



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 28th APRIL 2026

PRESENT: Cllr. Mrs. J. Warr (Chair); Cllrs: J. Barrett, D. Dawes,
Miss. C. Needs, P. Ralph, M. White and Mrs. G. Yeates

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

The Meeting opened at 4.00pm

196. 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.

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

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

198. 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. Miss. C. Needs, 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

199. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th APRIL 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 7th April 2026 as an accurate record and the Chair signed them.

200. 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.

201. CLERK'S REPORT FROM PREVIOUS MINUTES

201.1 It was highlighted to Members that Community Infrastructure Levy (CIL) receipts totalling £21,000.44 would be received by the Town Council for the current period.

201.2 Members were advised of a Permission in Principle application (BR/51/26/PIP) and the nature of such applications as a two-stage process, considering only the principle of development at this stage.

It was further noted that the consultation deadline of 11th May 2026 falls in advance of the next Planning and Licensing Committee Meeting. Members were therefore invited to submit comments to the Clerk via email by the stated deadline, with any comments received to be collated and submitted on behalf of the Town Council and subsequently presented to the Committee for formal ratification at the next meeting.

201.3 Members were advised that correspondence had been received from the Case Officer seeking clarification on the Town Council's comments regarding Planning Application BR/19/26/PL, specifically advising that the proposed roofing structure is intended to be permanent rather than temporary. Members were advised that, due to the timing of this clarification, the Clerk would invite comments from Members via email, with a revised response to be submitted to Arun District Council once a clear position had been established.

202. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 3rd, 10th AND 17th APRIL 2026

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

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

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

203. 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.

204. 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.

205. TO CONSIDER PARTICIPATION IN A BUS SHELTER WORKING GROUP AND THE POTENTIAL ADOPTION OF BUS SHELTERS BY BOGNOR REGIS TOWN COUNCIL

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

Members considered further information provided by the Deputy Clerk, including the potential financial implications associated with the maintenance of any bus shelters that may be adopted by the Town Council.

Members were advised that participation in the Working Group would not explicitly commit the Town Council to the adoption of any bus shelters but would provide an opportunity to contribute to discussions regarding the siting of new shelters and to raise any wider issues affecting local bus

services.

Members **AGREED** that the Committee Clerk and Cllr. Ralph would participate in the Bus Shelter Working Group, with Cllr. Mrs. Warr nominated as a reserve.

206. CORRESPONDENCE

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

The Meeting closed at 4.44pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 28th APRIL 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 3rd, 10th AND 17th APRIL 2026)**

PLEASE NOTE: There were no applications for Bognor Regis on List Dated 10th April 2026

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

<p><u>BR/172/25/PL</u> <u>Belmont Lodge</u> <u>Belmont Street</u> 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>RE-ADVERTISED Amended descriptions and floor plans.</p>	<p>NOT CONSIDERED</p> <p>The Committee resolved not to consider this application, as this specific application had already been considered and a representation submitted at the Planning and Licensing Committee Meeting of 7th April 2026.</p>
<p><u>BR/52/26/PL</u> <u>28 Argyle Road</u> Bognor Regis PO21 1DZ</p>	<p>Change of use from dwelling house (use class C3) to 7-bed, 8-person house in multiple occupation (Sui Generis) to include a rear extension and loft conversion. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>OBJECTION</p> <p>Members object to this application for the following reasons:</p> <p>Overconcentration of HMOs and Harm to Community Balance (Arun Local Plan Policies H SP4, D SP1; NPPF Para 130)</p> <p>The site lies within an area subject to an Article 4 Direction, introduced to manage the concentration of HMOs due to their identified impact on community wellbeing.</p> <p>Policy H SP4 of the Arun Local Plan</p>

BR/52/26/PL (continued)
28 Argyle Road
Bognor Regis
PO21 1DZ

requires that HMOs do not erode the balance of housing types or harm the character of the area. The introduction of an 8-person HMO would contribute to an overconcentration of such uses, undermining the creation of sustainable and mixed communities.

This is contrary to Policy D SP1 and paragraph 130(a) of the NPPF, which require development to function well and contribute positively to the overall quality and character of an area.

Overdevelopment and Intensification of Use (Arun Local Plan Policies D SP1, H SP4; NPPF Para 130)

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.

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/52/26/PL (continued)
28 Argyle Road
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**Harm to Character of the Area
(Arun Local Plan Policy D SP1;
NPPF Para 130)**

The proposal would appear incongruous within the street scene and harm the established character of the area.

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

The scale of occupation would result in increased parking demand and associated highway impacts.

**Fire Safety and Means of Escape
(Arun Local Plan Policies D SP1,
D DM1, QE SP1; NPPF Para
130(e))**

The proposed level of occupation raises concerns regarding the adequacy of internal layout, means of escape and overall fire safety for future occupants. The intensification of the property to accommodate 8 individuals increases the complexity of safe evacuation and emergency access, and it has not been demonstrated that the proposal would provide a safe and accessible living environment. This is contrary to Policy D SP1 and QE SP1, which require high quality, safe design, and paragraph 130(e) of the NPPF,

<i>BR/52/26/PL (continued)</i> <i>28 Argyle Road</i> <i>Bognor Regis</i> <i>PO21 1DZ</i>		which seeks to ensure that developments are safe and accessible for all users.
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