



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 24<sup>th</sup> FEBRUARY 2026**

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

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

***The Meeting opened at 4.02pm***

### **160. 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.

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

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

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

Although apologies were received from Cllr. P. Ralph for the meeting on 3<sup>rd</sup> February 2026, due to an administrative error they could not be approved at that meeting. It was therefore **AGREED** by Members to **APPROVE** Cllr. P. Ralph's apologies, retrospectively.

### **162. 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, 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***

### **163. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 3<sup>rd</sup> FEBRUARY 2026**

The Committee **RESOLVED** to **AGREE** the Minutes of the Meeting held on 3<sup>rd</sup> February 2026 as an accurate record and the Chair signed them.

### **164. 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.

### **165. CLERK'S REPORT FROM PREVIOUS MINUTES**

#### **165.1 4<sup>th</sup> February 2025 Min. 160 School Crossing Patrol – Edward Bryant School**

Following the school's request, West Sussex County Council had carried out a traffic and child count and met the funding threshold under their criteria. The matter now sits with WSCC Highways, who must complete a formal risk assessment before any recruitment can begin. There is currently no timescale for that stage, and if infrastructure works are identified, this could delay matters by several months.

Once Highways approval is in place, WSCC will advertise and recruit to the post. These roles are historically difficult to fill and require DBS checks.

### **165.2 3 Hour Parking Consultation – Littlehampton and Bognor Regis**

Following Arun's Economy Committee Meeting on 9<sup>th</sup> October 2025, Parking Services had been asked to consult with stakeholders on a proposed change to the current 2-hour free parking scheme in Littlehampton and Bognor Regis, with a view to extending it to a 3-hour offer.

Members were reminded that the form had been circulated to them via email, to consider and respond to, with the Deputy Clerk collating the responses and submitting the form on the Committee's behalf to be ratified at the next meeting.

### **166. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 30<sup>th</sup> JANUARY AND 6<sup>th</sup>, 13<sup>th</sup> FEBRUARY 2026**

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

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

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

### **167. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, STREET TRADING CONSENT 122828: 35 LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PQ**

**167.1 Local Government (Miscellaneous Provisions) Act 1982  
Premises: 35 London Road, Bognor Regis, West Sussex, PO21 1PQ  
Application Number: 122828**

The Committee noted the application for Annual Street Trading Consent for the supply of food from a mobile unit from 9:00 to 17:00, Tuesday to Saturday.

Members **RESOLVED** to raise **NO OBJECTION** to the Annual Street Trading Consent being granted.

**167.2 Local Government (Miscellaneous Provisions) Act 1982  
Premises: Street Record, London Road, Bognor Regis, West Sussex  
Application Number: 122858**

The Committee noted the application for a Regular Markets Consent (Annual) for from 9:00 to 16:30, Tuesday and Saturday.

Members **RESOLVED** to raise an **OBJECTION** to the Regular Markets Consent (Annual) being granted for the following reasons:

Bognor Regis Town Council objects to the proposed market licence on the following grounds:

The application is based on the operation of a multi-stall market, however evidence from previous trading periods demonstrates that the operator has consistently failed to deliver the minimum number of licensed traders outlined within their application, with markets frequently operating with only one or two stalls.

As a result, the activity being delivered is materially different from that which was applied for and approved.

This ongoing under-occupation of stalls has led to the ineffective use of a key town centre space, detracting from the vitality and appearance of the area and failing to provide the level of activity, footfall, and community benefit that a market is intended to generate. This represents a negative impact on local amenity and town centre vibrancy.

Furthermore, by retaining exclusive use of the site and trading days while failing to provide a viable market offer, the operator prevents alternative providers from delivering a potentially more successful and vibrant market, to the detriment of the wider community and local businesses.

The Council therefore considers that the applicant has not demonstrated their ability to deliver the licensed activity as proposed, and that granting a further licence in these circumstances would not be in the public interest.

For full transparency, the Council has been working with local partners on an alternative market, and intends to submit a license within the coming days.

**168. 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.

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

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

Members **AGREED** to **DEFER** this item to the following meeting, where comments and proposed projects collated from a Member's Workshop could be ratified.

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

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

Members **AGREED** to **DEFER** this item to the following meeting. The consultation would be circulated to allow Member comments to be collated which could then be ratified.

**171. CORRESPONDENCE**

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

Additional correspondence included: -

- 171.1** WSCC - Highways, Transport and Planning - News and Updates Newsletter 20<sup>th</sup> February 2026.

***The Meeting closed at 5.36pm***

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

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

<p><b><u>BR/6/26/PL</u></b> <b><u>67, 69 and 71 Upper Bognor Road</u></b> Bognor Regis PO21 1HR</p>	<p>Retention of alterations to 3 No. listed buildings, extension of a listed building to create an office and warden's accommodation, erection of 1 No. new building consisting of 3 No. flats, offices and workshops, creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, areas for parking, and storage for bins and cycles. This application of listed buildings affects the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area and is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/7/26/HH</u></b> <b><u>186 Aldwick Road</u></b> Bognor Regis PO21 2YQ</p>	<p>Double garage.</p>	<p><b>OBJECTION</b> Members object to this application for the following reasons;  Impact on Local Character and Streetscape (NPPF Para 130): - The proposed garage, positioned prominently in front of the dwelling, is considered excessively large, visually intrusive, and wholly out of keeping with the established character of Aldwick Road, where open frontages and dwellings set well back create a spacious</p>

BR/7/26/HH (continued)  
186 Aldwick Road  
Bognor Regis  
PO21 2YQ

streetscape. The development would dominate the street scene and introduce an incompatible form of built development that conflicts with the prevailing pattern of single detached houses behind landscaped gardens.

Adverse Effect on Residential Environment and Privacy (NPPF Para 130): - The scale and siting of the proposed structure would result in an over-dominant and overbearing impact on neighbouring properties, reducing light, affecting outlook, and creating a physical barrier at odds with the open character of the area.

Non-Compliance with the Established Building Line: - By projecting forward of the existing dwelling and garage, the proposal disrupts the established building line and undermines the consistent rhythm of properties along Aldwick Road. Members consider that approval would set an undesirable precedent for similar forward-built structures, further eroding the character of the area.

Negative Visual Impact (NPPF Paras 130 & 134): - The proposed building would be highly visible from Aldwick Road and, due to its

<p><i>BR/7/26/HH (continued)</i>  <i>186 Aldwick Road</i>  <i>Bognor Regis</i>  <i>PO21 2YQ</i></p>		<p>scale and position, would detract from the appearance of Aldwick Road.</p> <p>Lack of Sustainable or Sympathetic Design: - The design fails to respect or complement the character of surrounding dwellings, including the Tudor-style architecture of the host property. The proposal does not demonstrate high-quality or context-appropriate design and therefore does not meet the expectations of the Local Plan or NPPF Paragraph 134.</p> <p>Conservation Area Impact: - As the site lies within the Aldwick Road Conservation Area, Members consider that the development neither preserves nor enhances its special architectural and historic character. The introduction of a large, prominent structure to the front of the property would harm the area's visual coherence and is therefore contrary to conservation aims.</p>
<p><b><u>BR/11/26/PL</u></b>  <b><u>33b First Floor Flat</u></b>  <b><u>Canada Grove</u></b>  Bognor Regis  PO21 1DW</p>	<p>Conversion of loft to habitable use with 1 No. rear dormer and 1 No. front rooflight.</p>	<p><b>NO OBJECTION</b></p>

<p><b><u>BR/15/26/PL</u></b>  <b><u>Tesco Superstore</u></b>  Shripney Road  Bognor Regis  PO22 9ND</p>	<p>Removal of disused bus stop and external alternations to facilitate a temporary parking / loading area for Dot.com/Click &amp; Collect vehicles. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/17/26/PL</u></b>  <b><u>74A Hawthorn Road</u></b>  Bognor Regis  PO21 2DD</p>	<p>Retention of side store and covered pergola area. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/9/26/PL</u></b>  <b><u>Jubilee Guest House</u></b>  <b><u>5 Gloucester Road</u></b>  Bognor Regis  PO21 1NU</p>	<p>Change of use from Guest House to 4 No. self-contained apartments. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><b>OBJECTION</b></p> <p>The proposal represents an over-intensive form of development which fails to respond positively to local character, resulting in a cramped layout, contrary to NPPF para 135.</p> <p>The proposal would lead to increased on-street parking pressure or highway safety concerns, contrary to NPPF para 115.</p> <p>The proposal results in the loss of visitor accommodation, contrary to NPPF paras 84 and 91, which seek to support sustainable tourism and the vitality of town centres and coastal communities.</p> <p>Members feel that the application goes against the Neighbourhood Plan, namely: - Policy 7 - Promotion of Tourism and Beach Service Points. The NP recognises the crucial importance of the tourism</p>

*BR/9/26/PL (continued)*  
*Jubilee Guest House*  
*5 Gloucester Road*  
*Bognor Regis*  
*PO21 1NU*

industry for the Bognor Regis economy. Development of new and existing tourist facilities will be supported as a crucial part of improving Bognor Regis as a visitor destination. Page 14 paragraph 3, highlights that beyond Butlin's, overnight visitors and would be visitors have a limited range of accommodation options to choose from particularly in terms of medium to higher end seafront hotels, B&Bs and Guest Houses. This is possibly related to the high proportion of socially rented properties and associated tenancy restrictions along the seafront, Town Centre and Bognor Regis as a whole. With regeneration on the cards for Bognor Regis, Members feel it is important to protect this existing Guest House that is situated in a prime location for tourists.

Policy H SP4(b) (ALP) makes clear the provision of HMOs should not contribute to the generation of excessive parking demands or traffic in the area. Whilst utilised as a guest house, those arriving by car will likely leave their vehicle in the public car park opposite the property, and explore on foot throughout most of their stay. If used as an HMO, there will likely be

*BR/9/26/PL (continued)*  
*Jubilee Guest House*  
*5 Gloucester Road*  
*Bognor Regis*  
*PO21 1NU*

an increase in traffic movement with residents coming and going throughout the day/night which has the potential to create a hazard with the property located just off a bend in the road.

Paragraph 108 of the NPPF states that in assessing specific applications for development it should be ensured that safe and suitable access to the site can be achieved for all users. Paragraph 109 (NPPF) states development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.