



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 MARCH 2025.**

All Members of the Planning and Licensing Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee). Any written question received by 9am on Tuesday 18th March from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

PLEASE NOTE START TIME

DATED this 10th day of MARCH 2025

CLERK TO THE COUNCIL

AGENDA AND BUSINESS

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in

- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 25th February 2025
 5. Adjournment for public question time and statements
 6. Clerk's report from previous Minutes
 7. To consider Planning Applications on Lists dated 21st, 28th February, and 7th March 2025
 8. To receive details of Planning Application WSCC/010/25 (Nyewood Church of England Junior School, Brent Road, West Sussex, Bognor Regis, PO21 5NW) and to agree any comments to be submitted in response
 9. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Premises Licence 120860: Rosso Beverages Ltd., Self Storage Space 5, Durban Road, Bognor Regis, West Sussex, PO22 9RZ
 10. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
 11. Community Infrastructure Levy (CIL) including: -
 - To carry out a quarterly review of the Town Council's CIL Spending List, deferred from the previous meeting (Min. 173.1 refers)
 - To consider and agree the introduction of an application form for local groups seeking funding to apply to have their project included in the Town Council's CIL Spending List
 12. Correspondence

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



BOGNOR REGIS TOWN COUNCIL

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Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 25th FEBRUARY 2025

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes,
P. Ralph and Mrs. G. Yeates

IN ATTENDANCE: Mrs. J. Davis (Deputy Clerk)

The Meeting opened at 4.01pm

168. WELCOME BY CHAIR

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

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

Apologies for absence were received from Cllrs. Goodheart, Waterhouse and Woodall with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

170. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore, must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllrs. Mrs. Warr and Yeates stated that as Members of Arun District Council, they will be voting on the matters before them having regard to only such information as placed before the Town Council. Should they come to consider any matters again at Arun District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

171. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th FEBRUARY 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 4th February 2025 as an accurate record of the proceedings and the Chair signed them.

172. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

173. CLERK'S REPORT FROM PREVIOUS MINUTES

173.1 19th November 2024 – Min. 119.2 Quarterly review of the Town Council's Community Infrastructure Levy (CIL) Spending List

The Town Council's CIL Spending List was last reviewed by the Planning and Licensing Committee at the meeting held on 19th November 2024, at which time no amendments to the list were made (Min. 119.2 refers). The next review was due to take place on 25th February 2025, however, this has been deferred until the meeting scheduled for 18th March 2025.

173.2 4th February 2025 – Min. 160 refers To welcome the WSCC Area Highway Manager (Western Area) to discuss local issues

The answer to many of the questions raised with the Area Highway Manager involved a Community Highway Scheme (CHS) or Community Traffic Regulation Order (CTRO) being applied for. It was, therefore, suggested that Members wishing to further explore highway schemes would email the Committee Clerk with full details of what was being

proposed. These proposals would then be considered by the Committee and, with their approval, a Members Briefing would be arranged with the WSCC Area Highway Manager (Western Area) to discuss how best to progress the proposals. To date, full details of any such proposals have not been forthcoming, however, as and when these are received, they will be presented to the Committee at the next available meeting.

174. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31st JANUARY, 7th AND 14th FEBRUARY 2025

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

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

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

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

In view of the short timescale for response, Members **NOTED** receipt of the following applications for consideration: -

**175.1 Local Government (Miscellaneous Provisions) Act 1982
Premises: 35 London Road, Bognor Regis, PO21 1PQ
Licence Number: 120871**

The Committee noted the application for an Annual Street Trading Consent – Individual Trader, to sell hot food to takeaway.

Members **RESOLVED** to raise **NO OBJECTION** to the Annual Street Trading Consent – Individual Trader being granted.

**175.2 Local Government (Miscellaneous Provisions) Act 1982
Premises: Street Record, London Road, Bognor Regis, West Sussex
Licence Number: 120853**

The Committee noted the application for Regular Markets Consent Annual – Market Operator, from the Bognor Regis BID.

With the Town Council having recently recruited a Town Market Officer, to increase and enhance the market offering in Bognor Regis, there was comment about whether the BID's application would hinder the Town Council's plans. However, the benefits of working with the BID in the coming months, on markets in the town, were evident.

Members **RESOLVED** to raise **NO OBJECTION** to the Annual Street

Trading Consent – Individual Trader being granted.

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

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

177. CORRESPONDENCE

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

The Meeting closed at 4.33pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 25th FEBRUARY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 31st JANUARY, 7th AND 14th FEBRUARY 2025)**

Please Note: there were no planning applications for Bognor Regis on List dated 7th February 2025

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

<p><u>BR/9/25/L</u> <u>The Lodge</u> 1-3 Sudley Gardens Bognor Regis PO21 1HY</p>	<p>Listed building consent for general maintenance and re-decoration of building, including upgrades and repairs to external elevations.</p>	<p>NO OBJECTION</p>
<p><u>BR/15/25/PL</u> <u>Land Opposite 54 High Street</u> Bognor Regis PO21 1SP</p>	<p>Installation of 1 No. new communications Kiosk with integrated defibrillator and illuminated advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/16/25/A</u> <u>Land Opposite 54 High Street</u> Bognor Regis PO21 1SP</p>	<p>Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.</p>	<p>NO OBJECTION</p>
<p><u>BR/11/25/PL</u> <u>Land outside 24 London Road</u> Bognor Regis PO21 1PY</p>	<p>Installation of 1 No. new communications kiosk with integrated defibrillator and advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/12/25/A</u> <u>Land outside 24 London Road</u> Bognor Regis PO21 1PY</p>	<p>Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.</p>	<p>NO OBJECTION</p>

<p><u>BR/13/25/PL</u> <u>Land opposite 19 London Road</u> Bognor Regis PO21 1PQ</p>	<p>Installation of 1 No. new communications kiosk with Integrated defibrillator and advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/14/25/A</u> <u>Land opposite 19 London Road</u> Bognor Regis PO21 1PQ</p>	<p>Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.</p>	<p>NO OBJECTION</p>
<p><u>BR/19/25/T</u> <u>210 Hammonds Block 1 Admin</u> Hawthorn Road Bognor Regis PO21 2UP</p>	<p>Section fell 1 No. Ash tree (T1).</p>	<p>NO OBJECTION</p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 18th MARCH 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 21st, 28th FEBRUARY
AND 7th MARCH 2025)**

<p><u>BR/21/25/PL</u> <u>St Marys Roman Catholic School</u> Glamis Street Bognor Regis PO21 1DJ</p>	<p>Extend the height of existing brick boundary wall by adding a 1.2m high green twin mesh fence, to sit above existing wall between the boundary of the school field and Hotham Park. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 20-MAR-25</i></p>
<p><u>BR/30/25/HH</u> <u>178 Aldwick Road</u> Bognor Regis PO21 2YQ</p>	<p>Rear and side single storey extension, replacement porch extension and conversion of the second floor loft space with facing dormer extension.</p>	<p><i>COMMENT BY 27-MAR-25</i></p>
<p><u>BR/32/25/PL</u> <u>Trevali Lodge</u> 31 Aldwick Road Bognor Regis PO21 2LN</p>	<p>External changes, amendments to fenestrations and re-building the garden wall. This application is in CIL zone 4 (zero rated as other development), may affect the setting of listed buildings and may affect the character and appearance of the Aldwick Road, Bognor Conservation Area.</p>	<p><i>COMMENT BY 03-APR-25</i></p>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
18th MARCH 2025**

AGENDA ITEM 8 - TO RECEIVE DETAILS OF PLANNING APPLICATION WSCC/010/25 (NYEWOOD CHURCH OF ENGLAND JUNIOR SCHOOL, BRENT ROAD, WEST SUSSEX, BOGNOR REGIS, PO21 5NW) AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

REPORT BY THE DEPUTY CLERK

FOR DECISION

The application is for the siting and use of a temporary classroom building providing two additional teaching classbases, together with associated space for storage, toilets and circulation. The original temporary planning permission has expired (under WSCC/043/15/BR to 21st July 2020) however the classroom has remained on site. Planning permission is sought to retain the classroom for use by the school for an additional five years.

The relocatable unit was installed on site due to the rapid rise of pupil numbers. The Education Policy at this time addressed the immediate need to provide “roofs over heads” by the provision of relocatable classrooms. Occasionally, relocatable units may be installed to address a short-term need whilst permanent construction is being undertaken or if there is a fluctuating pupil roll over a short period of time. West Sussex County Council has a rolling programme to replace (with permanent buildings) relocatable units on school sites, prioritised against the County’s Asset Management Plan data for each school. This relocatable classroom unit has not been included, as yet, within the County Council’s replacement programme as this particular unit is considered low priority when compared to the age/condition of other relocatable units situated on other school sites across the County.

The relocatable unit is required on this site to continue to provide the teaching space necessary to deliver the national curriculum.

DECISION

Members are invited to **AGREE** any comments to be submitted in response to planning application WSCC/010/25.



Licensing Act 2003 – Notice

Reference Number: 120860

**Rosso Beverages Ltd
Self Storage Space
5 Durban Road
Bognor Regis
West Sussex
PO22 9RZ**

has made an application for a Premises Licence under
the Licensing Act 2003

Proposed licensable activities are as follows:

Supply of alcohol for consumption off the premises from Monday to
Sunday between 0900 and 1800.

The application is open to representation from interested parties and
responsible authorities between 19th February 2025 and 19th March
2025.

All representations should be made in writing and sent to:
Licensing Team, Environmental Health,
Arun District Council, Arun Civic Centre, Maltravers Road,
Littlehampton, West Sussex BN17 5LF

or emailed to licensing@arun.gov.uk

Relevant representations will be shared in full with the applicant for
consideration as well as being provided for consideration at a public
hearing where necessary

It is an offence to knowingly or recklessly make a false statement in
connection with an application and the maximum fine for this offence
is unlimited.

BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
18th MARCH 2025

AGENDA ITEM 11 - COMMUNITY INFRASTRUCTURE LEVY (CIL) INCLUDING: - TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST, DEFERRED FROM THE PREVIOUS MEETING (MIN. 173.1 REFERS); TO CONSIDER AND AGREE THE INTRODUCTION OF AN APPLICATION FORM FOR LOCAL GROUPS SEEKING FUNDING TO APPLY TO HAVE THEIR PROJECT INCLUDED IN THE TOWN COUNCIL'S CIL SPENDING LIST

REPORT BY THE DEPUTY CLERK

FOR DECISION

To carry out a quarterly review of the Town Council's CIL Spending List, deferred from the previous meeting (Min. 173.1 refers)

The Town Council's CIL Spending List was last reviewed by the Planning and Licensing Committee at the meeting held on 19th November 2024, at which time no amendments to the list were made (Min. 119.2 refers). The next review was due to take place on 25th February 2025, however, as reported at the previous meeting, this review was deferred until the meeting scheduled for 18th March 2025.

The Town Council presently has £12,414.25 of CIL receipts available to spend.

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

Infrastructure includes:

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

The next quarterly review of the Town Council's CIL Spending List is scheduled to take place on 10th June 2025.

DECISION

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

To consider and agree the introduction of an application form for local groups seeking funding to apply to have their project included in the Town Council's CIL Spending List

Members may wish to consider asking the community to put forward project ideas that will benefit Bognor Regis, to be delivered by the Town Council or the applicant themselves, on which CIL receipts could be spent. By submitting a 'CIL Project Proposal' application form, anyone in the community could put forward an idea that meets the CIL regulations. Upon receipt of this, the Committee will consider the proposal against an agreed criteria and agree any next steps. The inclusion of any community proposals on the Town Council's CIL Spending List would not commit the council to funding the project.

Should Members be agreeable to the introduction of an application form for CIL funding, then a draft of this, and supporting documents, will be presented at a future meeting for further consideration.

DECISION

Do Members **AGREE** to the introduction of an application form for local groups seeking funding, to have their project included in the Town Council's CIL Spending List?

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: November 2024 – this document will be reviewed, on a 'light touch' basis, approximately every 3 months.

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

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

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

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

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

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

	<p>out our Community Priority Projects (page 75). Priority Project 3: Station arrival experience refers to “working in partnership with Network Rail to introduce a step change in the arrival experience currently provided by the station and station surrounds in support of Neighbourhood Development Plan Vision, Objectives and Policies”.</p>	<p>included in the next review of this spending list. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt.</p>	<p>investigation has been carried out and an update provided in the next review of this spending list.</p>	<p>Tourist Board; Local attraction providers?</p>	<p>infrastructure that supports development in the area and addressing the demands that development places on the area, in relation to open spaces.</p>
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**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
18th MARCH 2025**

AGENDA ITEM 12 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. WSCC – Public Notice that Essex Road, between the junctions with Dorset Road and Hawthorn Road, will be temporarily closed to all traffic on 10th March 2025 for up to 5 days (it is estimated to be completed on 11th March 2025) and is required for the safety of the public and workforce while Southern Water undertakes a daytime road closure for carriageway repair works. The restriction will be in place daytime only from 08:30 until 18:00. An alternative route will be signed on site but please visit <https://one.network/?tm=141471198> for more details. Access maintained for residents and pedestrians. Emergency services should use the diversion route for access. For information regarding this closure please contact Cappagh Browne on behalf of Southern Water on 0330 303 0368 who will be able to assist with scope of these works.
2. WSCC – Notification that the below roads are due to be closed on the dates and times specified for Carriageway Resurfacing Remedials. An alternative route for traffic will be signed on site. These works are weather dependant.

Road Name	Location	Date (from and to)	Timing of Closure (eg, 24hr, off peak 09:30 to 16:00, Night 08:00 to 06:00)
Hawthorn Road, Bognor Regis	J/W Chichester Road to J/W Aldwick Road Roundabout	10 th March- 14 th March	20:00-06:00
Nyewood Lane, Bognor Regis	J/W Hawthorn Road 10m into Nyewood Lane	10 th March- 14 th March	20:00-06:00
Essex Road, Bognor Regis	J/W Hawthorn Road	10 th March- 14 th March	20:00-06:00
Marshall Avenue, Bognor Regis	J/W Hawthorn Road 16m into Marshall Avenue	10 th March- 14 th March	20:00-06:00
Mons Avenue, Bognor Regis	J/W Hawthorn Road	10 th March- 14 th March	20:00-06:00
Highland Avenue, Bognor Regis	J/W Hawthorn Road	10 th March- 14 th March	20:00-06:00
Pevensey Road, Bognor Regis	J/W Hawthorn Road	10 th March- 14 th March	20:00-06:00
Gravits Lane, Bognor Regis	J/W Hawthorn Road	10 th March- 14 th March	20:00-06:00
Fletcher Way, Bognor Regis	J/W Hawthorn Road	10 th March- 14 th March	20:00-06:00
Pinewood Gardens, Bognor Regis	J/W Hawthorn Road	10 th March- 14 th March	20:00-06:00
Linden Road, Bognor Regis	J/W Hawthorn Road	10 th March- 14 th March	20:00-06:00

3. WSCC - Highways, Transport and Planning - News and Updates. Circulated to Committee Members.
4. WSCC - Public Notice that Upper Bognor Road, Bognor Regis, will be temporarily closed to all traffic on 28th February 2025 for a maximum of 21 days. It is anticipated that works will be completed on 28th February 2025. The road closure is required for the safety of the public and workforce while West Sussex County Council undertakes urgent essential safety works due to defects in the carriageway and danger to road users. The restriction will be in place daytime only from 09:30 until 15:30. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians within the closed area. For information regarding this closure please contact West Sussex County Council 01243 642105 who will be able to assist with scope of these works.
5. WSCC - Notification that important resurfacing works are planned from the 10th March on Bognor Regis Esplanade, between Lennox Street and Clarence Road, and will require temporary road and parking closures to complete the ongoing improvement project in the area. It is requested that vehicles are removed from the Esplanade during these closures. These works will be undertaken within a full closure of the road, typically 8pm to 4am, and will last for five nights. The Esplanade route will be re-opened during the day, although preparatory works may still be taking place ahead of the night works which require lane closures and temporary traffic lights. Parking will be restricted from around 6pm to accommodate works starting promptly. For more information on the project, please visit <https://yourvoice.westsussex.gov.uk/brepri> which hosts FAQs and weekly project updates directly from Landbuild Ltd.
6. WSALC - Transport Forum response to the TfSE Draft Transport Strategy Consultation.
7. WSCC - Public Notice that Mead Lane, Bognor Regis, will be temporarily closed to all traffic on 3rd March 2025 for a maximum of 21 days. It is anticipated that works will be completed on 14th March 2025. The road closure is required for the safety of the public and workforce while West Sussex County Council undertakes an emergency road closure to facilitate gas mains replacement. The restriction will be in place 24hrs. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians within the closed area. For information regarding this closure please contact JB Utilities Ltd, 0239 262 4765 who will be able to assist with scope of these works.