



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 18th JULY 2023.**

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 18th July 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 10th day of JULY 2023

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 27th June 2023
 4. Adjournment for public question time and statements
 5. To consider Planning Applications on Lists dated 23rd, 30th June, and 7th July 2023
 6. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
 7. To consider Premises Licence Applications including any variations and any other Licence Applications
 8. To review the Town Council's CIL Spending List – Min. 125 refers
 9. To receive details of proposed locations for Electric Vehicle Charging Points in Bognor Regis and to agree any response to the public consultation
 10. To consider and agree any response to the Govia Thameslink Railway Public Consultation in relation to the proposed closure of ticket offices
 11. Arun District Council Call for Sites 2023
 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
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 27th JUNE 2023

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett,
Miss. C. Needs, P. Ralph, P. Woodall and Mrs. G. Yeates

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

The Meeting opened at 4.00pm

20. 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 were received from Cllr. Goodheart who was on annual leave, Cllr. Waterhouse who was unwell and the Committee Clerk who was also on annual leave.

21. 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

22. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 6th JUNE 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 6th June 2023 as an accurate record of the proceedings and the Chairman signed them.

23. 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.

24. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2nd, 9th AND 16th JUNE 2023

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

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

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

25. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

There were no Pavement Licence application representations to be ratified.

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

There were no Premises Licence applications to be considered.

27. TO CONSIDER ANY RESPONSE TO ADC'S CONSULTATION IN RELATION TO DRAFT LOCAL ORDERS

Members discussed ADC's Draft Local Development Orders which seek to provide limited permitted development rights to small scale development within the Butlin's Complex and the University of Chichester Campus. The Local Development Order is proposed to last for a period of 3 years.

Having considered the proposals, Members **AGREED** to raise **NO OBJECTION**.

28. TO RECEIVE DETAILS OF PLANNING APPLICATION WSCC/020/23 (EDWARD BRYANT JUNIOR AND INFANTS SCHOOL, LONDON ROAD, BOGNOR REGIS) AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

The Assistant Clerk's report, and related appendix, was **NOTED**.

Having considered planning application WSCC/020/23, in relation to Edward Bryant School and the proposal to create a Specialist Support Centre comprising two single storey extensions, the refurbishment and re-purposing of a classroom and the library within the existing building, and some additional parking, paths and hard play area, Members **AGREED** to submit **NO OBJECTION** in response to this planning application.

29. CORRESPONDENCE

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

The Meeting closed at 4.35pm

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 27th JUNE 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 2nd, 9th AND 16th JUNE 2023)**

<p>BR/111/23/PL 9 Annandale Avenue Bognor Regis PO21 2ES</p>	<p>Alterations to the ground floor layout to create a new side entrance, replacement of the existing front door with a window, removal of existing chimney to the rear of the property and removal of small window on the 2nd floor (N E Elevation)</p>	<p>NO OBJECTION</p>
<p>BR/114/23/PL Unit 7 Durban Road Business Centre Durban Road Bognor Regis PO22</p>	<p>Change of use from B2 (General Industrial) and B8 (Storage & Distribution) to Class E (Commercial, Business and Service). This application is in CIL Zone 4 (zero rated) as other development</p>	<p>OBJECTION on the grounds of Economic Impact. Members concurred with concerns raised by ADC's Economic Development response, citing that with few industrial spaces available and plenty of retail premises in more traditional retail locations, this business would be better suited using a retail space instead. Members also felt this business would be more accessible and potentially have higher footfall, should it be within a more central shopping location, within the Town. It was questioned whether there would be extra parking demand on the industrial site, if this application were approved, with concern also expressed over the long opening hours, stated on the application form.</p>

<p>BR/117/23/PL 19 High Street Bognor Regis PO21 1RJ</p>	<p>Erection of single storey rear extension to first floor</p>	<p>NO OBJECTION</p>
<p>BR/124/23/HH 19 Sandymount Close Bognor Regis PO22 9EL</p>	<p>Demolition of garage and conservatory. Single storey rear and side extension. Loft conversion. Raised deck to rear with screening</p>	<p>NO OBJECTION</p>
<p>BR/126/23/CLE 1b Ground Floor Rear Flat 148 Aldwick Road Bognor Regis PO21 2PA</p>	<p>Lawful development certificate for existing use as a 1 bedroom flat</p>	<p>NO OBJECTION</p>
<p>BR/127/23/HH 52 Corbishley Road Bognor Regis PO22 9HS</p>	<p>Ground floor rear extension</p>	<p>NO OBJECTION</p>
<p>BR/133/23/CLE 60 Ockley Road Bognor Regis PO21 2HR</p>	<p><i>Lawful development certificate for existing use as a HMO property comprising of 5 bedsits with shared communal areas for a maximum of 8 people and a maximum of 5 households</i></p>	<p>NO OBJECTION</p>
<p>BR/134/23/T Eagle House, Norfolk Close Bognor Regis PO21 2DJ</p>	<p>Various works to various trees</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 18th JULY 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 23rd, 30th JUNE, AND 7th JULY 2023)**

<p><u>BR/105/23/HH</u> <u>37 Stratton Court</u> Bognor Regis PO22 8DP</p>	<p>Replace front bedroom window with door and build ramp for wheelchair access</p>	<p><i>Comment by 20-JUL-23</i></p>
<p><u>BR/115/23/PL</u> <u>105 Victoria Drive</u> Bognor Regis PO21 2DZ</p>	<p>Demolition of existing garages and construction of an attached two storey dwelling. This application is in CIL Zone 4 and is CIL Liable as new dwelling</p>	<p><i>Comment by 20-JUL-23</i></p>
<p><u>BR/129/23/PL</u> <u>2 Wellington Road</u> Bognor Regis PO21 2RR</p>	<p>Change of Use to house in multiple occupation for up to 10 persons</p>	<p><i>Comment by 27-JUL-23</i></p>
<p><u>BR/131/23/PL</u> <u>Charlotte House</u> 71 Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Amendments to design approved for two storey extension to existing building to form office and warden accommodation under BR/252/21/PL. This application affects the setting of a Listed Building and may affect the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area</p>	<p><i>Comment by 03-AUG-23</i></p>
<p><u>BR/142/23/PL</u> <u>Regis Centre and adjoining land</u> Belmont Street Bognor Regis PO21 1BL</p>	<p>Application under Regulation 3 of the Town & Country Planning Act (General Regulations) 1992 for partial demolition of existing theatre and erection of extension to provide new studio/performance space, cafe/bar/restaurant, foyer, back of house space, outside seating area, new and replacement landscaping and new plant on roof space. This</p>	<p><i>Comment by 03-AUG-23</i></p>

	application may affect the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development	
<u>BR/145/23/S73</u> <u>University Of Chichester</u> Upper Bognor Road Bognor Regis PO21 1HR	Variation of conditions 2 and 6 imposed under BR/72/22/PL (which previously varied condition 2 of BR/311/18/PL) relating to amendments to floor plans, minor changes to the building footprint and elevations, improvements to fire escape routes, changes to the approved materials and an amendment to the occupancy condition. There is no change to the overall height or the number of proposed student beds	<i>Comment by 03-AUG-23</i>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
18th JULY 2023**

AGENDA ITEM 6 - TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

A Pavement Licence application was made to Arun District Council, under the Business and Planning Act 2020, by Rocks Bar and Restaurant, 41-43 High Street, Bognor Regis. The application requested permission for 4 small bistro tables with 16 small garden style chairs with green padding on seats, enclosed by green canvas barriers on removable stainless-steel posts, to be placed on the pavement directly outside the premises.

As is usual with Pavement Licence applications, due to the short turnaround time allowed to respond to the Licensing Authority, Members of the Planning and Licensing Committee were canvassed for their opinion via email. The following corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority, in relation to Pavement Licence Application No. 118349 (Rocks Bar and Restaurant): -

"NO OBJECTION however Members would like ADC to advise the applicant, they should ensure visible markings are in place to signify where the ends of the barriers should be, to prevent these from being moved outward, and encroaching further onto the footpath. The applicant should also ensure any protruding feet/bases, which may cause a trip hazard, are clearly highlighted at all times."

DECISION

Members are invited to **RATIFY** decisions made under Delegated Authority including the response made to Pavement Licence Application No. 118349 in relation to Rocks Bar and Restaurant, 41-43 High Street, Bognor Regis.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
18th JULY 2023**

**AGENDA ITEM 8 - TO REVIEW THE TOWN COUNCIL'S CIL SPENDING LIST
- MIN. 125 REFERS**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

As reported at the Planning and Licensing Committee Meeting held on 25th April 2023, the Town Council's CIL Spending List is due to be reviewed – Min. 125 refers.

The Community Infrastructure Levy (CIL) is a charge that local authorities can set on new developments in their area. Its purpose is to raise funds for infrastructure needs in the area to support growth. The legislation which sets out how CIL is spent requires that a portion of the CIL income raised from development, within a charging authority area, is paid to the Town and Parish Council where the development has taken place. This is referred to as Neighbourhood CIL.

Neighbourhood CIL amounts will depend on: - the amount of development that has been granted and commenced in the local council area (CIL payment is only due upon commencement of the development); if all/any part of that development is granted exemption of relief from some/all of the CIL charge; if the local council has a 'made' Neighbourhood Development Plan (NDP) in place or not. Bognor Regis Town Council has a 'made' [Neighbourhood Development Plan](#) and is therefore eligible to receive a 25% uncapped portion of CIL receipts from development in the area.

CIL monies 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; open spaces; green infrastructure (may include tree or hedgerow planting).

Since the first spending List (attached as **Appendix 1**) was compiled in April 2021, the Town Council has received the following CIL receipt payments: -

- April 2020 = £0
- October 2020 = £0
- April 2021 = £725
- October 2021 = £0
- April 2022 = £0
- October 2022 = £1,209.38
- April 2023 = £2,418.76

CIL spending should be carried out by the Town Council within five years of receipt. Where money is not used to support development of the area within five years of receipt, or is used for other purposes, the regulations give charging authorities the power to recover those funds. This is to ensure that money is spent, and spent effectively, to benefit the local community.

To date, Bognor Regis Town Council has allocated £685.99 of the CIL monies received towards a bin on Victoria Drive, taking the balance of available CIL monies to £3,667.15. There remains £39.01 of the CIL receipt received in April 2021 to be spent by no later than April 2026, whilst the remaining funds of £3,628.14 are available until at least October 2027.

With a clearer understanding of the CIL receipts that the Town Council can expect, Members may wish to review the projects on the current Spending List and suggest any changes.

DECISION

Members are invited to review the current CIL Spending List and **AGREE** any changes.

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 to arrange to discuss this matter.

Last Reviewed: April 2021 – this document will be reviewed, on a ‘light touch’ basis, approximately every 6 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>
Beach Access	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	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.	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	The Town Council request that Arun District Council fully fund the Beach Access Project in Bognor Regis.	While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as yet unknown whether the Town Council’s project will

	<p>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 Vision, Objectives and Policies”.</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 into delivering a similar scheme in achieving beach access for Bognor Regis .</p>	<p>within the lifespan of ADC’s 2022-2025 IIP.</p>	<p>National Lottery Community Fund?</p>	<p>align with service providers CIL investment plans.</p>
<p>Bognor Regis Town Council Information Boards, located around the local area e.g. Railway Station</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>Visit Britain; Tourist Board; WSCC; National Rail; Butlin’s; Heritage Board; BR BID; Local attraction providers?</p>	<p>While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as yet unknown whether the Town Council’s project will align with service providers CIL investment plans</p>

	of Neighbourhood Development Plan Vision, Objectives and Policies”.				
Plant a tree-lined avenue entrance into Bognor Regis	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”.	Estimated to be £5k - £6k to cover the purchase price of trees/shrubs, labour and sundries. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be part-funded 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.	ADC Parks; WSCC; BRTC In Bloom; Tree Wardens; BR Community Gardeners; National Trust; Biffa Award; Spacehive; Greenspace; local business sponsors; Neighbouring Parish Councils?	While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as yet unknown whether the Town Council’s project will align with service providers CIL investment plans
Support shared space by the Picturedrome cinema/Railway Station – remodel the area by removing the lights/planters and form	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 3:	Scheme costs, as yet, unknown but to be investigated and included in the next review of this spending list. It is	Delivery timescales currently unknown until further investigation has been carried out and an update provided in the	WSCC; ADC; National Rail; National Lottery Community Fund Award;	While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as

<p>activity space/square outside of the Station</p>	<p>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>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>next review of this spending list.</p>	<p>Spacehive; SUEZ Communities Trust?</p>	<p>yet unknown whether the Town Council’s project will align with service providers CIL investment plans</p>
<p>Electric charging points for cars (possibly in Aldwick Road area)</p>	<p>Bognor Regis Town Council declared itself a Council of Climate Emergency on 4th November 2019.</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>WSCC; ADC; Electric Car Chargers UK; EDF; Energy Saving Trust; DEFRA Air Quality Grant Programme; On-Street Residential Charging Point Scheme?</p>	<p>While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as yet unknown whether the Town Council’s project will align with service providers CIL investment plans</p>
<p>Secure cycle racks/stands</p>	<p>The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page</p>	<p>Scheme costs, as yet, unknown but to be investigated and included in the next review of this</p>	<p>Delivery timescales currently unknown until further investigation has been carried out and an</p>	<p>SUEZ Communities Trust; WSCC; ADC; BR BID;</p>	<p>While ADC’s consultation event takes place in early 2021, at the time of preparing this initial</p>

	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”.	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 approx. £160 each (excl. VAT).	update provided in the next review of this spending list.	Biffa Grants; Highways England?	spending list, it is as yet unknown whether the Town Council’s project will align with service providers CIL investment plans
‘Boris bike’ type scheme	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,	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?	While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as yet unknown whether the Town Council’s project will align with service providers CIL investment plans

	Gloucester Road, key gateways and identified cycle paths in support of Neighbourhood Development Plan vision, Objectives and policies”.				
Update the brown Tourist Signs	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.	WSSC; ADC; Visit Britain; Tourist Board; Local attraction providers?	While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as yet unknown whether the Town Council’s project will align with service providers CIL investment plans

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
18th JULY 2023**

**AGENDA ITEM 9 - TO RECEIVE DETAILS OF PROPOSED LOCATIONS FOR
ELECTRIC VEHICLE CHARGING POINTS IN BOGNOR REGIS AND TO
AGREE ANY RESPONSE TO THE PUBLIC CONSULTATION**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Following completion of the first phase of new public electric vehicle (EV) chargepoints in West Sussex, the County Council is seeking residents' feedback regarding the locations of the second phase.

The County Council is planning the installation and maintenance of thousands of chargepoints across the county over the next decade at zero cost to councils. Over 170 chargepoints have already been installed, with works on an additional 250 chargepoints in progress on residential streets and in car parks.

Having listened to feedback from the first phase of installations, in future six chargepoints are being proposed for each new location. However, only two of the six parking bays in each location will be reserved solely for EVs, until demand increases. The other four bays will be available for all residents to use, in an approach that will be continually reviewed.

Residents are now being asked for their comments on the proposed locations for phase two of the installations. Feedback is requested by 7th August 2023, after which the installations will be programmed for delivery from August onwards.

Details of the sites can be viewed on Connected Kerb's website at: www.connectedkerb.com/westsussexresidents. In Bognor Regis, the proposed locations are in Aldwick Road, Crescent Road, Hawthorn Road, Linden Road, Lyon Street, Southdown Road, The Esplanade, Victoria Road and Waterloo Square.

Residents can let the project team know their views and ask any questions by visiting: <https://yourvoice.westsussex.gov.uk/ev-chargepoints>.

DECISION

Members are invited to **AGREE** any comments to be submitted in response to the public consultation in relation to the proposed locations for electric vehicle charging points in Bognor Regis.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
18th JULY 2023**

AGENDA ITEM 10 - TO CONSIDER AND AGREE ANY RESPONSE TO THE GOVIA THAMESLINK RAILWAY PUBLIC CONSULTATION IN RELATION TO THE PROPOSED CLOSURE OF TICKET OFFICES

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Independent passenger watchdogs London TravelWatch and Transport Focus have started public consultations on behalf of GTR and other rail operators across the country, inviting feedback on proposals to move ticket office staff from behind traditional ticket offices windows, which would close, onto station concourses making them more visible and accessible to customers.

The proposed changes reflect that the way customers buy tickets has changed significantly in recent years, with a reported reduction in ticket office use. Apparently, 9 out of 10 tickets are now purchased outside of traditional ticket offices, either online or through digital via smart devices or contactless, with ticket machines also able to sell the vast majority of ticket types.

The consultation documents acknowledge the valuable role that station staff play in helping customers, which the proposals aim to enhance. In-person assistance would still be available to help customers use machines and advise on the best value-for-money fares.

No stations that have staff today would become unstaffed, and station opening hours would remain the same. However, the hours when ticketing assistance would be available might change. A comparison of current and proposed hours when ticketing assistance would be available can be viewed on GTR's websites (many would remain similar or would offer longer hours): -

[Southern - Public consultation](#)
[Gatwick Express - Public consultation](#)
[Great Northern - Public consultation](#)
[Thameslink - Public consultation](#)

The safety of customers and security of stations remains an absolute priority and under the proposed model, staff would be available in the main station, providing a more visible presence to help deter anti-social behaviour, with continued robust support from teams of rail enforcement officers and the British Transport Police. If the proposals go ahead, all the accessibility assistance currently provided would remain and continue to be in line with the Accessible Travel Policy (ATP).

Alongside the public consultations, train operators will consult with union representatives of station colleagues.

On the understanding that stations are a key part of the local community, anyone with an interest - be it stakeholders, passenger groups, and customers – are

being encouraged to review the proposals for their area and provide feedback to the consultation.

The consultation runs from 5th July until 26th July 2023. Responses must be submitted via the main consultation.

At the Council Meeting held on 10th July 2023, during public question time and statements, Members were informed of an email received from a member of the public who had written to the Town Council in relation to the proposal to close ticket offices, including the one at Bognor Regis Railway Station.

The member of the public is of the opinion that these closures will restrict passengers' access to the best value tickets, worsen passenger service, limit access to disabled, elderly and vulnerable rail passengers, affect safety and security to staff and passengers and lead to the widespread de-staffing of the country's railway stations. The email cited that Bognor Regis has a large elderly population, many of whom the member of the public believes do not have access to smart phones and the ability to buy their tickets online. The email went on to say that there is also a large population of foreign nationals who rely on the ticket office staff at the station to sell them the best tickets for their journey as they sometimes may not understand how to use the ticket vending machines.

In closing, the member of the public declares that this attack on the nations railways has nothing to do with modernisation but everything to do with cutting costs and increasing profits for shareholders. It is requested that Bognor Regis Town Council condemns these cuts and forwards a letter to Nick Gibb MP requesting that he oppose the closure of all ticket offices in his constituency.

As the matter of "Making observations on transportation consultations" falls within the Terms of Reference of the Planning and Licensing Committee (see clause 24.10) any response to the Govia Thameslink Railway public consultation, and to the email received from the member of the public, is to be agreed by Members of the Planning and Licensing Committee.

DECISION

Members are invited to **AGREE** any next steps.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING -
18th JULY 2023**

AGENDA ITEM 11 - ARUN DISTRICT COUNCIL CALL FOR SITES 2023

REPORT BY THE ASSISTANT CLERK

FOR NOTING

Arun District Council (ADC) is undertaking a new 'Call for Sites' process. On 8th June 2023, ADC's Planning Policy Committee agreed to recommend to Full Council (19th July) that the pause be lifted and it is therefore, anticipated that plan making will resume.

Nevertheless, the Council has an annual call for sites which it can use to gain intelligence about land availability and assess its suitability for a range of future development and infrastructure needs which can inform plan making when this resumes.

To help this process, ADC are undertaking an updated 'Call for Sites' to assess the amount of potential land availability for the District to meet future needs. The 'Call for Sites' is the opportunity for individuals, organisations, community groups, landowners or developers to suggest sites within the District for development e.g. up to 20 to 30 years. The site suggestions received by ADC, by no later than 26th July 2023, will be assessed and may be considered if appropriate, for future plan making.

ADC are interested in receiving submissions for land (including any previously developed land and existing HELAA Sites) that may have the potential for development for:

- Housing (sites of 5 or more additional new dwellings)
- Economic Development (sites of 0.25 hectares or above or able to provide 500 sqm or above of additional floor space)
- Gypsy & Traveller Sites
- Custom & Self-Build Housing
- Leisure and Tourism
- Biodiversity Net Gain (BNG)
- Blue/Green Infrastructure (e.g., rewilding; natural flood mitigation; renewable and decentralised energy)

Further information regarding the 'Call for Sites' process and how to submit a site can be found on the Council's website and a site can be submitted by using the Call for Sites E-Form: <https://www.arun.gov.uk/helaa-brownfield-land-self-build-registers>.

DECISION

Members are invited to **NOTE** the Arun District Council Call for Sites 2023.

AGENDA ITEM 12

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
18th JULY 2023**

AGENDA ITEM 12 - CORRESPONDENCE

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

1. WSCC - B2259 Felpham Way, Bognor Regis - Ladybrook Bridge Refurbishment.
2. CPRE - Your latest Sussex-protecting round-up, June 2023.
3. WSCC - Road Closure date notification - Chichester Road Roundabout, Bognor Regis - Carriageway Resurfacing – 17th July 2023.
4. WSCC - News Release: Investing in Better Roads.
5. ADC - Travellers Update, 6th July 2023.