



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON TUESDAY 7<sup>th</sup> APRIL 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 4.04pm***

### **185. 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.

### **186. 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.

### **187. 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.

***Cllr. 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***

**188. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17<sup>th</sup> MARCH 2026**

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 17<sup>th</sup> March 2026 as an accurate record and the Chair signed them.

**189. 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.

**190. CLERK'S REPORT FROM PREVIOUS MINUTES**

The Clerk had nothing to report from the previous Minutes.

**191. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 13<sup>th</sup>, 20<sup>th</sup> AND 27<sup>th</sup> MARCH 2026**

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

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

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

**192. 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.

**193. 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.

**194. TO RECEIVE AN UPDATE REGARDING PARKING AND ANTI-SOCIAL DRIVING ISSUES ON LONGFORD ROAD, FOLLOWING CORRESPONDENCE FROM A MEMBER OF THE PUBLIC AND DISCUSS NEXT STEPS**

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

Members considered the correspondence received and noted that, whilst the Town Council has no enforcement powers in this matter, it was appropriate, as elected representatives, to raise the concerns on behalf of the member of the public with the relevant authorities.

It was **AGREED** that the Deputy Clerk forward the concerns raised to the relevant Arun District and West Sussex County Councillors for their attention.

**195. CORRESPONDENCE**

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

***The Meeting closed at 4.45pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 7<sup>th</sup> APRIL 2026  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 13<sup>th</sup>, 20<sup>th</sup> AND 27<sup>th</sup> MARCH 2026)**

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

<p><b><u><a href="#">BR/5/26/PL</a></u></b>  <b><u><a href="#">35 Glamis Street</a></u></b>          Bognor Regis          PO21 1DJ</p>	<p>New build 2 storey residential townhouse comprising of 1 No 2b/3p and 1 No 3b/5p flats. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b></p> <p>Members object to this application for the following reasons:</p> <p><b>Overdevelopment and Excessive Scale (Arun Local Plan Policies D SP1, D DM1; NPPF Para 130)</b></p> <p>The proposed development represents an over-intensive use of the site, resulting in a form of development that is excessive in scale and fails to respect the character and grain of the surrounding area. Policy D SP1 requires development to respond positively to local context, while D DM1 requires appropriate scale, massing and layout. The proposal is therefore contrary to paragraph 130 of the NPPF, which requires development to add to the overall quality of the area.</p> <p><b>Adverse Impact on Residential Amenity (Arun Local Plan Policy D DM1; NPPF Para 130(f))</b></p>
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*BR/5/26/PL (continued)*  
*35 Glamis Street*  
*Bognor Regis*  
*PO21 1DJ*

The scale and positioning of the development would result in overlooking, loss of privacy, overbearing impact and loss of light to neighbouring properties. Policy D DM1 requires development to avoid unacceptable impacts on neighbouring amenity, and paragraph 130(f) of the NPPF requires a high standard of amenity for existing and future occupants.

**Harm to Character of the Area  
(Arun Local Plan Policy D SP1;  
NPPF Para 130)**

The proposed development would appear incongruous within the established street scene, resulting in harm to the character and appearance of the area, contrary to Policy D SP1 and paragraph 130 of the NPPF.

**Parking and Layout Impact  
(Arun Local Plan Policy T SP1;  
NPPF Para 111)**

The development would place additional pressure on parking provision and may result in an unsatisfactory layout, leading to increased on-street parking and potential highway safety concerns, contrary to Policy T SP1 and paragraph 111 of the NPPF.

**BR/20/26/PL**  
**51a Aldwick Road**  
Bognor Regis  
PO21 2NJ

Retention of change of use of first and second floor office to a 5 bed HMO. This application is in CIL Zone 4 (Zero Rated) as other development.

**OBJECTION**  
Members object to this application for the following reasons:

**Retrospective Development and Undermining of the Planning Process**

The development has been carried out without prior planning permission, undermining the integrity of the planning system and public confidence in the process.

**Intensification of Use and Overconcentration of HMOs (Arun Local Plan Policy H SP4; NPPF Para 130)**

The proposal represents an intensified form of residential use which would contribute to an overconcentration of HMOs, undermining the balance of housing types and the creation of sustainable communities, contrary to Policy H SP4 and paragraph 130 of the NPPF.

**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/20/26/PL (continued)*  
*51a Aldwick Road*  
*Bognor Regis*  
*PO21 2NJ*

**Parking Pressure and Highway Impact (Arun Local Plan Policy T SP1; NPPF Para 111)**

The level of occupation proposed is likely to generate significant additional parking demand, resulting in overspill parking and potential highway safety issues.

**Conflict with Shopping Parade Function and Harm to Local Centre Vitality (NPPF Para 86)**

The introduction of an HMO in a shopping parade location fails to support the vitality and viability of the local centre and represents an inappropriate use within a commercial frontage.

**Unsuitable Living Environment for Occupants (Arun Local Plan Policy D DM1; NPPF Para 130(f))**

The location and nature of the use would fail to provide an adequate standard of living conditions for future occupants.

**Inadequate Waste Storage and Impact on Amenity (Arun Local Plan Policy D DM1, QE SP1; NPPF Para 130(f))**

The proposed arrangement appears to locate multiple bins to the front of the property within the shopping

<p><i>BR/20/26/PL (continued)</i>  51a Aldwick Road  Bognor Regis  PO21 2NJ</p>		<p>parade, resulting in visual clutter and potential odour and hygiene issues. The combination of residential and commercial waste within a constrained frontage fails to demonstrate appropriate storage provision and is likely to harm the character of the area and neighbouring amenity.</p>
<p><b><u>BR/33/26/HH</u></b>  <b><u>29 Victoria Road</u></b>  Bognor Regis  PO21 2JE</p>	<p>Loft extension involving raising of ridge height, hip to gable roof and construction of rear dormer along with installation of skylights on the front roof slope.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/21/26/PL</u></b>  <b><u>54 Richmond Avenue</u></b>  Bognor Regis  PO21 2YF</p>	<p>Change of use of dwelling to an 8 bed HMO to include a single storey rear extension, loft conversion with dormer. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b></p> <p>Members object to this application for the following reasons:</p> <p><b>Overdevelopment and Intensification of Use (Arun Local Plan Policies D SP1, H SP4; NPPF Para 130)</b>  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.</p> <p><b>Adverse Impact on Residential Amenity (Arun Local Plan Policy D DM1; NPPF Para 130(f))</b>  The proposed development would result in overlooking, loss of privacy, overbearing impact and loss of light to neighbouring</p>

<p>BR/21/26/PL (continued) 54 Richmond Avenue Bognor Regis PO21 2YF</p>		<p>properties.</p> <p><b>Harm to Character of the Area (Arun Local Plan Policy D SP1; NPPF Para 130)</b> The proposal would appear incongruous within the street scene and harm the established character of the area.</p> <p><b>Parking Pressure and Highway Impact (Arun Local Plan Policy T SP1; NPPF Para 111)</b> The scale of occupation would result in increased parking demand and associated highway impacts.</p> <p><b>Significant Local Opposition</b> Members note the substantial number of representations received, indicating strong local concern regarding the proposal.</p>
<p><a href="#"><u>BR/172/25/PL Belmont Lodge</u></a> Belmont Street 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><b>NO OBJECTION</b></p> <p>No objection in principle; however, Members expressed concern that the development has been carried out without prior planning permission, undermining the integrity of the planning process.</p> <p>Members note that further related development has been submitted under application BR/41/26/PL and consider that the cumulative impact</p>

<p><i>BR/172/25/PL (continued)</i>  <i>Belmont Lodge</i>  <i>Belmont Street</i>  <i>Bognor Regis</i>  <i>PO21 1LE</i></p>		<p>of development on the site should be assessed holistically.</p>
<p><b><u>BR/41/26/PL Belmont Lodge</u></b>  Belmont Street  Bognor Regis  PO21 1LE</p>	<p>Retention of a single storey office building. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b></p> <p>Members object to this application for the following reasons:</p> <p><b>Overdevelopment and Cumulative Impact (Arun Local Plan Policy D SP1; NPPF Para 130)</b>  The proposal, when considered alongside related development on the site, results in an over-intensive and cumulative form of development that fails to respect the character and capacity of the site.</p> <p><b>Incremental and Piecemeal Development (“Salami Slicing”)</b>  The development appears to form part of a series of incremental changes, preventing a proper holistic assessment of the overall impact.</p> <p><b>Retrospective Development and Undermining of the Planning Process</b>  The works have been undertaken without prior consent, undermining</p>

<p>BR/41/26/PL (continued) Belmont Lodge Belmont Street Bognor Regis PO21 1LE</p>		<p>the integrity of the planning system.</p> <p><b>Intensification of Use (Arun Local Plan Policy D DM1; NPPF Para 130)</b> The cumulative effect of development results in increased activity and pressure on the site, adversely affecting neighbouring amenity.</p>
<p><b><u>BR/19/26/PL</u></b> <b><u>Unit 18a Durban Road</u></b> Bognor Regis PO22 9QT</p>	<p>Scaffolding roof. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION</b></p> <p>Members have no objection in principle; however, Members request that the scaffolding roof structure is strictly time-limited and removed upon completion of the works.</p>
<p><b><u>BR/27/26/HH</u></b> <b><u>95 Longford Road</u></b> Bognor Regis PO21 2TA</p>	<p>Dropped kerb and new vehicular access.</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/34/26/HH</u></b> <b><u>35 Highcroft Crescent</u></b> Bognor Regis PO22 8DH</p>	<p>Conversion of loft to habitable use including installation of rear dormer and front rooflights.</p>	<p><b>NO OBJECTION</b></p>