



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 3rd FEBRUARY 2026

PRESENT: Cllr. Mrs. J. Warr (Chair); Cllrs: J. Barrett, D. Dawes,
B. Waterhouse, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)
1 member of the public

The Meeting opened at 4.05pm

150. 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.

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

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

Although apologies were received from Cllr. P. Ralph, due to an administrative error they could not be approved, however, Members will be asked to retrospectively approve this absence at the next meeting.

152. 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 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

Cllr. Mrs. G. Yeates declared an Ordinary Interest in Agenda Item 7 regarding BR/225/25/PL as a member of the Arun Conservation Area Advisory Panel and stated that she would not vote

153. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 13th JANUARY 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the Meeting held on 13th January 2026 as an accurate record and the Chair signed them.

154. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There was one member of the public seated in the gallery, who did not wish to ask any questions or make a statement, therefore the meeting was not adjourned.

155. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

156. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 9th, 16th 23rd JANUARY 2026

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

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

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

157. 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.

158. 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.

159. CORRESPONDENCE

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

Additional correspondence included: -

159.1 WSCC – Public Notice that London Road will be temporarily closed to all traffic commencing on 16th February 2026 for up to 5 days (it is estimated to be completed on 20th February 2026) and is necessary to ensure the safety of both the public and the workforce while SGN undertakes gas connection onto main. The restriction will be in place 24 hours. An alternative route will be signed on site. Access maintained for residents and pedestrians. Access will not be maintained for emergency services during works, and the diversion route will need to be followed. For information regarding this closure please contact SGN on 0800 912 1700 who will be able to assist with scope of these works.

159.2 WSCC – Public Notice that Annandale Avenue outside property 51 has been temporarily closed to all traffic commencing on 29th January 2026 for up to 21 days (it is estimated to be completed on 13th February 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water undertakes emergency road closure to facilitate sewer repairs. The restriction will be in place 24 hours. 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, 01403 282841 who will be able to assist with scope of these works.

- 159.3** WSCC – Public Notice that Southdown Road outside property 43 has been temporarily closed to all traffic commencing on 30th January 2026 for up to 21 days (it is estimated to be completed on 30th January 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water undertakes Emergency road closure to facilitate the repair of broken utility asset. The restriction will be in place 24 hours. 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, 01403 282841 who will be able to assist with scope of these works.
- 159.4** WSCC - Highways, Transport and Planning - News and Updates, 30th January 2026. Circulated to Committee Members via email.
- 159.5** ADC – The latest Infrastructure Funding Statement has been provided.

The Meeting closed at 4.45pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 3rd FEBRUARY 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 9th, 16th AND 23rd JANUARY 2026)**

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

[BR/217/25/PL](#)
[Land rear of 86 Annandale Avenue](#)
Bognor Regis
PO21 2EX

Erection of 1 No. 3- bed dwelling house with off street parking and garden. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.

OBJECTION

The proposed development would result in an intensification of use of the site and a cramped appearance which would adversely affect the character of the building occupying the site of 86 Annandale Avenue and the character of the residential area which affects neighbouring amenities. It is felt that it fails to provide an adequate area of amenity space commensurate to the size of the dwelling located on the site of 86 Annandale Avenue, which could harm the amenities of future and existing occupants and would be, therefore, contrary to Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan. Members are concerned that these proposals will result in an increase in pressure for on-street parking spaces, by losing the current parking provision running alongside 86 Annandale Avenue in order to gain vehicular access to the proposed development, which will be harmful to the amenity of existing local residents in the area. This would result in an intensification of use, that adversely affects the character of the area, which

BR/217/25/PL (continued)
Land rear of 86 Annandale
Avenue
Bognor Regis
PO21 2EX

would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Local Plan. Criterion (b) of Policy H SP4 requires HMOs, of which it is believed 86 Annandale Avenue is classed as, to not contribute to the generation of excessive parking demands and requires that capacity is provided for or exists to cater for any demand likely to be generated. There is also concern about the mature trees that run along the northern boundary, of which one is regarded by Members to be a magnificent Magnolia tree. It is not clear from the plans whether it is intended to remove any of these trees. If this were to be the case then the proposals have the potential to fall short of Policy ENV DM4 which requires that it can be demonstrated that trees protected by a TPO, or those contributing to local amenity, will not be damaged or destroyed unless certain conditions can be met. Furthermore, Policy QE SP1 requires all development to contribute positively to the quality of the environment and to ensure that development does not have a significantly negative impact upon residential amenity, or the natural environment, which Members consider the proposals to be contrary to should any mature trees be removed.

<p><u>BR/222/25/HH</u> <u>136 Hawthorn Road</u> Bognor Regis PO21 2BL</p>	<p>Hard standing and new 3.4m vehicle crossover.</p>	<p>NO OBJECTION</p>
<p><u>BR/224/25/HH</u> <u>186 Aldwick Road</u> Bognor Regis PO21 2YQ</p>	<p>Two storey rear extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/225/25/PL</u> <u>Land adjacent to Bognor Regis Station</u> Station Road Bognor Regis PO21 1QF</p>	<p>Installation of black, 450mm railings on existing planter walls. This application affects the setting of a listed building, affects the character and appearance of the Bognor Regis Railway Station Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p> <p>Members support the application having worked with local partners to address historic ASB issues at station square, towards which the installation of these railing will hopefully mitigate.</p>
<p><u>BR/219/25/PL</u> <u>45 High Street</u> Bognor Regis PO21 1RU</p>	<p>Mansard roof extension for 1 No. 2-bed apartment with construction of an external staircase and window and door amendments to rear elevations (resubmission following BR/158/25/PL). This application is in CIL Zone 4 (Zero Rated) as a flat.</p>	<p>NO OBJECTION</p>
<p><u>BR/229/25/PL</u> <u>45 High Street</u> Bognor Regis PO21 1RU</p>	<p>Construction of 6 No. apartments (resubmission following BR/156/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>