



# BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

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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 in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **4pm on TUESDAY 4<sup>th</sup> JUNE 2024**.

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 4<sup>th</sup> 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 28<sup>th</sup> day of MAY 2024**

**CLERK TO THE COUNCIL**

## **AGENDA AND BUSINESS**

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.  
Members and Officers should make their declaration by stating:
  - a) the item they have the Interest in

- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
  - c) the nature of the Interest
  - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 14<sup>th</sup> May 2024
  5. Adjournment for public question time and statements
  6. Clerk's report from previous Minutes
  7. To consider Planning Applications on Lists dated 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> May 2024
  8. To ratify any Pavement Licence application representations submitted by the Town Clerk in accordance with the Delegated Authority and process
  9. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Premises Licence 119667: The Landing Place 1A, West Lodge, The Esplanade, Bognor Regis, West Sussex, PO21 1GF and Premises Licence 119723: Butlin's, Upper Bognor Road, Bognor Regis, PO21 1JJ.
  10. To review the Town Council's CIL Spending List and agree any amendments – Min. 13 refers
  11. To consider a request from a member of the public for the Town Council to support a Traffic Regulation Order (TRO) application for Park Terrace, Bognor Regis
  12. Correspondence

**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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Bognor Regis, West Sussex PO21 1LD  
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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 14<sup>th</sup> MAY 2024**

**PRESENT:**

Cllr. Mrs. J. Warr (Chair), Cllrs: D. Dawes (until Min. 13),  
S. Goodheart, P. Ralph, B. Waterhouse and  
Mrs. G. Yeates

**IN ATTENDANCE:**

Mrs. J. Davis (Assistant Clerk)  
Mr. S. Hill (WSCC Parish & Community Engagement  
Officer) (part of meeting)  
2 members of the public (part of meeting)

*The Meeting opened at 4.00pm*

1. **TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS  
AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 13<sup>th</sup> MAY  
2024**

It was noted that Cllr. Mrs. J. Warr was elected Chair and Cllr. J. Barrett was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 13<sup>th</sup> May 2024.

2. **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.

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

Apologies for absence were received from Cllrs. Barrett and Woodall with the Clerk recommending that the reasons given were acceptable. These absences were **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.

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

## **5. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23<sup>rd</sup> APRIL 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 23<sup>rd</sup> April 2024 as an accurate record of the proceedings and the Chair signed them.

## **6. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***The Chair adjourned the Meeting at 4.03pm***

Representatives from Edward Bryant School (London Road, Bognor Regis), seated in the public gallery, addressed those present in relation to concerns for child pedestrian safety outside of the school.

They explained that the school is for children of primary age (4-11 years) with 630 on the register. Situated on a very busy road, there is concern about the safety of children outside of school, especially at school drop-off and pick-up times. A death or life changing injury of a child caused by a road traffic collision has a devastating impact upon the family and school community.

However, the chances of an accident happening, and the severity of injuries sustained, they felt would be significantly reduced with the installation of safety railings.

Their research has shown that other local schools have, what they consider to be, far better safety measures than Edward Bryant School. For example, Rose Green Junior School has 28 metres of safety railings, Bersted Green Primary School has 12 metres of railings, Southway Primary School is located in a closed-end road with railings either side of the entrance gates and wrapped around part of the car park, Nyewood School is also in a closed-end road with concrete bollards, and Bartons School is at the end of an Estate with concrete bollards in place.

Edward Bryant School have made enquiries with West Sussex County Council (WSCC) about the possibility of safety railings being installed and were advised that before an application could be submitted, they would need support from the local County Councillor, and the Town Council.

County Councillor Oppler met with school representatives and has given his full support to the proposals, advising that he would contact Highways to arrange a site meeting and discuss options to improve pedestrian safety outside of Edward Bryant School.

***The Chair reconvened the Meeting at 4.18pm***

**7. TO CONSIDER A REQUEST FROM STAFF FOR SAFETY RAILINGS OUTSIDE OF EDWARD BRYANT SCHOOL, LONDON ROAD, BOGNOR REGIS**

***Cllr. Dawes declared an Ordinary Interest as his children attend Edward Bryant School***

The Chair welcomed Steve Hill, Parish & Community Engagement Officer for WSCC, to the meeting and invited him to offer any input in response to the comments made under Public Question Time.

Prior to his attendance at the meeting, the Assistant Clerk had shared details of the request from Edward Bryant School. Steve had subsequently liaised with the Active Travel team and Highways at WSCC. Whilst their initial response had been negative, as there was concern that the installation of safety railings as requested would create more barriers, Steve was encouraged to hear that the County Councillor was in support and advised that he would follow up with WSCC to arrange a site visit as previously mentioned.

Members shared their own experiences and witness accounts of the density of traffic at this location and shared concerns for the safety of pedestrians. Other methods to mitigate the risks, such as the presence of staff and Community Enforcement Officers outside the school, signage on fences, letters home, and road safety awareness assemblies, were discussed but it was felt that these were not sufficient.

It was **AGREED** to support Edward Bryant School in their request for safety railings to be installed, with the Assistant Clerk asked to write to WSCC to advise of this and urge that a site visit be conducted at an appropriate time of the school day i.e. at drop-off and pick-up times.

***The Chair thanked those seated in the public gallery for explaining the reasons for their request, and Mr. Hill for his input, after which they left the Meeting***

**8. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19<sup>th</sup>, 26<sup>th</sup> APRIL, AND 3<sup>rd</sup> MAY 2024**

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

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

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

**9. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

There had been no Pavement Licence applications received for Bognor Regis.

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

There were no Premises Licence applications for Bognor Regis to be considered.

**11. TO RATIFY ANY COMMENTS SUBMITTED UNDER DELEGATED AUTHORITY IN RESPONSE TO ADC'S ARUN LOCAL PLAN 2023 - 2041 DIRECTION OF TRAVEL DOCUMENT ISSUES AND OPTIONS REGULATION 18 CONSULTATION**

At the previous meeting it had been agreed that the Assistant Clerk would re-circulate the consultation documents on the understanding that each Councillor responding to the consultation questions would do so by replying to the Assistant Clerk, and all Committee Members, by no later than midday on Monday 13<sup>th</sup> May 2024. With Members having resolved to give Delegated Authority to the Assistant Clerk, to enable them to submit the collated responses to ADC by the deadline, the intention was that any representation would be subsequently ratified at the Committee Meeting to be held on 14<sup>th</sup> May 2024 (Min. 194 refers).

However, despite the Assistant Clerk sending a reminder email to Members, on 5<sup>th</sup> May 2024, no responses were received and, therefore, no representation was submitted on behalf of the Town Council in response to ADC's Arun Local Plan 2023 - 2041 Direction of Travel Document Issues and Options Regulation 18 Consultation.

It is understood that some Members had submitted an individual response to the consultation or had actively participated in submitting a representation to ADC in their role of Councillor with another parish council in the district.

**12. TO CONSIDER A REQUEST FROM CPRE TO COMPLETE THEIR SURVEY ON SEWAGE SPILLS AND DEVELOPMENT PRESSURES IN LOCAL AREAS AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

The Assistant Clerk explained to Members that CPRE Sussex, the countryside charity for East and West Sussex and Brighton & Hove, were launching a new campaign on the impact of development pressures on the overloaded sewerage system and were inviting all parish and town councils within Sussex to respond to a short survey. The results from the survey would help to build the case for CPRE to call upon Local Planning Authorities in our area to make adequate sewerage infrastructure a prerequisite to development.

Members **AGREED** to respond to the questions within the survey with the Assistant Clerk to submit these online after the meeting.

**13. TO RECEIVE DETAILS OF THE CIL RECEIPTS PAID TO THE TOWN COUNCIL IN APRIL 2024 AND TO NOTE THAT THE COUNCIL'S CIL SPENDING LIST WILL BE REVIEWED AT THE COMMITTEE MEETING TO BE HELD ON 4<sup>th</sup> JUNE 2024**

It was reported to Members that the Town Council had received Community Infrastructure Levy (CIL) monies of £9,777.69 for the April 2024 CIL period, bringing the current budget available to £13,429.84.

Members **NOTED** that the Council's CIL Spending List would be reviewed, to include consideration of the viability of projects currently on the list and any further suggested projects to be included on the list, at the Committee Meeting to be held on 4<sup>th</sup> June.

***Cllr. Dawes gave his apologies and left the Meeting***

**14. CORRESPONDENCE**

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

***The Meeting closed at 5.23pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 14<sup>th</sup> MAY 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 19<sup>th</sup>, 26<sup>th</sup> APRIL, AND 3<sup>rd</sup> MAY 2024)**

*Please Note: there were no planning applications for Bognor Regis on List dated 3<sup>rd</sup> May 2024.*

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

<a href="#"><u>BR/59/24/HH</u></a> <a href="#"><u>9 Marshall Avenue</u></a> Bognor Regis PO21 2TH	Conversion and extension to existing garage and alteration to porch.	<b>NO OBJECTION</b>
<a href="#"><u>BR/64/24/HH</u></a> <a href="#"><u>Culver Cottage</u></a> 37 Aldwick Road Bognor Regis PO21 2LN	Proposed rear facing dormer window. (This application may affect the character and appearance of the Aldwick Road, Bognor Conservation Area).	<b>NO OBJECTION</b>
<a href="#"><u>BR/65/24/L</u></a> <a href="#"><u>Culver Cottage</u></a> 37 Aldwick Road Bognor Regis PO21 2LN	Listed building consent for proposed rear facing dormer window.	<b>NO OBJECTION</b>
<a href="#"><u>BR/52/24/T</u></a> <a href="#"><u>37 Upper Bognor Road</u></a> Bognor Regis PO21 1HX	1 No. Sycamore (T1) crown reduction to 5m height, 13.7m spread. 2 No. Sycamore (T2 & T3) crown reductions to 4m height, 10.6m spread. 1 No. Ash (T4) crown reduction to 5m height, 13.7m spread.	<b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.
<a href="#"><u>BR/58/24/A</u></a> <a href="#"><u>Premier Inn Hotel</u></a> Junction of The Esplanade and Clarence Road Bognor Regis PO21	Installation of 8 No. internally illuminated signs and 6 No. non-illuminated signs.	<b>OBJECTION</b> Members object to the proposals on the grounds that they would result in significant harm to amenity owing to the size, scale and number of signs proposed.

<p><i>BR/58/24/A (continued)</i>  <i>Premier Inn Hotel</i>  <i>Junction of The Esplanade and</i>  <i>Clarence Road</i>  <i>Bognor Regis</i>  <i>PO21</i></p>		<p>Signs E13 and E14, on the south elevation, are repetitive with only one being considered sufficient. Equally sign E11 is regarded unnecessary with E4 being in a prominent enough position. The need for sign E3 is called into question given its proximity to sign E2, and the protruding presence of E1. It is likely that sign E12, on the north elevation, will be visible to only those working in the Town Hall and is therefore redundant.</p> <p>The proposals are in conflict with the Arun Design Guide SPD, Section 2 H.05, in failing to confirm to: Ensures that frontages are in keeping with their context including the surrounding street scene and the existing features, scale and proportion of the building; Provides an appropriate balance between the need to advertise, and respect for the existing character of the street scene; Minimises street clutter and respects local character by only providing signage where necessary, and mounting signs onto existing walls, buildings and street furniture.</p> <p>Members would like to see proposals that are more community ethos minded, reinforcing the identity of the wider street scene, minimizing visual clutter so as to</p>
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<p><i>BR/58/24/A (continued)</i>  <i>Premier Inn Hotel</i>  <i>Junction of The Esplanade and</i>  <i>Clarence Road</i>  <i>Bognor Regis</i>  <i>PO21</i></p>		<p>not detract from sense of place, and that are more befitting with the character, feel and function of the area.</p>
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**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 4<sup>th</sup> JUNE 2024  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 10<sup>th</sup>, 17<sup>th</sup> AND 24<sup>th</sup> MAY 2024)**

<b><u>BR/48/24/PL</u></b> <a href="#"><u>Marine Court</u></a> Flat 3, 4 Marine Drive West Bognor Regis PO21 2QA	Retrospective application for installation of front balcony.	<i>COMMENT BY 07-JUN-24</i>
<b><u>BR/63/24/HH</u></b> <a href="#"><u>1A Normanton Avenue</u></a> Bognor Regis PO21 2XT	Removal of existing roof and building an extension to the front and a new first floor extension within the pitched roof including 1 No. front and 1 No. rear dormer. Alterations to fenestration. Demolition of conservatory. New highway access and vehicle crossover.	<i>COMMENT BY 07-JUN-24</i>
<b><u>BR/70/24/A</u></b> <a href="#"><u>43 London Road</u></a> Bognor Regis PO21 1PQ	Replacement of existing signage.	<i>COMMENT BY 07-JUN-24</i>
<b><u>BR/71/24/PL</u></b> <a href="#"><u>43 London Road</u></a> Bognor Regis PO21 1PQ	Replacement of existing shop front and replacement of existing signage. This application is in CIL zone 4 (zero rated) as other development.	<i>COMMENT BY 07-JUN-24</i>
<b><u>BR/47/24/T</u></b> <a href="#"><u>Kyoto Court</u></a> Bognor Regis PO21 2UL	1 No. Pine (T1) crown raise to 4m. Prunus group (G2) to fell or cut back.	<i>COMMENT BY 14-JUN-24</i>
<b><u>BR/69/24/PL</u></b> <a href="#"><u>10 Longford Road</u></a> Bognor Regis PO21 1AQ	Change of use to large HMO (sui generis - 9 unrelated occupants) and removal of outbuilding. This application is in CIL zone 4 (zero rated) as other development.	<i>COMMENT BY 20-JUN-24</i>

<p><b><u>BR/75/24/PL</u></b>  <a href="#">Flat 1, 77 Collyer Avenue</a>  Bognor Regis  PO21 5JR</p>	<p>Retrospective permission for a rear single storey conservatory extension and permission for a new flat roof lantern roof light.</p>	<p><i>COMMENT BY 20-JUN-24</i></p>
<p><b><u>BR/77/24/PL</u></b>  Cordell House Rest Home  <a href="#">120 Victoria Drive</a>  Bognor Regis  PO21 2EJ</p>	<p>Following the grant of BR/12/23/PL, this application seeks approval to amend the scheme to a 9-bed House in multiple occupation (HMO), from an 8-bed HMO. Approval is also sought to reduce the existing window opening to bedroom 1a and install a new uPVC window instead, move the existing window opening in bedroom 1b into the centre of the room, extend the window opening down in bedroom 7 and replace with a new uPVC window and the removal of the small retaining wall in the front garden and install a sloped garden area. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p><i>COMMENT BY 20-JUN-24</i></p>



**Licensing Act 2003 – Notice**  
**Reference Number: 119667**

**The Landing Place**

**1A West Lodge  
The Esplanade  
Bognor Regis  
West Sussex  
PO21 1GF**

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

Proposed changes to licensable activities are as follows:

Introduction of a bar area on the lower ground floor to serve  
pre/during and post meal drinks. To supply alcohol for  
consumption on and off the premises.

The application is open to representation from interested  
parties and responsible authorities between 08-05-2024 and  
05-06-2024

All representations should be made in writing and sent to:  
Licensing Team, Environmental Health,  
Arun District Council, Arun Civic Centre, Maltravers Road,  
Littlehampton, West Sussex BN17 5LF  
or emailed to [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk)

Relevant representations will be shared in full with the  
applicant for consideration as well as being provided for  
consideration at a public hearing where necessary

It is an offence to knowingly or recklessly make a false  
statement in connection with an application and the maximum  
fine for this offence is £5,000

## Notice of application to vary a Premises Licence under Section 34 of the Licensing Act 2003

Notice is hereby given that Butlins Skyline Limited in respect of Premises known as Butlins Resort, Bognor Regis, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1JJ applied to Arun District Council for a Variation of a Premises Licence.

The proposed variation is to extend the area covered by the Premises Licence to cover a new building to be known as PlayXperience as per the plans submitted with this application. Within PlayXperience to permit the sale of alcohol for consumption on and off the premises, the showing of films and indoor sports from 0900-2300 each day. There is to be no change to the licensable activities or hours that licensable activities are provided in other areas of the premises covered by this Premises Licence.

Any representations regarding the above-mentioned application must be received in writing by Licensing Team, Arun District Council, Civic Centre, Maltravers Road, Littlehampton, BN17 5LF or by e-mail to [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk) no later than 20 June 2024 stating the grounds for representation.

The register of Arun District Council and the record of the application may be inspected at the address of the council, given above, during normal business hours or on the council's website – [www.arun.gov.uk](http://www.arun.gov.uk)

It is an offence knowingly or recklessly to make a false statement in connection with an application. A person is liable to an unlimited fine on conviction should such a false statement be made.

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
4<sup>th</sup> JUNE 2024**

**AGENDA ITEM 10 - TO REVIEW THE TOWN COUNCIL'S CIL SPENDING LIST AND AGREE ANY AMENDMENTS – MIN. 13 REFERS**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

At the Planning and Licensing Meeting held on 14<sup>th</sup> May 2024, Members received details of the Community Infrastructure Levy (CIL) receipts paid to the Town Council in April 2024, amounting to £9,777.69. This latest receipt brought the Council's CIL pot to £13,429.84 – Min. 13 refers.

Members were reminded that CIL monies must be spent within 5 years of receipt or else they are returned to the CIL Charging Authority (Arun District Council). The CIL Monitoring Report, attached as **Appendix 1**, shows the CIL receipt received since the Levy's inception, and the dates by which monies must be spent.

Members are invited to review the Council's current CIL Spending List (attached as **Appendix 2**), consider the viability of the projects previously included, and suggest any projects to be omitted or added to the Spending List.

ADC's CIL Guidance for Town and Parish Councils is attached as **Appendix 3**, which details ways in which CIL monies can be spent by the Town Council and should be borne in mind when considering a proposed project's suitability for CIL expenditure.

**DECISIONS**

Members are invited to **AGREE** whether there are any proposed projects, for which CIL monies can be utilised, that should be removed or added to the Town Council's CIL Spending List.

Should Members wish to progress any project/s on the CIL Spending List, then they are asked to **RESOLVE** to **AGREE** how much of the £13,429.84 budget available should be expended to achieve the project/s identified.

<b>2020-2021 Monitoring (report to ADC by 31.10.2021)</b>	Received	Spent	Retained	Expires
Apr-20	£0			N/A
Oct-20	£0			N/A
Total CIL receipts for year 2020-2021	£0	£0	£0	N/A
<b>2021-2022 Monitoring (report to ADC by 31.10.2022)</b>				
Apr-21	£725.00			
Oct-21	NIL			N/A
Total CIL receipts for year 2021-2022	£725.00	£700.99 - bin (Victoria Drive)	£24.01	Apr-26
<b>2022-2023 Monitoring (report to ADC by 31.10.2023)</b>				
Apr-22	NIL			N/A
Oct-22	£1,209.38			Oct-27
Total CIL receipts for year 2022-2023	£1,209.38	£0	£1,209.38	
<b>2023-2024 Monitoring (report to ADC by 31.10.2024)</b>				
Apr-23	£2,418.76			
Oct-23	£0			N/A
Total CIL receipts for year 2023-2024	£2,418.76	£0	£2,418.76	Apr-28
<b>2024-2025 Monitoring (report to ADC by 31.10.2025)</b>				
Apr-24	£9,777.69			Apr-29
Oct-24	£			
Total CIL receipts for year 2024-2025	£	£	£9,777.69	
<b>CIL FUNDS CURRENTLY AVAILABLE</b>			£13,429.84	

### 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: April 2021 – this document will be reviewed, on a 'light touch' basis, approximately every 6 months.

<i><b>In preparing this list, it will be important to consider the following points:</b></i>	<i><b>How will the project address the impacts of development taking place in the area (think about the potential impacts from your Neighbourhood Development Plan (NDP) for example)?</b></i>	<i><b>Scheme costs – what will the project cost be? Is it a manageable cost, to be covered by CIL receipts within five years of receipt?</b></i>	<i><b>Delivery timescales and delivery partners – what are the timescales for delivering the project?</b></i>	<i><b>Are there any delivery partners that could assist or jointly fund the project?</b></i>	<i><b>Will your project align with service providers CIL investment plans?</b></i>
<b>Beach Access</b>	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 2: Access for all to sandy foreshore refers to "providing access to	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.	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	The Town Council request that Arun District Council fully fund the Beach Access Project in Bognor Regis.	While ADC's consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as yet unknown whether the Town Council's project will

	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 Vision, Objectives and Policies”.	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 into delivering a similar scheme in achieving beach access for Bognor Regis .	within the lifespan of ADC’s 2022-2025 IIP.	National Lottery Community Fund?	align with service providers CIL investment plans.
<b>Bognor Regis Town Council Information Boards, located around the local area e.g. Railway Station</b>	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 3: Station arrival experience refers to “working in partnership with Network Rail to introduce a step change in the arrival experience currently provided by the station and station surrounds in support	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?	While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as yet unknown whether the Town Council’s project will align with service providers CIL investment plans

	of Neighbourhood Development Plan Vision, Objectives and Policies”.				
<b>Plant a tree-lined avenue entrance into Bognor Regis</b>	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 4: Public realm 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”.	Estimated to be £5k - £6k to cover the purchase price of trees/shrubs, labour and sundries. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be part-funded 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.	ADC Parks; WSCC; BRTC In Bloom; Tree Wardens; BR Community Gardeners; National Trust; Biffa Award; Spacehive; Greenspace; local business sponsors; Neighbouring Parish Councils?	While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as yet unknown whether the Town Council’s project will align with service providers CIL investment plans
<b>Support shared space by the Picturedrome cinema/Railway Station – remodel the area by removing the lights/planters and form</b>	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 3:	Scheme costs, as yet, unknown but to be investigated and included in the next review of this spending list. It is	Delivery timescales currently unknown until further investigation has been carried out and an update provided in the	WSCC; ADC; National Rail; National Lottery Community Fund Award;	While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as

<b>activity space/square outside of the Station</b>	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”.	anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt.	next review of this spending list.	Spacehive; SUEZ Communities Trust?	yet unknown whether the Town Council’s project will align with service providers CIL investment plans
<b>Electric charging points for cars (possibly in Aldwick Road area)</b>	Bognor Regis Town Council declared itself a Council of Climate Emergency on 4 <sup>th</sup> November 2019.	Scheme costs, as yet, unknown but to be investigated and included in the next review of this spending list. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt.	Delivery timescales currently unknown until further investigation has been carried out and an update provided in the next review of this spending list.	WSCC; ADC; Electric Car Chargers UK; EDF; Energy Saving Trust; DEFRA Air Quality Grant Programme; On-Street Residential Charging Point Scheme?	While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as yet unknown whether the Town Council’s project will align with service providers CIL investment plans
<b>Secure cycle racks/stands</b>	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page	Scheme costs, as yet, unknown but to be investigated and included in the next review of this	Delivery timescales currently unknown until further investigation has been carried out and an	SUEZ Communities Trust; WSCC; ADC; BR BID;	While ADC’s consultation event takes place in early 2021, at the time of preparing this initial

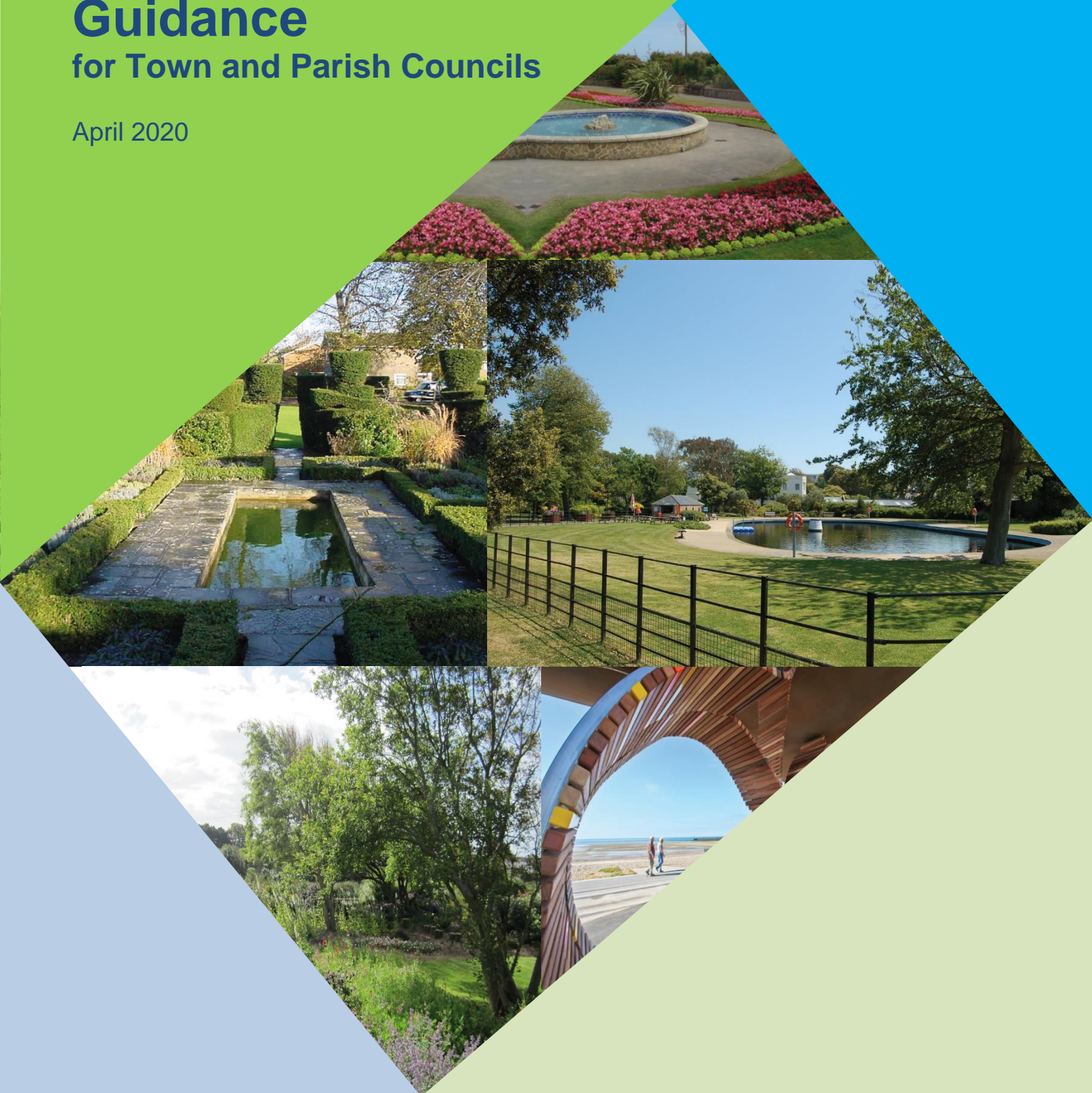
	75). Priority Project 4: Public realm improvements: Esplanade, Gloucester Road, Gateways refers to “delivering a coordinated programme of public realm improvements along the esplanade, Gloucester Road, key gateways and identified cycle paths in support of Neighbourhood Development Plan vision, Objectives and policies”.	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 approx. £160 each (excl. VAT).	update provided in the next review of this spending list.	Biffa Grants; Highways England?	spending list, it is as yet unknown whether the Town Council’s project will align with service providers CIL investment plans
<b>‘Boris bike’ type scheme</b>	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 4: Public realm improvements: Esplanade, Gloucester Road, Gateways refers to “delivering a coordinated programme of public realm improvements along the esplanade,	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?	While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as yet unknown whether the Town Council’s project will align with service providers CIL investment plans

	Gloucester Road, key gateways and identified cycle paths in support of Neighbourhood Development Plan vision, Objectives and policies”.				
<b>Update the brown Tourist Signs</b>	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 3: Station arrival experience refers to “working in partnership with Network Rail to introduce a step change in the arrival experience currently provided by the station and station surrounds in support of Neighbourhood Development Plan Vision, Objectives and Policies”.	Scheme costs, as yet, unknown but to be investigated and included in the next review of this spending list. It is anticipated that delivering this scheme may be a manageable cost for BRTC, to be covered by CIL receipts within five years of receipt.	Delivery timescales currently unknown until further investigation has been carried out and an update provided in the next review of this spending list.	WSSC; ADC; Visit Britain; Tourist Board; Local attraction providers?	While ADC’s consultation event takes place in early 2021, at the time of preparing this initial spending list, it is as yet unknown whether the Town Council’s project will align with service providers CIL investment plans

# Arun District Council Community Infrastructure Levy (CIL)

## Guidance for Town and Parish Councils

April 2020



Community  
Infrastructure  
Levy

# CIL



Arun is a CIL  
charging authority  
[www.arun.gov.uk/CIL](http://www.arun.gov.uk/CIL)

# 1. Introduction

The Community Infrastructure Levy (CIL) is a charge that local authorities can set on new developments in their area. Its purpose is to raise funds for infrastructure needs in the area to support growth. The CIL charge is set out in what is called a Charging Schedule. Arun District Council recently approved its Charging Schedule and agreed that it would come into effect on 1 April 2020. Therefore, from that date onwards, the Council will become a CIL Charging Authority.

Arun District Council is responsible for collecting and allocating the neighbourhood element to Town & Parish Councils that fall within the Arun District Charging Authority Area. This is the area within the Arun District outside of the South Downs National Park Authority Area.

The legislation which sets out how CIL is spent requires that a portion of the CIL income raised from development, within a charging authority area is paid to the Town & Parish Council where the development has taken place. This is referred to as Neighbourhood CIL.

The information contained within this guide is intended to assist Town & Parish Councils (referred to within this guidance note as “local councils”) to understand their responsibilities relating to CIL.

## 2. CIL Rates

The Arun CIL Charging Schedule sets a fixed rate per square metre (sqm) of new floorspace. Developments creating one or more dwellings, or new floorspace of 100sqm or more, could be charged CIL.

CIL Regulations set out indexation arrangements for calculating the CIL. An annual index, which is called the RICS Community Infrastructure Levy Index must be applied to the CIL Levy rates in order to ensure that they keep up with inflation. New rates will be published by 31 December each year, by the Royal Institute of Chartered Surveyors (RICS).

To view the Arun CIL Charging Schedule; interactive CIL Zone Maps and a Frequently Asked Questions document, please visit [www.arun.gov.uk/cil](http://www.arun.gov.uk/cil).

## 3. How CIL is allocated for expenditure

Once CIL has been received it is split in the following way as per the CIL Regulations

### ➤ Administration

This is 5% of the CIL retained by Arun District Council to pay for systems and salaries of staff that manage CIL collection and spend processes.

### ➤ **Neighbourhood CIL (the amount allocated to local councils)**

The legislation which sets out how CIL is spent requires that a portion of the CIL income raised from development, within a local council area, is paid to that local council where development has taken place. The portion passed on will depend on whether the local council has a 'made' Neighbourhood Development Plan (NDP) in place or not.

The amount passed on to local councils depends on the following:

- The amount of development that has been granted and commenced in the local council area (CIL payment is only due upon commencement of the development).
- If all/any part of that development is granted exemption of relief from some/all of the CIL charge.
- If the local council has a 'made' neighbourhood development plan or not. The following table sets out the proportion of CIL passed to a local council depending on whether it has a 'made' NDP or not:

Neighbourhood Plan?	Portion of Levy
Yes	25% uncapped, paid to parish/town council
No	15% capped at £100/dwelling, paid to parish/town council

There are four parishes within Arun District Charging Authority Area that the 15% rule applies to. These parishes will receive a 15% portion of CIL receipts from development in their area, limited to £100 per council tax dwellings in the area. This capped amount will be monitored by Arun District Council on a monthly basis.

### ➤ **District CIL**

The rest of the CIL goes to the District Infrastructure CIL Fund which is then allocated to infrastructure projects that make the development in the area sustainable – e.g. extensions to schools and health. This may be spent on infrastructure projects identified in the Local Plan's Infrastructure Capacity Study and Delivery Plan or through bids received based on an Infrastructure Business Plan (IBP) that will be developed and consulted upon.

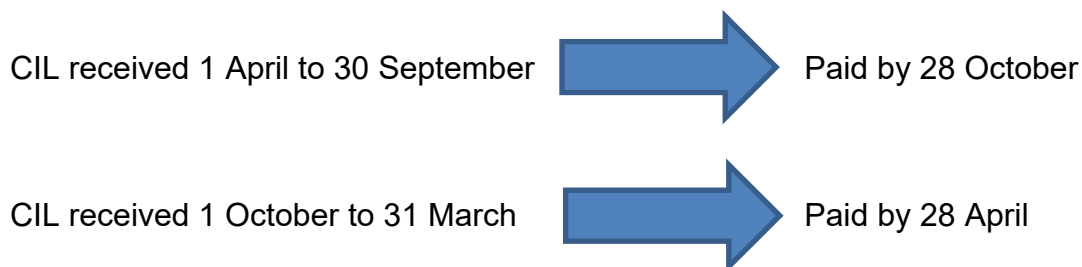
At the time of writing Arun District Council is in the process of preparing its IBP and Governance arrangements. This will be published in due course.

It should be noted that the Council's CIL spending prioritisation process will be subject to consultation. This will give local councils opportunity to put forward larger infrastructure projects for their areas for delivery by District Council CIL. This process should also assist local councils in identifying their own, more locally specific, CIL spending priorities. Further details about what local councils can spend CIL on, and

the importance of coordinating spending with infrastructure providers, is set out below under Section 5.

## **4. When and how will Local Councils receive CIL monies?**

The CIL Officer will record income from CIL receipts in each local council area and will instruct payment of either 15% (capped) or 25% to each local council. Unless agreed otherwise, the Council will make these payments twice a year based on Regulation 59D of the CIL Regulations 2010 (as amended).



## **5. How Should Local Councils Spend CIL Receipts?**

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)

It is advisable that local councils start to prepare their own infrastructure and CIL spending lists in coordination with the District Council to avoid duplication to identify how they would like to spend CIL income. In preparing this list, it will be important to consider the following points:

- 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)?

- Scheme costs – what will the project cost be? Is it a manageable cost, to be covered by CIL receipts within five years of receipt?
- Delivery timescales and delivery partners – what are the timescales for delivering the project?
- Are there any delivery partners that could assist or jointly fund the project?
- Will your project align with service providers CIL investment plans? For example, if you are aiming to fund an upgrade to a playground or plant more trees in your area, check whether the proposed project aligns 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 us on [CIL@arun.gov.uk](mailto:CIL@arun.gov.uk) to arrange to discuss this matter.
- Unlike charging authorities, the CIL Regulations do not specifically allow local councils to set aside 5% of CIL income for the administration of CIL. However, if it can be shown that the administrative burden on the area becomes significantly more demanding as a result of development in the area, then it may be allowable to spend a proportion of CIL income on administration.

It is understood that in order to set a spending plan for CIL income, it is important to have a rough estimate of how much CIL money will be available on an annual basis. The Council will work on preparing trajectories for each parish and will be able to provide a rough estimate in liaison with each parish. This figure can only be an estimate.

The Council will be happy to meet local councils to discuss infrastructure lists and CIL spending. Please contact [CIL@arun.gov.uk](mailto:CIL@arun.gov.uk) to with any queries.

## 6. What do Local Councils need to do?

CIL received by local councils **must** be spent within 5 years. This is a requirement of Regulation 59E of the CIL Regulations. Arun District Council may serve a notice on the local council to repay some or all the neighbourhood CIL receipts that are not spent in accordance with the Regulations.

Local councils **must** also record all CIL receipts, expenditure and CIL receipts carried over to the following monitoring year. They **must** prepare an Annual CIL Report for each financial year (1 April to 31 March) they receive CIL. In accordance with Regulation 121B of the CIL Regulations 2010 (as amended), the report must include the following:

- Total CIL receipts for the reported year.

- Total CIL expenditure for the reported year.
- Summary details of CIL expenditure during the reported year including –
  - The items to which CIL has been applied
  - The amount of CIL expenditure on each item.
- Details of any notices received in accordance with regulation 59E (Regulation 59E notices may require a local council to repay some or all of the CIL receipt in cases where CIL has not been spent within 5 years or has not been spent in accordance with Regulation 59C), including –
  - Total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year.
  - The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.
- The total amount of:
  - CIL receipts for the reported year retained at the end of the reported year.
  - CIL receipts from previous years retained at the end of the reported year.

See Appendix 1 for an example of the Monitoring Report Template. An editable version will be made available on the Council's website. It is advisable that this template is used by all local councils for consistency, ease of reference and to ensure that all monitoring requirements are covered.

Local councils must publish the CIL Annual Monitoring report by 31 December following the reported year. **The reports must be published on their own websites, and on the Arun District Council's website.**

Although not a mandatory requirement, Arun District Council would like to introduce the following system for publishing these reports as follows:

- **All local councils to submit their CIL Annual Monitoring Reports to [CIL@arun.gov.uk](mailto:CIL@arun.gov.uk) by 1 October following the reported year (i.e. by Friday 1 October 2021), so that they can be checked for compliance with the regulations, and consistency with financial records. The reports can then all be published on Arun District Council and the local council's website, for ease of reference.**

## **7. How does the General Power of Competence (GPC) affect CIL spending by the Local Council?**

Parish/Town Councils should consider how their statutory powers on spending affect their CIL expenditure decisions e.g. whether or not they have the General Power of Competence (GPC)? Where a Parish/Town Council does not have a GPC, this will

restrict the use of CIL funds to infrastructure or other matters which it has a statutory power to provide, maintain or improve.

## **8. What if the Local Council mis-spends or does not spend their CIL income?**

Arun District Council will review the Annual CIL Report and where it believes CIL has been mis-spent and not in accordance with the CIL Regulations, then they will send the Parish/Town Council a CIL Repayment Notice. They must respond as required and make immediate arrangements to return the mis/unspent CIL to Arun District Council, as directed. Arun District Council will then spend the CIL income to support the development of the area.

If the Parish/Town Council is unable to repay the amount specified in the CIL Repayment Notice, Arun District Council will claw back this amount from future CIL income that the Parish/Town may receive.

## **9. What does the Community Infrastructure Levy Officer do?**

The CIL Officer is responsible for collecting, administering, monitoring and enforcing the CIL income. This includes calculating the amount of CIL payable on individual developments, monitoring commencement of development and payment of CIL and calculating the amount of CIL to be passed on to Parish/Town Councils.

The CIL Officer can be contacted by email:

[cil@arun.gov.uk](mailto:cil@arun.gov.uk)

and there is more information available about CIL on our website:

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

# Appendix 1 – Template for Town/Parish CIL Annual Monitoring Report (An editable version is available on the Arun CIL webpage)

xxxxxx TOWN/PARISH COUNCIL [Complete as appropriate]

## CIL Monitoring Report (Regulation 121B) 1 April 2020 - 31 March 2021

\*See Notes over page to help you complete the form.

Note No*	Details	
<b>1</b> (refers to CIL received in each 6 month period)	<b>CIL received for year 1 April 2020 - 31 March 2021</b>	
	<b>Amount</b>	
	April 2020	£ Click here to
	October 2020	£ Click here to
<b>Total CIL receipts for reported year</b>		£Click here to enter text.

Note No*	CIL Received but not spent	
<b>2</b> (refers to CIL received but not spent in each of the periods)	<b>CIL receipts retained</b>	
	<b>Amount</b>	
	April 2020 – March 2021	£ Click here to
	[LEFT BLANK AWAITING FURTHER CIL REPORTING]	£ Click here to text.
	[LEFT BLANK AWAITING FURTHER CIL REPORTING]	£ Click here to
	[LEFT BLANK AWAITING FURTHER CIL REPORTING]	£ Click here to
<b>Total Amount of unspent CIL receipts for reported years</b>		£Click here to enter text.

Note No*	Details of any notices received in accordance with Regulation 59E, including:	
<b>3</b> (refers to CIL to be repaid to ADC as requested in the Notice)	<b>Amount</b>	
	The total value of CIL receipts subject to the aforementioned notices during the reported year April 2020 – March 2021	£ Click here to
	The total value of CIL receipts subject to the aforementioned notices in any year that has not been paid to the relevant charging authority (CA) by the end of the reported year.	£ Click here to
	<b>Total value of CIL receipts subject to aforementioned notices for reported year</b>	£Click here to enter text.

Note No*	CIL Spent	
<b>4</b> (refers to CIL spent within period)	<b>Amount</b>	
	Total CIL spent during April 2020 – March 2021	£ Click here to

Note No*	Summary of CIL expenditure during this reported year
<b>5</b> (requests a summary of CIL expenditure)	<p>Please provide project details (in table below), to include:</p> <ul style="list-style-type: none"> <li>Identify which of the following criteria (a) or (b)- the project meets.  <i>(a) The provision, improvement, replacement, operation or maintenance of infrastructure: or</i>  <i>(b) Anything else that is concerned with addressing the demands that development places on an area.</i></li> <li>Total cost of project</li> <li>CIL contribution to project</li> <li>Details on any additional funding if required to complete the project.</li> </ul>

Project details and either (a) or (b) criteria		Total project Cost	CIL contribution	If other funding required to complete project:	
(a) or (b)	Project Details brief summary	£	£	Type/Source	£

**Notes:**

1 Regulation 121B (2)(a) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report the total CIL receipts for the reported year

2 Regulation 121B (2)(e) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report details of the total amount of:

- (i) CIL receipts for the reported year retained at the end of the reported year; and
- (ii) CIL receipts from previous years retained at the end of the reported year.

3 Regulation 121B (2)(d) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report details of any notices received in accordance with regulation 59E<sup>1</sup>, including

- (i) The total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year
- (ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.

4 Regulation 121B (2)(b) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report the total CIL expenditure for the reported year.

5 Regulation 121B (2)(c) of the Community Infrastructure Regulations 2010 (as amended) requires a local council to provide a summary of CIL expenditure during the reported year including

- (i) The items to which CIL has been applied; and
- (ii) The amount of CIL expenditure on each item.

**Regulation 121B (3) (a) the parish council must publish the report:**

- (i) On its website;
- (ii) On Arun District Council's website if the parish council does not have a website;

**Regulation 121B (3) (b) the parish council must send a copy of the report to Arun District Council's CIL Team, no later than 31 December following the reported year.**

For further guidance on the CIL Regulations please refer to [Gov.uk - Community Infrastructure Levy](https://www.gov.uk/guidance/community-infrastructure-levy)

<sup>1</sup> Regulation 59E covers notices served by Arun District Council (ADC) on the Town or Parish Council requiring it to repay some or all of the CIL receipts where ADC believes some or all of the CIL received by the town or Parish Council has not been spent in accordance with the regulations as stated in Regulation 59C.

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
4<sup>th</sup> JUNE 2024**

**AGENDA ITEM 11 - TO CONSIDER A REQUEST FROM A MEMBER OF THE PUBLIC FOR THE TOWN COUNCIL TO SUPPORT A TRAFFIC REGULATION ORDER (TRO) APPLICATION FOR PARK TERRACE, BOGNOR REGIS**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

A member of the public has contacted the Town Council to advise that they have submitted a complaint to WSCC in relation to yellow lines that have allegedly been repainted to an increased distance which has resulted in the loss of approximately 3 on-street parking spaces in Park Terrace, Bognor Regis. The member of the public has requested that the lines are painted again to the original distance or, preferably, reduced further to reduce competition for on-street parking.

The WSCC Area Traffic Engineer, for the Arun District, has advised the applicant that they are required to obtain written support from both the local County Councillor and Town/Parish Council in order for their application for a TRO to meet the Initial Assessment phase.

**DECISION**

Do Members **AGREE** to support the application to WSCC for a Traffic Regulation Order (TRO) in Park Terrace, Bognor Regis?

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING  
4<sup>th</sup> JUNE 2024**

**AGENDA ITEM 12 - CORRESPONDENCE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

1. WSCC - Notification that works are due to start in Beatty Road in Bognor Regis on Friday the 17<sup>th</sup> of May until Thursday the 23<sup>rd</sup> of May for Footway Reconstruction.
2. WSCC - Public Notice that Essex Road, Bognor Regis, to be temporarily closed to all traffic, between Hawthorn Road and Town Cross Avenue at the junction with Dorset Road. The temporary closure is scheduled to commence on 30<sup>th</sup> May 2024 for up to 5 days (it is estimated to be completed on 30<sup>th</sup> May 2024) and is required for the safety of the public and workforce while West Sussex County Council undertakes a daytime road closure for carriageway patching works. The restriction will be in place daytime only from 08:00 until 16:00 An alternative route will be signed on site but please visit <https://one.network/?tm=138027408> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact West Sussex County Council on 01243 642105 who will be able to assist with the scope of these works.
3. WSCC - Public Notice that Charles Purley Way, for a distance approx. 40 metres will be temporarily closed from 3<sup>rd</sup> June 2024 for up to 5 days (it is estimated to be completed on 6<sup>th</sup> June 2024) and is required for the safety of the public and workforce while BT undertake overnight road closures of the Eastbound carriageway for the installation of ducting in the carriageway. The restriction will be in place overnight only from 20:00 until 05:00 An alternative route will be signed on site but please visit <https://one.network/?tm=137265588> for more details. Access maintained for emergency services and pedestrians. All other vehicles should follow the diversion route for access. For information regarding this closure please contact Centercomms on behalf of BT on 07969541514 who will be able to assist with the scope of these works.
4. WSCC - details of Parish and Town communications pilot.
5. ADC - Travellers - King George V Recreation Ground in Felpham, 15<sup>th</sup> and 20<sup>th</sup> May 2024.
6. WSCC - Notice of confirmation of Definitive Map Modification Order - Addition of footpaths in Bersted and Felpham Parishes.