



# BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

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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 at The Town Hall, Clarence Road, Bognor Regis at **6.30pm on TUESDAY 19<sup>th</sup> NOVEMBER 2019.**

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** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

**DATED this 12<sup>th</sup> day of NOVEMBER 2019**

**CLERK TO THE COUNCIL**

### **THE AGENDA and BUSINESS to be TRANSACTED is:**

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary 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 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, 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

3. To approve the Minutes of the Planning and Licensing Committee Meeting held on 29<sup>th</sup> October 2019
4. Adjournment for public question time and statements
5. Clerk's Report from previous Minutes
6. To consider Planning Applications on Lists dated 25<sup>th</sup> October, 1<sup>st</sup> and 8<sup>th</sup> November 2019
7. To consider commenting on any significant Planning Applications outside the wards of Bognor Regis, that may impact on the infrastructure of Bognor Regis on Lists dated 25<sup>th</sup> October, 1<sup>st</sup> and 8<sup>th</sup> November 2019
8. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
9. To consider Premises Licence Applications, including any variations and any other Licence Applications
10. To consider WSCC Improving Local Places and Spaces schemes
11. To discuss the issue of street lighting, as raised at the Council Meeting held 4<sup>th</sup> November 2019 - Min. 117 refers, and agree any actions
12. Correspondence

**ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

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



# BOGNOR REGIS TOWN COUNCIL

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

### **HELD ON TUESDAY 29<sup>th</sup> OCTOBER 2019**

**PRESENT:** Cllr. S. Goodheart (Chairman) (during Min. 123),  
Cllrs: J. Barrett, Ms. A. Sharples, W. Smith  
(during Min. 123) and Mrs. J. Warr (until Min. 131)

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)

*The Meeting opened at 6.31pm*

#### **118. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

In the absence of Cllr. Goodheart, it was **AGREED** that the Vice Chairman, Cllr. Mrs. Warr, should act as Chairman for the meeting until such time that Cllr. Goodheart may arrive.

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllr. Mrs. Daniells, who was away, and Cllr. Erskine who was working.

#### **119. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this 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 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, 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

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

***There were no declarations of Interest***

**120. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8<sup>th</sup> OCTOBER 2019**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 8<sup>th</sup> October 2019 as an accurate record of the proceedings and the Chairman signed them.

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

There were no members of the public present.

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

There was nothing to report.

**123. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> OCTOBER 2019**

***Cllr. Smith arrived at the Meeting***

***Cllr. Goodheart arrived at the Meeting and took the Chair***

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

**123.2** The Committee noted that representations had been received from the public in respect of Planning Application BR/258/19/L. No representations had been received from neighbouring parishes, in respect of these applications.

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

**124.** **TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> OCTOBER 2019**

There were none.

**125.** It was **RESOLVED** to vary the order of business to take Agenda items 13 and 14 next.

**126.** **TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 16.1) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING AMENDMENTS SUBMITTED BY THE APPLICANT, REGARDING PLANNING APPLICATION BR/120/19/PL - THE BANDSTAND, THE PROMENADE, BOGNOR REGIS (MIN. 23.3 OF 4<sup>th</sup> JUNE 2019 REFERS)**

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to enable them to give further consideration of Planning Application BR/120/19/PL, following amendments submitted by the applicant.

Members **RESOLVED** to further consider their previous decision and Standing Orders were therefore reinstated.

**127.** **TO RECEIVE AN UPDATE REGARDING PLANNING APPLICATION BR/120/19/PL - THE BANDSTAND, THE PROMENADE, BOGNOR REGIS (MIN. 23.3 OF 4<sup>th</sup> JUNE 2019 REFERS)**

The Civic & Office Manager's report was **NOTED**.

Whilst Members acknowledged the omission, for now, of the previously proposed Perspex sheeting to the railings, there remained concern about the safety of Perspex being fitted at high level, particularly during high winds.

Additionally, having considered the amendments submitted by the applicant, Members continued to have concerns that alterations and repairs would not be in keeping with the Listed Building. The Committee agreed that the Bandstand on the Promenade was close to the heart of the Town and an iconic part of Bognor Regis.

Members again expressed their desire for a site visit with the applicant so that further information could be sought by Members and questions asked directly. The request for Members to attend a site visit with the applicant was first made in June, when the Town Council's representation was submitted to ADC. In September, having received no response to the original request, a letter was sent to ADC's Group Head of Planning asking that a site visit be arranged for Members. With no response having been received to the letter, the Civic & Office Manager contacted the Senior Planning Officer at ADC to enquire as to the likelihood of arranging a site visit. Eventually, the offer of a phone call from ADC to speak with the Civic & Office Manager came only the day prior to this Planning and Licensing Committee Meeting, with no offer of a site visit being arranged.

Having considered the amendments submitted by the applicant in respect of Planning Application BR/120/19/PL, Members **RESOLVED** to **AGREE** that their **OBJECTION** to the application stand.

**128. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING**

ADC Development Control Meeting - 6<sup>th</sup> November 2019.

**BR/120/19/PL and BR/121/19/L - The Bandstand, The Promenade, Bognor Regis - Application under Regulation 3 of the Town & Country Planning (General Regulations) 1992 for the reinstatement of missing pieces of ornamental metalwork; redecoration of entire structure; removal of yellow brick plinth and step, and reinstatement with red brick; relocation of entrance gate from south elevation to west elevation; infilling of open east and west sides with new railing to match existing; removal of existing lighting and provision of new; fitting of horizontal ceiling; removal of concrete floor finish; laying of new non-slip tiles in geometric pattern; fitting of Perspex sheeting at high level to prevent rainwater penetration**

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Applications BR/120/19/PL and BR/121/19/L at the meeting held on 4<sup>th</sup> June 2019 (Min. 23.3 refers).

Members **RESOLVED** to **AGREE** that the Chairman, Cllr. Goodheart, be registered to speak at the ADC Development Control Meeting, to be held 6<sup>th</sup> November 2019, in objection of Planning Applications BR/120/19/PL and BR/121/19/L.

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

**129.1 Licensing Act 2003**

**Premises: Bognor Pier Leisure Ltd, Club Vision and Sports Bar, Bognor Pier, The Esplanade, Bognor Regis  
Licence Number: 9528**

The Committee noted the application for the Variation of a Premises Licence to vary the licensed activity to include the sale and supply of alcohol for consumption off the premises.

Members were opposed to the idea of the sale and supply of alcohol for consumption off the premises. The basis for this opposition was the likely effect of the grant of the licence variation on the promotion of the licensing objectives. Members were concerned that a grant of the application was not 'appropriate' for the promotion of the licensing objectives.

The application proposes that alcohol would be sold for consumption off the premises between 08:00 and 05:00, seven days a week. Granting a licence would provide a further source of alcohol within an area already heavily populated with licensed premises and there were concerns of potential increases in crime, disorder and public nuisance placing added pressure on local police.

Residents in neighbouring properties to which the food and alcohol, ordered online, is delivered may be subject to noise nuisance and antisocial behaviour at all hours of the day and night.

Whilst the steps intended to be taken, to promote the protection of children from harm, have been described in the application, these steps only take into account the eligibility of the person placing the order and receiving the delivery. They do not account for under-age persons present in the property.

There were also concerns about the promotion of public safety. The rationale to order home-delivered food at 04:00, for instance, may solely be for the purpose to facilitate access to alcohol to persons already under the influence. Members are supportive of campaigns such as Drink Aware that promote the sensible consumption of alcohol.

Members, therefore, **RESOLVED** to **OBJECT** to the Variation of the Premises Licence being granted, and instructed that their representation be submitted to the Licensing Authority.

**129.2 Licensing Act 2003**

**Premises: William Cole Ice Rink, 1-2 Place St Maur Des Fosses, Bognor Regis**  
**Reference Number: 112946**

The Committee noted the application for a Premises Licence for the supply of alcohol Monday to Sunday from 10:00 until 21:30 hours, from 21/11/19 until 05/01/20.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

**130.** It was **RESOLVED** to vary the order of business to take Agenda item 12 next.

**131. TO NOTE RESPONSES RECEIVED FOLLOWING INVESTIGATION INTO LOCAL OPINION ON POTENTIAL CHANGES TO CURRENT TRAFFIC REGULATION ORDER IN DURBAN ROAD AND TO AGREE THE NEXT STEPS (MIN. 65 OF 6<sup>th</sup> AUGUST 2019 REFERS)**

The Civic & Office Manager's report was **NOTED**.

Members discussed the feedback received from local businesses and residents in relation to an application for a Traffic Regulation Order in Durban Road. It was felt that the support of such an Order was not sufficiently evident to submit an application to West Sussex County Council.

Members, therefore, **RESOLVED** to **AGREE** that no further action be taken.

***Cllr. Mrs. Warr gave her apologies and left the Meeting***

***Cllr. Smith left the Meeting***

**132. TO RECEIVE A REPORT FROM THE RECENT JWAAC HIGHWAYS & TRANSPORT SUB-GROUP MEETING HELD 22<sup>nd</sup> OCTOBER 2019 AND AGREE ANY ACTIONS**

As the Town Council's appointed representative to the JWAAC Highways & Transport Sub-Group, Cllr. Goodheart gave a verbal report to Members following on from the Sub-Group Meeting held on 22<sup>nd</sup> October 2019.

***Cllr. Smith returned to the Meeting***

Cllr. Goodheart reported that the Sub-Group had received a presentation on 'Improving Local Places and Spaces' addressing local council and community groups partnership working.



This initiative, and other possible projects for community group partnership working, is to be discussed at a future meeting of the relevant Committee.

**133. TO RECEIVE A REPORT ABOUT TREE PROTECTION ORDERS**

The Civic & Office Manager's report, giving information about the application process for Tree Protection Orders, was **NOTED**.

**134. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence previously circulated. In addition, the following was brought to Members attention:

Additional correspondence included: -

- 134.1** Arun District Council - Notification that ADC intends to adopt the 'Open Spaces, Playing Pitches and Built Indoor Facilities', Supplementary Planning Document October 2019, and 'Parking Standards', Supplementary Planning Document October 2019, at Full Council on 15<sup>th</sup> January 2020.
- 134.2** Housing, Communities and Local Government Committee - Evidence Session with the Secretary of State to be held 28<sup>th</sup> October 2019
- 134.3** West Sussex County Council - Latest Planned Roadworks report, 23<sup>rd</sup> October - 22<sup>nd</sup> November 2019
- 134.4** WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Orchard Way, Bognor Regis from junction with Orchard Way Roundabout to junction with Durban Road (Westbound Only) is temporarily prohibited from 18/11/19 at 09:30 until 19/11/19 at 16:00. The restriction will be in place day-time only between 09:30 – 16:00 to allow for carriageway patching works.

***The Meeting closed at 7.45pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29<sup>th</sup> OCTOBER 2019**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> OCTOBER 2019**

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

<b>BR/256/19/PL</b> 2 Cavendish Road Bognor Regis PO21 2JW	Conversion of existing store to 3 No. bed dwelling	<b>NO OBJECTION</b>
<b>BR/258/19/L</b> The Royal Norfolk Hotel The Esplanade Bognor Regis PO21 2LH	Listed building consent to form new external door opening to west elevation	<b>NO OBJECTION</b>
<b>BR/274/19/PL</b> Flat 2, Oakhurst 22-24 Upper Bognor Road Bognor Regis PO21 1FW	Single storey rear extension	<b>NO OBJECTION</b>
<b>BR/241/19/HH</b> 12 Stratton Court Bognor Regis PO22 8DP	Side extension to replace garage conversion	<b>NO OBJECTION</b>

<p><b>BR/231/19/PL</b> 86 Annandale Avenue Bognor Regis PO21 2EX</p>	<p>Erection of first floor rear extension to provide 1 No. 2 bed flat (resubmission following BR/317/18/PL)</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/275/19/PL</b> Newman House 21 Sturges Road Bognor Regis PO21 2AH</p>	<p>Garage/store block</p>	<p><b>OBJECTION</b> Members were unable to support Planning Application BR/275/19/PL as it was not possible to determine how access to the garage/store block would be achieved, from the information supplied, with concerns about the possible effect that access might have on the highway.</p>
<p><b>BR/259/19/PD</b> 20 Sudley Road Bognor Regis PO21 1EU</p>	<p>Notification for Prior Approval under Schedule 2, Part 3, Class O for a proposed change of use from office use on ground floor (B1(a)) into 2 No. flats (C3 Dwellinghouse)</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/273/19/HH</b> 3 Roman Fields Bognor Regis PO21 5XA</p>	<p>Part two storey part single storey side extension and part conversion of garage to habitable use and dormer windows to front and rear</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/268/19/PL</b> Flat 2 Benizi Court Clarence Road Bognor Regis PO21 1LR</p>	<p>Replacement of small double rear access doors to one single door, new steps &amp; handrail</p>	<p><b>NO OBJECTION</b></p>

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE  
19<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 10 - TO CONSIDER WSCC IMPROVING LOCAL PLACES AND SPACES SCHEMES**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

West Sussex County Council have launched a new initiative around community led improvements, helping communities to become more resilient and to help tackle issues in the local area.

In some areas of work, WSCC will be reducing levels of service and helping local communities influence and be part of the delivery of local priorities impacting neighbourhoods. Communities can access information, guidance, resources and training to decide on the priorities for their area for highways. There are three elements including: - Community Highways Partnerships; Community Led Improvement; Community Action.

Many of the examples for ways in which communities can get involved with the various schemes fall within the Functions of the Town Council's Planning and Licensing Committee, as set out in the Terms of Reference. However, it is likely that any participation that the Town Council may have with any of the schemes going forward will require the involvement of the Community Engagement and Environment Committee.

Therefore, Members are asked to note the report attached, as **Appendix 1**, and consider whether to investigate ways in which the Town Council could support the delivery of these schemes in Bognor Regis.

**DECISION**

Do Members wish to investigate ways in which the Town Council could support the delivery of the schemes as outlined in West Sussex County Council's Improving Local places and Spaces report?

# West Sussex Highways, Transport & Planning

## Improving Local Places and Spaces

### Supporting Resilient Communities

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Community  
Highways  
Partnerships



Community-led  
Improvements



Community  
Action

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## Foreward

Very often in life a 'one-size fits all' approach just doesn't work, and our highways are no different. West Sussex has a diverse landscape from rural parishes & larger towns, to large urban centres in our District & Borough Councils. To achieve the best deal for each community, West Sussex County Council has come up with a new way of working.

West Sussex County Council continues to strive to find ways to empower communities, help support them to become resilient and enable them to become involved in all the opportunities we have to offer through Improving Local Places and Spaces. We do not and could not do this alone but in partnership with our communities. That is why Improving Local Places and Spaces is so important, it looks in detail at how the County Council can support your Parish and Town Councils and Community Groups to help tackle issues in your local area, the issues that matter to you. Our main objective is for us to work together to help improve the quality of our neighborhoods.

Please be assured we will work with the utmost focus to provide support to our communities and that we will keep relentless focus of our relevant key priorities and apply them to how we will operate with Improving Local Places and Spaces.

### Our Priorities...

- **A prosperous place**
- **A strong, safe and sustainable place**
- **A council that works for the community**

Roger Elkins

Cabinet Member for Highways and Infrastructure

July 2019



# Improving Local Places and Spaces

## Supporting Resilient Communities

**West Sussex County Council will still be responsible for:**

- Safety related work (e.g. potholes)
- Essential tree maintenance
- Drainage repairs & gully cleaning
- Safety lines & signs
- Resurfacing roads when needed
- Grass cutting

**But...**

In some areas of work we will be reducing levels of service and helping local communities influence and be part of the delivery of local priorities impacting neighborhoods. Communities can access information, guidance, resources and training to decide on the priorities for their area for highways. There are three elements of this offer:

- 1 **Community Highways Partnerships**
- 2 **Community Led Improvement**
- 3 **Community Action**



### **Community Highways Partnerships**

An agreement between the Parish & Town Councils and Community Groups that enable local maintenance work which enhances the local environment.



### **Community-led Improvements**

Communities can raise concerns about highways issues within their area and apply for a community-driven scheme through the Works Programme.



### **Community Action**

We provide various opportunities to enable volunteer groups to support and enhance their local neighborhood by actively getting involved in a variety of highway related activities.

## Community Highways Partnerships



Parish and Town Councils can undertake a variety of maintenance activities on the public highway by signing up to a simple agency agreement with West Sussex County Council.

### Activities can include:

- Cleaning signs
- Graffiti removal
- Weed spraying on footway and kerb
- Removal of epicormic growth around trees (shoots rising at the bottom of a tree)
- Strimming on landscaped areas
- Cut back overgrown vegetation
- Twitten vegetation clearance
- Clear leaves from gully tops
- Removal of unofficial signs, verge markers and estate agents boards that pose a danger to highway users
- Grass cutting
- Siding footpaths
- Licensing activities – A-boards/ busking
- Enforcement – issuing letters to ask for considerate parking, cutting back private vegetation, yellow development signs/ A-boards
- Tree work
- Inspections
- Roundabout maintenance



Case Study – Henfield Parish Council

### How to get involved:

Contact: [active.communities@westsussex.gov.uk](mailto:active.communities@westsussex.gov.uk)



## Community-led Improvements

Delivered by West Sussex County Council



Communities can raise concerns about highways issues within their area and put forward an application for funding through the County Council's Annual Works Programme.

### Community Highway Schemes:

- Traffic calming features
- Town/village centre enhancements
- Cycling facilities
- Crossing facilities
- Speed limits/zones
- Junction improvements.
- Improved footpath links
- Traffic Regulation Orders e.g. parking

Schemes are assessed and scored and the highest scoring schemes are taken forward. Last year 21 schemes from across the county were successful.



Case Study – Ferring Parish Council

**Community TRO** - Communities can apply for Traffic Regulation Orders (TROs) which seek to resolve locally identified issues, examples include:

- Double yellow lines
- Speed limit reductions
- Each year our County Local Committees (CLCs) agree to a number of TROs each (24 across the county).

In addition the Cabinet Member for Highways and Infrastructure has discretion to agree an additional 15.

### How to get involved:

For more details and to apply, visit [here](#)

## Community-led Improvements

Delivered by communities



There are lots of projects where communities can get involved in their delivery.

**Operation Watershed** - Community groups interested in delivering improvement projects to tackle issues with drainage infrastructure and the aim of reducing the risk and impacts of flooding, can bid for funding from Operation Watershed (Active Communities funding). There is £300,000 available for 2019/20 and typical projects may include:

- the riparian ditch network
- damage to roads
- Improving resilience to protect homes, businesses and highways

The required demonstrable criteria for applications to be successful include:

- Tackling a recognised surface or ground water flood risk
- Meeting at least one of the following elements in its technical scope:
  - Provide new infrastructure installations or build
  - Make material change improvements to existing infrastructure
  - Increase the drainage capacity of existing infrastructure
  - The provision of assets for community groups' usage to protect their local area
  - Evidence strong community commitment to delivering the project and carrying out future maintenance



Case Study – FLOW

### How to get involved:

For more details and to apply, visit: [www.westsussex.gov.uk/watershed](http://www.westsussex.gov.uk/watershed)

## Community Action

We support and enable various opportunities for communities and volunteer groups to work on enhancing their neighborhood through a variety of activities.



### Active Communities:

The County Council will provide guidance and advice to enable interested groups to tackle those issues in their area which otherwise may be neglected.

- cutting back overgrown vegetation
- trimming the edges of grass verges
- clearing weeds
- sign and bollard cleaning
- hand clearing gullies and ditches
- removing unlawful signs
- siding foot-paths and cycle-paths

### How to get involved:

Contact: [active.communities@westsussex.gov.uk](mailto:active.communities@westsussex.gov.uk)

Where communities have a willing group of volunteers and local projects require more support they can request assistance from our **Community Volunteers**.

This includes:

- Task Leader Training – can provide access to West Sussex County Council’s Public Liability Insurance
- Risk assessments
- Power tool training
- Limited tool loan



Case Study – Community Volunteers

If your Community Groups project needs extra hands we may be able to help.

Contact: [darren.rolfe@westsussex.gov.uk](mailto:darren.rolfe@westsussex.gov.uk)

## Community Action



### Community Winter Resilience:

The County Council has a Winter Maintenance Plan (WMP) which sets out strategy and service levels for keeping the roads gritted in the winter period. This service can be supplemented by Parish/Town Council Winter Maintenance Plans supporting vulnerable people within their community. Setting out how localised activities for example arrangements for volunteers & farmers to undertake salting and snow clearance. Before each winter parishes undertake an audit of salt bins which the County Council will top up in Autumn in accordance with the WMP yearly offer. We currently work with 155 parish/town councils.



Case Study – East Grinstead

### How to get involved:

Contact: [active.communities@westsussex.gov.uk](mailto:active.communities@westsussex.gov.uk)

### Flood action groups:

Flood action groups are composed of local residents that represent a voice for their community on flood-related issues. They work closely with local authorities, the Environment Agency, water companies, landowners, businesses and other partner agencies involved in flooding to find ways to help reduce flood risk in their community. West Sussex already has 33 local flood action groups across the county involved in local activities to identify and reduce the impact of flooding and contribute to the county's strategic approach to flood risk management.

### How to get involved:

For more details and to apply, visit: [www.westsussex.gov.uk/floodactiongroups](http://www.westsussex.gov.uk/floodactiongroups)

# Community Highways Partnerships

## Case Study



- **Henfield Parish Council**
- **Project: Cutting Back Verges/Clearing Vegetation**

*“The positive impact to Henfield of the partnership has been gradual but very noticeable. We have received many positive comments from residents, particularly after the recent project to cut back the verges”* – **Kevin Wright, Clerk, Henfield Parish Council**



01273 492507 • [office@henfield.gov.uk](mailto:office@henfield.gov.uk)

### The Challenge:

- The Parish Council and local community wanted to improve the space they live in by undertaking general small scale highway works.

### The Solution/Approach:

- Henfield Parish Council (HPC) wanted to take ownership of the issues in their local area, recognising that the County Council is no longer able to undertake some of the ‘nice to do’ work that is important to the local community and helps to improve the economy.
- HPC decided to employ its own Works Officers and then purchase a van.
- By the end of 2018, HPC have increased the work it does and employed a further two part time works officer and this enabled HPC to have a two person team working in the village four days per week.

### The Results:

- Currently keeping clear of vegetation many of the footpaths around the village; verges are being cut back to increase the width of footways, which is allowing mothers with pushchairs/prams better and safer access.
- Minor tree safety work is being carried out; epicormic tree growth being removed around the village and verges are being cut more frequently to keep the village looking neat and tidy.
- Are able to carry out minor repairs to fences and to keep many gullies clear of leaves in the winter season.

## Community-led Improvements

### Case Study



- Ferring Parish Council
- Project: Traffic Calming/Junction Improvement

*"Feedback received is that it has helped reduce the speed of the traffic and has made exiting the side road much easier and less of a hazard"* – Amanda Thomas, Administrative Assistant , Ferring Parish Council



parishoffice@ferringparishcouncil.org.uk • 01903249449 • www.ferringparishcouncil.org.uk

#### The Challenge:

- Exiting Sea Lane Gardens onto Sea Lane, Ferring, was proving difficult due to the very poor visibility at the junction. This had resulted in numerous near misses and a small number of quite serious accidents. It was also evident that crossing the road in this location was difficult in this vicinity. Concerns were also raised regarding vehicle speeds on Sea Lane.

#### The Approach:

- The community made an application to the County Council for a 'Community Highway Scheme'. Schemes are assessed against criteria which includes safety, contribution to economic growth, environment and sustainability. Budget is allocated to highest scoring schemes each year and this was successful.
- Working with the community, a design with buildout and crossing point was agreed.

#### The Results:

- The results of the finished scheme are that residents feel safer using the junction, have a new improved crossing point and reduced vehicle speeds on Sea Lane.

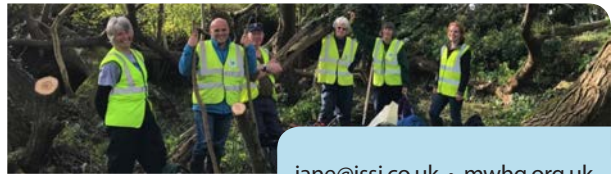
# Community-led Improvements

## Case Study



- FLOW
- **Project: Fixing and Linking Our Wetlands** is a Heritage Lottery Funded Project to survey and improve the ditch network of the Manhood Peninsula, to prevent flooding and increase vital habitat for wildlife.

*“The positive impacts have been multiple for the community. We have provided invaluable data to West Sussex County Council, Chichester District Council, the Environment Agency and Parish Councils about drainage that will benefit them through targeted flood risk reduction measures.” – Jane Reeve, FLOW Project Leader*



[jane@jssj.co.uk](mailto:jane@jssj.co.uk) • [mwhg.org.uk](http://mwhg.org.uk)

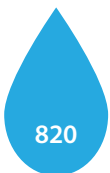
### The Challenge:

- The network of waterways on the Manhood Peninsula connect the protected areas of Pagham Harbour, Medmerry and Chichester Harbour. Their upkeep is not just of benefit to wildlife but increasingly to people, as more frequent flooding events take place.

### The Approach:

- The FLOW team is made up of local volunteers, led by FLOW Project leader Jane Reeve and Field Officer Christopher Drake. Volunteers are trained in a range of skills, including: GIS mapping, hedge laying, surveying, species identification and landscaping, to restore the wetland network safely and effectively. Many volunteers bring their own expertise of land management and wildlife, while others with a passion for the protection of the environment; grow their knowledge through participation in FLOW.

### The Results:



Ditches surveyed



Hedgerows surveyed



Volunteer hours



Sites improved



## Community Action

### Case Study

- Lavant Parish Volunteer Task Force
- Project: Tackling maintenance tasks around the village



APBLAVAN335@aol.com • 01243527705 • lavantparishcouncil.co.uk

#### The Challenge:

- The LVTF (Lavant Volunteer Task Force) was formed so that the wide range of maintenance tasks that need doing around the village can be tackled, in support of any more formal work undertaken by various responsible authorities. This can range from patch clearing to general maintenance work.

#### The Approach:

- LVTF meet every Tuesday morning (9:30am – 1pm) to carry out work which is confirmed in advance.
- There are currently 17 volunteers.
- Training and equipment provided.

#### The Results:

- So far an extensive stretch of undergrowth along the verges of Centurion Way and essential manicuring of trees and bushes around the village green have been completed.
- Undergrowth round the edges of the football field has been cleared.
- Wooden bus stops at Pook Lane roundabout and the top of St Nicolas Road have had a makeover.



## Community Action

### Case Study

- West Sussex County Council
- Project: Community Volunteers

*“Work the group are involved in is varied and has had a huge benefit to a wide variety of communities”* – **Darren Rolfe, Community Volunteers Leader**



darren.rolfe@westsussex.gov.uk • For more information click [here](#)

### The Challenge:

- Led by Darren Rolfe, being a Community Volunteer provides the opportunity to help others, improve the local environment and do something enjoyable. The tasks are varied and the challenges keep you thinking. It is a great opportunity to learn new skills and share Darren's knowledge with others.

### The Approach:

#### Examples of what volunteers can be involved in are:

- Habitat improvement work (including pond restoration)
- Building and installation of planters
- Vegetation clearance to open up the view which has overgrown
- Construction of community facilities e.g. village hall decking, bush shelters, youth camp fencing.

### The Results:

- Activities are planned three to six months in advance, most tools used are fairly easy to master and specialist training is given for using power tools. Just choose any activities that you wish to volunteer for and arrangements are organised nearer the date.

## Community Action

### Case Study

- East Grinstead Town Council
- Project: Winter Resilience/Management Plan



01342 323636 • [towncouncil@eastgrinstead.gov.uk](mailto:towncouncil@eastgrinstead.gov.uk)

### The Challenge:

- East Grinstead, being north of the High Weald and with hilly terrain, suffers from very different weather patterns than the bulk of the district south of the Weald. It is generally one or two degrees colder and driving conditions tend to be worse at periods of heavy snow and ice as a result of undulating terrain.

### The Approach:

- To assist the community the Town Council purchased a Tracmaster walk behind motorised snow plough and brush and a Glasdon manual gritter for use on the town centre's pavements, steps and bridges.
- Mid Sussex District Council has provided equipment to enable local volunteers to clear ice and snow from pavements.
- Volunteers were loaned equipment including a snow shovel, hats and gloves, Hi-Vis vests and ice grippers..

### The Results:

- The Town Council has a community winter resilience plan that supports residents to keep moving safely during winter weather.

## Community Action

### Case Study

- Tarring Flood Action Group
- Project: Adopt a drain

*"Adopt a drain has made a huge difference in periods of heavy rain, we are in a much better position than we were two and a half years ago" – Alison Gilbert, Adopt a Drain leader*



[tarringfloodgroup@outlook.com](mailto:tarringfloodgroup@outlook.com)

### The Challenge:

- After experiencing ground water flooding locally, several members of the local community agreed, initially through the Local Neighbourhood Watch scheme and local councillors, to form a group to help avoid future flooding in the streets.

### The Approach:

- Following the advice of the National Flood Forum, West Sussex County Council Highways, Worthing Borough Council' Emergency Team, Operation Watershed and others, the group started researching rain water gardens and out of this came 'Adopt a Drain'.
- Have been provided with kit on loan, snow shovels, heavy duty brooms, litter pickers, Hi-Vis jackets, hoops for litter bags, bags and protective gloves.
- Viewed West Sussex County Council video on clearance of leaves and keeping safe.

### The Results:

- Some members have already cleared soakaways and gullies and this is ongoing.
- The group has organised itself so members have an active role which play to their strengths. This could be writing up research, canvassing support from local businesses, or the physical clearance of leaves and debris.



**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE  
19<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 11 - TO DISCUSS THE ISSUE OF STREET LIGHTING, AS RAISED AT THE COUNCIL MEETING HELD 4<sup>th</sup> NOVEMBER 2019 - MIN. 117 REFERS, AND AGREE ANY ACTIONS**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

At the Council Meeting held 4<sup>th</sup> November 2019, during an adjournment to receive a report on local policing, a Councillor spoke about the road in which they lived having a lack of street lighting. In what was described as a high-level area of crime, the Councillor declared that this lack of street lighting made the area feel intimidating and asked the Town Council to support the installation of additional solar lights or a request being made to West Sussex County Council to leave the lights on at night.

It was subsequently agreed that the matter would be referred to the Planning and Licensing Committee for further discussion.

The majority of street lights in West Sussex are owned either by WSCC or a local Parish Council. SSE maintain all WSCC's street lights under a PFI contract.

Members are asked to consider supporting the request made at the Council Meeting and, if so, agree that initial enquiries be made to WSCC.

**DECISION**

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL**

**PLANNING AND LICENSING COMMITTEE MEETING -  
19<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 12 - CORRESPONDENCE**

**FOR INFORMATION**

1. ADC - Notification that Certificate B in relation to planning application BR/208/19/PL has been completed
2. WSCC - Consultation details on proposed changes to concessionary rail travel for older people. Shared on social media and circulated to Councillors
3. WSCC - Latest Planned Roadworks Report, 30<sup>th</sup> October - 29<sup>th</sup> November 2019. Shared on social media
4. WSCC - Winter Service Network Update, 30<sup>th</sup> October 2019
5. CPRE - BIG NEWS: Fracking campaign win, 2<sup>nd</sup> November 2019
6. WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Orchard Way, Bognor Regis from junction with Orchard Way Roundabout to junction with Durban Road is temporarily prohibited from 2/12/2019 07:30am until 2/12/2019 18:00pm. This closure is necessary to carry out carriageway patching. Shared on social media
7. ADC - Notification that an amendment has been received in respect of planning application BR/160/19/PL as a result of a reduction to the proposed number of units
8. CPRE - Campaigns Update, 9<sup>th</sup> November 2019