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 3rd NOVEMBER 2026**.

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 3rd 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 26th day of OCTOBER 2026

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 13th October 2026
5. Adjournment for public question time and statements
6. Clerk's report from previous Minutes
7. To consider Planning Applications on Lists dated 9th, 16th and 23rd October 2026
8. To consider Premises Licence Applications including any variations and any other Licence Applications. Also, Premises Licence Review 123840: Magna Tandoori, 33 Argyle Road, Bognor Regis, West Sussex, PO21 1EB and Annual Street Trading Consent 123888: Cormorant Coffee Company Street Record, London Road, Bognor Regis, West Sussex, PO21 1PQ
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 carry out a review of the Town Council's CIL Spending List – Min. 49 refers
    - To Note that the Town Council's CIL Annual Monitoring Report for 2025/26 has been submitted to ADC
11. Correspondence

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

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

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 13th OCTOBER 2026

PRESENT: Cllrs: J. Barrett, P. Botterill, Miss. C. Needs, P. Ralph, M. White, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)
Mr. M. Jacobs (West Sussex County Council, Western Area Highway Manager) (part of meeting)

The Meeting opened at 4.02pm

85. WELCOME BY CHAIR

Due to the Chair, Cllr. Mrs. J. Warr having given apologies, the Vice-Chair Cllr. M. White took the 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.

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

Apologies for absence were received from Cllr. Mrs. J. Warr, with the Clerk recommending that the reason given was acceptable. This absence was unanimously **APPROVED** by Members.

No apologies for absence were received from Cllr. S. Goodheart and his absence could not, therefore, be approved.

87. 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. C. Needs and Mrs. G. Yeates 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

88. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 22nd SEPTEMBER 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the Meeting held on 22nd September 2026 as an accurate record and the Chair signed them.

89. 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.

90. CLERK'S REPORT FROM PREVIOUS MINUTES

90.1 1st September 2026 – Min. 68.3 - Beach Access

Members were informed that Arun District Council had confirmed that the beach wheelchair facilities introduced in Littlehampton cost approximately £7,500, including adult and child wheelchairs, spare parts and a storage shed.

Introducing a similar scheme in Bognor Regis presents additional challenges due to the lack of existing seafront facilities. Before equipment can be purchased, matters including storage, seasonal operation, booking arrangements, management, risk assessments, maintenance and inspections would need to be resolved, potentially involving additional capital and ongoing revenue costs.

ADC repeated that it currently lacks the resources to progress the project and the Town Council has been invited to consider whether it would be willing to commit funding in principle to support the development of a scheme in Bognor Regis.

Members were informed that this would be included on next meeting's agenda, when the Town Council's CIL spending list was to be reviewed.

90.2 Community Infrastructure Levy (CIL) Update

Members were informed that Community Infrastructure Levy (CIL) receipts totaling £2,604.72 would be received by the Town Council for the current period, and that the annual CIL Monitoring Form was being completed for submission and would be presented at the next meeting for ratification.

91. <u>TO WELCOME MARK JACOBS, WESTERN AREA HIGHWAY MANAGER, FROM WSCC TO DISCUSS HIGHWAYS MATTERS INCLUDING MOTORHOME PARKING IN THE TOWN – MIN. 83 REFERS</u>

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

Members welcomed Mark Jacobs, Western Area Highway Manager, WSCC, who had been invited to discuss highways matters, particularly concerns regarding motorhome parking along The Esplanade and surrounding roads.

During discussions, it was clarified that the parking of motorhomes on the public highway was not, in itself, illegal, and that restrictions would need to be introduced through the appropriate processes.

Members were advised that Aldwick Parish Council was considering submitting a Community Highways Scheme (CHS) application to address similar concerns within its parish. Members expressed support for this approach and **AGREED** that Officers should contact Aldwick Parish Council to offer the Town Council's support for any potential application.

Members also discussed the use of public car parks by motorhomes and caravans and **AGREED** that Officers write to Arun District Council to request that consideration be given to introducing restrictions on overnight parking for such vehicles within its car parks.

A question was also asked regarding speeding on Victoria Drive and this would be taken away and investigated by WSCC as to the potential merits for a Traffic Regulation Order.

92. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 18th, 25th SEPTEMBER AND 2nd OCTOBER 2026

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

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

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

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

There were no Premises Licence applications to be considered.

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

94.1 Business and Planning Act 2020
Premises: The Clockhouse Café, 7 Clock Walk, High Street, Bognor Regis, West Sussex, PO21 1SG
Application Number: 123844
The Committee noted the application for a Pavement Licence to place 5 tables with 12 chairs directly outside of the premises.

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

95. TO RECEIVE AN UPDATE ON PARTICIPATION IN THE ROUTE 600 BUS SHELTER WORKING GROUP AND DECIDE NEXT STEPS – MIN. 7.2 REFERS

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

Members received an update on the Route 600 Bus Shelter Working Group and considered the locations identified as suitable for the installation of new bus shelters through the Bus Service Improvement Plan (BSIP) funding.

Members noted that any new shelters would need to be adopted by the Town Council, with associated responsibilities for ongoing maintenance, insurance and management.

Following discussion, Members **AGREED** that Officers request the installation of two new bus shelters at Richmond Avenue West and Oakleigh Court, Aldwick Road, through the Route 600 Bus Shelter Working

Group.

Members further **AGREED IN PRINCIPLE** that the Town Council adopt the two shelters as Council assets, subject to their installation, and **RECOMMEND** to the Policy and Resources Committee that a suitable budget be agreed for their ongoing maintenance, insurance and management.

96. TO RECEIVE AN UPDATE ON THE SUBMISSION OF A TRAFFIC REGULATION ORDER APPLICATION TO WEST SUSSEX HIGHWAYS FOR GLOUCESTER ROAD WALL AND DECIDE NEXT STEPS – MIN. 44 AND 68.2 REFERS

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

Members received an update on the proposed Traffic Regulation Order (TRO) application for Gloucester Road, intended to address ongoing concerns regarding vehicle collisions with the southern end of Gloucester Road wall.

Following discussion, Members **AGREED** to **DELEGATE** authority to the Town Clerk, in consultation with the Chair of the Planning and Licensing Committee, to finalise and submit the TRO application to West Sussex County Council, with progress reported back to the Committee.

Members further **AGREED** that Officers could indicate, as part of the TRO application, that the Town Council would be willing to make a small financial contribution towards the scheme, if necessary, subject to any required approval of the amount and funding.

97. TO CONSIDER SUBMITTING, ON BEHALF OF THE TOWN COUNCIL, A RESPONSE TO ARUN DISTRICT COUNCIL'S OFF-STREET PARKING STRATEGY 2027-2030 CONSULTATION

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

Members noted that the published deadline for responses to ADC'S Off-Street Parking Strategy 2027–2030 consultation was midnight on Monday 12th October. ADC Officers had agreed that as this Committee meets on Tuesday 13th October, that the Town Council may submit its response one day later, following the meeting, enabling Members to agree any comments before submission.

Members considered the consultation questions and expressed their support for the draft strategy.

In summary, comments submitted by Members included the importance of ensuring that car parks are accessible to all users, particularly those with disabilities or reduced mobility, and that parking charges remain affordable for residents, workers and visitors, supporting local businesses and town centre footfall.

Members also highlighted the need to maintain sufficient parking spaces to meet demand and ensure that car parks are well lit, helping users to feel safe when accessing their vehicles, particularly during the evening.

A particular comment concerned the need to improve signage, especially ground markings, to clearly direct vehicles around car parks and support the safe movement of pedestrians. Members emphasised the importance of clearly marked pedestrian routes and crossing points, particularly for those with disabilities or reduced mobility.

Following discussion, Members **AGREED** the Town Council's response to Arun District Council's Off-Street Parking Strategy 2027–2030 consultation, for submission by Officers.

98. CORRESPONDENCE

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

The Meeting closed at 5.55pm

PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 13th OCTOBER 2026 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 18th, 25th SEPTEMBER AND 2nd OCTOBER 2026)

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

BR/217/25/PL **Land rear of 86 Annandale Avenue** Bognor Regis PO21 2EZ	Erection of 1 No. 3- bed dwelling house with off street parking and garden. This application is in CIL Zone 4 and is CIL Liable as a new dwelling. **RE-ADVERTISED** Amended application form with Certificate B and amended red edge on block and location plan.	**OBJECTION** Members have considered the amended plans and supporting information but maintains its objection on the following grounds. **Overdevelopment, Intensification and Inadequate Outdoor Amenity Space** The proposed development would continue to result in an intensification of use and a cramped appearance, adversely affecting the character of No. 86 Annandale Avenue and the surrounding residential area. The amendments do not substantially reduce the scale of development or overcome concerns regarding the adequacy of outdoor amenity space retained for the existing property and the relationship between the two dwellings. Members therefore remain concerned that the proposal

BR/217/25/PL (continued) *Land rear of 86 Annandale Avenue* *Bognor Regis* *PO21 2EZ*		conflicts with Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan. **Displacement of Existing Parking and Increased Pressure on Surrounding Streets** Members also remain concerned about the displacement of existing parking serving No. 86 and the consequent pressure on surrounding streets. Retaining the driveway for access and repositioning the two parking spaces serving the proposed dwelling does not demonstrate that parking lost from the existing property would be retained or replaced. **Retention and protection of trees** Members acknowledge the proposed retention of existing trees, including the magnolias, but considers that their long-term protection and contribution to the character of the area should be secured through a Tree Preservation Order. Ahead of submitting this representation, the Town Council has written to Arun District Council's Arboricultural Team requesting that these trees be protected by a Tree Preservation

BR/217/25/PL (continued) *Land rear of 86 Annandale Avenue* *Bognor Regis* *PO21 2EZ*		Order. Should planning permission be granted, appropriate conditions should also secure their retention and protection throughout construction.
BR/142/26/HH **18 Bassett Road** Bognor Regis PO21 2JJ	Rear single storey extension.	**NO OBJECTION**
BR/165/26/PL **Caspian House** **42-48 Richmond Avenue** Bognor Regis PO21 2YE	Erection of a bin store to the front of the property. Is in CIL Zone 4 (Zero Rated) as other development.	**NO OBJECTION**
BR/171/26/PL **32 London Road** Bognor Regis PO21 1PY	Single storey flat roof extension to the rear of property, including installation of external associated air conditioning plant and smoking shelter to existing yard area. Is in CIL Zone 4 (Zero Rated) as all other development.	**OBJECTION** Members object to this application on the following grounds: **Insufficient Acoustic Information and Potential Noise Impact (Arun Local Plan Policy QE DM1)** Members support Environmental Health's holding objection. The proposal includes three external air-conditioning units, but no acoustic data or noise impact assessment has been submitted to demonstrate that their operation would safeguard the amenity of nearby noise-sensitive properties. A suitable assessment should be submitted and considered before

BR/171/26/PL (continued) *32 London Road* *Bognor Regis* *PO21 1PY*		determination. This should assess representative background sound levels, the combined noise from all three units, their proposed operating hours and any mitigation required. **Noise, Disturbance and Light from the Proposed Smoking Shelter (Arun Local Plan Policies QE SP1, QE DM1 and QE DM2)** Members are concerned that the proposed smoking shelter could encourage more frequent and prolonged use of the rear yard, resulting in noise from customers congregating and conversing, repeated opening of doors, and potential disturbance from smoke and odour. These effects require particular consideration during evening and night-time periods. Insufficient information has been provided regarding the shelter's hours of use, management arrangements and any associated external lighting. These details should demonstrate how neighbouring occupiers would be protected from noise, disturbance and light spill.

BR/171/26/PL (continued) *32 London Road* *Bognor Regis* *PO21 1PY*		**Intensification of Use and Cumulative Effects on Residential Amenity (Arun Local Plan Policies QE SP1 and QE DM1)** Members are concerned that the additional floorspace and revised layout could intensify activity at the premises, including increased customer movements and use of the rear smoking area. The cumulative effects of this activity, together with noise from the proposed external air conditioning units, could significantly harm neighbouring residential amenity.

PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO BE HELD ON 3rd NOVEMBER 2026 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 9th, 16th AND 23rd OCTOBER

PLEASE NOTE: There were no applications for Bognor Regis on List Dated 23rd October 2026.

BR/145/26/HH **51 Highcroft Crescent** Bognor Regis PO22 8DJ	Installation of a single storey rear extension and the demolition of an existing conservatory.	*COMMENT BY 5-NOV-2026*
BR/177/26/T **42 Servite Close** Bognor Regis PO21 2DE	Fell 1 No. Sycamore tree.	*COMMENT BY 5-NOV-2026*
BR/163/26/PL **60 Hook Lane** Bognor Regis West Sussex PO22 8AR	Increasing the number of children from 15 to 20 at the nursery. Is in CIL Zone 4 (Zero Rated) as all other development.	*COMMENT BY 12-NOV-2026*
BR/179/26/T **1 Flat 1a Queens Square** Bognor Regis PO21 1SA	Crown lift to 4m to 2 No. Lime trees (T1 and T2), crown lift to 4m to 1 No. Sycamore tree (T3) and re pollard 1 No. Lime tree (T4) to existing knuckles to a height of 8m and spread of 4m.	*COMMENT BY 12-NOV-2026*

ARUN DISTRICT COUNCIL

Licensing Act 2003 – Notice of Review

Reference Number: 123840

Arun District Council has received an application on 07 October 2026 for a review under Section 51 of the Licensing Act 2003

The premises affected is
Magna Tandoori
33 Argyle Road
Bognor Regis
West Sussex
PO21 1EB

The grounds of the review are that the Licensing objectives of:

Prevention of Crime and Disorder have been seriously undermined by the alleged employment of illegal workers.

A public register of all Licensing Act permissions and applications is held by Arun District Council at www.eh.arun.gov.uk

Representations can be made by the premises licence holder, responsible authorities and any other persons.
These representations should be received within 28 days of 7th October 2026, to expire on 3rd November 2026

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

It is an offence to knowingly or recklessly to make a false statement in connection with an application and the maximum fine for this offence is unlimited.

BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING
3rd NOVEMBER 2026

AGENDA ITEM 10 - CIL UPDATE INCLUDING: -

- **TO CARRY OUT A REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST – MIN. 49 REFERS**
- **TO NOTE THAT THE TOWN COUNCIL'S CIL ANNUAL MONITORING REPORT FOR 2025/26 HAS BEEN SUBMITTED TO ADC**

REPORT BY THE DEPUTY CLERK **FOR DECISION**

To carry out a review of the Town Council's CIL Spending List – Min. 49 refers

The list was last reviewed at the meeting held on 21st July 2026, at which time an amendment to the list was made to add a project relating to bins in the town including belly bins, recycling bins and fishing net bins (Min. 49 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.

Members have been invited by Arun District Council to consider whether they would agree, in principle, to supporting the development of a beach access scheme in Bognor Regis. For comparison, beach wheelchair facilities introduced in Littlehampton cost approximately £7,500, including adult and child wheelchairs, spare parts and a storage shed.

The Town Council has also received a further request from Arun District Council to consider contributing £10,000 towards the Bognor Regis Marine Quarter Project, a coastal regeneration initiative aimed at supporting the local fishing community, celebrating the town's maritime heritage and improving the seafront. A summary of the request application is attached as **Appendix 1**.

The Town Council presently has £23,710.48 of unallocated 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 2**), and suggest any projects to be progressed, omitted or added.

DECISION

Having considered the two requests from Arun District Council, Members are invited to carry out a review of the Town Council's CIL Spending List and **AGREE** any changes to the List.

To note that the Town Council's CIL Annual Monitoring Report for 2025/26 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 2025/26, submitted to ADC, is attached as **Appendix 3**.

DECISION

Members are also asked to **NOTE** that the Town Council's CIL Annual Monitoring Report for 2025/26 has been submitted to Arun District Council.

Marine Quarter – CIL bid application

The Marine Quarter Vision, approved by Arun District Council in September 2026, sets out a long-term framework to strengthen Bognor Regis' maritime identity through investment in fishing facilities, marine education, conservation and the visitor economy. Developed through extensive engagement with residents, businesses, public sector partners and elected members, the vision seeks to create a distinctive coastal destination that celebrates the town's fishing heritage whilst supporting economic growth and regeneration.

Arun District Council is seeking a £10,000 contribution from Bognor Regis Town Council's Community Infrastructure Levy (CIL) towards other match funding aspects of phase 1 of the Marine Quarter project.

The funding will support a proposed application to the Marine Management Organisation's Fisheries and Seafood Scheme (FaSS) and help secure significant external investment into Bognor Regis. If successful, the project will deliver improvements to marine-related infrastructure and facilities on the promenade (West of the pier) within the Marine Quarter area, strengthening the area's role as a working waterfront, visitor destination and focal point for the town's maritime heritage.

The requested contribution represents excellent value for money, with every £1 invested by the Town Council potentially helping to secure approximately £39 of external funding. The project aligns with wider ambitions to enhance the seafront, attract visitors, support local businesses and create the foundations for future investment within the Marine Quarter area.

Funding Requested: £10,000
Applicant: Arun District Council
Project: Marine Quarter Phase 1
Potential External Funding Leveraged: Approximately £393,000
Leverage Ratio: Approximately 39:1

	Received	Expires	Spent	Unspent CIL receipts	Allocated CIL receipts (proposed & agreed but not yet physically paid for)	Unallocated CIL Receipts
2020-2021 Monitoring (report to ADC by 31.10.2021)						
Apr-20	£0	N/A				
Oct-20	£0	N/A				
Total CIL receipts for year 2020-2021	£0	N/A	N/A	N/A	N/A	N/A
2021-2022 Monitoring (report to ADC by 31.10.2022)						
Apr-21	£725.00	Apr-26				
Oct-21	NIL	N/A				
Total CIL receipts for year 2021-2022	£725.00					
					£685.99 - bin Victoria Drive (agreement signed with ADC 02.05.2023 but BRTC still waiting to be invoiced - will be paid for from 2021/22 CIL receipts)	
			£12.50 - BRTC bin sticker (paid in 2023/24 year, from 2021/22 CIL receipts)			
			£26.51 - contribution 1 of 3 towards £3,000 expenditure for BRTC Green Infrastructure improvements agreed by C'ttee 17.09.2024 (will be paid from 2021/22 CIL receipts)			
				£685.99		£0
2022-2023 Monitoring (report to ADC by 31.10.2023)						
Apr-22	NIL	N/A				
Oct-22	£1,209.38	Oct-27				
Total CIL receipts for year 2022-2023	£1,209.38					
			£1,209.38 - contribution 2 of 3 towards £3,000 expenditure for BRTC Green infrastructure improvements agreed by C'ttee 17.09.2024 (will be paid from 2022/23 CIL receipts)			
				£0		£0
2023-2024 Monitoring (report to ADC by 31.10.2024)						
Apr-23	£2,418.76	Apr-28				
Oct-23	£0	N/A				
Total CIL receipts for year 2023-2024	£2,418.76					
			£856.49 *(underspend of £907.62)* - contribution 3 of 3 towards £3,000 expenditure for BRTC Green Infrastructure improvements (2023/24 project in progress)			
			£1,562.27 - contribution 1 of 2 towards £4,000 expenditure on 3 x seafront showers. Agreed by C'ttee 19.11.2024 - scheduled for installation Easter 2025			
				£0		£0.00
2024-2025 Monitoring (report to ADC by 31.10.2025)						
Apr-24	£9,777.69	Apr-29				
Oct-24	5,981.91	Oct-29				
Total CIL receipts for year 2024-2025	£15,759.60					
			£2,437.73 - contribution 2 of 2 towards £4,000 expenditure on 3 x seafront showers. Agreed by C'ttee 19.11.2024 - scheduled for installation Easter 2025			
			£12,696.87 - Promenade Lights Project - contribution 1 of 3 towards £20,000 total Agreed by C'ttee 25.11.2025			
				£625	£625 - Bleed Control Kit Agreed by C'ttee 18.03.2025	£0.00
2025-2026 Monitoring (report to ADC by 31.10.2026)						
Apr-25	£6,426.53	Apr-30				
Oct-25	£5,981.92	Oct-30				
Total CIL receipts for year 2025-2026	£12,408.45					
			£7,303.13 - Promenade Lights Project - contribution 2 of 3 towards £20,000 total Agreed by C'ttee 25.11.2025. £5,000 - Promenade Lights Project - contribution 3 of 3 towards £25,000 total. Total increased and additional contribution agreed by C'ttee 19.05.2026			
				£105.32		£105.32
2026-2027 Monitoring (report to ADC by 31.10.2027)						
Apr-26	£21,000.44	Apr-31				
Oct-26	£2,604.72	Oct-31				
Total CIL receipts for year 2025-2026	£23,605.16					
			£0			
				£23,605.16		£23,605.16
TOTAL CIL FUNDS CURRENTLY AVAILABLE			**£31,104.88**	**£25,153.30**	**£1,442.82**	**£23,710.48**

Question for Julie:
£12.50 was spent on stickers for the bin (see 2021-2022 CIL), for which we've never been invoiced, but it was not paid until 2023-2024. When CIL monies are spent, can they be taken from previous years' pots, rather than losing the money, given that monitoring reports for those past years have been submitted showing nil expenditure?

£3,000 TF 17.10.2024

Seafront showers? "recreational facilities / Open spaces" Yes - totally

Make a clear note on your report that you have spent from the 2021 pot that you received but that you are spending in 2023

A lot of people will have to start sending 2021 expenditure

BOGNOR REGIS TOWN COUNCIL

Community Infrastructure Levy (CIL)
CIL Monitoring Report (Regulation 121B) for 1 April 2025 - 31 March 2026

***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 2025 - 31 March 2026	
April 2025	£6,426.53
October 2025	£5,981.92
Total CIL receipts for reported year (*refer to note 1)	£12,408.45
SECTION 2	
CIL received but not spent (*refer to note 2)	**£**
CIL receipts retained — April 2025 - March 2026	£105.32
April 2024 - March 2025	£625.00
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	£730.32
SECTION 3	
CIL Spent (*refer to note 4)	**£**
Total CIL spent during April 2025 – March 2026	£12,303.13
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		Promenade Lights Project - contribution 2 of 3 towards £20,000 total. Agreed by C'ttee 25.11.2025.	£40,140	£7,303.13 (£25,000 Total)	£12,696.87 Promenade Lights Project - contribution 1 of 3 towards £20,000 total Agreed by C'ttee 25.11.2025 Bognor Regis Town Centre Action Group (£5,140), Safer Arun Partnership (£5,000), Sussex OPCC (£5,000)	£15,140	Yes
2.	A		Promenade Lights Project - contribution 3 of 3 towards £25,000 total. Total increased and additional contribution agreed by C'ttee 19.05.2026	£40,140	£5,000 (£25,000 Total)	£12,696.87 Promenade Lights Project - contribution 1 of 3 towards £20,000 total Agreed by C'ttee 25.11.2025 Bognor Regis Town Centre Action Group (£5,140), Safer Arun Partnership (£5,000), Sussex OPCC (£5,000)	£15,140	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.	**£**
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

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[i] , 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
3rd NOVEMBER 2026

AGENDA ITEM 11 - CORRESPONDENCE

REPORT BY THE DEPUTY CLERK **FOR INFORMATION**

1. WSCC – Notification of the Pagham Pram Race on 26th December 2026, from 10:00 to 13:00. Details of the roads affected are available through https://one.network/?tm=GB153065095.
2. WSCC – Invitation to the Highways Demo Day: Winter Readiness at Drayton Depot, Chichester, on 23rd October 2026, from 12:30 to 16:00. Demonstrations cover winter gritting, pothole repairs, road markings, drainage and vegetation management.
3. Sussex Police & Crime Commissioner – Newsletter announcing the first Sussex Cadet Conference at Ardingly Showground on 18th February 2027. Other updates include community improvement projects in Eastbourne and a new all-terrain police vehicle for patrols on Brighton seafront.
4. WSCC – Public Notice that Hotham Way Eastbound will be temporarily closed to all traffic from 2nd November 2026 for up to 5 days (it is estimated to be completed on 4th November 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water undertakes an overnight road closure for line cleaning works. The restriction will be in place overnight only from 19:30 until 05:30. An alternative route will be signed on site but please visit https://one.network/?tm=GB152092640 for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Southern Water on 03303 030368 who will be able to assist with scope of these works.
5. WSCC – Public Notice that Collyer Avenue will be temporarily closed to all traffic from 13th October 2026 for up to 21 days (it is estimated to be completed on 23rd October 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water undertakes an emergency road closure for works to repair utility assets. The restriction will be in place 24hrs. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Southern Water on 01403282841 who will be able to assist with scope of these works.