



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

Dear Sir/Madam,

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

I hereby give you Notice that a Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **2pm on TUESDAY 1<sup>st</sup> JULY 2025**.

All Members of the Planning and Licensing Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee). Any written question received by 9am on Tuesday 1<sup>st</sup> July from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

### **PLEASE NOTE START TIME**

*Glenna Frost*

**DATED this 24<sup>th</sup> day of JUNE 2025**

**CLERK TO THE COUNCIL**

## **AGENDA AND BUSINESS**

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.  
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 leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 11<sup>th</sup> June 2025
  5. Adjournment for public question time and statements
  6. Clerk's report from previous Minutes
  7. To consider Planning Applications on Lists dated 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup> June 2025
  8. To consider Premises Licence Applications including any variations and any other Licence Applications
  9. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
  10. Community Infrastructure Levy (CIL) including: -
    - To carry out a quarterly review of the Town Council's CIL Spending List, deferred from the last meeting (Min. 23.1 refers)
  11. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE  
COUNCIL CHAMBER IF REQUIRED**



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744  
E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

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

### **HELD ON WEDNESDAY 11<sup>th</sup> JUNE 2025**

**PRESENT:** Cllrs: Mrs. J. Warr (Chair), J. Barrett, D. Dawes, S. Goodheart (during Min. 20), C. Needs, B. Waterhouse, M. White (during Min. 20) and Mrs. G. Yeates

**IN ATTENDANCE:** Mrs. R. Vervecken (Civic & Office Manager)

*The Meeting opened at 11.15am*

#### **13. 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.

#### **14. TO NOTE THAT THE PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO BE HELD AT 4pm ON TUESDAY 10<sup>th</sup> JUNE 2025 HAS BEEN CANCELLED AND RESCHEDULED TO TAKE PLACE AT 11.15am ON WEDNESDAY 11<sup>th</sup> JUNE 2025**

Members unanimously **NOTED** the report by the Deputy Clerk, advising that the Planning and Licensing Committee Meeting scheduled to be held at 4pm on Tuesday 10<sup>th</sup> June 2025 has been cancelled and rescheduled to take place at 11.15am on Wednesday 11<sup>th</sup> June 2025.

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

Apologies for absence were received from Cllr. Barrett and the Deputy Clerk Mrs. Davis, with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

No apologies for absence had been received from Cllr. Ralph. This absence could not, therefore, be approved.

#### **16. 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.

### ***There were no declarations on Interest***

#### **17. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20<sup>th</sup> MAY 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 20<sup>th</sup> May 2025 as an accurate record of the proceedings and the Chair signed them.

#### **18. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no members of the public present, and the meeting was not, therefore, adjourned.

#### **19. CLERK'S REPORT FROM PREVIOUS MINUTES**

There was nothing to report.

**20. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 16<sup>th</sup>, 23<sup>rd</sup> AND 30<sup>th</sup> MAY 2025**

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

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

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

**21. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

An application for a Street Trading Consent was made to Arun District Council under the Local Government (Miscellaneous Provisions) Act 1982:-

- Licence Application Number: 121599 – Occasional Market and Event Trader Consent up to 4 days – Market Operator. London Road, Bognor Regis, West Sussex.

The Clerk explained that the above application applying for a Market in London Road on Sunday 3<sup>rd</sup> August 2025 between the hours of 10am and 4pm, was made by Bognor Regis Town Council's Markets Officer, and that any comment therefore made by the Town Council could be deemed as a conflict of interest. Members therefore unanimously **AGREED** to **ABSTAIN** from making a formal representation and the Clerk will advise ADC of this decision.

**22. TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

There were no Pavement Licence applications to be considered, nor representations to be ratified.

**23. COMMUNITY INFRASTRUCTURE LEVY (CIL) INCLUDING; TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST (MIN. 188.2 REFERS); TO RATIFY THE ADOPTION OF THE TOWN COUNCIL'S CIL APPLICATION FORM AND SUPPORTING DOCUMENTS (MIN. 7.1 REFERS)**

The Deputy Clerk's report and related appendices were **NOTED**.

**23.1** Members reviewed the current CIL spending list and discussions were held on some of the priorities already identified on the list, including

beach access and speed activated signs. It was felt that the list needed to be revisited with items put into a 'traffic light' system identifying the priority the Committee wanted to place on each, as well as considering the alignment of the priorities on ADC's IIP. With the usual Committee Clerk not in attendance at the meeting, and Members wishing to firm up plans and timescales as well as order of implementation, it was **AGREED** to **DEFER** this item to the next Planning and Licensing Committee Meeting, to be held on 1<sup>st</sup> July 2025.

**23.2** Members unanimously **RATIFIED** the **ADOPTION** of the Town Council's Community Infrastructure Levy (CIL) application form and supporting documents.

**24.** **TO CONSIDER A REQUEST TO CHANGE THE START TIME OF THE PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED FOR 1<sup>st</sup> JULY 2025 TO 2pm, INSTEAD OF 4pm, OWING TO A CLASH OF MEETINGS (MIN. 15.1 OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 12<sup>th</sup> MAY 2025 REFERS)**

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

Members **RESOLVED** to **AGREE** that the Planning and Licensing Committee Meeting scheduled for 1<sup>st</sup> July 2025, should start at 2pm instead of 4pm.

**25.** **TO CONSIDER INVITING LOUISE BARNETSON, 'WATER CHAMPION – TOWN/PARISHES & COMMUNITIES' FOR THE WESTERN SUSSEX RIVERS TRUST, TO A FUTURE MEETING OF THE PLANNING AND LICENSING COMMITTEE**

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

Members unanimously **AGREED** to invite Louise Barnetson, 'Water Champion – Town/Parishes and Communities' for the Western Sussex Rivers Trust, to a future Planning and Licensing Committee Meeting.

**26.** **CORRESPONDENCE**

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

***The Meeting closed at 12.34pm***

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 11<sup>th</sup> JUNE 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 16<sup>th</sup> , 23<sup>rd</sup> AND 30<sup>th</sup> MAY 2025)**

<p><a href="#"><u>BR/82/25/T</u></a> <a href="#"><u>Spencer Terrace</u></a> 45 Upper Bognor Road Bognor Regis PO21 1HS</p>	<p>1 No. Sycamore (T1) crown reduction to leave a height of 8m and spread of 3m.</p>	<p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><a href="#"><u>BR/64/25/PL</u></a> <a href="#"><u>3 and 4 Queens Square</u></a> Bognor Regis PO21 1SA</p>	<p>Change of use from 2 No. separate adjoining bed and breakfast accommodation units (each having owners accommodation, communal lounge and dining areas at ground floor and 7 No. B&amp;B bedrooms at first and second floors) to 10 No. flats. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><b>OBJECTION</b> Members raised concerns about the lack of parking for each of these 10 x flats. It was felt that a parking space should be provided for each flat, as a minimum. As well as the lack of car parking spaces, Members were disappointed that no cyclist spaces had been identified, and no EV charging points were present or proposed. With a large number of flats in a fairly condensed area, Members felt it was unclear as to what fire regulations were in place and therefore could not judge whether these were adequate.</p>
<p><a href="#"><u>BR/69/25/HH</u></a> <a href="#"><u>85 Ash Grove</u></a> Bognor Regis PO22 9JT</p>	<p>New dropped kerb at front.</p>	<p><b>NO OBJECTION</b></p>

[BR/72/25/PL](#)  
[17 High Street](#)  
Bognor Regis  
PO21 1RJ

Conversion of vacant Class E building and erection of a first-floor extension to create 7 No. flats and a reduced Class E unit. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.

**OBJECTION** Members consider the proposal to create 7 x flats within this retail unit, to be over-development of the site. With no provision for parking included in the proposal, there is concern that the development would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies QE SP1 and T SP1 of the Arun Local Plan. The nearby Regis Centre car park has already lost parking spaces due to new developments on the site, and the use of this nearest available parking facility for any new residents would be taking spaces away from tourists and visitors to the town centre. Traffic flow around this area will be increased due to extra vehicles with more regular access to the buildings being required, and this was deemed a further issue. Lastly, the proposal conflicts with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Flood Zones 2/3 and it cannot be demonstrated that the proposed site is not at risk of flooding both now and in the future, especially in regard to people and climate change.

<p><a href="#"><u>BR/87/25/PL</u></a>  <a href="#"><u>Hook House</u></a>  51 Hook Lane  Bognor Regis  PO22 8AR</p>	<p>Change of use from a 4 bedroom house to a 5 bedroom HMO student let. This site is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b> 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 it cannot be demonstrated that the proposed site is not at risk of flooding both now and in the future, especially in regard to people and climate change. The HMO would result in a proliferation and overconcentration of such uses in an area with an Article 4 direction which removed permitted development rights for C3 to C4 changes. The additional HMO would result in harm to the character of the area by virtue of harm associated with a further House in Multiple Occupation to the wellbeing of the local community due to the number of such uses contrary to policy HSP 4 (a) of the Arun Local Plan.</p>
<p><a href="#"><u>BR/88/25/T</u></a>  <a href="#"><u>10 Nelson Road</u></a>  Bognor Regis  PO21 2RY</p>	<p>1 No. Bay (T1) pollarding to leave a height of 5m and spread of 4m.</p>	<p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 1<sup>st</sup> JULY 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 6<sup>th</sup>, 13<sup>th</sup> AND 20<sup>th</sup> JUNE 2025)**

*Please Note: there were no planning applications for Bognor Regis on List dated 13<sup>th</sup> June 2025*

<p><a href="#"><u>BR/97/25/PL</u></a> <a href="#"><u>The Arcade</u></a> High Street Bognor Regis</p>	<p>Partial change of use from Class E to form 35 No. residential units (Class C3), partial demolition of existing building, development of new retail and residential spaces, minor changes to existing elevations, new entrance to Arcade from Belmont Street, solar panels and other minor works to the existing building. This application may affect the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 03-JUL-2025</i></p>
<p><a href="#"><u>BR/96/25/T</u></a> <a href="#"><u>Street Record</u></a> Bookers Close Bognor Regis PO22 9FH</p>	<p>1 No. Lime (T1) remove basal and epicormic growth from ground level up to 5m.</p>	<p><i>COMMENT BY 03-JUL-2025</i></p>
<p><a href="#"><u>BR/89/25/S73</u></a> <a href="#"><u>44 Wood Street</u></a> Bognor Regis PO21 2PJ</p>	<p>Variation of condition following the grant of BR/119/24/HH relating to condition 2 (reduction in the size of extension).</p>	<p><i>COMMENT BY 17-JUL-2025</i></p>
<p><a href="#"><u>BR/105/25/T</u></a> <a href="#"><u>Servite House</u></a> Servite Close Bognor Regis PO21 2DF</p>	<p>1 No. Macrocarpa (T1) crown reduction to leave a height of 12m and spread of 8m.</p>	<p><i>COMMENT BY 17-JUL-2025</i></p>

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
1<sup>st</sup> JULY 2025**

**AGENDA ITEM 10 - COMMUNITY INFRASTRUCTURE LEVY (CIL)  
INCLUDING: - TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN  
COUNCIL'S CIL SPENDING LIST, DEFERRED FROM THE LAST MEETING  
(MIN. 23.1 REFERS)**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

The Town Council's CIL Spending List was last reviewed by the Planning and Licensing Committee at the meeting held on 18<sup>th</sup> March 2025, at which time no amendments to the list were made (Min. 188.2 refers). Members were invited to review the list at the meeting held on 11<sup>th</sup> June 2025 but agreed to defer this review until the next meeting (Min. 23.1 refers).

The Town Council presently has £18,215.78 of CIL receipts available to spend.

Members are invited to consider the viability of the projects included on the current CIL Spending List (attached as **Appendix 1**), and suggest any projects to be progressed, omitted or added. CIL receipts must be spent on providing, replacing, improving, operating or maintaining infrastructure that supports development in the area; or anything else concerned with addressing the demands that development places on the area.

Infrastructure includes:

- Roads and other transport facilities
- Flood defences
- Schools and other education facilities
- Sporting and recreational facilities (for example upgrades to play equipment)
- Open spaces
- Green Infrastructure (may include tree or hedgerow planting)

The next quarterly review of the Town Council's CIL Spending List is scheduled to take place on 2<sup>nd</sup> September 2025.

**DECISION**

Members are invited to carry out the quarterly review of the Town Council's CIL Spending List and **AGREE** any actions.

### Bognor Regis Town Council Community Infrastructure Levy (CIL) Spending List

CIL receipts are to be spent by local councils within five years of receipt and it must be spent on (see Regulation 59C of the CIL Regulations 2010 as amended):

- providing, replacing, improving, operating or maintaining infrastructure that supports development in the area; or
- anything else concerned with addressing the demands that development places on the area

Infrastructure includes: - Roads and other transport facilities; Flood defences; Schools and other education facilities; Sporting and recreational facilities (for example upgrades to play equipment); Open spaces; Green Infrastructure (may include tree or hedgerow planting)

Check whether proposed projects align with the District Council's intentions for spending its CIL receipts. Communication and consultation on CIL spending and infrastructure lists with service providers is therefore strongly advisable to ensure that the Council and Local Councils spend CIL in the most effective way. The Council would welcome requests to review local council CIL spending plans. Please contact [CIL@arun.gov.uk](mailto:CIL@arun.gov.uk) to arrange to discuss this matter.

Last Reviewed: March 2025 – this document will be reviewed, on a 'light touch' basis, approximately every 3 months.

<i>In preparing this list, it will be important to consider the following points:</i>	<i>How will the project address the impacts of development taking place in the area (think about the potential impacts from your Neighbourhood Development Plan (NDP) for example)?</i>	<i>Scheme costs – what will the project cost be? Is it a manageable cost, to be covered by CIL receipts within five years of receipt?</i>	<i>Delivery timescales and delivery partners – what are the timescales for delivering the project?</i>	<i>Are there any delivery partners that could assist or jointly fund the project?</i>	<i>Will your project align with service providers CIL investment plans?</i>
<b>Flood Mitigation – Project/Measures TBC</b>	TBC	TBC	TBC	WSCC. ADC Engineers	TBC
<b>Speed Awareness – Speed Activated Sign</b>	TBC	£2,000 - £2,500	Promoted by BRTC	WSCC	TBC
<b>Graffiti Removal</b>	TBC	TBC	TBC	TBC	TBC
<b>Community Safety – Emergency Bleed Control Kit</b>	Development in the area increases population, the number of vehicles on	£500 to be covered by CIL receipts within five years of receipt.	Approx. 1 month from purchase and installation (subject to	ADC could assist in permitting the installation of the kit on the Town	Unknown but aligns with improving open spaces.

	<p>our roads, and further broadens the demographics. Increased traffic movements and greater density of population has the potential for more road traffic collisions; slips, trips and hazards; antisocial behaviour all of which could result in the need for such a kit.</p>		<p>permissions from building owner)</p>	<p>Hall or at the Arcade, both of which are owned by them.</p>	
<p><b>Beach Access</b></p>	<p>The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 2: Access for all to sandy foreshore refers to “providing access to the sandy foreshore by building four small walkways/ramps linking the promenade to the sandy foreshore and rock pools in support of Neighbourhood Development Plan</p>	<p>It is anticipated that project costs will be well in excess of the Town Council’s budget, including CIL receipts within five years of receipt.</p> <p>Whilst BRTC do not have information pertaining to the full cost of this scheme, at the time of creating this list, it is understood that ADC may have this information available as a result of their own investigations</p>	<p>With beach access in Bognor Regis already a project being investigated by Arun District Council, it is hoped that the project commencement and delivery will occur within the lifespan of ADC’s 2022-2025 IIP.</p>	<p>The Town Council request that Arun District Council fully fund the Beach Access Project in Bognor Regis.</p> <p>National Lottery Community Fund?</p>	<p>Unknown but aligns with improving recreation facilities and open spaces.</p>

	Vision, Objectives and Policies".	into delivering a similar scheme in achieving beach access for Bognor Regis .			
<b>Bognor Regis Town Council Information Boards, located around the local area e.g. Railway Station</b>	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 3: Station arrival experience refers to "working in partnership with Network Rail to introduce a step change in the arrival experience currently provided by the station and station surrounds in support of Neighbourhood Development Plan Vision, Objectives and Policies".	Scheme costs, as yet, unknown but to be investigated and included in the next review of this spending list. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt.	Delivery timescales currently unknown until further investigation has been carried out and an update provided in the next review of this spending list.	Visit Britain; Tourist Board; WSCC; National Rail; Butlin's; Heritage Board; BR BID; Local attraction providers?	Unknown but aligns with replacing and improving infrastructure that supports development in the area and addressing the demands that development places on the area.
<b>Plant a tree-lined avenue entrance into Bognor Regis</b>	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 4: Public realm	Estimated to be £5k - £6k to cover the purchase price of trees/shrubs, labour and sundries. It is anticipated that delivering this scheme	Delivery timescales currently unknown until further investigation has been carried out and an update provided in the	ADC Parks; WSCC; BRTC In Bloom; Tree Wardens; BR Community Gardeners; National Trust;	31/PC/ - Urban Greening project for a tree lined avenue in Bognor Regis (Shripney Road)

	<p>improvements: Esplanade, Gloucester Road, Gateways refers to “delivering a coordinated programme of public realm improvements along the esplanade, Gloucester Road, key gateways and identified cycle paths in support of Neighbourhood Development Plan vision, Objectives and policies”.</p>	<p>may be a manageable cost for BRTC, to be part-funded by CIL receipts within five years of receipt.</p>	<p>next review of this spending list.</p>	<p>Biffa Award; Spacehive; Greenspace; local business sponsors; Neighbouring Parish Councils?</p>	
<p><b>Support shared space by the Picturedrome cinema/Railway Station – remodel the area by removing the lights/planters and form activity space/square outside of the Station</b></p>	<p>The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 3: Station arrival experience refers to “working in partnership with Network Rail to introduce a step change in the arrival experience currently provided by the station and station surrounds in support</p>	<p>Scheme costs, as yet, unknown but to be investigated and included in the next review of this spending list. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt.</p>	<p>Delivery timescales currently unknown until further investigation has been carried out and an update provided in the next review of this spending list.</p>	<p>WSSC; ADC; National Rail; National Lottery Community Fund Award; Spacehive; SUEZ Communities Trust?</p>	<p>Unknown but aligns with replacing and improving infrastructure that supports development in the area and addressing the demands that development places on the area.</p>

	of Neighbourhood Development Plan Vision, Objectives and Policies”.				
<b>Electric charging points for cars (possibly in Aldwick Road area)</b>	Bognor Regis Town Council declared itself a Council of Climate Emergency on 4 <sup>th</sup> November 2019.	Scheme costs, as yet, unknown but to be investigated and included in the next review of this spending list. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt.	Delivery timescales currently unknown until further investigation has been carried out and an update provided in the next review of this spending list.	WSCC; ADC; Electric Car Chargers UK; EDF; Energy Saving Trust; DEFRA Air Quality Grant Programme; On-Street Residential Charging Point Scheme?	Unknown but aligns with providing, infrastructure that supports development in the area and addressing the demands that development places on the area, in relation to roads and transport facilities.
<b>Secure cycle racks/stands</b>	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 4: Public realm improvements: Esplanade, Gloucester Road, Gateways refers to “delivering a coordinated programme of public realm improvements along the esplanade, Gloucester Road, key	Scheme costs, as yet, unknown but to be investigated and included in the next review of this spending list. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt. Purchase price of single standard bike loops start from	Delivery timescales currently unknown until further investigation has been carried out and an update provided in the next review of this spending list.	SUEZ Communities Trust; WSCC; ADC; BR BID; Biffa Grants; Highways England?	Unknown but aligns with providing, infrastructure that supports development in the area and addressing the demands that development places on the area, in relation to roads and transport facilities, and sporting and recreational facilities.

	gateways and identified cycle paths in support of Neighbourhood Development Plan vision, Objectives and policies".	approx. £160 each (excl. VAT).			
<b>'Boris bike' type scheme</b>	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 4: Public realm improvements: Esplanade, Gloucester Road, Gateways refers to "delivering a coordinated programme of public realm improvements along the esplanade, Gloucester Road, key gateways and identified cycle paths in support of Neighbourhood Development Plan vision, Objectives and policies".	Scheme costs, as yet, unknown but to be investigated and included in the next review of this spending list. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt. Estimated capital cost of £1,700 per bike.	Delivery timescales currently unknown until further investigation has been carried out and an update provided in the next review of this spending list. Estimated delivery time 1 – 2 years.	SUEZ Communities Trust; People's Postcode Lottery Trust; The Big Lottery; WSCC; ADC Leisure?	Unknown but aligns with providing, infrastructure that supports development in the area and addressing the demands that development places on the area, in relation to roads and transport facilities, and sporting and recreational facilities.
<b>Update the brown Tourist Signs</b>	The adopted Bognor Regis Neighbourhood Development Plan sets	Scheme costs, as yet, unknown but to be investigated and	Delivery timescales currently unknown until further	WSCC; ADC; Visit Britain;	Unknown but aligns with replacing and improving

	<p>out our Community Priority Projects (page 75). Priority Project 3: Station arrival experience refers to “working in partnership with Network Rail to introduce a step change in the arrival experience currently provided by the station and station surrounds in support of Neighbourhood Development Plan Vision, Objectives and Policies”.</p>	<p>included in the next review of this spending list. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt.</p>	<p>investigation has been carried out and an update provided in the next review of this spending list.</p>	<p>Tourist Board; Local attraction providers?</p>	<p>infrastructure that supports development in the area and addressing the demands that development places on the area, in relation to open spaces.</p>
--	--	--	--	---	---

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
1<sup>st</sup> JULY 2025**

**AGENDA ITEM 11 - CORRESPONDENCE**

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

1. Southern Water - Publication of Southern Water's Final Draft Water Resources Management Plan 2024. Circulated to all Councillors.
2. WSCC - Public Notice that The Esplanade, from the junction with Clarence Road to junction with Lennox Street, Bognor Regis, will be temporarily closed to all traffic commencing 25<sup>th</sup> June 2025 for up to 5 days (it is estimated to be completed on 27<sup>th</sup> June 2025) and is required for the safety of the public and workforce while West Sussex County Council undertake overnight road closures for resurfacing and line marking. The restriction will be in place overnight only from 20:00 until 06:00. An alternative route will be signed on site but please visit <https://one.network/?tm=143217288> for more details. Access maintained for pedestrians. Vehicular access will not be maintained during works and the diversion route will need to be followed. 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.
3. WSCC - Public Notice that High Street, Bognor Regis, will be temporarily closed to all traffic commencing 30<sup>th</sup> June 2025 for a maximum of 21 days. It is anticipated that works will be completed on 30<sup>th</sup> June 2025. The road closure is required for the safety of the public and workforce while Volker Highways working on behalf of West Sussex County Council undertakes Carriageway patching. The restriction will be in place daytime only from 09:30 until 15:30. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians within the closed area. For information regarding this closure please contact West Sussex County Council 01243 642105 who will be able to assist with scope of these works.
4. HCLG Committee - Details of Evidence Session on 10<sup>th</sup> June 2025 - Land Value Capture.
5. ADC Travellers Update – Reports of two or more groups of travellers in Arun or neighbouring districts, likely to be looking for new places to encamp over the coming days.
6. ADC - Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to Planning Application BR/11/25/PL (Land outside 24 London Road, Bognor Regis, PO21 1PY - Installation of 1 No. new communications kiosk with integrated defibrillator and advertising display).
7. ADC - Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse advertisement consent in relation to Planning Application BR/16/25/A (Land opposite 54 London Road, Bognor Regis, PO21 1SP - Installation Of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator).

8. ADC - Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to Planning Application BR/15/25/PL (Land opposite 54 London Road, Bognor Regis, PO21 1SP - Installation of 1 No. new communications kiosk with integrated defibrillator and illuminated advertising display).
9. ADC - Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse advertisement consent in relation to Planning Application BR/12/25/A (Land outside 24 London Road, Bognor Regis, PO21 1PY - Installation Of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator).
10. ADC - Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to Planning Application BR/13/25/PL (Land opposite 19 London Road, Bognor Regis, PO21 1PQ - Installation of 1 No. new communications kiosk with integrated defibrillator and illuminated advertising display).
11. WSCC - Public Notice that Stocker Road, from the junction with Nyewood Lane to the junction with Park Road, Bognor Regis will be temporarily closed to traffic from 7<sup>th</sup> – 11<sup>th</sup> July, 08:00 – 18:00, for Carriageway Microsurfacing (Handlay). An alternative route for traffic will be signed on site. Please note that these works are weather dependant.
12. ADC - Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse advertisement consent in relation to Planning Application BR/14/25/A (Land outside 19 London Road, Bognor Regis, PO21 1PQ - Installation Of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator).