



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 4th FEBRUARY 2025

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, S. Goodheart, P. Ralph (until Min. 161), B. Waterhouse, P. Woodall and Mrs. G. Yeates (during Min. 160 and until Min. 162)

IN ATTENDANCE: Mrs. J. Davis (Deputy Clerk)
Mr. Mark Jacobs (WSCC Western Area Highways Manager)
1 member of the public

The Meeting opened at 4.01pm

156. WELCOME BY CHAIR

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

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

There had been no apologies for absence received from Cllr. Mrs. Yeates. This absence could not, therefore, be approved.

158. 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.

There were no declarations of Interest

159. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14th JANUARY 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 14th January 2025 as an accurate record of the proceedings and the Chair signed them.

160. TO WELCOME THE AREA HIGHWAY MANAGER (WESTERN AREA), FROM WEST SUSSEX COUNTY COUNCIL, TO DISCUSS LOCAL ISSUES (MIN. 149.1 REFERS) INCLUDING: - 20MPH TRAFFIC REGULATION ORDER ON THE ESPLANADE; ROAD SAFETY CONCERNS OUTSIDE OF EDWARD BRYANT SCHOOL IN LONDON ROAD; A ZEBRA CROSSING IN LONDON ROAD, ON THE CORNER WITH LYON STREET

The Chair welcomed Mr. Mark Jacobs, the Area Highway Manager (Western Area) from West Sussex County Council to the meeting and invited him to discuss and respond to the extensive list of questions put to him prior to the meeting.

Cllr. Mrs. Yeates arrived at the Meeting after question 1 on the list

Mr. Jacobs thanked the Committee for the invitation to attend and, whilst stating that he had only been in post for 4 months, apologised for being unable to answer all of the questions, in full, at this time. The questions and any responses given are attached to the Minutes as **Appendix 1**.

The answer to many of the questions raised involved a Community Highway Scheme (CHS) or Community Traffic Regulation Order (CTRO) being applied for.

It was, therefore, suggested that Members wishing to further explore highway schemes would email the Committee Clerk with full details of what was being proposed. These proposals would then be considered by the Committee and, with their approval, a Members Briefing would be arranged with the WSCC Area Highway Manager (Western Area) to discuss how best to progress the proposals.

In relation to the best way of raising queries with the Highways Team, those present were advised that the most effective way was online. All queries submitted in this way are logged, issued with a reference number, and responded to within 10 days.

Cllr. Ralph left the Meeting after question 14 on the list

161. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 4.45pm

The member of the public, seated in the public gallery, explained that they had been a resident in Linden Road, Bognor Regis, for 5 months. Since living there, they had witnessed and reported speeding traffic on a number of occasions but felt that they were being passed from pillar to post.

The possibility of a speed camera being installed at this location had been part of the earlier discussions with the WSCC Area Highways Manager, who had explained that speed cameras are a matter for the police. Other options suggested to address speeding traffic in Linden Road included a Community Highway Scheme application being submitted to WSCC Highways for additions such as speed cushions or signage. A Member also referred to the Speed Indicator Device deployed by Bersted Parish Council and reminded those present that such a project was identified on the Town Council's Community Infrastructure Levy Spending List.

Cllr. Mrs. Yeates left the Meeting

162. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

163. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10th, 17th AND 24th JANUARY 2025

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

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

163.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 2**).

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

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

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

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

166. TO NOTE THE DETAILS OF THE TRANSPORT FOR THE SOUTH EAST PUBLIC CONSULTATION IN RELATION TO THEIR DRAFT TRANSPORT STRATEGY AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

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

It was noted, with disappointment, that the Draft Transport Strategy did not mention the sustainability of Bognor Regis Railway Station which, Members believed, needed its hours of operation extending to facilitate journeys to Gatwick Airport or evening performances at London Theatres, for example.

Whist Members did not wish to respond to the prescribed consultation questions they did **AGREE** to email the comments raised, in response to the Transport for the South East public consultation in relation to their Draft Transport Strategy.

167. CORRESPONDENCE

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

The Meeting closed at 5.23pm

Appendix 1 - Questions put to WSCC Area Highway Manager (Western Area), Mr. Mark Jacobs, at Bognor Regis Town Council's Planning and Licensing Committee Meeting held on 4th February 2025 (responses are shown in italics).

1. 20mph TRO on The Esplanade. (Planning Committee)

"There is nothing presently in place beyond the proposed Traffic Regulation Order (TRO) for a 20 MPH speed limit on The Esplanade, from its junction with Lennox Street eastwards to its junction with Clarence, on which WSCC recently consulted. This TRO cannot be extended but either a [Community Traffic Regulation Order](#) (CTRO) or a [Community Highway Scheme](#) (CHS) can be applied for. Anyone can submit an application for these highway schemes and require the backing of the parish/town council, along with any further evidence of support, from the local MP for example.

For context, a CTRO seeks to address local issues on the highway and are relatively non-complex and non-contentious, for example, use of double yellow lines for junction protection or speed limits. CHSs are schemes, with associated TROs, that may be more complex and need to be delivered through the County Council's Highways Improvement Programme, for example, traffic calming schemes.

Each year the demand for CTROs and CHSs is far greater than the available budget to deliver them, so the County Council uses an agreed Assessment Framework to prioritise applications. The framework focuses on alignment with the West Sussex Transport Plan and on project assurance."

2. Introduce a pedestrian area on The Esplanade - location the Pier and the southern end of Waterloo Square. (Cllr. Goodheart)

"There is unlikely to be support for such a proposal based on the need to reroute traffic into surroundings roads, such as Waterloo Square, which may not be deemed as suitable to manage such a diversion."

3. Road safety concerns outside of Edward Bryant School in London Road (Highways reference: 3262241). (Planning Committee)

"Enforcement of speed limits and road markings, such as zig-zag lines outside of schools indicating that vehicles should not stop, wait, or park in that area, is required but it is accepted that driver's behaviours change when they see someone in a hi-vis vest i.e. a traffic officer/police.

A discussion will be had with the Senior Highway Steward regarding some Pedestrian Guard Rail at the Edward Bryant School, and about the possibility of signage. It could also possibly be arranged for officers to host safety talks with the school's pupils, with them then conveying these safety messages to their parents/carers/guardians."

4. Zebra crossing also on London Road, on the corner with Lyon Street. (Planning Committee)

"This would require an application for a CTRO/CHS."

5. Roundabout at the northern end of Shripney has no lights or crossing marked. A number of near misses have been witnessed, involving cyclists and pedestrians almost being hit by cars when crossing both carriageways at the side of the roundabout adjacent to McDonald's. Is it possible to explore the installation of lights to enable people to safely cross? (Cllr. Waterhouse)

"Installation of lights is unlikely owing to the proximity of the roundabout. Spoken with a traffic officer who has advised that accident data is required and will look into a CHS for better signage."

6. Paving at east end of High Street, outside the Clock House Café - This has been repaired at least six times to my knowledge and has led to various people being hospitalised with a broken elbow, broken arm, fractured hip, many face plants with grazing and cuts and it cannot continue. I have spoken to a couple of representatives from WSCC when they last came to 'plan' the next temporary repair and was told that one of the problems was that *"they don't make those kerb stones any longer"*. So, as the repairs usually do not last any longer than a day or two, we decided to wait until the work had been done and then photograph it (please see '**Image 1**'). The metal floor grate around the tree at that point also stands proud of the pavement by at least 4" and has been the cause of many trips and injuries. (Cllr. Dawes)

"Agree that the quality of this work and the materials used is unsatisfactory and things like this shouldn't happen. A new contractor starts on 1st April 2025 and action will be taken at this location."

7. Speeding buses and cars etc along High Street, and straight through onto the west end of High Street, despite there being notices in place (see '**Image 2**') stating that 4.30pm - 11am is the ONLY loading time. Not only should there be no vehicles, except buses, but loading is taking place at all times of the day. This leads to large commercial vehicles travelling up the pedestrianised area of London Road which again raises significant risks to the public especially as there is limited space for these vehicles due to a café-style environment outside many establishments. I have spoken about this with the main PCSO in the town and the sentiment is that the signage is insufficient as bikes, cars, vans, lorries etc are traversing the pedestrianised area continually on a daily basis. (Cllr. Dawes)

"This comes down to enforcement by Arun District Council and the Police, and needs to be reported through [Operation Crackdown](#)."

8. Loading area opposite Grandads Front Room and Stonepillow - This area is signed on the floor in letters approx. 18" tall saying 'LOADING ONLY' so many

people park there to load and are then ticketed because the sign approx. 9" x 6", 12ft up a pole states, 'Commercial vehicles only' (please see '**Image 3**'). Again, I and many others feel that the signage is misleading and all it would take is to make it an area for loading in general which would help local business as hardly any commercial vehicles use it or write 'COMMERCIAL' on the road if it has to be for commercial. (Cllr. Dawes)

"This will be looked into."

9. Zig-Zags are ignored totally outside the Mobility and Comfort shop in the Queensway making it an unsafe place to cross, despite it being a designated safe place to cross. Can contact be made with the relevant authorities to make some headway here and also around the corner across from Iceland where the same happens continually on a daily basis again making a designated safe crossing place unsafe (see '**Images 4 and 5**'). (Cllr. Dawes)

"This needs to be reported though [Operation Crackdown](#)."

10. One-way system in & out of the town (Cllr. Goodheart)

"This would require a sizeable study to be carried out and consideration would need to be given as to what impact such a system would have elsewhere in the town."

11. Sleeping policemen London Rd (Cllr. Goodheart)

"A proposal for speed cushions can be made through a Community Highway Scheme (CHS)."

12. Reduce use of bus at eastern end of High Street and divert into Belmont Street, using York Road (Cllr. Goodheart)

"This is unlikely but we can talk to the bus companies."

13. Reduce speed limit on High Street and the use of the buses as a bus station (Cllr. Goodheart)

Not discussed.

14. Main entrance into town, junction railway station/cinema - Remove traffic lights and street furniture the whole junction area (Cllr. Goodheart)

"This would need to be done through a Community Highway Scheme (CHS) and would require a lot of funding and the support of the Police etc."

15. Renew all brown tourist signs (Cllr. Goodheart)

Not discussed.

16. Remove all the old, rusted signposts around the town (Cllr. Goodheart)

"These signs are routinely inspected annually but if reported to the hub, with location details and photos (if possible), then the Highway Steward can take a look. Work is carried out on a risk assessed basis."

17. Speeding traffic reported by a resident of Linden Road to Operation Crackdown to be advised that without a registration number, the report couldn't be progressed. The member of the public would like to see a speed camera installed at this location.

"Registration numbers are needed so that the driver can be traced. Drivers identified are written to, to say that they have been reported. This is then logged, along with any further reports, with the police taking further action for persistent offenders. Speed cameras are dealt with by the police and are usually installed at locations where there are a high number of accidents."

Image 1



Image 2



Image 3



Image 4



Image 5



**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 4th FEBRUARY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 10th, 17th AND 24th JANUARY 2025)**

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

<p><u>BR/214/24/HH</u> <u>41 Ash Grove</u> Bognor Regis PO22 9JT</p>	<p>Single storey rear extension, new front porch, removal of chimney, replace external cladding and associated works.</p>	<p>NO OBJECTION</p>
<p><u>BR/237/24/PL</u> <u>3-4 Albert Road</u> Bognor Regis PO21 1NL</p>	<p>Erection of outbuilding for office use to rear of existing HMO. This application affects the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/1/25/HH</u> <u>156 Aldwick Road</u> Bognor Regis PO21 2YQ</p>	<p>Installation of air source heat pump.</p>	<p>NO OBJECTION</p>
<p><u>BR/5/25/PL</u> <u>St Julianas Convent</u> Marian Way Bognor Regis PO21 1PA</p>	<p>Change of use from convent (Sui Generis) to residential use (C3) for adults with learning difficulties and autism with minor amendments to external appearance. This application may affect the setting of a listed building, may affect the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area and is in CIL Zone 4 (zero rated) as flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/2/25/PL</u> <u>20 Sudley Road</u> Bognor Regis PO21 1EU</p>	<p>Proposed rear extensions to form 2 No. flats with associated works, including external alterations to the existing building. This application is in CIL zone 4 (zero rated).</p>	<p>OBJECTION ADC's Parking Standards dictate 1 car parking space per 1-bed dwelling, as do the WSCC Car Parking Standards, which these proposals do not meet. The parking beat surveys were carried out in the early hours of the</p>

BR/2/25/PL (continued)
20 Sudley Road
Bognor Regis
PO21 1EU

morning and do not reflect the excessive demand for parking during the working day.

Insufficient external amenity space is provided for the occupants. The space is small and of a low quality resulting in unacceptable amenity for future occupiers. The development results in an intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities, would result in the generation of excessive parking demands which would harm nearby public amenity and would fail to provide an adequate area of amenity space which would demonstrably harm the amenities of future occupants; contrary to Policies H SP4, QE SP1 and T SP1 of the Arun Local Plan.

Members are also interested in understanding how the applicant will overcome the concerns of the ADC Private Sector Housing and Public Health team in relation to proposed bedroom space and emergency escape routes.