



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

MEETING OF THE PLANNING AND LICENSING COMMITTEE

I hereby give you Notice that a Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **4pm on TUESDAY 25th NOVEMBER 2025**.

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 25th November 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 17th day of NOVEMBER 2025

TOWN CLERK

AGENDA AND BUSINESS

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

- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
- 4. To approve the Minutes of the Planning and Licensing Committee Meeting held on 4th November 2025
 - 5. Adjournment for public question time and statements
 - 6. Clerk's report from previous Minutes
 - 7. To consider Planning Applications on Lists dated 31st October and 7th, 14th November 2025
 - 8. To consider Premises Licence Applications including any variations and any other Licence Applications
 - 9. To consider any Pavement Licence Applications and ratify any representations submitted by the Town Clerk in accordance with the delegated authority and process
 - 10. CIL Update including: -
 - To consider any CIL Funded Community Project proposals received – Min. 23.2 refers
 - To carry out a review of the Town Council's CIL Spending List, deferred from the meeting held on 23rd September 2025 – Min. 82 refers
 - To Note that the Town Council's CIL Annual Monitoring Report for 2024/25 has been submitted to ADC
 - 11. Correspondence

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



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E-mail: clerk@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 4th NOVEMBER 2025

PRESENT:

Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, Miss. C. Needs, B. Waterhouse and M. White

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 4.03pm

95. 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.

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

Apologies for absence were received from Cllrs. S. Goodheart, P. Ralph and Mrs. G. Yeates, with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

97. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore, must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this

matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllrs. Miss. Needs and Mrs. Warr stated that as a Member of Arun District Council, they would be voting on the matters before them having regard to only such information as placed before the Town Council. Should they come to consider any matters again at Arun District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

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

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

99. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the gallery, and the meeting was not, therefore, adjourned.

100. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous minutes.

101. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED, 10th, 17th AND 24th OCTOBER 2025

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

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

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

- 102. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 122407: BOMBAY VALLEY - BAR & RESTAURANT, 8 - 10 YORK ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1LW AND PREMISES LICENCE 122402: O&R CATERING, LONDON ROAD CAR PARK, LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1BA**

102.1 Licensing Act 2003

Premises: Bombay Valley – Bar & Restaurant, 8 – 10 York Road, Bognor Regis, West Sussex, PO21 1LW
Licence Number: 122407

The Committee noted the application for the supply of alcohol for consumption on and off the premises from 10:00 to 02:00, Monday to Saturday, and 10:00 to 23:00 on Sunday. Also, for Late Night Refreshments indoors and outdoors Monday to Saturday, from 23:00 to 02:00.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted.

102.2 Licensing Act 2003

Premises: O&R Catering, London Road Car Park, London Road, Bognor Regis, West Sussex, PO21 1BA
Licence Number: 122402

The Committee noted the application for the sale or supply of alcohol for consumption on and off the premises from 10:00 to 21:00, Monday to Sunday.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted.

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

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

- 104. TO CONSIDER ARUN DISTRICT COUNCIL'S DRAFT CONSERVATION AREA CHARACTER APPRAISALS FOR ALDWICK ROAD AND BOGNOR REGIS WATERLOO SQUARE, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION**

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

In order to fully protect a conservation area, Arun District Council (ADC) should demonstrate an in-depth understanding of what makes its conservation areas special. This derives from an assessment of those elements that contribute or detract from it and is known as a Conservation Area Character Appraisal. The information contained in this appraisal is aimed at advising householders, property owners and developers when considering proposals in the conservation area. ADC will use it to assist it in its development management function i.e. in the determination of planning, advertisement and Listed Building Consent applications.

When considering the Draft Conservation Area Character Appraisals for Aldwick Road and Bognor Regis Waterloo Square, in general, Members felt that the appraisal sufficiently described the special character and qualities of the conservation areas and agreed with the recommended revisions to the existing conservation area boundary. Whilst agreeing that there was sufficient conservation guidance to guide development proposals, Members hoped to see Arun enforcing the principles of protecting the character of an area.

Members **RESOLVED** to **AGREE** that representation to the public consultation be submitted, reflecting the comments made.

105. CORRESPONDENCE

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

The Meeting closed at 4.44pm

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

Please Note: There were no planning applications for Bognor Regis on List dated 24th October 2025

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

<u>BR/167/25/A</u> <u>Pavement o/s Iceland</u> 72-74 High Street Bognor Regis PO21 1SJ	<i>Removal of existing BT Phone Kiosk and installation of 1 No new BT Street Hub, incorporating 2 No digital 1.905m internally illuminated LCD advert screens.</i>	<i>Bognor Regis Town Council considered this application at the meeting held on 14th October 2025 (Min. 90.3 refers)</i>
<u>BR/156/25/PL</u> <u>45 High Street</u> Bognor Regis PO21 1RU	Construction of 6 No apartments to the rear. This application is in CIL Zone 4 (Zero Rated) as flats.	NO OBJECTION Whilst Members had no objection to this planning application, they were disappointed to receive this application after the work had commenced. This had not been referenced as a retrospective application on the form. A request has been made to ADC to share these comments with the applicant/agent.
<u>BR/158/25/PL</u> <u>45 High Street</u> Bognor Regis PO21 1RU	Mansard roof construction at third floor level to allow for 1 No. 2 bed apartment. This application is in CIL Zone 4 (Zero Rated) as flat.	NO OBJECTION
<u>BR/162/25/PL</u> <u>90 Aldwick Road</u> Bognor Regis PO21 2PD	Change of use from C1 (9 bed) (Bed and Breakfast) to a 9-bedroom, 9 occupant HMO (Sui Generis) with minor internal alterations. This application is in CIL Zone 4 (Zero Rated) as other development.	OBJECTION The proposal, due to the introduction of an additional HMO, will result in adverse harm to the character of the area and result in an imbalance of uses by the eroding of household types,

<i>BR/162/25/PL (Continued)</i> <i>90 Aldwick Road</i> <i>Bognor Regis</i> <i>PO21 2PD</i>		contrary to criterion (a) of H SP4 of the Arun Local Plan. The provision of only 2 car parking spaces would contribute to the generation of excessive parking demands causing harm to the amenity of the area contrary to policy HSP4 (b) of the Arun Local Plan.
<u>BR/171/25/HH</u> <u>17 Annandale Avenue</u> Bognor Regis PO21 2ES	Single storey rear extension and single storey porch extension.	NO OBJECTION

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 25th NOVEMBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 31st OCTOBER, 7th AND 14th NOVEMBER**

Please Note: there were no planning applications for Bognor Regis on List dated 14th November 2025

<u>BR/174/25/PL</u> <u>17 High Street</u> Bognor Regis PO21 1RJ	Conversion of vacant Class E building and erection of a first-floor extension to create 7 No. dwellings and a reduced Class E unit (resubmission following BR/72/25/PL). This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.	COMMENT BY 27 -NOV-2025
<u>BR/185/25/L</u> <u>The Royal Norfolk Hotel</u> The Esplanade PO21 2LH	Listed building consent for the installation of 101 solar panels across roof.	COMMENT BY 27 -NOV-2025
<u>BR/184/25/PL</u> <u>The Royal Norfolk Hotel</u> The Esplanade Bognor Regis PO21 2LH	Installation of 101 solar panels across roof. This application affects the setting of listed buildings, affects the character and appearance of The Steyne, Bognor Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.	COMMENT BY 27 -NOV-2025
<u>BR/180/25/HH</u> <u>23 Pinewood Gardens</u> Bognor Regis PO21 2XB	Two storey side extension following demolition of existing garage, alterations to fenestration and vehicular crossover.	COMMENT BY 27 -NOV-2025
<u>BR/177/25/L</u> <u>The Pier</u> The Esplanade Bognor Regis PO21 1SY	Listed building consent for the change of use of existing redundant storage building located at the South end of the pier to become a cafe/sauna.	COMMENT BY 04 -DEC-2025

<u>BR/176/25/PL</u> <u>The Pier</u> The Esplanade Bognor Regis PO211SY	Change of use of existing redundant storage building located at the South end of the pier to become a cafe/sauna. This application affects the character and appearance of The Steyne, Bognor Regis Conservation Area, affects the setting of a listed building and is in CIL Zone 3 (Zero Rated) as other development.	<i>COMMENT BY 04 -DEC-2025</i>
<u>BR/190/25/HH</u> <u>12 Cavendish Road</u> Bognor Regis PO21 2JW	Single storey rear and side extensions.	<i>COMMENT BY 04 -DEC-2025</i>

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
25th NOVEMBER 2025**

AGENDA ITEM 10 - CIL UPDATE INCLUDING: -

- **TO CONSIDER ANY CIL FUNDED COMMUNITY PROJECT PROPOSALS RECEIVED – MIN. 23.2 REFERS**
- **TO CARRY OUT A REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST, DEFERRED FROM THE MEETING HELD ON 23rd SEPTEMBER 2025 – MIN. 82 REFERS**
- **TO NOTE THAT THE TOWN COUNCIL'S CIL ANNUAL MONITORING REPORT FOR 2024/25 HAS BEEN SUBMITTED TO ADC**

REPORT BY THE DEPUTY CLERK

FOR DECISION

To consider any CIL funded Community Project proposals received – Min. 23.2 refers

As previously agreed, members of the local community are invited to put forward a CIL project proposal for the Town Council to consider adding to their CIL Spending List, as long as it meets the criteria. Any applications received would be considered each May and November.

Currently, there are no applications to consider.

To carry out a review of the Town Council's CIL Spending List, deferred from the meeting held on 23rd September 2025 – Min. 82 refers

Noting that project proposal applications for potential CIL funding were to be considered at the Committee Meeting to be held on 25th November 2025, Members agreed, at the meeting held on 23rd September 2025, to defer a review of the Town Council's CIL Spending List until this time (Min. 82 refers). The list was last reviewed at the meeting held on 1st July 2025, at which time no amendments to the list were made (Min. 36.6 refers).

Since this time, the Town Council launched its application form, inviting local community groups to put forward projects that could benefit from CIL funding. Any project proposals received would be considered by the Committee in May and November of each year, at which time Members would be asked to agree whether any of the projects should be included on the Town Council's CIL Spending List as possible recipients of funding. To date, no applications have been received.

The Town Council presently has £19,123.37 of CIL receipts available to spend.

Should Members be minded to carry out a review at this time, then they are invited to consider the viability of the projects included on the current CIL Spending List (attached as **Appendix 1**), and suggest any projects to be progressed, omitted or added.

Officer recommendation

At the Bognor Regis Town Centre Action Group Meeting held on 31st October 2025, there was discussion about improving the local infrastructure by installing lights along the Promenade, between the Gloucester Road Car Park and Longbrook Park, improving perceptions of safety (Min. 4 refers).

It was suggested that this project could be part funded by the Town Council from CIL receipts and it is the Officer recommendation, therefore, that this project be added to the Spending List as part of this review. Costings are anticipated to be in the range of £10,000 - £20,000, depending on the installation method (i.e. planted root, concrete pad or ground screw, for example).

The next review of the Town Council's CIL Spending List is scheduled to take place on 19th May 2026, at which time any community project proposals will also be considered.

DECISION

Members are invited to carry out a review of the Town Council's CIL Spending List, considering the Officer recommendation in relation to Promenade lights, and **AGREE** any changes to the List.

To note that the Town Council's CIL Annual Monitoring Report for 2024/25 has been submitted to ADC

Community Infrastructure Levy (CIL) monitoring requires the Town Council to provide Annual Financial Reports, on CIL, detailing how the money has been spent and these must be published on the Town Council's website. The Town Council's CIL Monitoring Report for 2024/25, submitted to ADC, is attached as **Appendix 2**.

DECISION

Members are also asked to **NOTE** that the Town Council's CIL Annual Monitoring Report for 2024/25 has been submitted to Arun District Council.

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: July 2025 – this document will be reviewed, on a 'light touch' basis, approximately every 6 months.

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

	our roads, and further broadens the demographics. Increased traffic movements and greater density of population has the potential for more road traffic collisions; slips, trips and hazards; antisocial behaviour all of which could result in the need for such a kit.		permissions from building owner)	Hall or at the Arcade, both of which are owned by them.	
Beach Access	The adopted Bognor Regis Neighbourhood Development Plan sets out our Community Priority Projects (page 75). Priority Project 2: Access for all to sandy foreshore refers to “providing access to the sandy foreshore by building four small walkways/ramps linking the promenade to the sandy foreshore and rock pools in support of Neighbourhood Development Plan	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. 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	With beach access in Bognor Regis already a project being investigated by Arun District Council, it is hoped that the project commencement and delivery will occur within the lifespan of ADC’s 2022-2025 IIP.	The Town Council request that Arun District Council fully fund the Beach Access Project in Bognor Regis. National Lottery Community Fund?	Unknown but aligns with improving recreation facilities and open spaces.

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

	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”.	may be a manageable cost for BRTC, to be part-funded by CIL receipts within five years of receipt.	next review of this spending list.	Biffa Award; Spacehive; Greenspace; local business sponsors; Neighbouring Parish Councils?	
Support shared space by the Picturedrome cinema/Railway Station – remodel the area by removing the lights/planters and form activity space/square outside of the Station	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.	WSCC; ADC; National Rail; National Lottery Community Fund Award; Spacehive; SUEZ Communities Trust?	Unknown but aligns with replacing and improving infrastructure that supports development in the area and addressing the demands that development places on the area.

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

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

	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”.	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.	investigation has been carried out and an update provided in the next review of this spending list.	Tourist Board; Local attraction providers?	infrastructure that supports development in the area and addressing the demands that development places on the area, in relation to open spaces.
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BOGNOR REGIS TOWN COUNCIL

Community Infrastructure Levy (CIL)

CIL Monitoring Report (Regulation 121B) for 1 April 2024 - 31 March 2025

*Please refer to the notes on page 2 to help you complete the form.

SECTION 1								
Amount of CIL received for financial year (*refer to note 1)								£
CIL received for year 1 April 2024 - 31 March 2025								
April 2024								£9,777.69
October 2024								£5,981.91
Total CIL receipts for reported year (*refer to note 1)								£15,759.60
SECTION 2								
CIL received but not spent (*refer to note 2)								£
CIL receipts retained								
April 2024 – March 2025								£13,321.87
April 2023 - March 2024								£0
April 2022 - March 2023								£0
April 2021 - March 2022								£0
April 2020 - March 2021								£0
Total amount of unspent CIL receipts for reported years								£13,321.87
SECTION 3								
CIL Spent (*refer to note 4)								£
Total CIL spent during April 2024 – March 2025								£2,437.73
SECTION 4								
Summary of CIL expenditure during this reported year (*refer to note 5):								
Please provide project details (in table below) to include:								
- IIP reference number if applicable - Identify which of the following criteria (A) or (B) ** the project meets A. The provision, improvement, replacement, operation or maintenance of infrastructure: or B. Anything else that is concerned with addressing the demands that development places on an area. - Total cost of project - CIL contribution to project - Details of any additional funding if required to complete the project.								
List details for each project	A or B **	IIP no.	Brief summary of project	Total project cost £	CIL contribution £	Type or source of other funding required to complete project	Amount of other funding required £	Project completed (yes or no)
1.	A	N/A	Replacement of seafront showers	£4,000	£2,437.73	CIL receipts from 2023/2024	£1,562.27	Yes

SECTION 5	
Details of any notices received in accordance with Reg 59E (*refer to note 3) 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 CIL Regulations.	£0
The total value of CIL receipts subject to the notices served under Regulation 59E during the reported year April 2023- March 2024	0.00
The total value of CIL receipts subject to the notices served under Regulation 59E in any year that has not been paid to Arun District Council's CIL Team by the end of the reported year.	0.00
Total value of CIL receipts subject to notices served under Regulation 59E	0.00
SECTION 6	
Publication and submission of CIL Monitoring Report Regulation 121B (3) (a) the Town or Parish Council must publish the report: (i) On its website (ii) On Arun District Council's website if the Town or Parish Council does not have a website	
The Town or Parish Council must send a copy of the report to Arun District Council's CIL Team, preferably by the 31 October each year and no later than 31 December following the reported year in accordance with Reg 121B (3) (b)	

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

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 59E¹, 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.

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
25th NOVEMBER 2025**

AGENDA ITEM 11 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

1. WSCC – Public Notice that Victoria Drive, between the junction with Burnham Avenue and Linden Road Roundabout, will be temporarily closed to all traffic commencing on 27th November 2025 for up to 5 days (it is estimated to be completed on 27th November 2025) and is required for the safety of the public and workforce while BT undertake cabling works. The restriction will be in place daytime only from 09:30 until 15:30. An alternative route will be signed on site but please visit <https://one.network/?tm=144741292> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Sunbelt Rentals on behalf of BT on 03700 500792 who will be able to assist with scope of these works.
2. Western Sussex Rivers Trust – A “Rife to Rocks” event is taking place on Saturday 22nd November 2025 at Felpham Memorial Hall between 14:00 and 16:30pm
3. Housing, Communities and Local Government Committee (HCLG) – On 11th November 2025, Rt Hon Steve Reed OBE MP, Secretary of State for Housing, Communities and Local Government was called to the HCLG Committee to be questioned on housing delivery & the 1.5 million new homes target. The meeting recording can be accessed here - [Parliamentlive.tv](https://parliamentlive.tv/Programme/144741292) - [Housing, Communities and Local Government Committee](https://parliamentlive.tv/Programme/144741292).
4. ADC - Notification has been received that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to Planning Application BR/141/25/PL (Land Outside 60 London Road, Bognor Regis, PO21 1PT - Installation of 1 No. communications kiosk with integrated defibrillator and advertising display), to which the Town Council's Planning and Licensing Committee raised no objection at the meeting held on 2nd September 2025 (Min. 66.3 refers).