



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, 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 9th JUNE 2026**.

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 9th 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

DATED this 2nd day of JUNE 2026

TOWN CLERK

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 19th May 2026
 5. Adjournment for public question time and statements
 6. To welcome Mark Jacobs, Western Area Highway Manager and Steve Hill, Parish Council & Community Engagement Coordinator from WSCC to discuss and consider any further action in relation to the southern end of Gloucester Road wall – Min. 13 refers
 7. Clerk's report from previous Minutes
 8. To consider Planning Applications on Lists dated 15th, 22nd and 29th May 2026
 9. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Premises Licence 123222: IB2 Food Limited, 48 Aldwick Road, Bognor Regis, West Sussex, PO21 2PN and Notice of Review of Licence 123275: Bucharest Supermarket, 70-72 London Road, Bognor Regis, West Sussex, PO21 1PT
 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. To carry out a review of the Town Council's CIL Spending List, deferred from the meeting held on 19th May 2026 – Min. 7.1 refers
 12. To ratify and receive an update on the Town Council's submission in response to Arun District Council's 2 Hour Parking Scheme Consultation
 13. Correspondence

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



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: clerk@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 19th MAY 2026

PRESENT: Cllrs: J. Barrett, P. Botterill, S. Goodheart (until Min. 9.3), Miss. C. Needs, P. Ralph, M. White, P. Woodall, and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 4.03pm

1. **TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 11th MAY 2026**

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

It was noted that Cllr. Mrs. J. Warr was elected Chair and Cllr. M. White was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 11th May 2026.

2. **WELCOME BY CHAIR**

Due to the Chair, Cllr. Mrs. J. Warr giving apologies, the Vice-Chair, Cllr. M. White, 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 Cllr. Mrs. J. Warr, with the Clerk recommending that the reason given was acceptable. This absence was unanimously **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. S. Goodheart, Miss. C. Needs, and Mrs. G. 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 28th APRIL AND THE EXTRAORDINARY MEETING HELD ON 6th MAY 2026**

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 28th April and the Extraordinary meeting held on 6th May 2026 as an accurate record and the Chair signed them.

6. **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.

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

7.1 **25th November 2025 - Min. 115 CIL Spending List**

Members were informed that the next review of the Town Council's CIL Spending List, which had been scheduled to take place at this meeting on 19th May 2026, had been deferred to the meeting on 9th June due to an administrative oversight.

7.2 **28th April 2026 - Min. 205 Route 600 BSIP Funding**

Following the decision at the previous meeting (Min. 205 Refers), to accept an invitation from WSCC to be involved in a working group exploring potential BSIP funding opportunities for bus shelter improvements along the Route 600 corridor, the Clerk stated that he would be undertaking a walkaround with a member of Town Force to review the existing infrastructure, and Councillors were invited to join the visit if able.

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**

The Deputy Clerk's report, and the appendix detailing the current Terms of Reference for the Committee, was **NOTED**.

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 24th APRIL AND 1st, 8th MAY 2026**

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.

Cllr. S. Goodheart left the Meeting after application BR/53/26/PL

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 License applications to be considered, nor representations to be ratified.

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

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

12. TO RECEIVE AN UPDATE ON THE PROMENADE LIGHTS PROJECT AND CONSIDER APPROVAL OF ANY RELATED EXPENDITURE – MIN. 115.2 REFERS

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

Members were pleased with the progress of the project and were confident in the positive impact the project would have on improving the amenity of the promenade.

Members **RESOLVED** to **AGREE** to increase the funding previously agreed, up to £20,000, to an allocation of up to £25,000 from CIL receipts, to support the Promenade Lights Project.

13. TO CONSIDER ANY FURTHER ACTION IN RELATION TO THE SOUTHERN END OF GLOUCESTER ROAD WALL - MIN. 7.6 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 3rd JUNE 2024 REFERS, AND MIN. 36 OF PLANNING AND LICENSING COMMITTEE HELD ON 25th JUNE 2024 REFERS

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

It was agreed at the Annual Town Council Meeting held on 11th May 2026, when the matter came up for discussion under an update on regeneration in the town (Min. 27 refers), that it would be referred to the Planning and Licensing Committee for further consideration at their next meeting.

Members expressed frustration that a similar incident had occurred despite the Town Council's request to WSCC, as the highways authority, to improve the signage and barriers at the location after a previous incident in 2024.

Members agreed with the Officer suggestion that Mark Jacobs, the Area Highway Manager (Western Area), be invited to the next meeting of the Planning and Licensing Committee so that the matter could be discussed further. Members also requested that Steve Hill, WSCC Parish & Community Engagement Coordinator, be invited also.

Members **AGREED** to invite Mark Jacobs and Steve Hill to the next meeting of the Planning and Licensing Committee on 9th June 2026 to discuss possible actions in relation to the southern end of Gloucester Road wall.

14. CORRESPONDENCE

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

The Meeting closed at 5.32pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 19th MAY 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 24th APRIL, AND 1st, 8th MAY 2026)**

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

<p><u>BR/60/26/HH</u> <u>71 Longford Road</u> Bognor Regis PO21 1AE</p>	<p>Retrospective application for conversion of former detached garage to form annexe.</p>	<p>NO OBJECTION</p> <p>Members raised no objection to the application, however commented that the boundaries as shown on the submitted Ordnance Survey Map appeared to contain an error, and expressed concern regarding emergency vehicle access to the annex owing to the narrow driveway and the potential increase in parking pressure.</p>
<p><u>BR/53/26/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 (resubmission following BR/67/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p> <p>Whilst Members are supportive of the proposed planning application on this site, they would like for ADC to review the viability assessment to determine whether an increased 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, the Town Council would like to see the development offset with an improved lighting scheme in the alleyway that runs behind the</p>

<p><i>BR/53/26/PL (continued)</i> 57 Queensway Bognor Regis PO21 1QN</p>		<p>site from Queensway to Bedford Street to reduce the level of antisocial behaviour associated with this location and to improve perceptions of safety.</p>
<p><u>BR/40/26/HH</u> <u>94 Hook Lane</u> Bognor Regis PO22 8AT</p>	<p>Conversion of loft to habitable use with dormers and alterations to rear fenestration. Substitute Location and Block Plan.</p>	<p>NO OBJECTION</p> <p>Members raised no objection to the application, however requested that a condition be applied to ensure that windows on the east and west elevations of the conversion do not result in overlooking of neighbouring properties, such as through the use of obscure glazing or raised window positions.</p>
<p><u>BR/39/26/PL</u> <u>Bognor Regis Sports Ground</u> Hawthorn Road Bognor Regis PO21 2UW</p>	<p>Replacement of existing 1.8m high wooden fence panels along the perimeter of the sports ground (north and east) with a new 3m high green metal twin bar fence. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/50/26/PL</u> <u>15-17 Marine Drive West</u> Bognor Regis PO21 2QA</p>	<p>Demolition of existing outbuilding and erection of a storage outbuilding and the conversion of existing flat into 2 No self-contained flats. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
9th JUNE 2026**

AGENDA ITEM 6 - TO WELCOME MARK JACOBS, WESTERN AREA HIGHWAY MANAGER AND STEVE HILL, PARISH COUNCIL & COMMUNITY ENGAGEMENT COORDINATOR FROM WSCC TO DISCUSS AND CONSIDER ANY FURTHER ACTION IN RELATION TO THE SOUTHERN END OF GLOUCESTER ROAD WALL – MIN. 13 REFERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

Following damage to the Southern End of the Gloucester Road Wall, owing to a vehicle collision in early 2024, the Town Council, although not responsible for the wall, agreed to utilise the Town Force team to rebuild the wall, with Butlin's covering the cost of materials (approximately £500, at the time).

In an attempt to mitigate the risk of drivers colliding with the wall, which is located on a bend in the road, West Sussex Highways were approached and asked whether they would consider maybe lowering the chevron sign and either installing a few bollards in this area or a barrier. At the Policy and Resources Committee Meeting, held on 3rd June 2024, the following response from a Traffic Engineer was reported (Min. 7.6 refers): -

“West Sussex County Council have adopted an evidence-based approach for new traffic signs and road markings, as per the advice in the Department for Transport's Traffic Signs Manual, which is a document followed by all Highway Authorities to provide road signage and markings. This emphasizes that all signage should be kept to a minimum or installed only if there is an evident road safety need.

Warning signs and road markings can play an important part towards improving road safety. However, they should only be used where there is a specific safety issue or hazard, not to sign readily apparent conditions or routine features of the road, such as bends and junctions. Overuse of warning signs and markings can dilute their effectiveness and tends to bring them into disrepute. For example, it should not be necessary to place roundabout or traffic signal warning signs in addition to map type advanced direction signs or where the traffic signals or roundabout are clearly visible. Similarly, junction warning signs should not be necessary in street-lit urban areas, where there are frequent side-road junctions.

Our Road Traffic Collision data shows that there have been 3 collisions resulting in injury at this location in the last 5-year period. The bend was recently assessed by our Road Safety Team with input from Sussex Police following the fatality in 2022, and it was determined that there isn't currently a need for additional signage at this location, as warning signs should only be installed where there is an identified hazard or evidenced road safety issue. Of the incidents that occurred there, investigations indicate additional signs would not have affected the outcome, due to the individual circumstances of those incidents.

With regards to your comments around the chevron being installed in one of the panels as part of the wall construction, you are correct in stating that the existing chevron sign was previously mounted lower, but it appears to have been mounted at the current height following the RTC in 2020, as a result of damage to both the sign and the wall. It also looks as though the sign was reduced in size at that time, but it wouldn't be best practice to lower the height of the sign or mount on the wall, due to the size of sign and wall space available. This is also due to the positioning of the chevron sign as it would be too low and is therefore unlikely to be picked up by vehicle headlights. Reducing the height of the chevron could also cause risk for pedestrians at head height, as the recommended height of a sign on a footway is 2.1m.

It's also unlikely that the footway width is sufficient for bollards/safety barriers. Both the injury collisions involving vehicle contact with the wall occurred in the early hours of the morning, where pedestrian movements would be low. The only potential reason for WSCC installing bollards/hazard markers with reflectors would be to aid guidance for drivers taking the bend, but these could not be placed on the outside of the bend (where they would serve best purpose) due to the access to the foreshore. Additionally, neither bollards nor pedestrian guard rail would stop an out-of-control vehicle and equally, WSCC doesn't install barriers to protect private property.

It is understandably difficult for some road users to identify the bend in the road, with the eastbound nature of the road consisting of the straight approach and open forward vision, but this is the reason for the existing chevron sign to be in place, as it would not normally be required in a streetlit urban area. The hatching and other centre road markings within the vicinity have recently benefitted from refurbishment, as my local knowledge would suggest that generally southbound approach speeds are much lower than those approaching eastbound along The Esplanade.

Too much signage on public highways can contribute towards a confusing road network for motorists using the road, and the Campaign for the Protection of Rural England (CPRE) mount campaigns to reduce sign clutter. Transport Advisory Leaflet 01/13 2013 outlines this - [Reducing Sign Clutter \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270422/0113-2013-reducing-sign-clutter.pdf).

It may be that we can consider increasing the size of the Chevron sign if/when future maintenance of the sign is required, but it wouldn't be best practice for us to intervene at this stage. Unjustified signing should not be used at individual locations simply in response to complaints from the public. Care should be taken to ensure that a route is treated consistently, as it is the responsibility of all road users to take appropriate care when using the road. All road users should drive to the prevailing conditions, observe any warning signs provided, and reduce their speed accordingly."

Following on from the response from West Sussex Highways, when consulted on the County Council's proposals for improvements to The Esplanade, in reference to the proposed Traffic Regulation Order (TRO) introducing speed limits of 20mph at various sections of The Esplanade, Members of the Planning and Licensing Committee requested that the TRO be extended to the corner of Gloucester Road (Min. 36 of the meeting held on 25th June 2024 refers).

No response to the Town Council's request was received and when the permanent TRO on The Esplanade was granted, it did not include the corner of Gloucester Road.

Following another collision at the same site in May 2026, which will cost in the region of £600 plus Town Force time to repair, discussion had once again turned to what can be done to mitigate the continued risk of collisions at this location. It was agreed at the Annual Town Council Meeting held on 11th May 2026, when the matter came up for discussion under an update on regeneration in the town, that it would be referred to the Planning and Licensing Committee for further consideration at their next meeting.

At the subsequent meeting on 19th May 2026, Members agreed to invite both Mark Jacobs, Western Area Highway Manager and Steve Hill, Parish Council & Community Engagement Coordinator from WSCC to the next meeting of the Planning and Licensing Committee on 9th June to discuss and consider any further action in relation to the southern end of Gloucester Road Wall (Min. 13 refers).

At the time of publishing this report, Mark Jacobs has confirmed that he will be in attendance whereas a response from Steve Hill is awaited.

DECISION

Following discussion with representatives from WSCC, Members are invited to consider and **AGREE** any further action in relation to the Southern End of Gloucester Road Wall.

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 9th JUNE 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 15th, 22nd AND 29th MAY 2026)**

<p><u>BR/55/26/PL</u> <u>13 Normanton Avenue</u> Bognor Regis PO21 2TU</p>	<p>Removal of existing garage and outbuilding and conversion of 1 No. detached house into 2 No. semi-detached homes, including a two storey side extension with dormers and a rear extension and demolishing of out buildings. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.</p>	<p><i>COMMENT BY 12-JUNE-2026</i></p>
<p><u>BR/57/26/HH</u> <u>6 & 8 Cavendish Road</u> Bognor Regis PO21 2JW</p>	<p>Single storey rear extension to No. 8 and demolition of existing detached garage/store and erection of detached garage to the rear of No.6.</p>	<p><i>COMMENT BY 12-JUNE-2026</i></p>
<p>BR/73/26/T <u>Allotments</u> <u>North-West of Chipley Court</u> Hawthorn Road Bognor Regis PO21 5NL</p>	<p>Fell 1 no. mature Ash (T1).</p>	<p><i>COMMENT BY 12-JUNE-2026</i></p>
<p><u>BR/76/26/T</u> <u>13 Normanton Avenue</u> Bognor Regis PO21 2TU</p>	<p>Fell 1 no. Oak (T01).</p>	<p><i>COMMENT BY 12-JUNE-2026</i></p>
<p><u>BR/60/26/HH</u> <u>71 Longford Road</u> Bognor Regis PO21 1AE</p>	<p>Retrospective application for conversion of former detached garage to an annexe, including raising of the ridgeline.</p> <p>RE-ADVERTISED Amended plans, elevations and description.</p>	<p><i>COMMENT BY 18-June-2026</i></p>

<p><u>BR/84/26/S73</u> <u>48 Aldwick Rd</u> Bognor Regis PO21 2TU</p>	<p>Variation of condition 3 following the grant of BR/42/21/PL for amended hours of operation.</p>	<p><i>COMMENT BY 25-June-2026</i></p>
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Licensing Act 2003 – Notice

Reference Number: 123222

**IB2 Food Limited
48 Aldwick Road
Bognor Regis
West Sussex
PO21 2PN**

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

Proposed licensable activities

Supply Late Night Refreshments on the premises from 23:00 – 01:00
Sunday to Thursday and 23:00 – 03:00 Friday and Saturday

The application is open to representation from interested parties and
responsible authorities between 16th May 2026 and 12th June 2026

A public register of all Licensing Act permissions and applications is held by Arun District
Council at 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

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



Licensing Act 2003 – Notice of Review

Reference Number: 123275

Arun District Council has received an application on 01 June 2026 for a review under Section 51 of the Licensing Act 2003
The premises affected is

**Bucharest Supermarket
70 - 72 London Road
Bognor Regis
West Sussex
PO21 1PT**

The grounds of the review are that the Licensing objectives of:
The Prevention of Crime and Disorder and The Protection of Children from Harm have been seriously undermined by the sale of non duty paid tobacco and cigarettes which were not labelled in English in breach of legislation.

A public register of all Licensing Act permissions and applications is held by Arun District Council at www.eh.arun.gov.uk

Representations can be made by the premises licence holder, responsible authorities and any other persons.
These representations should be received within 28 days of 1st June 2026 to expire on 28th June 2026.

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

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

AGENDA ITEM 11

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
9th JUNE 2026**

**AGENDA ITEM 11 - TO CARRY OUT A REVIEW OF THE TOWN COUNCIL'S
CIL SPENDING LIST, DEFERRED FROM THE MEETING HELD ON 19th MAY
2026 – MIN. 7.1 REFERS**

REPORT BY THE DEPUTY CLERK

FOR DECISION

The list was last reviewed at the meeting held on 25th November 2025, at which time an amendment to the list was made to add the Promenade Lights Project and a Bandstand Lighting Project (Min. 115.2 refers).

The next review of the Town Council's CIL Spending List was scheduled to take place on 19th May 2026, however due to an administrative oversight, the item was deferred to the next meeting (Min. 7.1 refers).

As previously agreed, members of the local community are invited to put forward a CIL project proposal for the Town Council to consider adding to their CIL Spending List, as long as it meets the criteria. Any applications received would be considered each May and November. Currently, there are no applications to consider.

The Town Council presently has £21,105.76 of unallocated 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.

DECISION

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

Bognor Regis Town Council Community Infrastructure Levy (CIL) Spending List

CIL receipts are to be spent by local councils within five years of receipt and it must be spent on (see Regulation 59C of the CIL Regulations 2010 as amended):

- providing, replacing, improving, operating or maintaining infrastructure that supports development in the area; or
- anything else concerned with addressing the demands that development places on the area

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

Check whether proposed projects align with the District Council's intentions for spending its CIL receipts. Communication and consultation on CIL spending and infrastructure lists with service providers is therefore strongly advisable to ensure that the Council and Local Councils spend CIL in the most effective way. The Council would welcome requests to review local council CIL spending plans. Please contact CIL@arun.gov.uk to arrange to discuss this matter.

Last Reviewed: November 2025 – this document will be reviewed, on a 'light touch' basis, every May and November.

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

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

	Vision, Objectives and Policies”.	into delivering a similar scheme in achieving beach access for Bognor Regis .			
Bognor Regis Town Council Information Boards, located around the local area e.g. Railway Station	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 3: Station arrival experience refers to “working in partnership with Network Rail to introduce a step change in the arrival experience currently provided by the station and station surrounds in support of Neighbourhood Development Plan Vision, Objectives and Policies”.	Scheme costs, as yet, unknown but to be investigated and included in the next review of this spending list. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt.	Delivery timescales currently unknown until further investigation has been carried out and an update provided in the next review of this spending list.	Visit Britain; Tourist Board; WSCC; National Rail; Butlin’s; Heritage Board; BR BID; Local attraction providers?	Unknown but aligns with replacing and improving infrastructure that supports development in the area and addressing the demands that development places on the area.
Plant a tree-lined avenue entrance into Bognor Regis	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 4: Public realm	Estimated to be £5k - £6k to cover the purchase price of trees/shrubs, labour and sundries. It is anticipated that delivering this scheme	Delivery timescales currently unknown until further investigation has been carried out and an update provided in the	ADC Parks; WSCC; BRTC In Bloom; Tree Wardens; BR Community Gardeners; National Trust;	31/PC/ - Urban Greening project for a tree lined avenue in Bognor Regis (Shripney Road)

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

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

	gateways and identified cycle paths in support of Neighbourhood Development Plan vision, Objectives and policies”.	approx. £160 each (excl. VAT).			
‘Boris bike’ type scheme	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 4: Public realm improvements: Esplanade, Gloucester Road, Gateways refers to “delivering a coordinated programme of public realm improvements along the esplanade, Gloucester Road, key gateways and identified cycle paths in support of Neighbourhood Development Plan vision, Objectives and policies”.	Scheme costs, as yet, unknown but to be investigated and included in the next review of this spending list. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt. Estimated capital cost of £1,700 per bike.	Delivery timescales currently unknown until further investigation has been carried out and an update provided in the next review of this spending list. Estimated delivery time 1 – 2 years.	SUEZ Communities Trust; People’s Postcode Lottery Trust; The Big Lottery; WSCC; ADC Leisure?	Unknown but aligns with providing, infrastructure that supports development in the area and addressing the demands that development places on the area, in relation to roads and transport facilities, and sporting and recreational facilities.
Update the brown Tourist Signs	The adopted Bognor Regis Neighbourhood Development Plan sets	Scheme costs, as yet, unknown but to be investigated and	Delivery timescales currently unknown until further	WSCC; ADC; Visit Britain;	Unknown but aligns with replacing and improving

	<p>out our Community Priority Projects (page 75). Priority Project 3: Station arrival experience refers to “working in partnership with Network Rail to introduce a step change in the arrival experience currently provided by the station and station surrounds in support of Neighbourhood Development Plan Vision, Objectives and Policies”.</p>	<p>included in the next review of this spending list. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt.</p>	<p>investigation has been carried out and an update provided in the next review of this spending list.</p>	<p>Tourist Board; Local attraction providers?</p>	<p>infrastructure that supports development in the area and addressing the demands that development places on the area, in relation to open spaces.</p>
<p>Install lights along the Promenade, between Gloucester Road Car Park and Longbrook Park</p>	<p>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,</p>	<p>It is anticipated that the cost could range between £10,000-£20,000. It is anticipated that the Town Council would partly fund this project.</p>	<p>Delivery timescales currently unknown until further investigation has been carried out and an update provided in the next review of this spending list.</p> <p>Expected timescale is 1-2 years</p>	<p>ADC could provide permission for the installation of the lights and assist with procurement.</p>	<p>Unknown but aligns with replacing and improving infrastructure that supports development in the area and addressing the demands that development places on the area. Also improving open spaces.</p>

	<p>Gloucester Road, key gateways and identified cycle paths in support of Neighbourhood Development Plan vision, Objectives and policies”.</p> <p>The need for lights along this section of the Promenade was raised at the newly established Town Centre Action Group. The area is currently very dark at night which affects public safety and makes the section of beach unappealing. The lights are expected to run off solar energy only which reinforces our contribution to green infrastructure and the environment.</p>				
<p>Installing lights on the bandstand along the promenade</p>	<p>The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 4: Public realm</p>	<p>Scheme costs, as yet, unknown but to be investigated and included in the next review of this spending list. It is anticipated that</p>	<p>Delivery timescales currently unknown until further investigation has been carried out and an update provided in the</p>	<p>ADC, as the bandstand is currently owned and operated by them.</p>	<p>Unknown but aligns with replacing and improving infrastructure that supports development in the area and addressing</p>

	<p>improvements: Esplanade, Gloucester Road, Gateways refers to “delivering a coordinated programme of public realm improvements along the esplanade, Gloucester Road, key gateways and identified cycle paths in support of Neighbourhood Development Plan vision, Objectives and policies”.</p>	<p>delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt.</p>	<p>next review of this spending list.</p> <p>As the bandstand is owned by ADC, this project is dependant on any future agreement/asset transfer with ADC.</p>		<p>the demands that development places on the area. Also improving open spaces.</p>
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**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
9th JUNE 2026**

AGENDA ITEM 12 - TO RATIFY AND RECEIVE AN UPDATE ON THE TOWN COUNCIL'S SUBMISSION IN RESPONSE TO ARUN DISTRICT COUNCIL'S 2 HOUR PARKING SCHEME CONSULTATION

REPORT BY THE DEPUTY CLERK FOR DECISION & INFORMATION

Members will recall that the consultation on Arun District Council's proposed 2 Hour Parking Scheme Review was previously reported to the Planning and Licensing Committee via email in February 2026.

Following publication of the Arun District Council Economy Committee Agenda and associated reports for the meeting scheduled for 11th June 2026, concerns have arisen regarding consultation responses attributed to Bognor Regis Town Council within Appendix E of Arun's report pertaining to the consultation.

For the record, the Town Council's Planning and Licensing Committee considered the consultation and agreed a formal corporate response, which was subsequently submitted on behalf of the Council through its established decision-making processes in early March 2026. The approved response recorded a support score of 7 out of 10.

Upon reviewing Appendix E, it became apparent that two separate responses appear to have been attributed to Bognor Regis Town Council. In addition to the formally approved response, a second response is listed recording a support score of 1 out of 10.

Officers have reviewed the matter and can confirm that the second response was not authorised, approved, or submitted on behalf of Bognor Regis Town Council through any Council decision-making process. The Town Council is unaware of the circumstances surrounding the submission of this additional response.

Following publication of the report, significant discussion occurred on social media regarding the responses attributed to the Town Council. As a result, concerns were raised regarding potential confusion as to the Council's official position and the reputational impact arising from publication of two apparently conflicting submissions.

At the request of the Town Clerk, the Deputy Clerk has therefore written to the Chair, Vice-Chair and relevant officers of Arun District Council's Economy Committee seeking clarification and to correct the record:

*"Dear Chair and Vice-Chair and Officers concerned,
I write following the publication of the Economy Committee Agenda and associated reports for the meeting to be held on 11th June 2026, specifically the consultation responses contained within Appendix E.*

As you may be aware, publication of the report has generated significant discussion on social media regarding the responses attributed to Bognor Regis Town Council.

To clarify the position, Bognor Regis Town Council's Planning and Licensing Committee considered the consultation and agreed a formal corporate response, which was subsequently submitted on the Council's behalf. The Town Council has since noted that Appendix E appears to contain two separate responses attributed to Bognor Regis Town Council. One response records a support score of 7 out of 10 and represents the Town Council's formally approved consultation response, whilst another records a support score of 1 out of 10.

The Town Council is unaware of the circumstances in which the second response was submitted and can confirm that it was not authorised, approved, or submitted on behalf of Bognor Regis Town Council through its established decision-making processes.

It is regrettable that, once it became apparent that two responses had been received from an organisation identified as Bognor Regis Town Council, no clarification was sought from the Town Council prior to publication. Had contact been made, we would have been able to confirm the Council's approved position and avoid the confusion and reputational damage that has arisen as a result of the report's publication.

Given the public interest generated by this matter, I would be grateful if the Committee could be advised that the Town Council recognises only its formally approved consultation response and that the second submission should not be treated as representing the Council's corporate view.

I should also be grateful if officers could confirm what steps will be taken to correct the record and ensure that Members of the Economy Committee are considering the consultation results on the basis of accurate stakeholder representations."

Members are asked to ratify the official response submitted.

DECISION

Members are asked to **RATIFY** the submission made in response to Arun District Council's 2 Hour Parking Scheme Consultation.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
9th JUNE 2026**

AGENDA ITEM 13 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. WSCC – Notice was received on 26th May that an Emergency Road Closure has been established on Linden Road due to the appearance of sinkhole located in the centre of the carriageway by its junction with Havelock Road. A diversionary route has been established. An assessment has been carried out by Southern Water who confirmed the cause is not believed to be linked to their assets. Portsmouth Water attempted to carry out an inspection but were unable to due to practical issues and will consider how to proceed. WSCC had arranged for their own contractors to attend, investigate and carry out repairs and an in an update received on 2nd June 2026 it was confirmed that works had been completed and the road closure removed.
2. Portsmouth Water – A public consultation has been launched on its draft Drought Plan and customers and stakeholders are invited to share their feedback.
3. WSCC - Highways, Transport and Planning - News and Updates Newsletter 29th May 2026.