



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: bognortc@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 **4pm on TUESDAY 2nd NOVEMBER 2021.**

Please note that the doors to the Town Hall will be closed at 4pm and no entry will be possible after this time.

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.

Any member of the public wishing to attend the meeting must pre-book a place by emailing bognortc@bognorregis.gov.uk before 9.30am on Tuesday 2nd November 2021. A maximum of six places will be available for this meeting. No entry will be permitted to those who have not pre-booked a place.

All pre-booked attendees will be provided in advance with COVID guidance for the use of the Town Hall and this guidance must be adhered to at all times.

An opportunity will be afforded to those **members of the public** who have pre-booked a place 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 2nd November from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

DATED this 25th day of OCTOBER 2021

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. 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
3. To approve the Minutes of the Planning and Licensing Committee Meeting held on 21st September 2021
4. Adjournment for public question time and statements
5. To ratify Delegated Decisions including: -
 - Responses made to Planning Applications on lists dated between 17th September and 1st October 2021
 - The decision to submit no objection in relation to Pavement Licence application numbers 115404 (2 London Road) and 115407 (2b London Road), and Premises Licence application number 115408 (1 London Road)
 - Comments submitted in response to ADC's Draft Street Trading and Markets Policy Consultation
6. To consider Planning Applications on Lists dated 8th, 15th and 22nd October 2021
7. To consider Premises Licence Applications, including any variations and any other Licence Applications
8. To receive details of Arun District Council's Infrastructure Investment Plan (IIP) Final Consultation October 2021 and to consider any response
9. Correspondence

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



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 21st SEPTEMBER 2021

PRESENT: Cllr Mrs. J. Warr (Chairman), Cllrs: J. Barrett, A. Cunard,
and Mrs. S. Daniells

IN ATTENDANCE: Mrs. S. Norman (Deputy Clerk)
No members of the public

The Meeting opened at 4.00pm

13. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire.

Apologies for absence had been received from Cllr. Mrs. Staniforth who had another meeting and Cllr. Woodall who confirmed after the Meeting that his absence was due to work commitments.

No apologies had been received from Cllr. Erskine.

14. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary 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 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, 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

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 Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 6, as the tenant of the Picturedrome Cinema and stated that he would leave the Meeting for this item

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 6, as an employee of the Picturedrome Cinema and stated that she would leave the Meeting for this item

15. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 31st AUGUST 2021

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 31st August 2021 as an accurate record of the proceedings and the Chairman signed them.

16. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

17. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 27th AUGUST, 3rd AND 10th SEPTEMBER 2021

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

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

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

18. Members **RESOLVED** to vary the order of business and move item 6 to the end of the Agenda so that those declaring a Disclosable Pecuniary Interest could leave the Meeting without needing to return S.O. 10(a)(vi).

19. **TO CONSIDER AND AGREE ANY RESPONSE TO THE WSCC CONSULTATION IN RELATION TO THE DRAFT WEST SUSSEX TRANSPORT PLAN 2022-2036**

The Civic and Office Manager's report was **NOTED**.

Members discussed the questions included on the survey form and debated the transport issues that affected Bognor Regis. Members subsequently **AGREED** not to submit answers to the questions in the survey, but asked the Deputy Clerk to submit a response to detail the two areas of greatest concern to the Committee when considering future transport plans as follows: -

- i) A review of the train links between the south coast and London to accommodate changing lifestyles post pandemic, particularly the reduction in commuter journeys and also an apparent increase in journeys to London for pleasure and recreation;
- ii) Reconsideration of the "triangle" of train lines to improve connections between Barnham, Chichester and Bognor Regis.

20. **TO RECEIVE DETAILS OF, AND CONSIDER ANY RESPONSE TO, ARUN DISTRICT COUNCIL'S REVIEW OF THE ARUN LOCAL PLAN DEVELOPMENT MANAGEMENT POLICIES**

The Civic & Office Manager's report was **NOTED**.

Whilst the Committee acknowledged that the Town Council had also declared a "Climate Change Emergency", there was concern that further demands on developers to incorporate design standards to address the "Climate Change Emergency" would only further increase house prices, making them even more unaffordable for local people.

Members subsequently **AGREED** not to respond to the tick box questionnaire as circulated, but rather instructed the Deputy Clerk to relay to ADC the concerns of the Committee regarding the impact of any new requirements on affordable housing.

21. **CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

Cllrs. Cunard and Mrs. Daniells redeclared their Disclosable Pecuniary Interests and left the Meeting

22. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

Members **NOTED** that with only Cllrs. Barrett and Mrs. Warr remaining, the Meeting was no longer quorate and therefore, the following item could not be discussed.

Licensing Act 2003

Premises: Picturedrome Dining Room, 1A Linden Road, Bognor Regis, PO21 2AL

Application Number: 115278

However, it was further **NOTED** that as Landlord of the property, it would be usual practice to submit "no comment" in response to the Premises Licence application and this decision could therefore be delegated to the Town Clerk.

The Meeting closed at 4.34pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 21st SEPTEMBER 2021**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 27th AUGUST, 3rd AND 10th SEPTEMBER 2021

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

<p><u>BR/199/21/HH</u> 38 Victoria Drive Bognor Regis PO21 2TE</p>	<p>Erection of 6-foot fence in front garden following the removal of existing hedge and wall and extend existing dropped kerb</p>	<p>NO OBJECTION</p>
<p><u>BR/203/21/T</u> Melanies Gardens Mead Lane Bognor Regis</p>	<p>Oak (T1) - Reduce crown by 1.5m back to previous pruning points and remove basal epicormic growth. To stop excessive overhang to neighbouring property and touching adjacent building</p>	<p>NO OBJECTION</p>
<p><u>BR/194/21/HH</u> 21 West Street Bognor Regis PO21 1XA</p>	<p>Erection of first floor home office above existing outbuilding. This application may affect the character and appearance of The Steyne, Bognor Conservation area. This application may affect the setting of a Listed Building</p>	<p>NO OBJECTION but with a suggestion that a condition is imposed to ensure that the outbuilding must stay incidental to the main dwelling and cannot be separated off.</p>
<p><u>BR/215/21/HH</u> 38 Southdown Road Bognor Regis PO21 2JR</p>	<p>Erection of single storey rear extension following the demolition of existing rear conservatory</p>	<p>NO OBJECTION</p>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
2nd NOVEMBER 2021**

**AGENDA ITEM 5 - TO RATIFY DELEGATED DECISIONS INCLUDING: -
RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED
BETWEEN 17th SEPTEMBER AND 1st OCTOBER 2021; THE DECISION TO
SUBMIT NO OBJECTION IN RELATION TO PAVEMENT LICENCE
APPLICATION NUMBERS 115404 (2 LONDON ROAD) AND 115407 (2B
LONDON ROAD), AND PREMISES LICENCE APPLICATION NUMBER
115408 (1 LONDON ROAD); COMMENTS SUBMITTED IN RESPONSE TO
ADC'S DRAFT STREET TRADING AND MARKETS POLICY CONSULTATION**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR RATIFICATION

Due to circumstances beyond our control, the Planning and Licensing Committee Meeting scheduled to be held on 12th October had to be cancelled.

Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 17th September and 1st October 2021, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (attached to this report as **Appendix 1**).

Additionally, Member's opinions were sought in relation to Pavement Licence Application numbers 115404 (2 London Road) and 115407 (2b London Road), and Premises Licence Application number 115408 (1 London Road), with no objection to all three licence applications being submitted to Arun District Council by the Town Clerk under Delegated Authority.

Members are asked to note that comments submitted in response to ADC's Draft Street Trading and Markets Policy Consultation have also been submitted under Delegated Authority to meet the deadline requirement. Comments included: -

- Clarity on the term 'healthy food', the criteria for determining what is 'healthy', food labelling, and the importance of choice with people able to make informed decisions about the food they might purchase
- Age of those employed to work on stalls, compared to age of those granted a licence to trade
- Street trading offerings that might benefit the area, with Traders encouraged to offer a more diverse range of goods that would appeal to a wider audience and possibly increase the footfall into the Town Centre
- Avoid prohibiting Street Trading on specific streets, so as to keep options open, as and when opportunities arise
- Suggestion of day and evening markets on the Esplanade, for example
- Inclusion of an appeal and complaints procedure in the final Policy
- Acceptance that certain measure needed to be in place, but feelings that the current Draft Policy is a little restrictive, and overly prescribed.

DECISION

Members are invited to **RATIFY** decisions made under Delegated Authority including: - the responses made to Planning Applications on lists dated between 17th September and 1st October 2021; the decision to submit no objection in relation to Pavement Licence application numbers 115404 (2 London Road) and 115407 (2b London Road), and Premises Licence application number 115408 (1 London Road); comments submitted in response to ADC's Draft Street Trading and Markets Policy Consultation.

**PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE
 CANCELLED PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 12th OCTOBER
 2021 FOR WHICH MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND
 CORRESPONDING COMMENTS SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY
 (LISTS DATED 17th, 24th SEPTEMBER, AND 1st OCTOBER 2021)**

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

<p><u>BR/216/21/HH</u> 32 Wellington Road Bognor Regis PO21 2RR</p>	<p>Erection of single storey rear and side extension</p>	<p>NO OBJECTION</p>
<p><u>BR/219/21/HH</u> 25 Hillsboro Road Bognor Regis PO21 2DX</p>	<p>Erection of single storey side extension</p>	<p>NO OBJECTION</p>
<p><u>BR/201/21/PL</u> Ravenna Richmond Avenue West Bognor Regis PO21 2YG</p>	<p>Erection of a new building comprising of 3 No apartments (2 No 2 bed units & 1 No 1 bed unit), including alterations to the fenestration of the existing building (resubmission following BR/176/20/PL). This site is in CIL Zone 4 (Zero Rated) as flats</p>	<p>OBJECTION - Members unanimously objected to planning application BR/201/21/PL on the material planning grounds of Access and Highways safety - specifically access by emergency vehicles; the proposed layout and density of the buildings and resulting over development; and traffic generation. It is not felt that the grounds on which the original application (BR/176/20/PL) was refused have been addressed in this resubmission. For example, that the development results in an intensification of use of the proposal site that adversely affects the character of an existing building occupying the site and the character of established residential area which</p>

<p><i>BR/201/21/PL (cont.) Ravenna Richmond Avenue West Bognor Regis PO21 2YG</i></p>		<p>would affect neighbouring amenities and would fail to provide an adequate area of amenity space which would demonstrably harm the amenities of future and existing occupants; contrary to Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan and relevant paragraphs of the NPPF. Furthermore, whilst parking spaces are now proposed, they do not meet the number required by ADC and would be subject to approval from WSCC in relation to a vehicle crossover licence.</p>
<p><u>BR/218/21/PL</u> CPR Ltd Unit 1 Dickenson Place Bognor Regis PO22 9QU</p>	<p>Provision of specialist paint booth in existing light industrial building including roof ducts/vents. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/222/21/PL</u> Vincent House 75 Highfield Road Bognor Regis PO22 8PD</p>	<p>Creation of 1 No 1 Bed & 1 No 2 bed Units to roof space of existing block with 2 No new car parking space and revised access provision. This site is in CIL Zone 4 (Zero Rated) as flats</p>	<p>OBJECTION The addition of the proposed new units brings the total number of units for this development to that proposed in planning application BR/215/18/PL. Bognor Regis Town Council objected to planning application BR/215/18/PL on the grounds that the proposal did not include sufficient parking provision to meet the needs of future occupiers in accordance with the residential parking standards in use at the time and that it would result in an increase in pressure for on-street parking spaces which would be</p>

<p><i>BR/222/21/PL (cont.)</i> <i>Vincent House</i> <i>75 Highfield Road</i> <i>Bognor Regis</i> <i>PO22 8PD</i></p>		<p>harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It was therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan. This issue was upheld, at appeal, by the Planning Inspector who themselves concluded that "the proposed development would result in an increase in pressure for on-street parking spaces and therefore would be significantly harmful to the living conditions of future occupiers and existing residents". Members continue to be of the opinion that the addition of a further 2 units on this site would increase pressure for on-street parking and Bognor Regis Town Council, therefore, object to planning application BR/222/21/PL.</p>
<p><u>BR/224/21/HH</u> 3 Glencathara Road Bognor Regis PO21 2SF</p>	<p>Replacement conservatory with change of roof from pitch to flat roof</p>	<p>NO OBJECTION</p>
<p><u>BR/225/21/T</u> Hardy House 25 Nelson Road Bognor Regis PO21 2RY</p>	<p>Crown reduction of 1 No. Sycamore tree to height approx. 10m and spread approx. 8m</p>	<p>NO OBJECTION 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 2nd NOVEMBER 2021
 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 8th, 15th AND 22nd OCTOBER 2021)**

<p><u>BR/234/21/PL</u> Butlin's Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Rear extension to the existing temporary venue (Studio 36) to accommodate back of house facilities and associated works. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p><i>Comment by 04-NOV-21</i></p>
<p><u>BR/232/21/PL</u> Butlin's Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Retention of existing temporary venue (Studio 36) which accommodates performance stage and seating, including mechanical ventilation system/external plant equipment, for an additional temporary period of 2 years (24 months) from the end of the 1-year period (ending 11 March 2022) granted for BR/292/20/PL. Also being applied for is a 1-night exemption from the restriction on hours of use approved under BR/292/20/PL (latest use of venue 23:00, latest egress of venue by 23:30) for New Year's Eve only to allow the use of the venue until 00:30 and egress of the venue by 01:00. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p><i>Comment by 11-NOV-21</i></p>
<p><u>BR/221/21/PL</u> Bognor Rugby Football Club Hampshire Avenue PO21 5JH</p>	<p>Variation of condition following grant of BR/93/18/PL relating to Condition No 2 - approved plans</p>	<p><i>Comment by 11-NOV-21</i></p>

<p><u>BR/233/21/HH</u> 77 Hillsboro Road Bognor Regis PO21 2DY</p>	<p>Hip to gable loft conversion with 2 x side dormers</p>	<p><i>Comment by 11-NOV-21</i></p>
<p><u>BR/235/21/HH</u> 15 Mayfield Road Bognor Regis PO21 5NA</p>	<p>Erection of single storey rear extension</p>	<p><i>Comment by 11-NOV-21</i></p>
<p><u>BR/237/21/T</u> 4 Monterey Gardens Bognor Regis PO21 2FY</p>	<p>Fell 1 No. Ash tree</p>	<p><i>Comment by 11-NOV-21</i></p>
<p><u>BR/213/21/HH</u> 12-14 The Steyne Bognor Regis PO21 1TP</p>	<p>Erection of front porch extension, installation of first floor double balcony and external facade alterations (This application may affect the character and appearance of The Steyne, Bognor Conservation Area)</p>	<p><i>Comment by 18-NOV-21</i></p>
<p><u>BR/242/21/OUT</u> Land rear of 94-100 Hook Lane Bognor Regis PO22 8AT</p>	<p>Outline application with all matters reserved except access for the demolition of existing bungalow to form new access for 6 No. detached chalet dwellings (resubmission following BR/124/21/OUT). This application may affect the setting of listed buildings & may affect the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area</p>	<p><i>Comment by 18-NOV-21</i></p>
<p><u>BR/243/21/PO</u> Flat 4 Anglesea Court 11 Victoria Road South Bognor Regis PO21 2AA</p>	<p>Application under S106A (3) to modify the age restriction obligation on the legal agreement dated 6th April 1987 linked to planning permission BR/517/85</p>	<p><i>Comment by 18-NOV-21</i></p>

<p><u>BR/229/21/HH</u> 25 Pevensey Road Bognor Regis PO21 5NS</p>	<p>First floor side extension, mansard roof extension with 2 x side dormers and installation of crossover</p>	<p><i>Comment by 18-NOV-21</i></p>
<p><u>BR/240/21/PL</u> 9 Annandale Avenue Bognor Regis PO21 2ES</p>	<p>Change of use from a House of Multiple Occupation (class C4 up to 6 unrelated people) to a House of Multiple Occupation with over 6 unrelated people (Sui Generis). Construction of a first floor rear extension over the kitchen and ground floor single storey extension remodelling the ground floor to create a new entrance and the replacement of the existing front door with a window. Removal of the existing chimney to the rear of the property and the removal of the small window on the 2nd floor (N E Elevation)</p>	<p><i>Comment by 18-NOV-21</i></p>

**Notice of application to vary a Premises Licence under
Section 34 of the Licensing Act 2003**

Notice is hereby given that Butlins Skyline Limited in respect of Premises known as Butlins Resort, Upper Bognor Road, Bognor Regis, PO21 1JJ applied to Arun District Council for a Variation of a Premises Licence.

The proposed variation is: To vary the premises licence to add a non-standard time for New Years Eve of 10.00 - 00.30 for all permitted licensable activities (with opening hours to be 10.00 - 01.00) in respect of the Temporary Entertainment Venue (known as Studio 36) only.

Note that there are no changes proposed to any of the hours, activities or layouts of any of the other bars, venues and restaurants on the resort.

Any representations regarding the above-mentioned application must be received in writing by Licensing Department, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF,

no later than 18 November 2021 stating the grounds for representation.

The register of Arun District Council and the record of the application may be inspected at the address of the council, given above, during normal business hours or on the council's website - www.arun.gov.uk

It is an offence knowingly or recklessly to make a false statement in connection with an application. A person is liable to an unlimited fine on conviction should such a false statement be made.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
2nd NOVEMBER 2021**

**AGENDA ITEM 8 - TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S
INFRASTRUCTURE INVESTMENT PLAN (IIP) FINAL CONSULTATION
OCTOBER 2021 AND TO CONSIDER ANY RESPONSE**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

Following an informal consultation earlier this year, with Town/Parish Councils invited to submit project bids to be included in Arun District Council's Infrastructure Investment Plan (IIP) 2022-2025, the assessment and prioritisation stage has been carried out. Projects that meet the assessment criteria will be included in the three-year CIL funding programme (also known as the IIP), and the initial bids have been collated for the draft IIP comprising a 'Shortlist' schedule of projects and a 'Baseline' Infrastructure List.

The Town Council's bid for an Urban Greening Project for a tree-lined avenue in Bognor Regis has been assessed as eligible and identified on the 'Baseline' Infrastructure with an amber status. As projects mature with more detail, they can be further assessed and prioritised for the next IIP.

Arun District Council (ADC) are now formally consulting with infrastructure providers and Town/Parish Councils on the draft IIP, until Friday 19th November 2021. This consultation allows for any new/updated evidence including costs, funding and procurement details in support of project prioritisation and/or for any new infrastructure projects to be identified so that they can be assessed and prioritised for inclusion, before the IIP is finalised.

The Consultation proforma has been completed, with updated information pertaining to the Urban Greening Project bid that was submitted by the Town Council, and with Member's agreement will be returned before the consultation deadline. Whilst the consultation also allows for new infrastructure projects to be identified, it would be Officer recommendation that the focus remains on achieving projects previously identified on the Town Council's [CIL Spending List](#), particularly when considering the small amount of CIL receipts that we are likely to receive (£725 to date).

The results of the latest consultation will be collated by ADC and discussed by the joint Member/Officer Liaison group before being reported to ADC's Planning Policy Committee in January 2022.

DECISIONS

Do Members **AGREE** that the Infrastructure Investment Plan Consultation proforma be returned to Arun District Council, with updates in relation to the Urban Greening Project, and further **AGREE** that no new infrastructure projects be identified at this time?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
2nd NOVEMBER 2021**

AGENDA ITEM 9 - CORRESPONDENCE

REPORT BY THE CIVIC & OFFICE MANAGER FOR INFORMATION

1. ADC - Notification that for income received by Arun District Council, as the CIL Charging Authority, Bognor Regis Town Council will receive £0 for the CIL period 1 April to 30 September 2021.
2. WSCC - Agenda and Reports for Planning and Rights of Way Committee Meeting, to be held 12th October 2021, including consideration of footpaths on fields in Felpham, adjacent to the rife at the rear of Brooks Lane, Bognor Regis.
3. CPRE - Campaigns Update, October 2021.
4. WSCC - Public Notice that from 1st November 2021 Lennox Street (outside 27-31), Bognor Regis, will be temporarily closed to all traffic, for up to 5 days. It is required for the safety of the public and workforce while Scottish and Southern Power Distribution undertakes 24hr Road Closure. An alternative route will be signed on site access for emergency service vehicles and pedestrians will be maintained at all times during the closure.
5. Town & Country Planning Association – Introductory email.
6. WSCC Highways, Transport and Planning Member's Newsletter - October 2021. Circulated to Committee Members.
7. WSCC - Notification that 'The West Sussex County Council (Chichester - No.1 (Bognor Regis and Felpham: (addition of public footpaths)) Definitive Map Modification Order 2021' has been made. Uploaded to website and circulated to all Councillors.
8. National Highways - A27 Chichester Bypass invitation to Parish Council Workshop to be held via Teams on Wednesday 3rd November. Invitation and joining instructions emailed to all Councillors.