



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 **11.15am on WEDNESDAY 11th JUNE 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 Wednesday 11th June 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 3rd day of JUNE 2025

CLERK TO THE COUNCIL

AGENDA AND BUSINESS

1. Welcome by Chair
2. To note that the Planning and Licensing Committee Meeting scheduled to be held at 4pm on Tuesday 10th June 2025 has been cancelled and rescheduled to take place at 11.15am on Wednesday 11th June 2025
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 20th May 2025
 6. Adjournment for public question time and statements
 7. Clerk's report from previous Minutes
 8. To consider Planning Applications on Lists dated 16th, 23rd and 30th May 2025
 9. To consider Premises Licence Applications including any variations and any other Licence Applications
 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 (Min. 188.2 refers)
 - To ratify the adoption of the Town Council's CIL application form and supporting documents (Min. 7.1 refers)
 12. To consider a request to change the start time of the Planning and Licensing Committee Meeting scheduled for 1st July 2025 to 2pm, instead of 4pm, owing to a clash of meetings (Min. 15.1 of the Annual Town Council Meeting held on 12th May 2025 refers)
 13. To consider inviting Louise Barnettson, 'Water Champion – Town/Parishes & Communities' for the Western Sussex Rivers Trust, to a future meeting of the Planning and Licensing Committee
 14. Correspondence

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

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
11th JUNE 2025**

AGENDA ITEM 2 - TO NOTE THAT THE PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO BE HELD AT 4PM ON TUESDAY 10th JUNE 2025 HAS BEEN CANCELLED AND RESCHEDULED TO TAKE PLACE AT 11.15AM ON WEDNESDAY 11th JUNE 2025

REPORT BY THE DEPUTY CLERK

FOR DECISION

Owing to the Council Chamber being unavailable throughout the day on Tuesday 10th June 2025, and there being no other suitable meeting space to which the meeting could be relocated, in liaison with the Chair of the Committee it has been agreed to cancel this meeting.

Instead, the meeting will take place at 11.15am on Wednesday 11th June 2025.

DECISION

Members are asked to **NOTE** that the Planning and Licensing Committee Meeting scheduled to be held at 4pm on Tuesday 10th June 2025 has been cancelled and rescheduled to take place at 11.15am on Wednesday 11th June 2025.



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

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 20th MAY 2025

PRESENT: Cllrs: J. Barrett, D. Dawes, S. Goodheart, P. Ralph,
B. Waterhouse, M. White and Mrs. G. Yeates

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

The Meeting opened at 4.02pm

1. **TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS
AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 12th MAY
2025**

It was noted that Cllr. Mrs. J. Warr was elected Chair and Cllr. J. Barrett was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 12th May 2025.

2. **WELCOME BY CHAIR**

In the absence of the Chair, Cllr. Mrs. Warr, the Vice-Chair, Cllr. Barrett, took the 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.

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

Apologies for absence were received from Cllrs. Miss. Needs and Mrs. Warr with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

4. **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. 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

5. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29th APRIL 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 29th April 2025 as an accurate record of the proceedings and the Chair signed them.

6. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

7. CLERK'S REPORT FROM PREVIOUS MINUTES

7.1 29th April 2025 – Min. 211 Community Infrastructure Levy (CIL) application form and supporting documents

At the last Committee meeting, Members 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, as Cllr. Goodheart, in particular, had indicated that he would like to make some further suggestions to those already considered. To date, these suggestions have not been forthcoming and, therefore, the adoption of the application form and supporting documents has been deferred.

The Committee Clerk will circulate the documents once again to Members, allowing for any further suggested amendments to be received by no later than 5pm on Wednesday 28th May 2025. If none are received, then the documents will go live, and their adoption ratified at the Committee meeting to be held on 10th June 2025. If suggested amendments are received within the timeframe, then Members will be asked to agree to these, by email, before going live and subsequently ratified.

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

There was a suggestion that substitutes be appointed, in case of absences, to ensure a quorum that would allow the Committee to exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities.

Members were reminded by the Clerk that the Committee's adopted Terms of Reference set out that, 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 Town Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Planning and Licensing Committee with no amendments.

9. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 25th APRIL, 2nd AND 9th MAY 2025

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

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

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

10. 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.

11. 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.

12. CORRESPONDENCE

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

Additional correspondence included: -

- 12.1** ADC - Notification that a large group of travellers were present on Goring Gap, Goring-By-Sea, having apparently cut wooden posts with a chainsaw to gain access. Advice given to check that sites are secure, and that height barriers are locked etc.
- 12.2** WSCC - A259 Bognor Regis to Littlehampton Corridor Enhancement Scheme - Outline Business Case Approval. Circulated to Committee Members, 20th May 2025.

The Meeting closed at 5.07pm

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

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

<u>BR/57/25/PL</u> <u>Ground Floor Flat</u> <u>77 Annandale Avenue</u> Bognor Regis PO21 2ET	Installation of two additional windows to the ground floor.	NO OBJECTION
<u>BR/59/25/PL</u> <u>Ground Floor Flat</u> <u>29 Wood Street</u> Bognor Regis PO21 4DT	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.	NO OBJECTION
<u>BR/66/25/PL</u> <u>Flat 6 Victoria Court</u> <u>2 Victoria Drive</u> Bognor Regis PO21 2PS	Replacement of windows.	NO OBJECTION
<u>BR/65/25/PL</u> <u>New Barn Garage</u> <u>65-67 Aldwick Road</u> Bognor Regis PO21 2NW	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.	OBJECTION Aldwick Road is an area with a Traffic Regulation Order in place and the development would result in an intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities; would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4, QE SP1 and T SP1 of the Arun Local Plan.

<p><i>BR/65/25/PL (continued)</i> <i>New Barn Garage</i> <i>65-67 Aldwick Road</i> <i>Bognor Regis</i> <i>PO21 2NW</i></p>		<p>One of the proposed entrances/exits is adjacent to a pedestrian crossing and with the potential for vehicles to queue up as they wait to enter the premises, this compromises the visibility of both pedestrians using the crossing, and drivers approaching the crossing, having the potential to cause serious harm. The application would involve the loss of an employment premises. No evidence has been provided to demonstrate that the site is no longer required and is unlikely to be re-used or redeveloped for industrial/commercial purposes, as highlighted by ADC's Economic Development team. On this basis there is no evidence to justify the loss of the commercial premises, and it is contrary to Policy EMP DM1 of the Arun Local Plan.</p> <p>The development due to its massing, bulk and design fails to respect the surrounding character and appearance of the area, contrary to policies D SP1, D DM1 of the Arun Local Plan, the Arun Design Guide and relevant paragraphs of the NPPF.</p> <p>If minded to permit this development, then the Town Council would like to see access to the site 24/7 refused.</p>
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<p><i>BR/65/25/PL (continued)</i> <i>New Barn Garage</i> <i>65-67 Aldwick Road</i> <i>Bognor Regis</i> <i>PO21 2NW</i></p>		<p>In noting the pre-application advice referred to in section 3 of the Noise Impact Assessment, and the comments made, the Town Council contests the justification provided that because of the historic use of the site, the sound of moving vehicles and roller shutters would not be a new occurrence or an obtrusive sound. Members are not satisfied that 24/7 access could be undertaken without adversely affecting the residential amenities of adjoining and nearby noise-sensitive properties by reason of the general level and nature of activity and the noise and disturbance generated outside of normal retail hours. The proposal thereby conflicts with policies D DM1 and QE SP1 of the Arun District Local Plan.</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 pitched roofs. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>SUPPORT Whilst Members are in support of the proposed planning application on this site, they would like for ADC to review the viability assessment to determine whether a reduced level of affordable housing can be achieved, in partial compliance with Policy AH SP2 of the Arun Local Plan, rather than none at all. If permitted, then the Town Council would like to see the development offset with an improved lighting scheme in the alleyway that runs behind the site from Queensway to Bedford Street</p>

BR/67/25/PL (continued) 57 Queensway Bognor Regis PO21 1QN		to reduce the level of antisocial behaviour associated with this location and to improve perceptions of safety.
<u>BR/63/25/HH</u> <u>19 Den Avenue</u> Bognor Regis PO21 1HE	Single storey rear orangery extension.	NO OBJECTION
<u>BR/71/25/HH</u> <u>34 Ivy Crescent</u> Bognor Regis PO22 8AB	Retrospective planning for a garden annexe.	NO OBJECTION
<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.	NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting. Members would like to see the works mitigated by the introduction of new planting, as suggested by the tree specialist.
<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.	NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 11th JUNE 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 16th , 23rd AND 30th MAY 2025)**

<u>BR/82/25/T</u> <u>Spencer Terrace</u> 45 Upper Bognor Road Bognor Regis PO21 1HS	1 No. Sycamore (T1) crown reduction to leave a height of 8m and spread of 3m.	<i>COMMENT BY 13-JUN-25</i>
<u>BR/64/25/PL</u> <u>3 and 4 Queens Square</u> Bognor Regis PO21 1SA	Change of use from 2 No. separate adjoining bed and breakfast accommodation units (each having owners accommodation, communal lounge and dining areas at ground floor and 7 No. B&B bedrooms at first and second floors) to 10 No. flats. This application is in CIL Zone 4 (Zero Rated) as flats.	<i>COMMENT BY 19-JUN-25</i>
<u>BR/69/25/HH</u> <u>85 Ash Grove</u> Bognor Regis PO22 9JT	New dropped kerb at front.	<i>COMMENT BY 19-JUN-25</i>
<u>BR/72/25/PL</u> <u>17 High Street</u> Bognor Regis PO21 1RJ	Conversion of vacant Class E building and erection of a first-floor extension to create 7 No. flats and a reduced Class E unit. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.	<i>COMMENT BY 26-JUN-25</i>
<u>BR/87/25/PL</u> <u>Hook House</u> 51 Hook Lane Bognor Regis PO22 8AR	Change of use from a 4 bedroom house to a 5 bedroom HMO student let. This site is in CIL Zone 4 (Zero Rated) as other development.	<i>COMMENT BY 26-JUN-25</i>

<u>BR/88/25/T</u> <u>10 Nelson Road</u> Bognor Regis PO21 2RY	1 No. Bay (T1) pollarding to leave a height of 5m and spread of 4m.	<i>COMMENT BY 26-JUN-25</i>
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**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
11th JUNE 2025**

AGENDA ITEM 11 - COMMUNITY INFRASTRUCTURE LEVY (CIL) INCLUDING: - TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST (MIN. 188.2 REFERS); TO RATIFY THE ADOPTION OF THE TOWN COUNCIL'S CIL APPLICATION FORM AND SUPPORTING DOCUMENTS (MIN. 7.1 REFERS)

REPORT BY THE DEPUTY CLERK

FOR DECISION

To carry out a quarterly review of the Town Council's CIL spending list (Min. 188.2 refers)

The Town Council's CIL Spending List was last reviewed by the Planning and Licensing Committee at the meeting held on 18th March 2025, at which time no amendments to the list were made (Min. 188.2 refers).

The Town Council presently has £18,215.78 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 2nd September 2025.

DECISION

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

To ratify the adoption of the Town Council's CIL application form and supporting documents (Min. 7.1 refers)

Having considered the proposed CIL application form and supporting documents, with suggested amendments made at the previous meeting, there were no further comments forthcoming during the additional time allowed and the final documents are now ready to go live, as was agreed at the previous meeting (Min. 7.1 refers).

As set out in the 'Guidance for Funding' document adopted, the Town Council will consider any CIL funding bid applications in May and November each year, following receipt of any CIL allocation from ADC each April and October.

Owing to competing deadlines and a period of annual leave, it is intended to launch the scheme and open the application window for the November-round by mid-July 2025.

DECISION

Members are asked to **RATIFY** the **ADOPTION** of the Town Council's Community Infrastructure Levy (CIL) application form and supporting documents.

Bognor Regis Town Council Community Infrastructure Levy (CIL) Spending List					
<p>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):</p> <ul style="list-style-type: none"> - 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 <p>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)</p> <p>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.</p>					
Last Reviewed: March 2025 – 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.

	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.		permissions from building owner)	Hall or at the Arcade, both of which are owned by them.	
Beach Access	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 2: Access for all to sandy foreshore refers to "providing access to 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	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. 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	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.	The Town Council request that Arun District Council fully fund the Beach Access Project in Bognor Regis. National Lottery Community Fund?	Unknown but aligns with improving recreation facilities and open spaces.

	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)

	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".	may be a manageable cost for BRTC, to be part-funded by CIL receipts within five years of receipt.	next review of this spending list.	Biffa Award; Spacehive; Greenspace; local business sponsors; Neighbouring Parish Councils?	
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	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	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; National Rail; National Lottery Community Fund Award; Spacehive; SUEZ Communities Trust?	Unknown but aligns with replacing and improving infrastructure that supports development in the area and addressing the demands that development places on the area.

	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
11th JUNE 2025**

AGENDA ITEM 12 - TO CONSIDER A REQUEST TO CHANGE THE START TIME OF THE PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED FOR 1st JULY 2025 TO 2PM, INSTEAD OF 4PM, OWING TO A CLASH OF MEETINGS (MIN. 15.1 OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 12th MAY 2025 REFERS)

REPORT BY THE DEPUTY CLERK

FOR DECISION

Having been appointed as the Town Council's Officer Representative on the BCRP Partnership Board and BCRP Management Board, the Committee Clerk is unable to attend the Planning and Licensing Committee Meeting scheduled to take place at 4pm on Tuesday 1st July 2025 owing to their need to attend BCRP Meetings at the Civic Centre in Littlehampton from 5pm on the same day.

Therefore, rather than seeking a fellow Officer to cover in the absence of the Committee Clerk, it is proposed that the Planning and Licensing Committee Meeting on 1st July 2025 starts at 2pm, instead of 4pm, if this is not too much of an inconvenience to Members.

DECISION

Do Members **RESOLVE** to **AGREE** that the Planning and Licensing Committee Meeting scheduled for 1st July 2025 starts at 2pm, instead of 4pm?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
11th JUNE 2025**

**AGENDA ITEM 13 - TO CONSIDER INVITING LOUISE BARNETSON,
'WATER CHAMPION - TOWN/PARISHES & COMMUNITIES' FOR THE
WESTERN SUSSEX RIVERS TRUST, TO A FUTURE MEETING OF THE
PLANNING AND LICENSING COMMITTEE**

REPORT BY THE DEPUTY CLERK

FOR DECISION

An email has been received from Louise Barnetson, introducing herself as the recently appointed 'Water Champion – Towns/Parishes & Communities' for the Western Sussex Rivers Trust (WSRT). Louise will be working closely with her colleague Kate Whitton, who is the Chalk Stream Resilience Officer for the Aldingbourne Rife & River Lavant.

Louise's role is part of the collaborative Downs to the Sea project, with its purpose being to help town/parish councils and communities interpret, understand, and take action for their local water environment, and help build a community of change. Engagement will take place with town/parish councils on how they can take action for our rivers and wetlands and an information pack will be created.

The key topics that are planned to be covered through engagement with town/parish councils are:

- Monitoring rivers and citizen science – how town/parish councils can get involved
- Restoring and protecting rivers, ponds and wetlands – how WSRT can help
- Restoring and protecting rivers, ponds and wetlands – what town/parish councils can do
- Exploring and encouraging natural flood management in your town/parish
- Exploring nature-based solutions for road run-off
- Development and planning guidance – thinking about the impact of development on the water environment
- Riverscapes in Neighbourhood Plans
- Signposting to other sources of information – e.g. Southern Water, Environment Agency, funding opportunities, etc.

Talks and presentations to community groups are also planned, about how we can better take care of our water environment, how we use water in our everyday lives and how our actions and behaviours can make a difference, whether that be using less water at home, volunteering for a local environmental group, campaigning, creating a garden pond, or reporting invasive species.

An offer has been made for Louise to attend a future meeting of the Planning and Licensing Committee, in the coming weeks or months, and Members are asked to consider whether they would like to facilitate this.

DECISION

Do Members **AGREE** to invite Louise Barnetson, 'Water Champion – Towns/Parishes & Communities' for the Western Sussex Rivers Trust, to a future Planning and Licensing Committee Meeting?

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
11th JUNE 2025**

AGENDA ITEM 14 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. ADC - Notification that Middleton-On-Sea Parish Council has submitted to Arun District Council Local Planning Authority Area (LPAA), their Plan Proposal under Part 5 of the Neighbourhood Planning (General) Regulations 2012.
2. WSCC - Highways, Transport and Planning - News and Updates, 28th May 2025. Circulated to Committee Members.
3. WSCC - Notification that the closure of Victoria Drive, Bognor Regis, which was previously due to finish on 30th May, has finished ahead of schedule and the road has been reopened.
4. WSCC - Public Notice that Walton Road, for a distance of approx. 174 metres, has been temporarily closed to all traffic commencing 29th May 2025, for a maximum of 21 days. It is anticipated that works will be completed on 12th June 2025. The road closure is required for the safety of the public and workforce while Southern Water undertakes urgent CCTV and jetting to mitigate pollution. The restriction will be in place 24hrs from 10:00 until 23:59. 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 Southern Water on 07796 708144 who will be able to assist with scope of these works.
5. ADC - Notification that the Planning Inspectorate has overturned ADC's refusal in relation to planning application BR/69/24/PL (10 Longford Road, Bognor Regis - Change of use to large HMO (sui generis - 9 unrelated occupants) and removal of outbuilding) and has granted planning permission with conditions.
6. ADC – Details of Appeal and Costs Decision in relation to planning application BR/111/24/PL (8 Argyle Road, Bognor Regis - change of use of a two-storey terraced three bedroomed house and a workshop to a house in multiple occupation).