



# 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](mailto: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 23<sup>rd</sup> SEPTEMBER 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 23<sup>rd</sup> September 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 15<sup>th</sup> day of SEPTEMBER 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 2<sup>nd</sup> September 2025
  5. Adjournment for public question time and statements
  6. To welcome the Stakeholder Engagement Manager (Sussex), Hilary Murgatroyd, and the Bathing Water Partnership Manager, Phil Cresswell-Nash, from Southern Water to the meeting and to receive details of a new Community Water Bathing Group
  7. To nominate and agree an elected representative to attend meetings of the Southern Water Community Water Bathing Group, in addition to an Officer representative
  8. Clerk's report from previous Minutes
  9. To consider Planning Applications on Lists dated 29<sup>th</sup> August, 5<sup>th</sup> and 12<sup>th</sup> September 2025
  10. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Premises Licence 122191: Cloud Vape/Bognor Mini Market Ltd, 47 Bedford Street, Bognor Regis, PO21 1SH
  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. Community Infrastructure Levy (CIL) including: -
    - To carry out a quarterly review of the Town Council's CIL Spending List (Min. 36.6 refers)
  13. 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 2<sup>nd</sup> SEPTEMBER 2025**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mrs. J. Davis (Deputy Clerk)  
Louise Barnetson (Western Sussex Rivers Trust) (part of meeting)

*The Meeting opened at 4.03pm*

### **59. 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.

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

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

### **61. 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*

**62. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 12<sup>th</sup> AUGUST 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 12<sup>th</sup> August 2025 as an accurate record of the proceedings and the Chair signed them.

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

There were no members of the public seated in the gallery, and the meeting was not, therefore, adjourned.

**64. TO RECEIVE A PRESENTATION FROM LOUISE BARNETSON, FROM WESTERN SUSSEX RIVERS TRUST, ABOUT HER WORK AS A WATER CHAMPION FOR PARISHES AND COMMUNITIES**

The Chair welcomed Louise to the meeting, who then went on to introduce herself to Members and explained her role.

Louise spoke about her work, and that of colleagues, on behalf of the Trust and of the projects that were being worked on with partners such as the South Downs National Park and the RSPB relating to waterways such as ponds and rife, including the Aldingbourne Rife which runs through the parish of Bognor Regis. Specifically, volunteers had been helping the Trust to carry out water quality testing of the Aldingbourne Rife, for which data prior to 2025 had been scarce.

Results so far have recorded high levels of phosphate, nitrate and non-dissolved solids being present in the water, which are indicative of pollution.

Liaison work is being carried out with Southern Water, in particular, who are responsible for wastewater treatment works at Tangmere which may be linked to discharges into the river. Louise stated that Southern Water is doing a lot of work to address sewage overflows with Bognor Regis being a focus, and a target to reduce spills to 10 or less per year by 2027. They are also wanting to reduce the amount of surface water entering the sewerage system and Western Sussex Rivers Trust are helping by promoting the use of water butts, for example, through public messaging around the importance of saving rainwater.

Louise also spoke about other areas in which the Trust are educating members of the public such as ways in which sewage pollution can be reported, and training about the effect that invasive plant species can have on waterways, how to identify them and how to report.

*The Chair thanked Lousie Barnettson for her presentation and she left the Meeting*

## **65. CLERK'S REPORT FROM PREVIOUS MINUTES**

### **ADC Licensing Policy Review – August 2025**

The Clerk emailed Committee Members on the 18<sup>th</sup> of August 2025, advising that Arun District Council's Licensing Policy consultation and review was underway.

Under the Licensing Act 2003, Arun District Council must review its policy every five years, and this consultation helps guide decisions on licence applications, reviews and temporary event notices. The policy covers the sale and supply of alcohol, late-night refreshments and regulated entertainment, providing useful information for applicants, objectors, and responsible authorities, such as the Police, Trading Standards and Environmental Health.

A copy of the draft policy was attached to the email, with changes in red, along with a screenshot of the questions contained within the consultation questionnaire. To meet the consultation deadline, Members were asked to respond to the Clerk's email with any comments to be submitted in response to the consultation by the 26<sup>th</sup> of August.

With only Cllr. Needs responding to the Clerk's email, with no comment, there was no representation submitted on behalf of the Town Council to Arun, in response to their Licensing Policy consultation.

The results of the consultation will be reported to Arun's full Licensing Committee for consideration of any proposed changes to the Licensing Policy.

**66. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 8<sup>th</sup>, 15<sup>th</sup> AND 22<sup>nd</sup> AUGUST 2025**

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

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

*Cllr. Dawes declared an Ordinary interest in Planning Application BR/135/25/CLP, stating that he would not take part in discussions and abstained from voting*

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

**67. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

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

**68. 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 for Bognor Regis to be considered, nor representations to be ratified.

**69. TO CONSIDER WEST SUSSEX COUNTY COUNCIL'S PROPOSAL TO MAKE A PERMANENT TRAFFIC REGULATION ORDER THAT WILL AMEND PARKING RESTRICTIONS IN THE BOGNOR REGIS CONTROLLED PARKING ZONE, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

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

Having considered the proposals, Members **AGREED** to make **NO COMMENT** in response to the County Council's consultation in relation to making a permanent Traffic Regulation Order that will amend parking restrictions in the Bognor Regis Controlled Parking Zone.

**70. CORRESPONDENCE**

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

*The Meeting closed at 5.30pm*

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 2<sup>nd</sup> SEPTEMBER 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 8<sup>th</sup>, 15<sup>th</sup> AND 22<sup>nd</sup> AUGUST 2025)**

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

<a href="#"><u>BR/133/25/HH</u></a> <a href="#"><u>8 Glenwood Avenue</u></a> Bognor Regis PO22 8BS	First floor side extension and loft conversion.	<b>NO OBJECTION</b>
<a href="#"><u>BR/135/25/CLP</u></a> <a href="#"><u>Trevali</u></a> Belmont Street Bognor Regis PO21 1LE	Lawful development certificate for the proposed change of use from C4 (HMO) to C2 (Residential Institution).	<b>NO OBJECTION</b>
<a href="#"><u>BR/137/25/T</u></a> <a href="#"><u>99 Marshall Avenue</u></a> Bognor Regis PO21 2TW	1 No. Ash (T1) reduced back to previous pruning points to leave a height of 8m and a spread of 8m.	<b>NO OBJECTION</b> 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.
<a href="#"><u>BR/139/25/PL</u></a> <a href="#"><u>Land outside 71A Aldwick Rd</u></a> Bognor Regis PO21 2NW	Installation of 1 No new communications Kiosk with integrated defibrillator. This application is in CIL Zone 4 (Zero Rated) as other development.	<b>OBJECTION</b> Members objected to the installation of the proposed communications kiosk at this location on the grounds of the poor highway visual splay that it would cause. Planning permission was recently granted in relation to application BR/65/25/PL (New Barn Garage, 65-67 Aldwick Road, PO21 2NW) which proposed to change the use of the existing car showroom to a self-storage unit. The plans

<p><i>BR/139/25/PL (continued)</i>  <i>Land outside 71A Aldwick Rd</i>  <i>Bognor Regis</i>  <i>PO21 2NW</i></p>		<p>submitted show roller shutter doors installed at either end of the building from which cars would enter and exit the self-storage unit onto Aldwick Road. Placing a communications kiosk within such close proximity would reduce visibility for drivers using one of these entrances/exits which would create an unacceptable impact on highway safety. The kiosk at the proposed location would prevent drivers from seeing oncoming traffic or pedestrians, thereby increasing the risk of accidents. The visibility splay for those entering/exiting the self-storage unit must be kept clear of obstructions to ensure drivers and pedestrians have a clear line of sight to see and be seen by other road users. Members consider that the lack of adequate visibility will endanger road users, creating an unacceptable impact on highway safety, and is contrary to the ALP Policy D DM1.</p>
<p><a href="#"><u>BR/140/25/A</u></a>  <a href="#"><u>Land outside 71A Aldwick Rd</u></a>  Bognor Regis  PO21 2NW</p>	<p>1 No. internally illuminated digital display.</p>	<p><b>OBJECTION</b> Having objected to associated Planning Application BR/139/25/PL, Members also objected to BR/140/25/A.</p>



<a href="#"><u>BR/142/25/A</u></a> <a href="#"><u>Land Outside 60 London Rd</u></a> Bognor Regis PO21 1PT	Installation of 1 No. communications kiosk with integrated defibrillator and advertising display.	<b>NO OBJECTION</b>
<a href="#"><u>BR/141/25/PL</u></a> <a href="#"><u>Land Outside 60 London Rd</u></a> Bognor Regis PO21 1PT	Installation of 1 No. communications kiosk with integrated defibrillator and advertising display. This application is in CIL zone 4 (zero rated).	<b>NO OBJECTION</b>
<a href="#"><u>BR/138/25/DOC</u></a> <a href="#"><u>10 Nelson Road</u></a> Bognor Regis PO21 2RY	Approval of details reserved by condition imposed under reference BR/47/25/PL relating to condition number 3 - schedule of materials and finishes and condition number 4 - Biodiversity Enhancement Layout.	<b>NO OBJECTION</b>
<a href="#"><u>BR/143/25/CLP</u></a> <a href="#"><u>47 Highfield Road</u></a> Bognor Regis PO22 8PD	Lawful development certificate for a proposed loft extension/conversion and single storey extension to side/rear.	<b>OBJECTION</b> With concerns about the proximity of the side/rear extension to the boundary and the limited access this would allow for maintenance of the exposed wall, along with the potential for light pollution from the proposed Velux windows impacting the bedrooms of the neighbouring property, following a vote it was agreed to object on these grounds.
<a href="#"><u>BR/136/25/PL</u></a> <a href="#"><u>26 &amp; 28 Sudley Road</u></a> Bognor Regis PO21 1ER	Installation of accessible ramp to front with widened access, reconstruction of dormer windows as per existing and installation of AOV (automatic opening vent) over communal staircase (rear roof slope). This application is in CIL Zone 4 (Zero Rated) as other development.	<b>NO OBJECTION</b>
<a href="#"><u>BR/145/25/PL</u></a> <a href="#"><u>First and second floor</u></a> 6 Highfield Road Bognor Regis PO22 8BG	Retention for change of use from 1 No. flat to a 4 bed HMO (Class C4). This application is in CIL Zone 4 (Zero Rated) as other development.	<b>OBJECTION</b> Noting that this was a retrospective application, Members discussed the fact that this application was in Hotham Ward, an area with an Article 4 direction. The

<p>BR/145/25/PL (continued)  First and second floor  6 Highfield Road  Bognor Regis  PO22 8BG</p>		<p>Town Council are led to believe that the saturation point in this Ward for HMO's is 5% and that the level is currently around 3.8%. Questions were raised around how confident Arun District Council can be in accurately recording these saturation levels when there are HMOs in existence, such as this, where change of use is sought retrospectively. This is exacerbated when such HMOs are beneath the threshold for an HMO licence and are, therefore, potentially going 'under the radar' and contributing to a false reading when Arun report saturation levels.</p> <p>If permitted, the HMO would result in a proliferation and overconcentration of such uses in an area with an Article 4 direction which removed permitted development rights for C3 to C4 changes. The additional HMO would result in adverse harm to the character of the area due to the number of such uses contrary to policy HSP4 a) of the Arun Local Plan.</p> <p>Insufficient information has been provided to demonstrate that there is a sufficient capacity to accommodate the expected parking demand in existing streets without</p>
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<p>BR/145/25/PL (continued)  First and second floor  6 Highfield Road  Bognor Regis  PO22 8BG</p>		<p>causing harm to the amenity of neighbouring properties by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies HSP4 b), T SP1 (d) and QE SP1 of the Arun Local Plan.</p> <p>It is also not possible to demonstrate that adequate washing facilities and bathroom requirements, as specified in the regulations, have been provided. Whilst the description is for a 4-bed HMO, the plans show these as double bedrooms, meaning there is the potential for up to 8 occupants. If the number of occupants is in excess of 4 then the required amenity level has not been provided.</p>
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**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 23<sup>rd</sup> SEPTEMBER 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 29<sup>th</sup> AUGUST 5<sup>th</sup> AND 12<sup>th</sup> SEPTEMBER 2025)**

*Please Note: there were no planning applications for Bognor Regis on List dated 29<sup>th</sup> August 2025*

<a href="#"><u>BR/146/25/HH</u></a> <a href="#"><u>4 Gatehouse Mews</u></a> Sudley Road Bognor Regis PO21 1FJ	New entrance porch. Single storey rear extension. Conversion of existing storage room into habitable room.	<i>COMMENT BY 02-OCT-2025</i>
<a href="#"><u>BR/153/25/CLE</u></a> <a href="#"><u>50-52 Chichester Road</u></a> Bognor Regis PO21 2XJ	Lawful development certificate for the existing use of part of the ground floor and upper floor as a residential unit.	<i>COMMENT BY 02-OCT-2025</i>
<a href="#"><u>BR/154/25/PL</u></a> <a href="#"><u>52 High Street</u></a> Bognor Regis PO21 1SP	Installation of 1 No. new communications kiosk with integrated defibrillator illuminated advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.	<i>COMMENT BY 02-OCT-2025</i>
<a href="#"><u>BR/155/25/A</u></a> <a href="#"><u>52 High Street</u></a> Bognor Regis PO21 1SP	Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.	<i>COMMENT BY 02-OCT-2025</i>
<a href="#"><u>BR/160/25/HH</u></a> <a href="#"><u>11 Stratton Court</u></a> Bognor Regis PO22 8DP	Single storey rear extension.	<i>COMMENT BY 09-OCT-2025</i>



## **Licensing Act 2003 – Notice**

**Reference Number: 122191**

**Cloud Vape/Bognor Mini Market Ltd  
47 Bedford Street  
Bognor Regis  
West Sussex  
PO21 1SH**

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

### **Proposed licensable activities**

**Supply Of Alcohol for consumption off the premises  
Monday – Saturday 08.00 – 22.00  
Sunday 09.00 – 21.00**

**The application is open to representation from interested parties and  
responsible authorities between 04-09-2025 and 01-10-2025**

A public register of all Licensing Act permissions and applications is held by Arun District  
Council at [www.eh.arun.gov.uk](http://www.eh.arun.gov.uk)

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  
23<sup>rd</sup> SEPTEMBER 2025**

**AGENDA ITEM 12 - COMMUNITY INFRASTRUCTURE LEVY (CIL)  
INCLUDING: - TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN  
COUNCIL'S CIL SPENDING LIST (MIN. 36.6 REFERS)**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

The Town Council's CIL Spending List was last reviewed by the Planning and Licensing Committee at the meeting held on 1<sup>st</sup> July 2025, at which time no amendments to the list were made (Min. 36.6 refers).

Since this time, the Town Council has launched its application form, inviting local community groups to put forward projects that could benefit from CIL funding. Any project proposals received will be considered by the Committee in May and November of each year, at which time Members will be asked to agree whether any of the projects should be included on the Town Council's CIL Spending List as possible recipients of funding.

Whilst CIL Spending Lists should be reviewed annually, to date, the Town Council has reviewed its list every 3 months. With the inception of inviting project proposal applications, Members may wish to consider reviewing the list every 6 months, instead, to coincide with the consideration of any applications received.

The Town Council presently has £18,468.75 of CIL receipts available to spend.

Should Members be minded to carry out a review at this time, then they 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.

The next review of the Town Council's CIL Spending List is scheduled to take place on 25<sup>th</sup> November 2025, at which time any community project proposals will also be considered.

**DECISION**

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

<b>Bognor Regis Town Council Community Infrastructure Levy (CIL) Spending List</b>					
<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"> <li>- providing, replacing, improving, operating or maintaining infrastructure that supports development in the area; or</li> <li>- anything else concerned with addressing the demands that development places on the area</li> </ul> <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 <a href="mailto:CIL@arun.gov.uk">CIL@arun.gov.uk</a> to arrange to discuss this matter.</p>					
Last Reviewed: July 2025 – this document will be reviewed, on a 'light touch' basis, approximately every 3 months.					
<i><b>In preparing this list, it will be important to consider the following points:</b></i>	<i><b>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)?</b></i>	<i><b>Scheme costs – what will the project cost be? Is it a manageable cost, to be covered by CIL receipts within five years of receipt?</b></i>	<i><b>Delivery timescales and delivery partners – what are the timescales for delivering the project?</b></i>	<i><b>Are there any delivery partners that could assist or jointly fund the project?</b></i>	<i><b>Will your project align with service providers CIL investment plans?</b></i>
<b>Flood Mitigation – Project/Measures TBC</b>	TBC	TBC	TBC	WSCC. ADC Engineers	TBC
<b>Speed Awareness – Speed Activated Sign</b>	TBC	£2,000 - £2,500	Promoted by BRTC	WSCC	TBC
<b>Graffiti Removal</b>	TBC	TBC	TBC	TBC	TBC
<b>Community Safety – Emergency Bleed Control Kit</b>	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.	
<b>Beach Access</b>	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 .			
<b>Bognor Regis Town Council Information Boards, located around the local area e.g. Railway Station</b>	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.
<b>Plant a tree-lined avenue entrance into Bognor Regis</b>	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?	
<b>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</b>	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".				
<b>Electric charging points for cars (possibly in Aldwick Road area)</b>	Bognor Regis Town Council declared itself a Council of Climate Emergency on 4 <sup>th</sup> 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.
<b>Secure cycle racks/stands</b>	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).			
<b>'Boris bike' type scheme</b>	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.
<b>Update the brown Tourist Signs</b>	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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**AGENDA ITEM 13**

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
23<sup>rd</sup> SEPTEMBER 2025**

**AGENDA ITEM 13 - CORRESPONDENCE**

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

1. ADC - report of an unauthorised encampment in Hampton Park, Littlehampton, with advice given to secure vulnerable sites in the district, 26<sup>th</sup> August 2025.
2. WSCC - notification that approval has been received at Outline Business Case Stage from the Department for Transport, in relation to the A259 Bognor Regis to Littlehampton Scheme, with a Full Business Case being prepared for submission. Additionally, Planning Application (WSCC/030/25), for a four-arm roundabout at Comet Corner junction, has been submitted, with a Planning Application for the Oystercatcher junction being prepared in readiness for submission shortly.
3. WSCC - Highways, Transport and Planning - News and Updates, 28<sup>th</sup> August 2025. Circulated to all Committee Members via email.
4. WSCC - Public Notice that Southdown Road, between junctions of Wellington Road and Burnham Avenue, Bognor Regis will be temporarily closed to all traffic commencing on 29<sup>th</sup> September 2025 for up to 5 days (it is estimated to be completed on 3<sup>rd</sup> October 2025) and is required for the safety of the public and workforce while Southern Water undertakes a road closure for sewer repairs. The restriction will be in place 24hrs. An alternative route will be signed on site but please visit <https://one.network/?tm=144608375> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Southern Water on 0330 303 0368 who will be able to assist with scope of these works.
5. WSCC - Notice that not less than 7 days from 11<sup>th</sup> September 2025, West Sussex County Council intends to make an Order under the Road Traffic Regulation Act 1984, the effect of which will be to temporarily close Public Footpath 3080 in Bognor Regis from its junction with Ivy Lane to its junction with Highcroft Avenue. The closure of this route is needed to allow the railway footbridge to be replaced safely. The Order will come into effect on 30<sup>th</sup> September 2025 and remain in force for up to 6 months, or until the proposed works are completed, whichever is earlier. Unfortunately, during the operative period of the Order, no alternative route is available via the public rights of way network. Any queries about the effect of the Order on traffic using the highway should be directed to the West Sussex County Council Public Rights of Way Team, telephone number 01243 777620.
6. ADC - Copies of Appeal Decision letters from the Planning Inspectorate in relation to Planning Applications BR/13/25/PL and BR/14/25/A (Land opposite 19 London Road, Bognor Regis, PO21 1PQ), confirming that the appeals have been dismissed.
7. ADC - Copies of Appeal Decision letters from the Planning Inspectorate in relation to Planning Applications BR/11/25/PL and BR/12/25/A (Land outside 24 London Rd, Bognor Regis, PO21 1PY), confirming that the appeals have been dismissed.

8. ADC - Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to Planning Application BR/48/25/PIP (Rabbit Island, Rear of 84 Brooks Lane, Bognor Regis, PO22 8ND - Application For Permission In Principle For Minimum And Maximum Net Gain Of A 3 Pitch Traveller Caravan Site).
9. WSCC - Public Notice that Ivy Lane to Highcroft Avenue will be temporarily closed to all traffic commencing on 10<sup>th</sup> October 2025 for up to 5 days (it is estimated to be completed on 13<sup>th</sup> October 2025) and is required for the safety of the public and workforce while Network Rail Infrastructure Ltd undertakes a Footpath closure between Ivy Lane and Highcroft Avenue for installation of new footbridge. The restriction will be in place 24hrs. An alternative route will be signed on site but please visit <https://one.network/?tm=145122252> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Network Rail Infrastructure Ltd on 0113 277 5360 who will be able to assist with scope of these works.
10. WSCC - Public Notice that Town Cross Avenue, between junction with Essex Road and junction with Linden Road, will be temporarily close to all traffic commencing on 10<sup>th</sup> October 2025 for up to 5 days (it is estimated to be completed on 10<sup>th</sup> October 2025) and is required for the safety of the public and workforce while VolkerHighways on behalf of West Sussex County Council undertakes carriageway patching. The restriction will be in place daytime only from 09:30 until 15:30. 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.
11. ADC - Notification of intent to issue a Section 215 Notice in relation to former Belle Vue Hotel, Waterloo Square, Bognor Regis, PO21 1TA. A Section 215 Notice is a legal notice served by a UK local planning authority under Section 215 of the Town and Country Planning Act 1990. It requires the owner or occupier of a property to take steps to remedy its condition if that condition is adversely affecting the amenity (the pleasantness) of the local area. The notice specifies the work needed, such as removing rubbish, and sets a timeframe for completion - in this case, six calendar months of the date on which the Notice takes effect.