



# 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 8<sup>th</sup> APRIL 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 8<sup>th</sup> April from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

*Glenna Frost*

**PLEASE NOTE START TIME**

**DATED this 31<sup>st</sup> 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 18<sup>th</sup> March 2025
  - 5. Adjournment for public question time and statements
  - 6. Clerk's report from previous Minutes
  - 7. To consider Planning Applications on Lists dated 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup> March 2025
  - 8. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Premises Licence 121058: Butlin's Skyline Limited, Butlin's, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1JJ
  - 9. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
  - 10. To receive draft proposals for a Community Infrastructure Levy (CIL) application form, and supporting documents, and to agree its adoption (Min. 188.3 refers)
  - 11. To receive details of WSCC's Post-16 Transport Policy Statement 2025 to 2026, and the proposed introduction of a Post-19 Transport Policy
  - 12. Correspondence

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



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

**HELD ON TUESDAY 18<sup>th</sup> MARCH 2025**

**PRESENT:** Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, S. Goodheart (until Min. 186) and B. Waterhouse

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

*The Meeting opened at 4.01pm*

### **178. 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.

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

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

No apologies for absence were received from Cllr. Mrs. Yeates. This absence could not, therefore, be approved.

### **180. 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. Goodheart and Mrs. Warr 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***

**181. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25<sup>th</sup> FEBRUARY 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 25<sup>th</sup> February 2025 as an accurate record of the proceedings and the Chair signed them.

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

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

**183. CLERK'S REPORT FROM PREVIOUS MINUTES**

**183.1 4<sup>th</sup> June 2024 – Min. 24 Review of the Town Council's Community Infrastructure Levy (CIL) Spending List**

At the Planning and Licensing Committee Meeting held on 4<sup>th</sup> June 2024, Members were invited to review the Council's current CIL Spending List, consider the viability of the projects previously included, and suggest any projects to be omitted or added to the Spending List. Members agreed for all existing projects to remain and that initiatives addressing community safety, such as the provision of Emergency Bleed Control kits be added to the list.

A bleed control kit, in a locked cabinet, can be purchased for approximately £425 plus VAT.

Following a request from a member of the public, the Town Council applied for funding from the Sussex Police Property Act Fund towards to provision of an Emergency Bleed Control kit in Bognor Regis Town Centre. Our application was unsuccessful but feedback from the police suggested that the application be resubmitted under the banner of a charity or CIC. Grandads Front Room kindly agreed to support the Town Council with the resubmission and the application has been successful with £200 being awarded.

**184. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21<sup>st</sup>, 28<sup>th</sup> FEBRUARY AND 7<sup>th</sup> MARCH 2025**

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

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

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

**185. 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**

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

Having considered the application for the continued siting and use of a temporary classroom building, as previously permitted under planning application WSCC/043/15/BR, Members **AGREED** to submit **NO OBJECTION** in response to planning application WSCC/010/25.

**186. 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**

*Cllr. Goodheart gave his apologies and left the Meeting*

**186.1 Licensing Act 2003**  
**Premises: Rosso Beverages Ltd., Self Storage Space 5, Durban Road, Bognor Regis, West Sussex, PO22 9RZ**  
**Licence Number: 120860**

The Committee noted the Premises Licence application for the supply of

alcohol for consumption off the premises from Monday to Sunday between 09:00hrs and 18:00hrs.

Preferring to see a named responsible person, rather than a premises, applying for a Premises Licence, concerns were raised around whether the company owning the site, Storage Mart, were aware of and agreeable to one of the units being used for the distribution of alcohol. With this in mind, Members **RESOLVED** to **OBJECT** to the Premises Licence being granted.

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

**Local Government (Miscellaneous Provisions) Act 1982**

**Premises: Terry's Donuts, Street Record, London Road, Bognor Regis**

**Licence Number: 120997**

The Committee noted the application for an Annual Street Trading Consent – Individual Trader, to sell hot dogs, doughnuts, jacket potatoes, ice cream, hot and cold drinks.

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

- 187. 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.

- 188. 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**

The Deputy Clerk's report, including the Town Council's current CIL Spending List that was attached, was **NOTED**.

- 188.1** Having received notification, earlier in the meeting, that £200 towards to cost of an Emergency Bleed Control kit had been secured, Members were asked to consider agreeing to funding the remaining costs (in the region of £225 plus VAT) from CIL monies, as this project was one included on the CIL Spending List. During discussions, it was suggested that additional funding be ringfenced to allow for restocking the kit's supplies, should the need arise

Suggestions for locations at which the kit could be installed, on sites in the Town Centre that were accessible to the public at all times, included ADC's public conveniences in Bedford Street, or the external wall of Morrisons, also in Bedford Street.

Members **RESOLVED** to **AGREE**, in principle, that expenditure of £625 for the purchase of an Emergency Bleed Control kit, to be installed in Bognor Regis Town Centre, be funded from the Town Council's CIL monies with the surplus ringfenced to replenish the kit's supplies when required. It was **NOTED** that installation would be subject to the landowner's consent.

**188.2** Having reviewed the Council's current CIL Spending List, Members **AGREED** to make no amendments at this time and to carry out the next quarterly review of the list at the Committee Meeting to be held on 10<sup>th</sup> June 2025.

**188.3** Members considered 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. It was **AGREED** that an application form for local groups seeking funding, to have their project included in the Town Council's CIL Spending List, and guidelines/criteria to support applications, should be drafted and presented for consideration at the next Committee Meeting.

## **189. CORRESPONDENCE**

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

Additional correspondence included: -

**189.1** WSCC - Public Notice that The Esplanade, Bognor Regis, will be temporarily closed to all traffic, from the junction with Clarence Road to junction with Lennox Street, commencing on 10<sup>th</sup> March 2025 for up to 5 days (it is estimated to be completed on 15<sup>th</sup> March 2025). This closure is required for the safety of the public and workforce while Landbuild, on behalf of West Sussex County Council, undertakes the construction of carriageway speed ramps and associated resurfacing and line marking. The restriction will be in place overnight only from 20:00 until 06:00. An alternative route will be signed on site but please visit <https://one.network/?tm=142372601> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact West Sussex County Council on 01243 642105 who will be able to assist with scope of these works.

**189.2** WSCC - Notification that WSCC have awarded 2 new highways maintenance contracts which start on 1<sup>st</sup> April 2025. More information is available - [West Sussex County Council awards highways maintenance contracts - West Sussex County Council](#) . Further information about the contracts will be available in the Highways, Transport and Planning April e-newsletter.

**189.3** WSCC - Notification that a diary of Parish Briefings is being planned for the year ahead, details of which will be communicated in due course.

**189.4** ADC - Notification that planning application BR/2/25/PL (20 Sudley Road,

Bognor Regis, PO21 1EU), to which the Town Council objected, is expected to be determined by ADC's Planning Committee on 26<sup>th</sup> March 2025.

**189.5** ADC - Notification that planning application BR/236/24/PL (Bognor Regis Football Club, Nyewood Lane, Bognor Regis, PO21 2TY), to which the Town Council raised no objection, is expected to be determined by ADC's Planning Committee on 26<sup>th</sup> March 2025.

**189.6** WSCC – Public Notice that Market Street, Bognor Regis, will be temporarily closed to all traffic commencing on 13<sup>th</sup> March 2025 for a maximum of 21 days. It is anticipated that works will be completed on 13<sup>th</sup> March 2025. The emergency road closure is required for the safety of the public and workforce while Openreach undertakes 'Safe access to roadbox/overhead Structure to localise and repair damage to cable, affecting multiple customers with loss of or poor service'. The restriction will be in place from 10:00hrs until 23:59hrs. 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 Openreach 0800 023 2450 who will be able to assist with scope of these works.

***The Meeting closed at 4.51pm***



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

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

<p><a href="#"><u>BR/21/25/PL</u></a>  <a href="#"><u>St Marys Roman Catholic School</u></a>  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><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/30/25/HH</u></a>  <a href="#"><u>178 Aldwick Road</u></a>  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><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/32/25/PL</u></a>  <a href="#"><u>Trevali Lodge</u></a>  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><b>NO OBJECTION</b></p>

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 8<sup>th</sup> APRIL 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 14<sup>th</sup>, 21<sup>st</sup>  
AND 28<sup>th</sup> MARCH 2025)**

<a href="#"><b>BR/36/25/A</b></a> <a href="#"><b>Bognor Regis Sports Ground</b></a> Hawthorn Road Bognor Regis PO21 2UW	Installation of 6 No. non-illuminated board signs.	<i>COMMENT BY 10-APR-2025</i>
<a href="#"><b>BR/39/25/HH</b></a> <a href="#"><b>34 Crescenta Walk</b></a> Bognor Regis PO21 2XS	Demolition of detached single garage. Rear and side single storey extension.	<i>COMMENT BY 10-APR-2025</i>
<a href="#"><b>BR/249/24/PL</b></a> <a href="#"><b>27 Argyle Road</b></a> Bognor Regis PO21 1DZ	Change of use from dwelling house (Class C3) to a 7-bed House in Multiple Occupation (HMO) (Sui Generis). This application is in CIL Zone 4 and is CIL Liable, as dwellings.	<i>COMMENT BY 17-APR-2025</i>
<a href="#"><b>BR/24/25/HH</b></a> <a href="#"><b>15 Roman Fields</b></a> Bognor Regis PO21 1AG	Single storey front, side and rear extensions, conversion of garage to habitable use and installation of new ramps, following the demolition of existing 2 No. outbuildings.	<i>COMMENT BY 17-APR-2025</i>
<a href="#"><b>BR/42/25/CLE</b></a> <a href="#"><b>The Bognor Makerspace</b></a> 58-60 Longford Road Bognor Regis PO21 5XA	Lawful Development Certificate for the existing use of ground floor as offices, meeting rooms, craft making area and carpentry area, scrap material (fabric and craft materials) and art making area; mezzanine floor used for storage of equipment, large meeting room used for fabric workshops and other skill training. This application is in CIL Zone 4 (Zero Rated) as other development.	<i>COMMENT BY 17-APR-2025</i>

<p><a href="#"><u>BR/41/25/PL</u></a>  <a href="#"><u>Flat 2</u></a>  <a href="#"><u>33 Highfield Road</u></a>  Bognor Regis  PO22 8PD</p>	<p>Replacement of windows.</p>	<p><i>COMMENT BY 26-APR-2025</i></p>
<p><a href="#"><u>BR/46/25/HH</u></a>  <a href="#"><u>10 Nelson Road</u></a>  Bognor Regis  PO21 2RY</p>	<p>Single storey rear extension, new car port, side boundary wall, front gates and vehicular access, following the demolition of existing integral garage and conservatory.</p>	<p><i>COMMENT BY 26-APR-2025</i></p>
<p><a href="#"><u>BR/48/25/PIP</u></a>  <a href="#"><u>Rabbit Island</u></a>  <a href="#"><u>Rear of 84 Brooks Lane</u></a>  Bognor Regis  PO22 8ND</p>	<p>Application for permission in principle for minimum and maximum net gain of a 3-pitch traveller caravan site.</p>	<p><i>COMMENT BY <u>11-APR-2025</u></i></p>



## **Licensing Act 2003 – Notice**

**Reference Number: 121058**

**Butlins Skyline Limited  
Butlins  
Upper Bognor Road  
Bognor Regis  
West Sussex  
PO21 1JJ**

has made an application to vary the Premises Licence under the  
Licensing Act 2003

Proposed licensable activities are as follows:

To permit the sale of alcohol from 0900 to 0400 the following morning  
7 days a week from SKYLINE EATS for consumption on and off the  
premises with the premises being permitted to open 24 hours a day 7  
days a week. To permit the sale of alcohol from 0900 to 0400 the  
following morning 7 days a week from TREATS for consumption off  
the premises with the premises being permitted to open 24 hours a  
day 7 days a week.

The application is open to representation from interested parties and  
responsible authorities between 19<sup>th</sup> March 2025 and 16<sup>th</sup> April 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](mailto: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  
8<sup>th</sup> APRIL 2025**

**AGENDA ITEM 9 - TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS  
AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK  
IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

The following Pavement Licence application was made to Arun District Council, under the Business and Planning Act 2020: -

- Licence Application Number: 121082 - Friends Coffee and Bakery, 12 Station Road, Bognor Regis, West Sussex, PO21 1QE.

On occasion, due to the short turnaround time allowed to respond to the Licensing Authority, Members of the Planning and Licensing Committee are canvassed for their opinion via email in relation to Pavement Licence applications.

Subject to a majority number of Members agreeing to submit either an objection or no objection by the consultation deadline of 4<sup>th</sup> April 2025, comments will be submitted to Arun District Council by the Town Clerk under their Delegated Authority with Members asked to ratify this at the meeting.

**DECISION**

Members are invited to consider any new Pavement Licence applications received and **RATIFY** decisions made under Delegated Authority including the response made to Pavement Licence application 121082 - Friends Coffee and Bakery, 12 Station Road, Bognor Regis, West Sussex, PO21 1QE.

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
8<sup>th</sup> APRIL 2025**

**AGENDA ITEM 11 - TO RECEIVE DETAILS OF WSCC'S POST-16  
TRANSPORT POLICY STATEMENT 2025 TO 2026, AND THE PROPOSED  
INTRODUCTION OF A POST-19 TRANSPORT POLICY**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

West Sussex County Council asks for views each year about the Post-16 Transport Policy Statement. The consultation aims to make sure the information in the Policy Statement is up to date and complete.

The Policy Statement sets out the help that is available through the council, schools, colleges and transport operators for young people of sixth-form age and those who are 19+ with an Education Health and Care Plan to get to school or college. It includes information about:

- fares and concessions;
- the Council's home to school/college transport policy for learners with special educational needs and disabilities (SEND); and
- contact details for schools and colleges.

In addition, the consultation into the proposed introduction of a travel assistance policy for post-19-year-olds with an Education, Health and Care plan (EHC plan) aims to recognise SEND Post-19 learners as adults in education and identify necessary transport needs in line with Department of Education Guidance, specifically WSCC's duty relating to section 508F of the Education Act.

A consultation is now open and available [online here](#) and runs until 20<sup>th</sup> April 2025.

The responses to the questions are quite individualised which is why, in previous years, Members have agreed to submit any response to the consultation as individuals, rather than as a committee.

**DECISION**

Members are invited to **AGREE** any comments, as a Committee, to be submitted to WSCC in response to the Post-16 Transport Consultation, or to **AGREE** that any comments will be submitted individually by no later than 20<sup>th</sup> April 2025.

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
8<sup>th</sup> APRIL 2025**

**AGENDA ITEM 12 - CORRESPONDENCE**

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

1. WSCC – Public Notice that Orchard Way, between junction with Durban Road and Shripney Road roundabout, will be temporarily closed to all eastbound traffic commencing on 24<sup>th</sup> March 2025 for up to 5 days (it is estimated to be completed on 28<sup>th</sup> March 2025) and is required for the safety of the public and workforce while alterations are made to a pedestrian traffic refuge island and improved pedestrian/cycle crossing point. An alternative route will be signed on site but please visit <https://one.network/?tm=142663709> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Landbuild on behalf of West Sussex County Council on 01798 872555 who will be able to assist with scope of these works.
2. WSCC – Public Notice that Shripney Road, for a distance of approximately 22 metres, will be temporarily closed to all traffic commencing on 9<sup>th</sup> April 2025 for up to 5 days (it is estimated to be completed on 9<sup>th</sup> April 2025) and is required for the safety of the public and workforce while Southern Water undertakes a daytime road closure for works to repair a manhole frame and cover. The restriction will be in place daytime only from 09:00 until 16:00. An alternative route will be signed on site but please visit <https://one.network/?tm=141623626> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Cappagh Browne on behalf of Southern Water on 03303 030368 who will be able to assist with scope of these works.
3. WSCC – Public Notice that the use of Westloats Lane, from junction with Chichester Road to Arnhem Road, will be temporarily prohibited from 24<sup>th</sup> March. The restriction will be in place 24hrs. This emergency closure is necessary to allow SGN to locate and repair a gas leak. It is anticipated the works will be completed by 31<sup>st</sup> March. Emergency vehicle, residential and pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This notice will be effective for a maximum of 21 days from the date given above. Any queries about the effect of the closure on traffic using the highway please contact the West Sussex Contact Centre on 01243 642105. Any queries about the nature of works please contact SGN on 07974 846993.
4. WSCC – Public Notice that Aldwick Road, between junctions with Victoria Road South and Park Road, will be temporarily closed to all westbound traffic commencing on 14<sup>th</sup> April 2025 for up to 5 days (it is estimated to be completed on 14<sup>th</sup> April 2025) and is required for the safety of the public and workforce while Southern Water carries out maintenance works. The restriction will be in place daytime only from 08:00 until 18:00. An alternative route will be signed on site but please visit <https://one.network/?tm=141908277> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact MTS Cleansing on behalf of Southern

Water on 0121 508 6000 who will be able to assist with scope of these works.

5. ADC – Notification that the Ford Neighbourhood Development Plan 2 (2024-2041) has been 'made', meaning that it has been brought into legal force and forms part of the statutory Development Plan for Ford Parish and Arun District Council. It now sits alongside the Local Plan and effective immediately, will be used when determining planning applications for Ford. The Plan and the Regulation 20 Statement are also available online at [Ford neighbourhood development plan 2 | Arun District Council](#).
6. WSCC – Public notice that Pevensey Road, for a distance of approximately 54 metres, will be temporarily closed to all traffic commencing on 10<sup>th</sup> April 2025 for a maximum of 21 days. It is anticipated that works will be completed on 10<sup>th</sup> April 2025. The road closure is required for the safety of the public and workforce while West Sussex County Council undertakes urgent repairs to the carriageway. 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.