

## WEST SUSSEX COUNTY COUNCIL CONSULTATION

<b>TO:</b>	Arun District Council - FAO: Simon Davis
<b>FROM:</b>	WSSC – Highways Authority
<b>DATE:</b>	12 August 2025
<b>LOCATION:</b>	The Arcade High Street Bognor Regis
<b>SUBJECT:</b>	BR/97/25/PL Partial change of use from Class E to form 35 No residential units (Class C3), partial demolition of existing building, development of new retail and residential spaces, minor changes to existing elevations, new entrance to Arcade from Belmont Street, solar panels and other minor works to the existing building. This application may affect the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development. Supplementary Transport Statement ref 5029694, 01/08/2025 received.
<b>RECOMMENDATION:</b>	Advice / No Objection

West Sussex County Council, in its capacity as Local Highway Authority (LHA), have been re-consulted on proposals for 35 x residential units and development of new retail spaces at The Arcade. In comments dated 16 June 2025 the LHA requested further information on several matters. The applicant has provided a Transport Statement (TS) to address these matters and LHA wish to comment as follows:

### **Accessibility credentials of site**

Bognor town centre is entirely within 10-minute walk from The Arcade, which includes main shopping areas and Train Station – it is a highly sustainable area for active and sustainable transport modes with various street lit footways with dropped kerb/tactile paved and signalised crossings in the locale. Public realm improvements on Esplanade will further enhance and improve pedestrian access locally.

NCR2 runs along Promenade linking Felpham to Littlehampton – the local street character is conducive to on-street cycling, being flat and low speed. It is considered that cycling could be a feasible option for part or all of leisure/commuting trips for some residents.

Closest bus stops on High Street feature services to outskirts of Bognor, Littlehampton, Chichester with regular services. The Train Station is also 10-minute walk distant and thus considered site is well suited to public transport modes.

### **Demonstration of additional bicycle parking (residential and retail)**

There are two stores, one at ground floor in the south east corner containing 24 and a second at upper ground floor Level (NE corner accessed from the High St) containing a further 11. Total 35 x spaces meet demand of residential units. It is considered that the retail units would be served via existing provisions on public highway (e.g. Sheffield Stands on York Road and High Street).

It has previously been advised that the stairs accessing upper ground floor cycle store be provided with a bicycle ramp alongside to allow ease of movement – this does not appear to be provided. The LHA consider that accessing this cycle store may therefore be challenging for some with the location of the stairs. The Local Planning Authority (LPA) may wish to seek this amendment now or details of this can be secured by condition.

### **Full clarification on works proposed to public highway (The Arcade), whether building on/over public highway etc.**

The applicant has confirmed that no works are proposed to ground floor of Arcade and thus no works relating to public highway. They also state the new entrance on southern end could potentially have

minor impact to available width. As minor alterations are proposed to the southern elevation due to new entrance/façade it may be that the publicly maintained footway area is reduced. Any building on this would require a stopping up order of highway rights over the land but without clarification from the applicant the LHA are unable to further advise. It is advised that the LPA seek definite clarification on whether any public highway (footway) is required for removal here.

### **Trip generation data**

Applicant was requested to consider potential vehicular trip generation as a result of the development. A similar sites trip rates was used to determine potential person trips for The Arcade site as 8 movements in AM and 11 in PM peak hours. Using mode split from census data of 32% for car drivers, a resultant 3 vehicle movements in AM and 4 in PM peak hours could result. Considering the development is nil car parking it is reasonable to presume many residents will not own a car and those that do will utilise public car parks. On this basis the LHA raise no concern in terms of impact on the operational capacity of the nearby road network.

### **Servicing arrangements – where will residential bins be rolled to on collection day?**

Refuse servicing will take place as per existing on street arrangements with bins stored in the existing service yard area and the residential refuse store areas indicated. The applicant has also indicated nearby loading bays for servicing and delivery requirements.

### **Travel Plan Statement (TPS)**

The applicant considers that a TPS is not proportional to the development and has requested this be secured by condition. Considering the number of residential units is under 50 the LHA is in agreement that a formal TPS and monitoring fee is not required, and that details of a Travel Plan Statement/ Residents Pack can be secured by condition. A draft TPS has been provided and details that Travel Information Packs will be given to new residents outlining opportunities for sustainable travel including maps of walking and bicycle routes and bus and rail timetables, information on journey planning, groups and cycle training. Ideally the resident's packs should also include some sort of travel voucher offering to the initial occupants of the residential units. Vouchers should be worth at least £150 per dwelling and could be exchanged for one of the following:

- a. a season ticket for the local bus service
- b. a rail season ticket or network card
- c. a contribution towards the purchase of a new bicycle and/or equipment
- d. Bikeability training up to 4 members of the household (further details and course costs are available at [www.westsussex.gov.uk/roadsafety](http://www.westsussex.gov.uk/roadsafety))
- e. 12 months free membership to any local Car Club (including joining fee)

The LHA consider final details of the TPS/ Residents pack can be secured by condition.

### **CONCLUSION**

Pending clarification of any building works proposed on publicly maintained footway, the Local Highway Authority does not consider that the proposal would have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network, therefore is not contrary to the National Planning Policy Framework (paragraph 115), and that there are no transport grounds to resist the proposal. If stopping up of public footway is required the LHA are happy to provide suitable informative for any decision notice.

We would require improvement to the proposed cycle storage arrangements and TPS, but these details can be secured by condition.

#### **Cycle parking**

No part of the development shall be first occupied until covered and secure cycle parking spaces have been provided in accordance with plans and details submitted to and approved by the Local Planning Authority.

Reason: To provide alternative travel options to the use of the car in accordance with current sustainable transport policies.

#### **Construction Management Plan**

No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the

approved Plan shall be implemented and adhered to throughout the entire construction period. The Plan shall provide details as appropriate but not necessarily be restricted to the following matters,

- the anticipated number, frequency and types of vehicles used during construction,
- the method of access and routing of vehicles during construction,
- the parking of vehicles by site operatives and visitors,
- the loading and unloading of plant, materials and waste,
- the storage of plant and materials used in construction of the development,
- the erection and maintenance of security hoarding,
- the provision of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders),
- details of public engagement both prior to and during construction works.

Reason: In the interests of highway safety and the amenities of the area.

Travel Plan Statement (to be approved)

No part of the development shall be first occupied until such time as a Travel Plan Statement has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan Statement shall be completed in accordance with the latest guidance and good practice documentation as published by the Department for Transport or as advised by the Highway Authority.

Reason: To encourage and promote sustainable transport.

#### INFORMATIVE

The applicant is advised of the requirement to enter into early discussions with and obtain the necessary licenses from the Highway Authority to cover any temporary construction related works that will obstruct or affect the normal operation of the public highway prior to any works commencing. These temporary works may include, the placing of skips or other materials within the highway, the temporary closure of on-street parking bays, the imposition of temporary parking restrictions requiring a Temporary Traffic Regulation Order, the erection of hoarding or scaffolding within the limits of the highway, the provision of cranes over-sailing the highway.

The applicant is advised that the erection of temporary directional signage should be agreed with the Local Traffic Engineer prior to any signage being installed. The applicant should be aware that a charge will be applied for this service.

**Katie Kurek**

**West Sussex County Council – Planning Services**

WSSC Highways response



Arun District Council, Civic Centre, Maltravers Rd  
Littlehampton, West Sussex, BN17 5LF

[www.arun.gov.uk](http://www.arun.gov.uk)

To register to receive notifications of planning applications in your area please go to  
<https://www1.arun.gov.uk/planning-application-finder>



**Our priorities...**

 <b>Improving the wellbeing of Arun</b>	 <b>Delivering the right homes in the right places</b>	 <b>Supporting our environment to support us</b>	 <b>Fulfilling Arun's economic potential</b>	 
---	--	--	---	--

**From:** Katie Kurek [REDACTED]  
**Sent:** 12 August 2025 10:22  
**To:** Planning.Responses <Planning.Responses@arun.gov.uk>; Simon Davis <Simon.Davis@arun.gov.uk>  
**Subject:** Response To Application Number BR/97/25/PL at The Arcade

**CAUTION:** This email originated from outside of the organisation. You should take extra care when clicking links or opening attachments - if you are unsure the content is safe contact the IT Helpdesk before clicking or opening.

Hi Simon

No objection from highways on the basis that the cycle store and TPS is improved but consider this can be secured by condition.

In respect to clarification on whether building works will be on small section of what is publicly maintained footway or oversailing this – it is unlikely this would be a concern as enough footway width appears to remain – however I am unable to advise for certain on this and the stopping up process, without further clarification from the applicant.

Thanks,



**Katie Kurek (she/her) | BA (Hons) MCIHT**

Senior Transport Planner

County Highways - Planning Services - Highways Transport & Planning

West Sussex County Council

Location: Ground Floor, Northleigh Building, Chichester, PO19 1RH



Please note I do not work on Wednesday and work limited hours on Thursdays and so there may be a wait for a response in these times.

---

#### LEGAL DISCLAIMER

This email and any attachments are confidential and intended solely for the persons addressed. If it has come to you in error please reply to advise us but you should not read it, copy it, show it to anyone else nor make any other use of its content. West Sussex County Council takes steps to ensure emails and attachments are virus-free but you should carry out your own checks before opening any attachment.

---