been received from neighbouring parishes in respect of these applications.

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

47. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 123435: CAFÉ CENTRAL, 46A LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PY AND PREMISES LICENCE 123411: SYRUPS, 9-11 STATION ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1QD

Due to an administrative error, the Pavement Licence application for Licence 123435: Café Central, 46A London Road, Bognor Regis, West Sussex, PO21 1PY was incorrectly listed as a Premises License, and was instead considered under Agenda item 10

47.1 Licensing Act 2003
Premises: Syrups, 9-11 Station Road, Bognor Regis, West Sussex, PO21 1QD
Application Number: 123411

The Committee noted the application for a Premises License for the sale of alcohol from 10:00 – 23:00 Monday to Sunday, for consumption on the premises.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises License being granted.

48. TO CONSIDER ANY PAVEMENT LICENSE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

48.1 Business and Planning Act 2020
Premises: Café Central, 46A London Road, Bognor Regis, West Sussex, PO21 1PY
Application Number: 123435

The Committee noted the application for a Pavement License.

Members **RESOLVED** to raise **NO OBJECTION** to the Pavement License being granted.

49. TO CARRY OUT A REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST, DEFERRED FROM THE MEETING HELD ON 9th JUNE 2026 – MIN. 25 REFERS

Cllr. P. Ralph left the Meeting

Members were reminded that the periodic review of the Town Council's CIL Spending List had been deferred from the meeting held on 9th June 2026 (Min. 25 refers).

Members had been invited to submit suggestions for inclusion ahead of the meeting. One Member had proposed a project to install additional recycling bins within the Town. Coincidentally, Officers had also brought forward a similar proposal for the installation of "Belly Bin" units, following a request from the Bognor Regis Town Centre Action Group.

Members discussed the merits of the proposal, including the potential incorporation of fishing net recycling bins and suitable locations, such as Hotham Park and the Sunken Gardens. It was agreed that further investigation would be undertaken at the appropriate time to determine the most suitable types of bins to be installed and their potential locations.

Although the Bognor Regis Town Centre Action Group had requested up to £9,000 of CIL funding towards the project, whilst Members were supportive of the proposal in principle, they agreed that it should be added to the CIL Spending List at this stage rather than committing funding immediately, mindful of the Town Council's current financial commitments and the need to retain flexibility for future priorities.

Members therefore **AGREED** to include a project for bins (including "Belly Bins", recycling bins and fishing net recycling bins) on the Town Council's CIL Spending List.

50. TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO PORTSMOUTH WATER'S DROUGHT PLAN CONSULTATION, DEFERRED FROM THE MEETING HELD ON 30th JUNE 2026 – MIN. 37 REFERS

Members **AGREED** to **DEFER** consideration of the item to the meeting of 11th August 2026, with the Deputy Clerk to canvass Members by email in advance of the meeting to enable the Committee to ratify the draft corporate response.

51. CORRESPONDENCE

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

Additional correspondence included: -

- 51.1** WSCC – Public Notice that Sylvan Way will be temporarily closed to all traffic from 2nd July 2026 for up to 21 days (it is estimated to be completed on 3rd July 2026) and is necessary to ensure the safety of both the public and the workforce while Volker Highways on behalf of West Sussex County Council undertakes an emergency road closure due to subsidence. The restriction will be in place 24hrs. 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 scope of these works.
- 51.2** WSCC – Public Notice that Marshall Avenue will be temporarily closed to all traffic from 2nd July 2026 for up to 21 days (it is estimated to be completed on 2nd July 2026) and is necessary to ensure the safety of both the public and the workforce while Volker Highways on behalf of West Sussex County Council undertakes carriageway patching. The restriction will be in place daytime only between 09:30 and 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 scope of these works.
- 51.3** WSCC – Notice was received regarding the ongoing gas works on Chichester Road, that the planned reopening of The Boulevard and subsequent closure of Lethaby Road would be delayed from 8am, Monday 6th July to 8am, Tuesday 7th July.
- 51.4** Correspondence from Cllr. Gary Markwell – WSCC Councillor for Bersted, raising urgent concerns regarding the ongoing works on Chichester Road and issues with surrounding road closures.
- 51.5** WSCC – Public Notice that Park Road will be temporarily closed to all traffic from 16th July 2026 for up to 21 days (it is estimated to be completed on 16th July 2026) and is required for the safety of both the public and the workforce while Southern Water undertake a full length liner installation. The restriction will be in place daytime only between 09:00 and 16:00. 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 01403 282841 who will be able to assist with scope of these works.
- 51.6** WSCC – Public Notice that Highcroft Avenue will be temporarily closed to all traffic from 10th August 2026 for up to 5 days (it is estimated to be completed on 14th August 2026) and is required for the safety of both the public and the workforce while Southern Water undertake pipe repair works. The restriction will be in place 24hrs. An alternative route will be signed on site but please visit <https://one.network/?tm=GB150040113> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Southern Water on 07710096526 who will be able to assist with scope of these works.
- 51.7** WSCC – Notice was received of a reported pothole on the footpath of Felpham Way. Stakeholders were advised that contractors were aware and scheduling works and that a further update would be shared once available.
- 51.8** ADC – An upcoming consultation on the review and renewal of Arun's Public Space Protection Order (PSPO) for dogs, will commence on 15th July 2026 and run to 29th July 2026.
- 51.9** Action in Rural Sussex - Summer 2026 Newsletter including the appointment of a new CEO and recent events.
- 51.10** Correspondence was received from a resident ahead of the Planning and Licensing Committee Meeting on 21st July 2026, objecting to planning application BR/82/26/PL.
- 51.11** Housing, Communities and Local Government – The HCLG Chair's response to the news that the Government had delayed its response on the leasehold reform bill.
- 51.12** Housing, Communities and Local Government – An inquiry has been launched on revitalising high streets including the proliferation of

“unwanted” retail and services – such as new betting shops, vape shops and fake barbers – and the impact they have on high streets and community pride.

51.13 Housing, Communities and Local Government – The Committee has written to the Housing Minister regarding cases of homeowners facing unreasonable demands for retrospective consent and large sums of money.

The Meeting closed at 5.55pm

<u>PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 21st JULY 2026</u> <u>(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 26th JUNE, 3rd AND 10th JULY 2026)</u>		
<u>BR/101/26/PL</u> <u>42 High Street</u> Bognor Regis PO21 1SP	Installation of plant and new shopfront. This application is in CIL Zone 4 (Zero Rated as other development).	NO OBJECTION
<u>BR/82/26/PL</u> <u>63 Annandale Avenue</u> Bognor Regis PO21 2ET	Demolition of the existing dwellinghouse and associated buildings, and the construction of a three-storey building comprising 9 No. self-contained flats with associated landscaping, refuse storage, bicycle storage and parking spaces. This application is in CIL Zone 4 (Zero Rated) as other development.	OBJECTION Members object to the application for the following reasons: Scale, Bulk, Massing and Harm to the Character of the Area (Arun Local Plan Policies D SP1, D DM1; NPPF Paragraph 135) Whilst Members acknowledge that flatted development exists within the wider locality, the principle of apartments in this location is not, in itself, the primary concern. Members consider that the proposed three-storey building, by virtue of its scale, bulk, massing and siting, represents an excessive form of development that would appear unduly dominant within the street scene. The proposal would replace a single dwelling with a

BR/82/26/PL (continued) 63 Annandale Avenue Bognor Regis PO21 2ET		substantially larger building which has also been brought forward within the site, reducing the established setback from the highway and increasing its visual prominence. This impact would be further exacerbated by the proposed removal of the existing tree and hedgerow along the site frontage, which currently provide important soft landscaping and visual screening. The resulting development would fail to respect the established pattern of development and would appear incongruous and overbearing when viewed from Annandale Avenue, causing harm to the character and appearance of the area. The proposal is therefore contrary to Policies D SP1 and D DM1 of the Arun Local Plan and paragraph 135 of the National Planning Policy Framework, which require development to respond positively to local character, scale, massing and appearance. Overdevelopment of the Site and Impact on Residential Amenity (Arun Local Plan Policy D DM1; NPPF Paragraph 135(f))
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BR/82/26/PL (continued) 63 Annandale Avenue Bognor Regis PO21 2ET		Members consider that the proposal represents an overdevelopment of the site through the replacement of a single dwelling with a nine-unit apartment building. The scale, footprint and intensity of the proposed development would result in an overly dominant form of development which has the potential to create an unacceptable impact upon neighbouring residential properties through overlooking, loss of light, overshadowing and an overbearing presence. The proposal is therefore contrary to Policy D DM1 of the Arun Local Plan and paragraph 135(f) of the National Planning Policy Framework, which seek to ensure a high standard of amenity for existing and future occupiers. Surface Water Drainage and Flood Risk (Arun Local Plan Policies W DM3, ECC SP1; NPPF Paragraphs 181–182) Members note and support the objection raised by Arun District Council’s drainage engineers. Insufficient information has been provided to demonstrate that the
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BR/82/26/PL (continued) 63 Annandale Avenue Bognor Regis PO21 2ET		proposed drainage strategy would adequately manage surface water runoff or prevent increased flood risk during extreme weather events. Until these concerns have been satisfactorily addressed, Members consider that the proposal fails to demonstrate that it can be delivered without increasing flood risk either on or off the site. The proposal is therefore contrary to Policies W DM3 and ECC SP1 of the Arun Local Plan and the flood risk objectives of the National Planning Policy Framework. Biodiversity and Protected Species (Arun Local Plan Policies ECC SP1, ECC DM1; NPPF Paragraphs 193 and 194) Members note and support the objection submitted by Arun District Council's Ecology Officers regarding the absence of sufficient information relating to Biodiversity Net Gain and the potential installation of bat roosts. The application has failed to adequately demonstrate that biodiversity will be conserved and enhanced or that protected species will not be adversely affected by the proposed development. Members
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BR/82/26/PL (continued) 63 Annandale Avenue Bognor Regis PO21 2ET		consider that these matters should be fully resolved before planning permission is granted. The proposal is therefore contrary to Policies ECC SP1 and ECC DM1 of the Arun Local Plan and paragraphs 193 and 194 of the National Planning Policy Framework, which seek to protect and enhance biodiversity. Parking and Highway Safety (Arun Local Plan Policies T SP1, D DM1; NPPF Paragraphs 116 and 135) Members note that the proposed development does not provide the level of parking required under the Council's adopted parking standards. Whilst a parking survey has subsequently been submitted in an attempt to demonstrate sufficient on-street parking capacity, Members do not consider the survey provides a robust or representative assessment of parking demand. The survey was undertaken during the early hours of the morning (approximately 1:00am and 5:00am), when parking patterns are unlikely to reflect peak demand associated with visitors in the area,
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BR/82/26/PL (continued) 63 Annandale Avenue Bognor Regis PO21 2ET		including medical staff and visitors to local businesses. Members therefore question whether the survey accurately demonstrates the availability of on-street parking during periods when demand is at its highest. Furthermore, the photographic evidence accompanying the survey appears to show a number of vehicles parked wholly on the footway. Members are concerned that this suggests existing parking pressures already result in inappropriate parking practices and that reliance on such apparent capacity would be likely to exacerbate parking stress within the surrounding area. Accordingly, Members are not satisfied that the development has demonstrated adequate parking provision or that it would not result in increased on-street parking to the detriment of highway safety, pedestrian accessibility and residential amenity. The proposal is therefore considered contrary to Policy T SP1 of the Arun Local Plan and paragraphs 116 and 135 of the National Planning Policy Framework, which seek to ensure
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BR/82/26/PL (continued) 63 Annandale Avenue Bognor Regis PO21 2ET		that development provides safe and suitable access arrangements and does not give rise to unacceptable impacts on highway safety or the quality of the public realm.
<u>BR/109/26/HH</u> <u>8 Greenwood Avenue</u> Bognor Regis PO22 9EN	Construction of single storey rear extension to replace existing conservatory.	NO OBJECTION
<u>BR/115/26/HH</u> <u>32 Pevensey Road</u> Bognor Regis PO21 5NU	First floor extension.	NO OBJECTION
<u>BR/122/26/T</u> <u>13 Normanton Avenue</u> Bognor Regis PO21 2TU	Crown reduction of 1 no. English Oak (T1) to leave a height of 10-13m and spread of 13-14m.	NO OBJECTION