



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

E-mail: clerk@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 20th MAY 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 20th May 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

Glenna Frost

DATED this 13th day of MAY 2025

CLERK TO THE COUNCIL

AGENDA AND BUSINESS

1. To note the appointment of Chair and Vice-Chair as agreed at the Annual Town Council Meeting held 12th May 2025
2. Welcome by Chair
3. Apologies for Absence and their approval, subject to meeting the agreed criteria
4. 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
5. To approve the Minutes of the Planning and Licensing Committee Meeting held on 29th April 2025
 6. Adjournment for public question time and statements
 7. Clerk's report from previous Minutes
 8. To consider the Terms of Reference for the Planning and Licensing Committee and to make any necessary recommendations on proposed changes to the Policy and Resources Committee.
 9. To consider Planning Applications on Lists dated 25th April, 2nd and 9th May 2025
 10. To consider Premises Licence Applications including any variations and any other Licence Applications
 11. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
 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
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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 29th APRIL 2025

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

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

The Meeting opened at 4.03pm

202. 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.

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

Apologies for absence were received from Cllr. Woodall with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

204. 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, Mrs. Warr and Mrs. Yeates stated that as a Member of Arun District Council, they would 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

205. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8th APRIL 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 8th April 2025 as an accurate record of the proceedings and the Chair signed them.

206. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

207. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

208. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 4th, 11th AND 18th APRIL 2025

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

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

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

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

There were no Premises Licence applications, including variations and any other licence applications, to be considered.

210. 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.

211. TO CONSIDER ANY FEEDBACK RECEIVED IN RELATION TO DRAFT PROPOSALS FOR A COMMUNITY INFRASTRUCTURE LEVY (CIL) APPLICATION FORM, AND SUPPORTING DOCUMENTS, AND TO AGREE ITS ADOPTION (MIN. 199 REFERS)

Following the distribution of the proposed CIL application form and supporting documents to all Committee Members, in both hard copy and electronic format, Members considered the feedback received and **AGREED** to make certain amendments to the terms and conditions.

It was further **AGREED** to **DEFER** the adoption of the CIL application form and supporting documents to allow one week for further feedback to be provided to the Clerk. Committee Members would then be asked to agree to any further amendments, by email, after which the documents would go live, and the application window opened. The adoption of the final versions will be ratified at the next Committee Meeting.

212. CORRESPONDENCE

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

Additional correspondence included: -

212.1 WSCC - Notification that planning permission has been granted in relation to Planning Application WSCC/010/25 (Nyewood Church of England Junior School, Brent Road, Bognor Regis, PO21 5NW - Siting and use of temporary classroom building).

212.2 ADC - Notification that Planning Application BR/249/24/PL (27 Argyle Road, Bognor Regis, PO21 1DZ - Change of use from dwelling house (Class C3) to a 7-bed House in Multiple Occupation (HMO) (Sui Generis)), to which the Town Council objected, is expected to be determined by ADC's Planning Committee at the meeting to be held on 8th May 2025.

212.3 ADC Traveller Update Team – Notification that Travellers have gained access to West Park in Aldwick on 25th April 2025. West Sussex County Council (who undertake duties on ADC's behalf for unauthorised

encampments on Arun District Council land) have been made aware and will take action as appropriate. The Police have also been made aware.

- 212.4** Housing, Communities and Local Government Committee - The Housing, Communities and Local Government (HCLG) Committee holds a one-off evidence session on Tuesday 29th April 2025 examining aspects of the current Planning and Infrastructure Bill with the Local Government Association and planning experts. The bill would make changes to the law around planning and infrastructure to support ambitions in the government's [Plan for Change](#). These ambitions include delivering 1.5 million homes and deciding 150 nationally significant infrastructure projects (NSIPs).

The Meeting closed at 5.26pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 29th APRIL 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 4th, 11th AND 18th APRIL 2025)**

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

<p><u>BR/45/25/HH</u> <u>18 Mons Avenue</u> Bognor Regis PO21 5JN</p>	<p>Drop kerb.</p>	<p>NO OBJECTION</p>
<p><u>BR/47/25/PL</u> <u>10 Nelson Road</u> Bognor Regis PO21 2RY</p>	<p>Demolition of existing garage and erection of 1 No. 2-bed chalet bungalow (self-build), close up existing gateway and addition of new gateway. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.</p>	<p>NO OBJECTION</p>
<p><u>BR/53/25/HH</u> <u>5 Russell Terrace</u> Glencathara Road Bognor Regis PO21 2SE</p>	<p>Conversion of garage to habitable use and alterations to fenestration with front balcony.</p>	<p>NO OBJECTION</p>
<p><u>BR/55/25/PD</u> <u>26-28 Sudley Road</u> Bognor Regis PO21 1ER</p>	<p>Prior notification under Schedule 2, Part 3, Class MA for a change of use from offices to 6 No self-contained flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/50/25/PL</u> <u>Milton Lodge</u> <u>192 Hawthorn Road</u> Bognor Regis PO21 2UX</p>	<p>Change of use from supported living accommodation to 10 No. residential units (Use Class C3), proposed rear extension following demolition of detached building, fenestration changes and associated works. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/49/25/HH</u> <u>1A Normanton Avenue</u> Bognor Regis PO21 2TX</p>	<p>Removal of existing roof and building an extension to the front and a new first floor extension within the pitched roof including 1 No. front and 1 No. rear dormer. Alterations to fenestration. Demolition of</p>	<p>NO OBJECTION</p>

	conservatory. New highway access and vehicle crossover.	
<u>BR/56/25/HH</u> <u>30 Madeira Avenue</u> Bognor Regis PO22 8DB	Demolition and replacement of garage with small extension in its area and creation of habitable space above, changes to depth of upper first floor front window, addition of 2 No. roof windows to existing building and PV panels on South elevation.	NO OBJECTION

BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
20th MAY 2025

AGENDA ITEM 8 – TO CONSIDER THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

REPORT BY THE DEPUTY CLERK

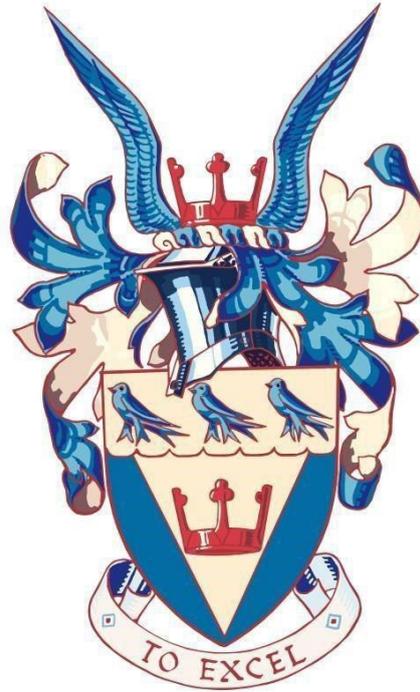
FOR DECISION

Each Town Council Committee considers their Terms of Reference, and those of any Sub-Committees, at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee then consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council.

A copy of the current Terms of Reference for the Planning and Licensing Committee are attached for consideration as **Appendix 1**.

DECISION

Members are asked to review the Terms of Reference for the Planning and Licensing Committee and **RESOLVE** to **RECOMMEND** to the Policy and Resources Committee that these be adopted, subject to any additions that the Committee may feel appropriate.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLANNING AND LICENSING **COMMITTEE**

Adopted by the Council at its Meeting held on 2nd January 2024

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

10 Members of the Authority

Quorum = 3

Introduction

The Planning and Licensing Committee shall exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities and shall authorise the Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications. Where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Definitions

- Management Overview: To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- Operational Management: That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Planning and Development Control</p> <p>To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy & traveller consultations</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>2 Referring any Planning enforcement issue to the principal Council</p>	<ul style="list-style-type: none"> • Town Clerk
<p>3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>4 To comment on Tree Preservation applications or the making of Orders</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>5 To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies</p>	<ul style="list-style-type: none"> • Committee, except Local Plan and strategic Regeneration sites which are reserved for Council
<p>6 To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>7 To make observations on Hazardous Substance applications</p>	<ul style="list-style-type: none"> • Committee
<p>8 Responding to consultations from adjoining parishes</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members

9	Making observations on applications for amendments to planning and other related consents previously granted by any authority	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
10	Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
11	Making observations on applications and other actions in relation to hedge rows	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
12	Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
13	Making observations on street naming or numbering	<ul style="list-style-type: none"> • Committee
14	Making observations on highways consultations including all on-road issues, on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
15	Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> • Committee
16	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
17	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
18	To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> • Town Clerk in the case of an emergency, or following consultation with Members
19	To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
20	Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 S3: Highways Act 1980, S301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
21	Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> • Committee
22	Responding to consultations on community assets	<ul style="list-style-type: none"> • Committee
23	Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> • Committee within Council Policy
24	Highways & Transport	
24.1	Power to maintain footpaths & bridleways	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.2	Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.3	Improve off street parking	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

24.4	Power to provide roadside seats & shelters	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.5	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.6	Power to provide traffic signs and other objects or devices warning of danger	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.7	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.8	Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.9	To support approved community transport schemes.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.10	Making observations on transportation consultations	<ul style="list-style-type: none"> • Committee under the direction of Council • Grants to Policy and Resources Committee
24.11	Power to erect flagpoles in highway land. Highways Act 1980, S144	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
25.	To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
26.	Bus Shelters	
26.1	Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Power to make contribution, within budget to Committee
27.	Neighbourhood Planning	
27.1	To monitor for any changes in Neighbourhood Plan legislation	<ul style="list-style-type: none"> • Management overview to Committee
27.2	To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee	<ul style="list-style-type: none"> • Committee
28.	Environment	
28.1	To promote the environmental wellbeing of the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.2	Issues involving ancient monuments & areas of archaeological interest.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.3	To approve & action any Environmental Audits.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.4	To promote environmental awareness.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.5	To work in partnership on sustainability and transition for the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

<p>28.6 To lead the duty to consider the conservation of biodiversity when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, S40.</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
<p>29. Environmental & Public Health</p> <p>29.1 Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125.</p> <p>29.2 Power to deal with ponds & ditches, Public Health 1936, S260.</p> <p>29.3 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, animal welfare issue.</p> <p>29.4 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).</p> <p>29.5 Waste & recycling.</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Petitions to Committee • Town Clerk in other cases • Committee • Town Clerk in consultation with Chair in cases of urgency • Management Overview to Committee • Operational Management to Town Clerk
<p>30. Public Realm & Public Facilities</p> <p>30.1 Provision of litter receptacles, Litter Act 1983, S5&6.</p> <p>30.2 Provision and maintenance of street furniture and directional signs in the public realm.</p> <p>30.3 Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005.</p> <p>30.4 Power to provide & maintain public conveniences, Public Health Act 1936, S87, including partnerships for community provision.</p> <p>30.5 To promote and support floral and planting Initiatives, Local Government Act 1972, S144.</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk
<p>31. Clocks</p> <p>31.1 Power to provide & contribute to public clocks, Parish Councils Act 1957, S2.</p> <p>31.2 Liaison with private owners of publicly viewed clocks, to support and encourage high standards.</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 20th MAY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 25th APRIL, 2nd AND 9th MAY 2025)**

<p><u>BR/57/25/PL</u> <u>Ground Floor Flat</u> <u>77 Annandale Avenue</u> Bognor Regis PO21 2ET</p>	<p>Installation of two additional windows to the ground floor.</p>	<p><i>COMMENT BY 23-MAY-25</i></p>
<p><u>BR/59/25/PL</u> <u>Ground Floor Flat</u> <u>29 Wood Street</u> Bognor Regis PO21 4DT</p>	<p>Replace windows with uPVC, block up existing window in rear elevation, block up existing door in side elevation and convert existing window opening in side elevation to a door. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 23-MAY-25</i></p>
<p><u>BR/66/25/PL</u> <u>Flat 6 Victoria Court</u> <u>2 Victoria Drive</u> Bognor Regis PO21 2PS</p>	<p>Replacement of windows.</p>	<p><i>COMMENT BY 23-MAY-25</i></p>
<p><u>BR/65/25/PL</u> <u>New Barn Garage</u> <u>65-67 Aldwick Road</u> Bognor Regis PO21 2NW</p>	<p>Change of use of existing car showroom to a self-storage unit, including the change of use of an attached ground-floor retail unit to associated office space. Extension and replacement of the existing showroom warehouse building to incorporate a first floor and conversion of existing rear single storey extension, of the main warehouse building, to additional office space. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><i>COMMENT BY 30-MAY-25</i></p>
<p><u>BR/67/25/PL</u> <u>57 Queensway</u> Bognor Regis PO21 1QN</p>	<p>Demolition of existing brick-built garages, removal of canopy structure, remediation of contaminated land and construction of 18 No. flats over 3 storeys with</p>	<p><i>COMMENT BY 06-JUN-25</i></p>

	pitched roofs. This application is in CIL Zone 4 (Zero Rated) as flats.	
<u>BR/63/25/HH</u> <u>19 Den Avenue</u> Bognor Regis PO21 1HE	Single storey rear orangery extension.	<i>COMMENT BY 06-JUN-25</i>
<u>BR/71/25/HH</u> <u>34 Ivy Crescent</u> Bognor Regis PO22 8AB	Retrospective planning for a garden annexe.	<i>COMMENT BY 06-JUN-25</i>
<u>BR/76/25/T</u> <u>The Maples</u> <u>45 Victoria Drive</u> Bognor Regis PO21 2TQ	1 No. Oak (T3) fell to 2.5m above ground level.	<i>COMMENT BY 06-JUN-25</i>
<u>BR/78/25/T</u> <u>Garage Compound</u> <u>Kyoto Court</u> Bognor Regis PO21 2UL	1 No. mature Poplar (T1) crown reduction to a height of 19m and radial spreads of 6-7m.	<i>COMMENT BY 06-JUN-25</i>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
20th MAY 2025**

AGENDA ITEM 12 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. WSCC - Highways, Transport and Planning - News and Updates, 30th April 2025. Circulated to all Committee Members.
2. ADC - Update that the travellers that were on West Park in Aldwick had moved on and the park secured.
3. WSCC - West Sussex County Council makes significant progress on county's road network, 2nd May 2025.
4. WSCC - Public Notice that Shripney Road, between the junctions of Chichester Road Roundabout and Shripney Road Roundabout will be temporarily closed to all traffic commencing on 27th May 2025 for up to 5 days (it is estimated to be completed on 28th May 2025) and is required for the safety of the public and workforce while Enerveo, on behalf of West Sussex County Council, undertakes a road closure for repairs to lighting and signs. 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=142272723> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Enerveo on 07810 858439 who will be able to assist with scope of these works.