



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 23rd DECEMBER 2025

PRESENT: Cllrs: J. Barrett, S. Goodheart, B. Waterhouse, M. White
and Mrs. G. Yeates

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

The Meeting opened at 10.36am

128. WELCOME BY CHAIR

In the absence of the Chair, Cllr. Mrs. Warr, the Vice-Chair, Cllr. Barrett, 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.

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

Apologies for absence were received from Cllrs. D. Dawes, Miss. C. Needs, P. Ralph and Mrs. J. Warr, with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

130. 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 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

131. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th DECEMBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 9th December 2025 as an accurate record of the proceedings and the Chair signed them.

132. 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.

133. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

134. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 5th AND 12th DECEMBER 2025

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

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

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

135. TO FURTHER CONSIDER PLANNING APPLICATION BR/199/25/HH WHICH WAS DEFERRED FROM THE MEETING ON 9th DECEMBER 2025 IN ORDER TO SEEK FURTHER INFORMATION – MIN. 123.3 REFERS

When considering this application at the Planning and Licensing Committee Meeting held on 9th December 2025, Members had requested that the Clerk seek further clarification in relation to the proximity of the proposed development to the border, and whether the District Council had adopted a policy relating to moisture that might arise from such developments (Min. 123.3 refers).

The Clerk reported that the District Council had confirmed that the proximity within the proposal was common in Householder applications across the District and that they were not aware of any Council Planning Policy that advises on damp moisture between two residential extensions.

Having considered the feedback from Arun District Council, Members **RESOLVED** to **AGREE** to raise **NO OBJECTION** in relation to Planning Application BR/199/25/HH.

136. 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.

137. 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.

138. CORRESPONDENCE

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

Additional correspondence included: -

- 138.1** CPRE Sussex – The Council has received correspondence wishing the Town Council a Merry Christmas.

- 138.2** WSCC – Public Notice that High Street, between Upper Bognor Road Roundabout and the junction with Gloucester Road, will be temporarily closed to all traffic commencing on 7th January 2026 for up to 5 days (it is estimated to be completed on 8th January 2026) and is required for the safety of the public and workforce while Volker Highways conducts lining work on behalf of WSCC. An alternative route will be signed on site but

please visit <https://one.network/?tm=GB146826040> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact West Sussex County Council on 01243 642105 who will be able to assist with scope of these works.

The Meeting closed at 11.18am

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 23rd DECEMBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 5th AND 12th DECEMBER 2025)**

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

<p><u>BR/201/25/PIP</u> <u>Longbrook Pavillion</u> Hook Lane Bognor Regis PO22 8AT</p>	<p>Application for permission in principle for a minimum net gain of 0 dwellings to a maximum net gain of 8 No dwellings.</p>	<p>OBJECTION</p> <p>The proposal conflicts with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Flood Zone 3 / Future Flood Zone 3a and, whilst an FRA has been submitted, the applicant has not provided sufficient information to demonstrate that the proposal is not at risk of flooding both now and in the future, especially in regard to people and climate change, nor has sufficient detail of adequate flood defenses been provided.</p>
<p><u>BR/198/25/PL</u> <u>The Regis School Campus</u> Westloats Lane Bognor Regis PO21 5LH</p>	<p>Installation of a four-lane outdoor caged cricket net facility. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/204/25/T</u> <u>78 Kyoto Court</u> Bognor Regis PO21 2UL</p>	<p>Crown reduction to 1 No. Macrocarpa (T1) to leave an Easterly spread of 4m, crown lift to 2.5m from ground level.</p>	<p>NO OBJECTION</p>

<u>BR/205/25/S73</u> <u>10 Nelson Road</u> Bognor Regis PO21 2RY	Variation of condition 2 imposed under BR/46/25/HH relating to approved plans.	NO OBJECTION
<u>BR/208/25/S73</u> <u>1A Normanton Avenue</u> Bognor Regis PO21 2TX	Variation of condition 2 imposed under BR/49/25/HH relating to approved plans.	NO OBJECTION