



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 19th MAY 2026

PRESENT: Cllrs: J. Barrett, P. Botterill, S. Goodheart (until Min. 9.3), Miss. C. Needs, P. Ralph, M. White, P. Woodall, and Mrs. G. Yeates

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

The Meeting opened at 4.03pm

1. **TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 11th MAY 2026**

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

It was noted that Cllr. Mrs. J. Warr was elected Chair and Cllr. M. White was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 11th May 2026.

2. **WELCOME BY CHAIR**

Due to the Chair, Cllr. Mrs. J. Warr giving apologies, the Vice-Chair, Cllr. M. White, 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.

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

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

4. **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, Miss. C. Needs, 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

5. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28th APRIL AND THE EXTRAORDINARY MEETING HELD ON 6th MAY 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 28th April and the Extraordinary meeting held on 6th May 2026 as an accurate record and the Chair signed them.

6. 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.

7. CLERK'S REPORT FROM PREVIOUS MINUTES

7.1 25th November 2025 - Min. 115 CIL Spending List

Members were informed that the next review of the Town Council's CIL Spending List, which had been scheduled to take place at this meeting on 19th May 2026, had been deferred to the meeting on 9th June due to an administrative oversight.

7.2 28th April 2026 - Min. 205 Route 600 BSIP Funding

Following the decision at the previous meeting (Min. 205 Refers), to accept an invitation from WSCC to be involved in a working group exploring potential BSIP funding opportunities for bus shelter improvements along the Route 600 corridor, the Clerk stated that he would be undertaking a walkaround with a member of Town Force to review the existing infrastructure, and Councillors were invited to join the visit if able.

8. TO CONSIDER THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

The Deputy Clerk's report, and the appendix detailing the current Terms of Reference for the Committee, was **NOTED**.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Planning and Licensing Committee with no amendments.

9. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 24th APRIL AND 1st, 8th MAY 2026

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

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

Cllr. S. Goodheart left the Meeting after application BR/53/26/PL

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

10. 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.

11. 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.

12. TO RECEIVE AN UPDATE ON THE PROMENADE LIGHTS PROJECT AND CONSIDER APPROVAL OF ANY RELATED EXPENDITURE – MIN. 115.2 REFERS

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

Members were pleased with the progress of the project and were confident in the positive impact the project would have on improving the amenity of the promenade.

Members **RESOLVED** to **AGREE** to increase the funding previously agreed, up to £20,000, to an allocation of up to £25,000 from CIL receipts, to support the Promenade Lights Project.

13. TO CONSIDER ANY FURTHER ACTION IN RELATION TO THE SOUTHERN END OF GLOUCESTER ROAD WALL - MIN. 7.6 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 3rd JUNE 2024 REFERS, AND MIN. 36 OF PLANNING AND LICENSING COMMITTEE HELD ON 25th JUNE 2024 REFERS

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

It was agreed at the Annual Town Council Meeting held on 11th May 2026, when the matter came up for discussion under an update on regeneration in the town (Min. 27 refers), that it would be referred to the Planning and Licensing Committee for further consideration at their next meeting.

Members expressed frustration that a similar incident had occurred despite the Town Council's request to WSCC, as the highways authority, to improve the signage and barriers at the location after a previous incident in 2024.

Members agreed with the Officer suggestion that Mark Jacobs, the Area Highway Manager (Western Area), be invited to the next meeting of the Planning and Licensing Committee so that the matter could be discussed further. Members also requested that Steve Hill, WSCC Parish & Community Engagement Coordinator, be invited also.

Members **AGREED** to invite Mark Jacobs and Steve Hill to the next meeting of the Planning and Licensing Committee on 9th June 2026 to discuss possible actions in relation to the southern end of Gloucester Road wall.

14. CORRESPONDENCE

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

The Meeting closed at 5.32pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 19th MAY 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 24th APRIL, AND 1st, 8th MAY 2026)**

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

<p><u>BR/60/26/HH</u> <u>71 Longford Road</u> Bognor Regis PO21 1AE</p>	<p>Retrospective application for conversion of former detached garage to form annexe.</p>	<p>NO OBJECTION</p> <p>Members raised no objection to the application, however commented that the boundaries as shown on the submitted Ordnance Survey Map appeared to contain an error, and expressed concern regarding emergency vehicle access to the annex owing to the narrow driveway and the potential increase in parking pressure.</p>
<p><u>BR/53/26/PL</u> <u>57 Queensway</u> Bognor Regis PO21 1QN</p>	<p>Demolition of existing brick-built garages, removal of canopy structure, remediation of contaminated land and construction of 18 No flats over 3 storeys with pitched roofs (resubmission following BR/67/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p> <p>Whilst Members are supportive of the proposed planning application on this site, they would like for ADC to review the viability assessment to determine whether an increased level of affordable housing can be achieved, in partial compliance with Policy AH SP2 of the Arun Local Plan, rather than none at all. If permitted, the Town Council would like to see the development offset with an improved lighting scheme in the alleyway that runs behind the</p>

<p><i>BR/53/26/PL (continued)</i> 57 Queensway Bognor Regis PO21 1QN</p>		<p>site from Queensway to Bedford Street to reduce the level of antisocial behaviour associated with this location and to improve perceptions of safety.</p>
<p><u>BR/40/26/HH</u> <u>94 Hook Lane</u> Bognor Regis PO22 8AT</p>	<p>Conversion of loft to habitable use with dormers and alterations to rear fenestration. Substitute Location and Block Plan.</p>	<p>NO OBJECTION</p> <p>Members raised no objection to the application, however requested that a condition be applied to ensure that windows on the east and west elevations of the conversion do not result in overlooking of neighbouring properties, such as through the use of obscure glazing or raised window positions.</p>
<p><u>BR/39/26/PL</u> <u>Bognor Regis Sports Ground</u> Hawthorn Road Bognor Regis PO21 2UW</p>	<p>Replacement of existing 1.8m high wooden fence panels along the perimeter of the sports ground (north and east) with a new 3m high green metal twin bar fence. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/50/26/PL</u> <u>15-17 Marine Drive West</u> Bognor Regis PO21 2QA</p>	<p>Demolition of existing outbuilding and erection of a storage outbuilding and the conversion of existing flat into 2 No self-contained flats. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>