



# 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](mailto: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 22<sup>nd</sup> NOVEMBER 2022**.

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 22<sup>nd</sup> November from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

**PLEASE NOTE START TIME**

**DATED this 14<sup>th</sup> day of NOVEMBER 2022**

**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 11<sup>th</sup> October 2022
  4. Adjournment for public question time and statements
  5. To ratify delegated decisions including: -
    - Responses made to Planning Applications on lists dated between 7<sup>th</sup> and 21<sup>st</sup> October 2022
  6. To consider Planning Applications on Lists dated 28<sup>th</sup> October, 4<sup>th</sup> and 11<sup>th</sup> November 2022
  7. To consider Premises Licence Applications including any variations and any other Licence Applications
  8. To receive details of West Sussex County Council's proposals to make a permanent Traffic Regulation Order that will introduce parking bays for use only by electric vehicles on Wood Street, Bognor Regis, and to consider any response to the consultation
  9. To receive details of Arun District Council's consultation on an Article 4 direction which covers the Hotham ward and Marine ward in Bognor Regis, and to consider any response to the consultation
  10. To approve the Minutes of the Planning and Licensing Committee Meeting held on 9<sup>th</sup> August 2022, that were not approved at the subsequent meeting held 30<sup>th</sup> August 2022 - Min. 35 refers
  11. To consider Community Infrastructure Levy (CIL) expenditure
  12. 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  
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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 11<sup>th</sup> OCTOBER 2022**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett,  
S. Goodheart, B. Waterhouse and P. Woodall

**IN ATTENDANCE:** Mrs. J. Davis (Assistant Clerk)

*The Meeting opened at 4.07pm*

### **41. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman 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.

Apologies for absence had been received from Cllr. Mrs. Daniells, who had a prior engagement.

No apologies for absence were received from Cllrs. Cunard or Erskine.

### **42. DECLARATIONS OF INTEREST**

The Chairman 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 Chairman 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 of Interest***

**43. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30<sup>th</sup> AUGUST 2022**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 30<sup>th</sup> August 2022 as an accurate record of the proceedings and the Chairman signed them.

**44. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no members of the public seated in the public gallery, therefore, the meeting was not adjourned.

**45. TO RATIFY DELEGATED DECISIONS INCLUDING RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 26<sup>th</sup> AUGUST AND 9<sup>th</sup> SEPTEMBER 2022**

The Assistant Clerk's report and Appendix detailing the relating applications was **NOTED**.

The Planning and Licensing Committee Meeting scheduled to be held on 20<sup>th</sup> September 2022 was postponed as a mark of respect following the death of Her Majesty Queen Elizabeth II. Members were instead canvassed for their opinion on the applications on the Lists dated between 26<sup>th</sup> August and 9<sup>th</sup> September 2022, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (appended to these Minutes as **Appendix 1**).

The responses made to Planning Applications on lists dated between 26<sup>th</sup> August and 9<sup>th</sup> September 2022 were **RATIFIED** by the Committee.

**46. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 16<sup>th</sup>, 23<sup>rd</sup> AND 30<sup>th</sup> SEPTEMBER 2022**

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

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

**46.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 2**).

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

There were no Licence applications to be considered.

**48. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence previously circulated, and the following was brought to Members attention:

Additional correspondence included: -

**48.1** Email from County Councillor Keir Greenway, seeking support from parish councils for proposed traffic calming measures on Chalcraft Lane and West Meads Drive.

**48.2** ADC – Notification of Town and Parish Council Community Infrastructure Levy (CIL) Payments for October 2022.

***The Meeting closed at 4.25pm***

| <p align="center"><b><u>PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED<br/>PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 20<sup>th</sup> SEPTEMBER 2022 FOR<br/>WHICH MEMBERS OF THE COMMITTEE WILL BE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING<br/>COMMENTS TO BE SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY<br/>(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 26<sup>th</sup> AUGUST, 2<sup>nd</sup> AND 9<sup>th</sup> SEPTEMBER 2022)</u></b></p> |   |                     |
|--|---|---------------------|
| <a href="#"><u>BR/180/22/L</u></a><br><a href="#"><u>16 Scott Street</u></a><br>Bognor Regis<br>PO21 1UH   | Listed building consent to strip off existing roof covering and replace with breathable felt and slates.  | <b>NO OBJECTION</b> |
| <a href="#"><u>BR/199/22/L</u></a><br><a href="#"><u>Office Accommodation</u></a><br>71 Upper Bognor Road<br>University of Chichester<br>Bognor Regis<br>PO21 1HR  | Listed building consent for a new single storey plant room to east elevation.   | <b>NO OBJECTION</b> |
| <a href="#"><u>BR/198/22/PL</u></a><br><a href="#"><u>Office Accommodation</u></a><br>71 Upper Bognor Road<br>University of Chichester<br>Bognor Regis<br>PO21 1HR   | New single storey plant room to east elevation. This application affects the setting of a Listed Building, may affect the character and appearance of the Upper Bognor Road & Mead Lane Conservation area and is in CIL Zone 4 (zero rated) as other development. | <b>NO OBJECTION</b> |
| <a href="#"><u>BR/184/22/CLE</u></a><br><a href="#"><u>110 Aldwick Road</u></a><br>Bognor Regis<br>PO21 2PD  | Lawful development certificate for the existing use of cottage as dwelling.   | <b>NO OBJECTION</b> |
| <a href="#"><u>BR/183/22/PL</u></a><br><a href="#"><u>110 Aldwick Road</u></a><br>Bognor Regis<br>PO21 2PD   | Demolition of store building and replace with 1 No. 2 bed cottage. This application is in CIL Zone 4 and is CIL liable as new dwelling.   | <b>NO OBJECTION</b> |

|   |  |                            |
|---|--|----------------------------|
| <p><b><u>BR/200/22/PL</u></b><br/> <a href="#"><u>Butlin's</u></a><br/> Upper Bognor Road<br/> Bognor Regis<br/> PO21 1JJ</p> | <p>Erection of a new Activity Centre, relocation of fairground rides (some under a new tensile enclosure) and all associated works. This application is in CIL Zone 4 (zero rated) as other development.</p> | <p><b>NO OBJECTION</b></p> |
|---|--|----------------------------|

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 11<sup>th</sup> OCTOBER 2022  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 16<sup>th</sup>, 23<sup>rd</sup> AND 30<sup>th</sup> SEPTEMBER 2022)**

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

|   |   |                     |
|---|---|---------------------|
| <a href="#"><b>BR/172/22/HH</b></a><br><a href="#">26 Gibson Way</a><br>Bognor Regis<br>PO21 1AW      | Single storey rear extension  | <b>NO OBJECTION</b> |
| <a href="#"><b>BR/202/22/HH</b></a><br><a href="#">41 Marshall Avenue</a><br>Bognor Regis<br>PO21 2TL | Removal of existing conservatory and erection of single storey rear extension | <b>NO OBJECTION</b> |
| <a href="#"><b>BR/213/22/HH</b></a><br><a href="#">32 Murina Avenue</a><br>Bognor Regis<br>PO21 2DA   | Single storey rear extension with addition of balcony at first floor          | <b>NO OBJECTION</b> |

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING -  
22<sup>nd</sup> NOVEMBER 2022**

**AGENDA ITEM 5 - TO RATIFY DELEGATED DECISIONS INCLUDING: -  
RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED  
BETWEEN 7<sup>th</sup> AND 21<sup>st</sup> OCTOBER 2022**

**REPORT BY THE ASSISTANT CLERK**

**FOR RATIFICATION**

Unfortunately, the Planning and Licensing Committee Meeting scheduled to be held on 1<sup>st</sup> November 2022 had to be cancelled as it was not quorate.

Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 7<sup>th</sup> and 21<sup>st</sup> October 2022, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (attached to this report as **Appendix 1**).

**DECISION**

Members are invited to **RATIFY** decisions made under Delegated Authority including the responses made to Planning Applications on Lists dated between 7<sup>th</sup> and 21<sup>st</sup> October 2022.

**PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED MEETING OF THE  
PLANNING AND LICENSING COMMITTEE SCHEDULED TO TAKE PLACE ON 1<sup>st</sup> NOVEMBER 2022  
FOR WHICH MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING  
COMMENTS SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 7<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup> OCTOBER 2022)**

|   |   |  |
|---|---|--|
| <a href="#"><u>BR/224/22/PL</u></a><br><a href="#"><u>9 Victoria Road South</u></a><br>Bognor Regis<br>PO21 2NA               | Demolition of the existing single dwelling and erection of a new terrace of 3 No 3 storey town houses with associated off-street parking. This application may affect the character and appearance of the Aldwick Road, Bognor Conservation area, is in CIL Zone 4 and is CIL Liable as new dwellings | <b>NO OBJECTION</b>  |
| <a href="#"><u>BR/216/22/T</u></a><br><a href="#"><u>Communal Area</u></a><br>1-2 Nyewood Gardens<br>Bognor Regis<br>PO21 2UT | 1 No. Lime Tree (T1) - Crown Lift to 5m and deadwood removed. (E492768 & N99232) 1 No. Holm Tree (T2) - Crown Lift to 5m and deadwood removed. (E492745 & N99241)   | <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. |
| <a href="#"><u>BR/226/22/HH</u></a><br><a href="#"><u>13 Orchard Way</u></a><br>Bognor Regis<br>PO22 9HJ                      | Change of use from workshop to annexe   | <b>NO OBJECTION</b>  |
| <a href="#"><u>BR/206/22/PL</u></a><br><a href="#"><u>11 Goodwood Court</u></a><br>The Steyne<br>Bognor Regis<br>PO21 1FH     | Replace four windows and one French balcony door with like for like windows and door. This application affects the character & appearance of The Steyne & Waterloo Square Conservation Area   | <b>NO OBJECTION</b>  |
| <a href="#"><u>BR/219/22/HH</u></a><br><a href="#"><u>158 London Road</u></a><br>Bognor Regis<br>PO21 1BD                     | Two storey rear extension   | <b>NO OBJECTION</b>  |

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 22<sup>nd</sup> NOVEMBER 2022  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 28<sup>th</sup> OCTOBER, 4<sup>th</sup> AND 11<sup>th</sup> NOVEMBER 2022)**

|   |  |                             |
|---|--|-----------------------------|
| <a href="#"><u>BR/195/22/L</u></a><br>University of Chichester<br>Annes Cottage<br>Upper Bognor Road<br>Bognor Regis<br>PO21 1HR  | Listed building consent for erection of studwork partitions at first floor level, alterations to previously approved ground floor layout and relocation of previously approved rooflights.   | <i>Comment by 24-NOV-22</i> |
| <a href="#"><u>BR/194/22/PL</u></a><br>University of Chichester<br>Annes Cottage<br>Upper Bognor Road<br>Bognor Regis<br>PO21 1HR | Erection of studwork partitions at first floor, alterations to previously approved layout at ground floor and relocation of previously approved rooflights. (This application may affect the setting of a Listed Building).  | <i>Comment by 24-NOV-22</i> |
| <a href="#"><u>BR/238/22/PL</u></a><br>2-10 The Hatters Inn<br>Queensway<br>Bognor Regis<br>PO21 1QT                              | Three storey upward extension and redevelopment of the existing first and second floors to deliver 43 No flats along with associated cycle storage and waste/recycling provision in lieu of previously implemented and extant schemes for 24 No flats across five storeys (resubmission following BR/294/21/PL). This application may affect the setting of listed buildings, affects the character and appearance of The Steyne Conservation Area and is in CIL Zone 4 (Zero Rated) as flats. | <i>Comment by 24-NOV-22</i> |
| <a href="#"><u>BR/176/22/PL</u></a><br>47 Longford Road<br>Bognor Regis<br>PO21 1AD   | Proposed single storey rear extension to provide a 1 bedroom flat.   | <i>Comment by 24-NOV-22</i> |

|   |  |                             |
|---|--|-----------------------------|
| <a href="#"><u>BR/233/22/HH</u></a><br>44 Ash Grove<br>Bognor Regis<br>PO22 9JH       | Proposed single storey front extension and single storey rear extension.   | <i>Comment by 24-NOV-22</i> |
| <a href="#"><u>BR/239/22/PL</u></a><br>7-7a Canada Grove<br>Bognor Regis<br>PO21 1DW  | Construction of second-floor extension to form 2 No self-contained residential units. This application is in CIL Zone 4 (Zero Rated) as flats. | <i>Comment by 24-NOV-22</i> |
| <a href="#"><u>BR/241/22/T</u></a><br>11 Glamis Street<br>Bognor Regis<br>PO21 1DQ    | 2 No. Sycamore trees and 2 No. Lime Trees - Reduce south west side over property to take 3m leaving 2m.  | <i>Comment by 24-NOV-22</i> |
| <a href="#"><u>BR/236/22/HH</u></a><br>4 Sandymount Close<br>Bognor Regis<br>PO22 9EL | Construction of a proposed garage.   | <i>Comment by 08-DEC-22</i> |

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
22<sup>nd</sup> NOVEMBER 2022**

**AGENDA ITEM 8 - TO RECEIVE DETAILS OF WEST SUSSEX COUNTY COUNCIL'S PROPOSALS TO MAKE A PERMANENT TRAFFIC REGULATION ORDER THAT WILL INTRODUCE PARKING BAYS FOR USE ONLY BY ELECTRIC VEHICLES ON WOOD STREET, BOGNOR REGIS, AND TO CONSIDER ANY RESPONSE TO THE CONSULTATION**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

West Sussex County Council proposes to make a permanent Traffic Regulation Order under the provisions of the Road Traffic Regulation Act 1984, the effect of which will be to introduce parking bays for use only by electric vehicles being recharged at any time on roads in the District of Arun, including on the north side of Wood Street in Bognor Regis, west of Charlwood Street (see map attached as **Appendix 1**).

At each location it is proposed to install on-street electric vehicle charging points. Each bay will accommodate six vehicles.

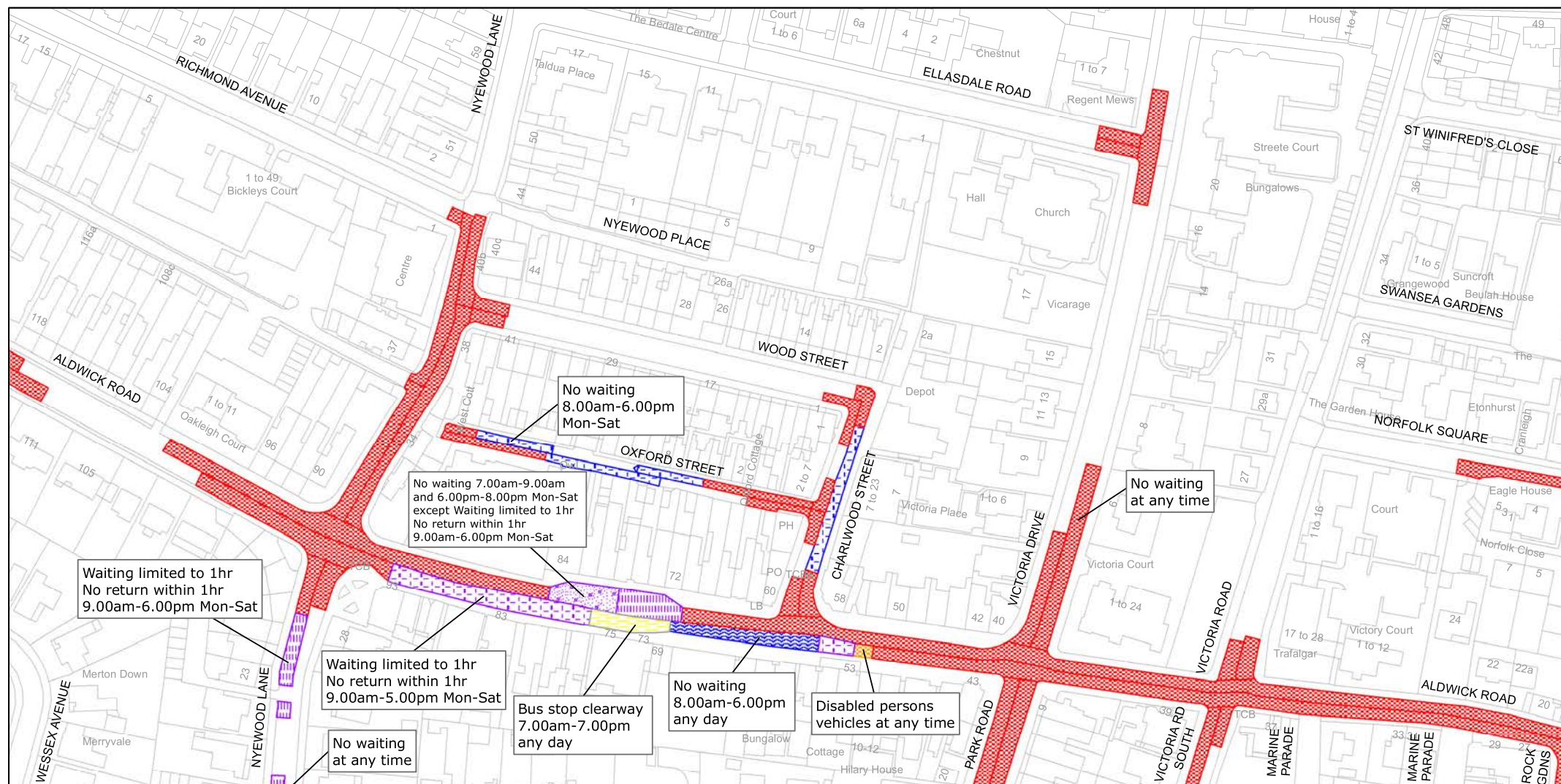
Full details of the proposals can be viewed on the Traffic Regulation Order page of the West Sussex County Council website [here](#).

Any comments or objections about the proposal must be received by West Sussex County Council before 24<sup>th</sup> November 2022.

**DECISION**

Do Members **AGREE** to submit any comments in response to West Sussex County Council's proposal to introduce parking bays for use only by electric vehicles being recharged at any time on the north side of Wood Street in Bognor Regis?

# PAGE 1 OF 2: EXISTING RESTRICTIONS ONLY



West Sussex County Council  
Infrastructure  
The Grange  
Tower Street  
Chichester  
West Sussex  
PO19 1RH

ARUN DISTRICT: ALDWICK AND BOGNOR REGIS  
WAITING RESTRICTIONS

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TILE REF NO:  
SZ9298NEN

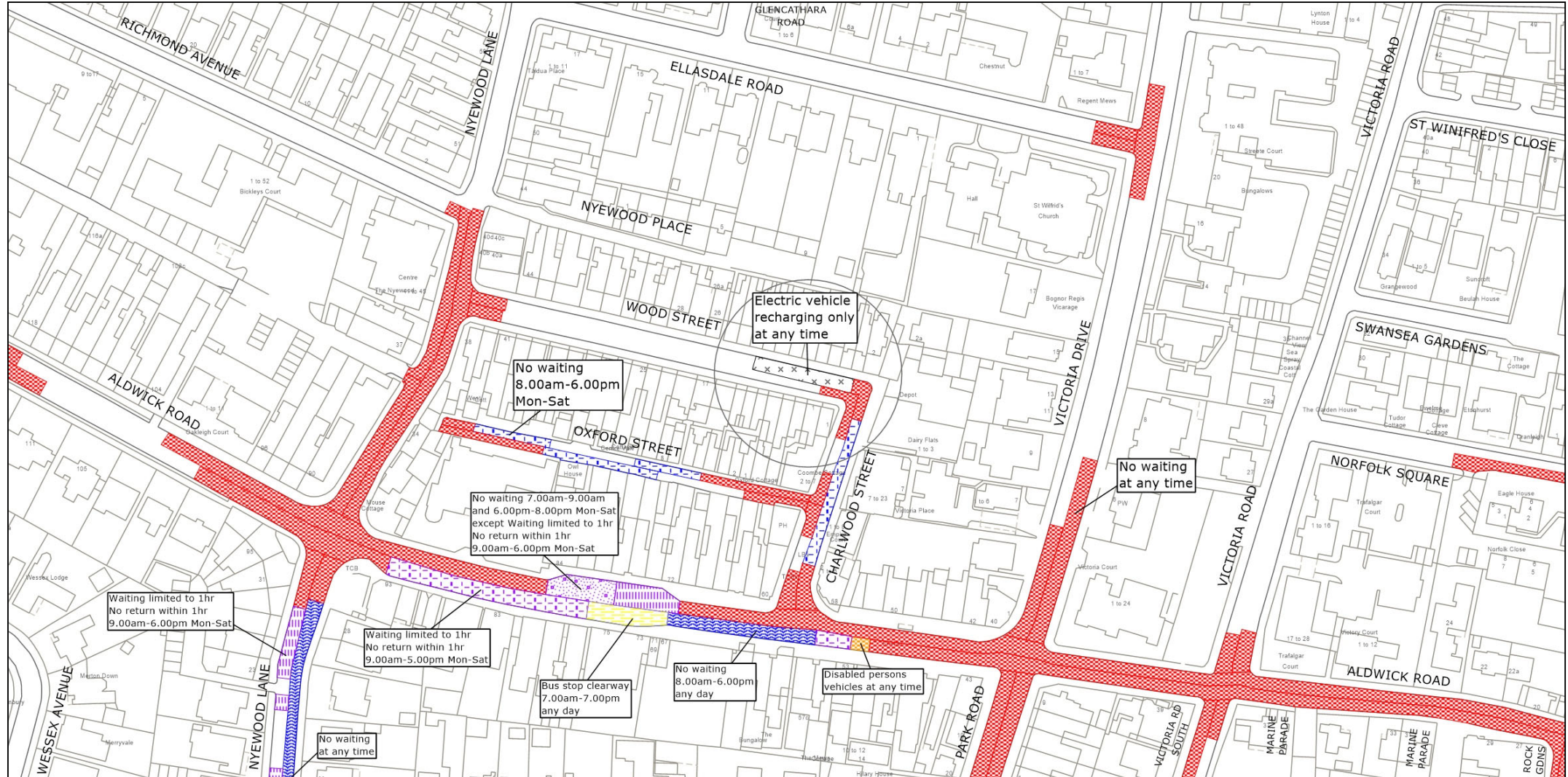
SHEET ISSUE NO 2

SHEET ACTIVE FROM - 17/09/2010



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## PAGE 2 OF 2: PROPOSED CHANGES TO RESTRICTIONS (CIRCLED)



West Sussex County Council  
Highways & Transport  
The Grange  
Tower Street  
Chichester  
West Sussex  
PO19 1RH

ARUN DISTRICT: ALDWICK AND BOGNOR REGIS  
PROPOSED WAITING RESTRICTIONS (25.10.2022)

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**SZ9298NEN**

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SHEET ACTIVE FROM - DD.MM.YYYY



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**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
22<sup>nd</sup> NOVEMBER 2022**

**AGENDA ITEM 9 - TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S CONSULTATION ON AN ARTICLE 4 DIRECTION WHICH COVERS THE HOTHAM WARD AND MARINE WARD IN BOGNOR REGIS, AND TO CONSIDER ANY RESPONSE TO THE CONSULTATION**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

Arun District Council are consulting on an Article 4 Direction which covers the Hotham Ward and Marine Ward in Bognor Regis.

The Direction removes permitted development rights for development consisting of the change of use of a building or land within its curtilage from a use falling within Class C3 (Dwellinghouses) of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended) to a use falling within Class C4 (house in multiple occupation).

The effect of the Direction is that planning permission will be required for changes of use of any building from Class C3 (Dwellinghouses) to Class C4 (Houses in Multiple Occupation).

Representations concerning the draft Article 4 Direction may be sent to the Arun District Council during the statutory consultation period which will run until 23<sup>rd</sup> November 2022.

Supporting documents in relation to the Direction are attached to this report as **Appendices 1-4**.

The Direction shall come into effect, subject to confirmation by the Council, on 19<sup>th</sup> January 2023.

**DECISION**

Do Members **AGREE** to submit any comments in response to Arun District Council's consultation on an Article 4 Direction which covers the Hotham Ward and Marine Ward in Bognor Regis?

## **PUBLIC NOTICE**

### **ARUN DISTRICT COUNCIL**

#### **DIRECTION MADE UNDER ARTICLE 4 (1) OF THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 2015 (AS AMENDED) RELATING TO ALL RESIDENTIAL PROPERTIES WITHIN RIVER WARD, LITTLEHAMPTON AND HOTHAM AND MARINE WARD, BOGNOR REGIS.**

Notice is hereby given that Arun District Council has made a non-immediate Direction under Article 4(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 ("the Order") on the 2<sup>nd</sup> November ("the Direction").

The Direction removes permitted development rights for development consisting of the change of use of a building or land within its curtilage from a use falling within Class C3 (Dwellinghouses) of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended) to a use falling within Class C4 (house in multiple occupation) of that Schedule being development comprised within Class L (b) of Part 3 of Schedule 2 of the Order and not being development within any other class.

The effect of the Direction is that planning permission will be required for changes of use of any building from Class C3 (Dwellinghouses) to Class C4 (Houses in Multiple Occupation) from the date the Direction comes into force and such development shall not be carried out within the area unless planning permission is granted by the Council on an application made to the Council under Part III of the Town and Country Planning Act 1990 (as amended).

The Direction applies to the River ward in Littlehampton and the Hotham and Marine ward in Bognor Regis. These areas are shown edged red on the maps attached to the Direction.

A copy of the draft notice and maps can be viewed at the Council offices at Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF and Bognor Regis Town Hall, Clarence Road, Bognor Regis, PO21 1LD during normal office hours (Monday to Thursday 08:45 to 17:15 and Fridays 08:45 to 16:45).

All consultation material, the Direction and Maps can be viewed on the Council's website: <https://www.arun.gov.uk/supplementary-planning-documents-spds>

**Representations concerning the draft Article 4 Direction may be sent to the Council during the statutory consultation period which will run for 21 days from 2<sup>nd</sup> November 2022 to 23<sup>rd</sup> November 2022. If you wish to make representations, you may also do so by email to: [planningpolicy@arun.gov.uk](mailto:planningpolicy@arun.gov.uk)**

The Direction shall come into effect, subject to confirmation by the Council, on 19<sup>th</sup> January 2023.

Dated: 2<sup>nd</sup> November 2022

**ARUN DISTRICT COUNCIL**

**THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED  
DEVELOPMENT) (ENGLAND) ORDER 2015 (AS AMENDED)**

**DIRECTION MADE UNDER ARTICLE 4(1) WITHOUT IMMEDIATE EFFECT**

**WHEREAS ARUN DISTRICT COUNCIL**, being the appropriate local planning authority within the meaning of article 4(5) of the Town and Country Planning (General Permitted Development)(England) Order 2015, are satisfied that it is expedient that development of the description as set out in the Schedule below should not be carried out on the land shown edged red on the attached plan unless planning permission is granted on an application made under Part III of the Town and Country Planning Act 1990 (as amended).

**NOW THEREFORE** the said Council in pursuance of the power conferred on them by Article 4(1) of the Order hereby direct that the permission granted by Article 3 of the order shall not apply to development on the said land of the description set out in the Schedule below.

**SCHEDULE**

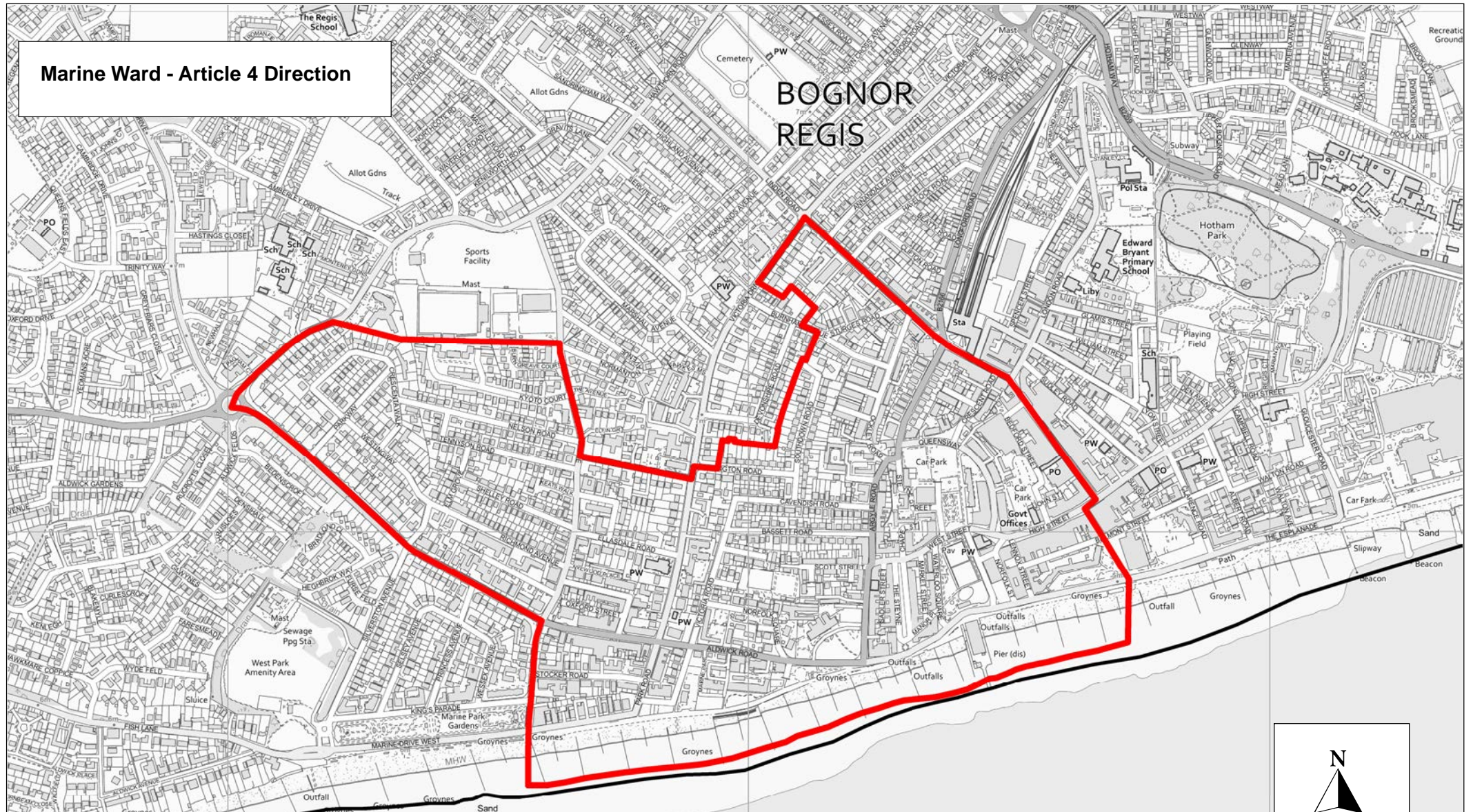
Development consisting of a change of use of a building or land within its curtilage from a use falling within Class C3 (dwellinghouses) of the Schedule of the Town and Country Planning (Use Classes) Order 1987, to a use falling within Class C4 (houses in multiple occupation) of that Schedule and not being development comprised within any other Class.

**THIS DIRECTION** is made under Article 4(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 and in accordance with Schedule 3 of that Order and shall come into force, if confirmed on the 19<sup>th</sup> January 2023.

## MARINE WARD, BOGNOR REGIS, WEST SUSSEX

Agenda item 9 - Appendix 3

## Marine Ward - Article 4 Direction

BOGNOR  
REGIS

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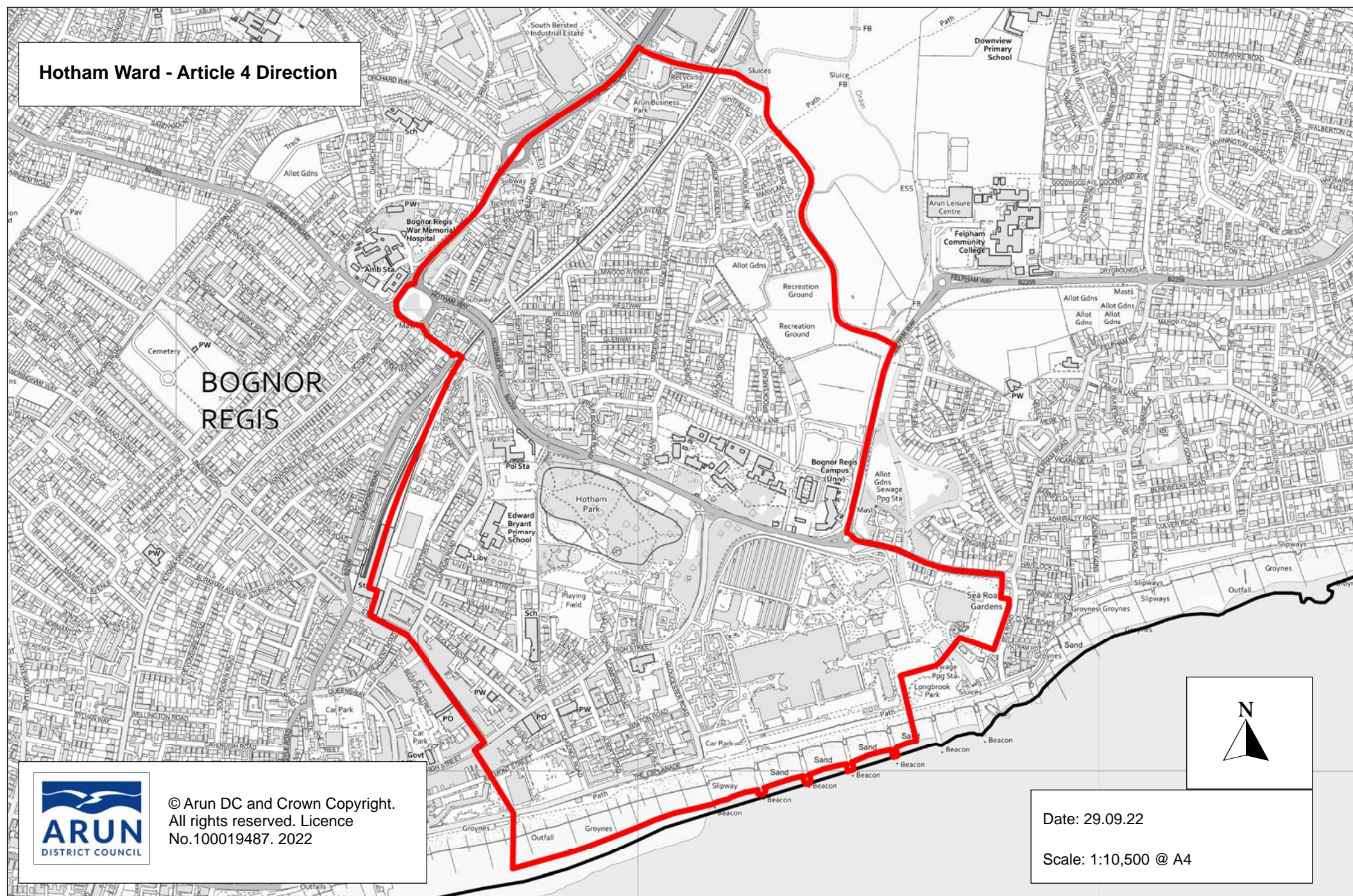


Date: 29.09.22

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# HOTHAM WARD, BOGNOR REGIS, WEST SUSSEX

## Hotham Ward - Article 4 Direction



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Date: 29.09.22

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**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
22<sup>nd</sup> NOVEMBER 2022**

**AGENDA ITEM 10 - TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9<sup>th</sup> AUGUST 2022, THAT WERE NOT APPROVED AT THE SUBSEQUENT MEETING HELD 30<sup>th</sup> AUGUST 2022 - MIN. 35 REFERS**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

At the Planning and Licensing Committee Meeting held 30<sup>th</sup> August 2022, Members were invited to approve the Minutes of the meeting held on 9<sup>th</sup> August 2022 (attached as **Appendix 1**).

As a result of her being absent from the meeting held on 9<sup>th</sup> August 2022, Cllr. Mrs. Daniells abstained from voting to approve the Minutes. As the meeting was therefore not quorate for this item, it was agreed to defer the approving of the Minutes of the Planning and Licensing Committee Meeting held on 9<sup>th</sup> August 2022 until the next meeting – Min. 35 refers.

However, the Planning and Licensing Committee Meeting scheduled to take place on 20<sup>th</sup> September 2022 was postponed, and the approving of the Minutes of the meeting held 9<sup>th</sup> August was subsequently missed off of the Agenda at the next Committee meeting held 11<sup>th</sup> October 2022.

Whilst this item was added to the Agenda for the meeting to be held 1<sup>st</sup> November 2022, the meeting was not quorate and, therefore, it remains for the Minutes of the Planning and Licensing Committee Meeting held on 9<sup>th</sup> August 2022 to be approved.

**DECISION**

Members are invited to **APPROVE** the Minutes of the Planning and Licensing Committee Meeting held on 9<sup>th</sup> August 2022.



# **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](mailto:bognortc@bognorregis.gov.uk)

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

### **HELD ON TUESDAY 9<sup>th</sup> AUGUST 2022**

#### **PRESENT:**

Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett, S. Goodheart (from Min. 30), M. Stanley, B. Waterhouse and P. Woodall

#### **IN ATTENDANCE:**

Mrs. J. Davis (Assistant Clerk)

*The Meeting opened at 6.30pm*

#### **25. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman 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.

Apologies for absence had been received from Cllr. Mrs. Daniells who was away. No apologies for absence were received from Cllrs. Cunard or Erskine.

#### **26. DECLARATIONS OF INTEREST**

The Chairman 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 Chairman 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 of Interest***

**27. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28<sup>th</sup> JUNE 2022**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 28<sup>th</sup> June 2022 as an accurate record of the proceedings and the Chairman signed them.

**28. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no members of the public seated in the public gallery, therefore, the meeting was not adjourned.

**29. TO RATIFY DELEGATED DECISIONS INCLUDING RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 24<sup>th</sup> JUNE AND 8<sup>th</sup> JULY 2022**

The Assistant Clerk's report and Appendix detailing the relating applications was **NOTED**.

Following the cancellation of the Planning and Licensing Committee Meeting due to be held on 19<sup>th</sup> July 2022, Members were instead canvassed for their opinion on the applications on the Lists dated between 24<sup>th</sup> June and 8<sup>th</sup> July 2022, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (appended to these Minutes as **Appendix 1**).

The responses made to Planning Applications on lists dated between 24<sup>th</sup> June and 8<sup>th</sup> July 2022 were **RATIFIED** by the Committee.

**30. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15<sup>th</sup>, 22<sup>nd</sup> AND 29<sup>th</sup> JULY 2022**

*Cllr. Goodheart arrived at the Meeting*

- 30.1** The Committee noted that there were no views from other Town Councillors to report.
- 30.2** The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.

*Cllr. Goodheart declared an Ordinary Interest in planning application BR/159/22/PL as he lives nearby*

- 30.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 2**).

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

There were no Licence applications to be considered.

**32. CORRESPONDENCE**

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

*The Meeting closed at 7.24pm*

**PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED  
PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 19<sup>th</sup> JULY 2022 FOR WHICH  
MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING COMMENTS  
SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 24<sup>th</sup> JUNE, 1<sup>st</sup> AND 8<sup>th</sup> JULY 2022)**

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

|   |  |   |
|---|--|---|
| <a href="#"><u>BR/140/22/DOC</u></a><br><a href="#"><u>Berghestede</u></a><br>Shripney Road<br>Bognor Regis<br>PO22 9LW | Approval of details reserved by condition imposed under BR/281/21/L relating to condition 3- materials and finishes and section of frame for French doors.                                 | <b>NO OBJECTION</b>   |
| <a href="#"><u>BR/119/22/PL</u></a><br><a href="#"><u>Butlin's</u></a><br>Upper Bognor Road<br>Bognor Regis<br>PO21 1JJ | New reception kiosk and alterations to car park layout. This application is in CIL Zone 4 (zero rated) as other development.   | <b>NO OBJECTION</b>   |
| <a href="#"><u>BR/141/22/HH</u></a><br><a href="#"><u>1 Parklands Avenue</u></a><br>Bognor Regis<br>PO21 2BA            | Erection of single storey side/rear and other side extension, front porch extension and installation of first floor rear terrace, following demolition of existing front porch.            | <b>OBJECTION</b> The installation of a first floor rear terrace will result in a significant loss of privacy of occupiers in neighbouring properties. The proposal is therefore contrary to policy D DM1 and D DM4 of the Arun Local Plan and the National Planning Policy Framework. |
| <a href="#"><u>BR/148/22/TEL</u></a><br><a href="#"><u>Land at Highfield Road</u></a><br>Bognor Regis<br>PO22 8PH       | Prior notification under Schedule 2 Part 16 Class A for a proposed 5G telecoms installation, 15m street pole and additional 3 ancillary equipment cabinets and associated ancillary works. | <b>NO OBJECTION</b>   |

|  |  |   |
|--|--|---|
| <p><a href="#"><u>BR/124/22/HH</u></a><br/> <a href="#"><u>25 Pevensey Road</u></a><br/> Bognor Regis<br/> PO21 5NS</p>                | <p>First floor side extension, barn end to gable end roof extension with 2 x side dormers and installation of crossover.</p>   | <p><b>NO OBJECTION</b></p>  |
| <p><a href="#"><u>BR/135/22/HH</u></a><br/> <a href="#"><u>2 Barklye House</u></a><br/> Sylvan Way<br/> Bognor Regis<br/> PO21 2RS</p> | <p>Replace windows and doors.</p>  | <p><b>NO OBJECTION</b></p>  |
| <p><a href="#"><u>BR/155/22/T</u></a><br/> <a href="#"><u>2 Monterey Gardens</u></a><br/> Bognor Regis<br/> PO21 2FY</p>               | <p>Fell 1no. Hawthorn tree.</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/157/22/T</u></a><br/> Nyewood C E Junior School<br/> Brent Road<br/> Bognor Regis<br/> PO21 5NW</p>               | <p>1no. Quercus Robur (no.34 on tree map) - removal of deadwood/hanging branches. 1no. Salix Matsudana (no.38 on tree map) - Fell to 1.5m stump as internal tree defect. 1no Sorbus Aucuparia (no.12 on tree map) - Fell to 1.5m stump as internal tree defect. 1no. Sorbus x Intermedia (no.18 on tree map) - remove deadwood as internal tree defect.</p>  | <p><b>WITHDRAWN BY APPLICANT</b></p>  |
| <p><a href="#"><u>FP/274/21/OUT</u></a><br/> Bognor Regis Golf Club<br/> Downview Road<br/> Felpham<br/> PO22 8JD</p>                  | <p>Outline planning application with all matters reserved, except means of access, for the erection of up to 480 new homes (C3), the formation of a new means of access onto Golf Links Road, together with the creation of new surface water drainage, new landscaping and habitat creation, ground works and other infrastructure and the retention and re-purposing of the retained club house (F2). This site also lies within the parish of Yapton, affects a Public Right of Way and is a Departure from the Development</p> | <p><b>OBJECTION</b> Members continue to object to planning application FP/274/21/OUT and stand by their representation agreed at the Planning and Licensing Committee Meeting held 15<sup>th</sup> March 2022 (Min. 83.2 refers) with no further comments to add.</p> |

|  |  |  |
|--|--|--|
|  | Plan. This application is subject to an Environmental Statement. |  |
|--|--|--|

**APPENDIX 2**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9<sup>th</sup> AUGUST 2022**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 15<sup>th</sup>, 22<sup>nd</sup> AND 29<sup>th</sup> JULY 2022)**

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

|   |  |   |
|---|--|---|
| <p><a href="#"><u>BR/156/22/PL</u></a><br/><a href="#"><u>62-64 High Street</u></a><br/>Bognor Regis<br/>PO21 1SP</p> | <p>Upward extension of one storey and conversion of the existing first and second floors of the building to provide 38 student rooms along with associated elevational changes and reconfiguration of ground floor, including provision of refuse and recycling facilities and cycle store to the rear. This application may affect the setting of a Listed Building and is in CIL Zone 4 (zero rated) as flats.</p> | <p><b>OBJECTION</b> Bognor Regis Town Council would not object in principle to this building being converted to provide student accommodation, however, having considered the proposals and taken on board some of the comments made by other consultees, Members have some safety concerns.</p> <p>These concerns centered around the layout of the cluster rooms and the creation of inner rooms by locating kitchen/diners as proposed in the plans, which has the potential to cause a fire risk and problems with emergency escape. Furthermore, the small size of the cluster rooms, the majority being less than 16 square metres or less, would not provide acceptable living conditions. Members were also concerned by comments made by ADC's Structural Engineer in relation to whether the existing building is capable of conversion and able to support the additional load from the extra storey.</p> <p>Additionally, the proposal provides no outside amenity space for occupiers of the proposed development in conflict with policy HSP4 of the Arun Local Plan.</p> <p>For the reasons stated above, and on the grounds of over-development, Members object to this proposal in its current form.</p> |
|---|--|---|

|  |   |   |
|--|---|---|
| <a href="#"><u>BR/161/22/HH</u></a><br><a href="#"><u>10 May Close</u></a><br>Bognor Regis<br>PO22 8AH   | Single storey side extension.   | <b>NO OBJECTION</b>   |
| <a href="#"><u>BR/162/22/HH</u></a><br><a href="#"><u>30 Greenwood Avenue</u></a><br>Bognor Regis<br>PO22 9EJ  | Single storey rear extension.   | <b>NO OBJECTION</b>   |
| <a href="#"><u>BR/159/22/PL</u></a><br><a href="#"><u>5-11 Aronel Cottage</u></a><br><a href="#"><u>Nursing Home</u></a><br>Highfield Road<br>Bognor Regis<br>PO22 8BQ | Two storey side extension creating 16 No. additional bedroom with en-suite, new lift and additional living space (resubmission of BR/135/21/PL). This application is in CIL Zone 4 (zero rated) as other development. | <b>OBJECTION</b> It is not evident that a travel plan has been submitted despite the Arun Local Plan stating that this would form an important part of any planning application for care facilities. The proposed extension does not demonstrate that the design and scale of the scheme is appropriate to the local context contrary to policy H DM2 of the Arun Local Plan.<br><br>The proposed development does not include sufficient parking provision to meet the needs of future residents, employees, visitors and service providers and this will result in an increase in pressure for on-street parking spaces which will be 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 is therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan. |
| <a href="#"><u>BR/147/22/HH</u></a><br><a href="#"><u>27 Hook Lane</u></a><br>Bognor Regis<br>PO22 8AU   | Erection of single storey pitched roof front porch extension and conversion of garage to habitable use.   | <b>NO OBJECTION</b>   |
| <a href="#"><u>BR/170/22/HH</u></a><br><a href="#"><u>31 Victoria Drive</u></a><br>Bognor Regis<br>PO21 2RP  | Widen drop kerb to increase vehicular crossover.  | <b>NO OBJECTION</b>   |

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
22<sup>nd</sup> NOVEMBER 2022**

**AGENDA ITEM 11 - TO CONSIDER COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

**Background**

At the Community Engagement and Environment Committee Meeting held on 3<sup>rd</sup> October 2022, Members were invited to consider a request from West Sussex County Councillor, Keir Greenway, asking that Bognor Regis Town Council consider funding the installation of a bin in the Victoria Drive vicinity and entering into an agreement with Arun District Council for ongoing maintenance (see letter from Cllr. Greenway attached to this report as **Appendix 1**).

The cost for purchasing a litter bin and having it installed is currently £395.77 (exc. VAT). The annual service charge, including future maintenance, is currently £290.22 (exc. VAT). Therefore, currently the total Year 1 cost would be £685.99 (exc. VAT) and ongoing yearly costs would be £290.22 (exc. VAT), until such time that the Town/Parish Council requests that the agreement be terminated.

However, the Agreement Form (attached as **Appendix 2**) states that all charges are subject to VAT and will increase on 1<sup>st</sup> April each year. Some forecasts predict that UK inflation will hit 18% in early 2023 which has the potential to see the costs for purchasing and installation quoted above increase to approximately £800 in Year 1, and the service charge and maintenance to £340 per year thereafter. The Agreement Form also stipulates that the billing year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.

It should be noted that one of the conditions of the agreement is that the Parish/Town Council will be responsible for arranging permission for all bin fittings with proof of permission required by Arun District Council. Members should also be mindful that if this request is met, then it has the potential to lead to further requests for the Town Council to fund the installation of bins elsewhere and the precedent will already have been set.

Members of the Community Engagement and Environment Committee agreed to entering into an agreement in principle with Arun District Council for the provision of a bin on Victoria Drive, subject to the necessary permissions being granted. If permission is granted, Members wished to proceed with this project immediately and agreed to recommend to the Policy and Resources Committee that the Year 1 costs be covered from General Reserves. Members further agreed for a recommendation to be made to the Policy and Resources Committee for a provisional sum to be allocated within the 2023/24 Budget to cover ongoing annual maintenance of the bin.

At the Planning and Licensing Committee Meeting held on 11<sup>th</sup> October 2022, it was reported that notification had been received of the CIL payment that Bognor Regis Town Council were expected to receive in October - Min. 48.2 refers. This now takes the balance of CIL funding, since 1<sup>st</sup> April 2020, to £1,934.38.

### **Officer Recommendation**

With CIL funds having to be spent within 5 years of receipt, and the provision of a litter bin meeting the CIL spending criteria, it is the Officer recommendation that the total costs for purchase, installation and annual service charge for Year 1 (2022/23) be taken from the CIL funds available, rather than making a recommendation to the Policy and Resources Committee that the costs be covered from General Reserves this year.

As CIL income cannot be guaranteed from one year to the next, it would be prudent to support the recommendation from the Community Engagement and Environment Committee that the costs for annual maintenance of any bin approved be considered by the Policy and Resources Committee when setting the budget for 2023/24.

At the time of publishing this report, it is not yet known whether the Policy and Resources Committee are in support of the recommendation to set a budget for ongoing annual maintenance of a litter bin. However, the matter is due to be considered at the Policy and Resources Committee Meeting scheduled to be held on 21<sup>st</sup> November, therefore, any decision taken by that Committee in relation to the recommendation will be reported to Members at the Planning and Licensing Committee Meeting.

### **DECISION**

Subject to any decision taken by the Policy and Resources Committee, in relation to setting a budget for ongoing annual maintenance of a litter bin, do Members **AGREE**, subject to the necessary permissions for the installation of a litter bin on the highway being granted, to cover the Year 1 costs for 2022/23 of up to £685.99 (exc. VAT) from CIL funding?

### **Litter Bin Proposal, Victoria Drive – by Cllr Keir Greenway**

Dear Community Engagement and Environment Committee,

I have received a request for a bin to be located on Victoria Drive, due to the lack of provision in the area.

I have been speaking to Arun Cleansing about an appropriate place for a bin on Victoria Drive and Arun have suggested the location on the map below.

### **Finance**

As the committee will be aware, Arun have held a long term policy not to fund any new bins in the district. Surrounding Parish Councils, for example, Bersted Parish Council, have taken it upon themselves to fund new bins following residents requests and due consideration of such requests. The costs are as follows:-

Supply of litter bin - **£345.77** (One off)

Fee to fit the bin - **£50.00** (one off, unless moved)

Annual service charge – **£290.22** (yearly fee) – this includes future maintenance of the bin, collection and disposal of waste.

Thank you for your time in considering this proposal and I look forward to hearing your feedback.

### **Proposed Location (Red dot)**





## AGREEMENT FOR THE PURCHASE AND COLLECTION OF LITTER BINS

|             | Invoice Name and Address | Litter bin location |
|-------------|--------------------------|---------------------|
| I/We        | .....                    | .....               |
| Parish/Town | .....                    | .....               |
| Address     | .....                    | .....               |
|             | .....                    | .....               |
| Postcode    | .....                    | .....               |
| Tel. No.    | .....                    | .....               |
| E-Mail      | .....                    | .....               |

Hereby make an application to Arun District Council to have a litter bin provided and emptied from the above location and agree to pay the appropriate charges as follows:

**£345.77p** - to supply a litter bin (One off)

**£50.00p** - to pay for fitting of said bin (One off, unless moved)

**£290.22p** – annual service charge incl future maintenance (Yearly fee) of bins fitted subject to this agreement.

These prices may be subject to change due to any inflation or service requirements.  
 We will inform you of any changes and advise when reviewing at the end of each calendar year  
 if any are predicted.

I / We have read and understood the conditions set out in this agreement.

I confirm that I am authorised to enter into this agreement on behalf of:

.....

Authorised Signature .....

Name in Block Capitals .....

Position in Council .....

Dated .....

## CONDITIONS OF AGREEMENT

1. This agreement will remain in force and the applicant shall continue to remain liable for all charges, until such time as the applicant informs Arun District Council of the intention to terminate this agreement in writing upon giving one months notice.
2. Application for the collection of litter bins must be made on this form, which must be completed in full in duplicate and dated and signed by an authorised person.
3. The billing year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.
4. All charges are subject to VAT and will increase on 1<sup>st</sup> April each year. This is increased by inflation as measured by the increase in the RPI (all items excluding mortgage interest).
5. Accounts are due on receipt of invoice.
6. The Council undertakes that £20.43 per bin shall be placed into a separate reserve account to use for future maintenance costs for this bin and this contribution is included in the annual service charge.
7. Arun District Council will empty the bins on an as required basis, this would normally average around twice per week, but maintain the right to decrease or increase frequency of emptying as required.
8. The Parish/Town Council will be responsible for arranging **permission** for all bin fittings and **providing** a location **map** to Arun District Council and proof or permission as required.
9. Any issues the Parish/Town Council have with this bin must be reported to the Council either by phone using the Councils Call Centre, Arun Direct on 01903 737754 or by emailing [cleansing@arun.gov.uk](mailto:cleansing@arun.gov.uk)

**AGENDA ITEM 12**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
22<sup>nd</sup> NOVEMBER 2022**

**AGENDA ITEM 12 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. WSCC – Public Notice that the use of (and parking on) West Meads Drive, Bognor Regis from junction with Aldwick Road Roundabout to Newhall Close is temporarily prohibited from 07/11/22 at 09:30 until 08/11/22 at 14:30. The restriction will be in place off peak only between 09.30-14.30. This closure is necessary to allow Balfour Beatty to undertake urgent carriageway pothole repairs on behalf of WSCC. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This restriction will be effective for a maximum of 5 days from the start date given above.
2. ADC - Lyminster and Crossbush NDP has been 'made'.
3. WSCC – Public Notice that the use of (and parking on) Queensway, Bognor Regis from junction with Canada Grove to junction with West Street is temporarily prohibited from 25/11/22. The restriction will be in place off peak only between 09.30-15.00 This closure is necessary to allow Balfour Beatty to undertake urgent carriageway pothole repairs on behalf of WSCC. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This restriction will be effective for a maximum of 5 days from the start date given above.
4. Email from member of the public in relation to the Alexandra Theatre Design Plans, including response from the Leader of Arun District Council. Circulated to all Committee Members.
5. WSCC – Public Notice that Orchard Way, between the junctions of Greenwood Avenue and Lancaster Place, will be temporarily closed to all traffic from 1<sup>st</sup> December 2022 for up to 5 days (it is estimated to be completed on 1<sup>st</sup> December 2022) for carriageway patching. The restriction will be in place off peak only from 09:30 until 15:00. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians.
6. Email from member of the public about potential for beach huts to be installed in the area. Circulated to Committee Members.