



# BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

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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 at The Town Hall, Clarence Road, Bognor Regis at **6.30pm on TUESDAY 2<sup>nd</sup> APRIL 2019.**

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 names and addresses and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements. These should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

**DATED this 25<sup>th</sup> day of MARCH 2019**

**CLERK TO THE COUNCIL**

### **THE AGENDA and BUSINESS to be TRANSACTED is:**

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary 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 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, 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
3. To approve the Minutes of the Planning and Licensing Committee Meeting held on 12<sup>th</sup> March 2019
4. Adjournment for public question time and statements
5. Clerk's Report from previous Minutes
6. To consider Premises Licence Applications including any variations and any other Licence Applications

7. To consider Planning Applications on Lists dated 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup> March 2019
8. To consider commenting on any significant Planning Applications outside the wards of Bognor Regis, that may impact on the infrastructure of Bognor Regis on Lists dated 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup> March 2019
9. To resolve to suspend Standing Orders (S.O. 16.1) to consider revisiting the previous decision, or making further comment, following notification of changes to Planning Application BR/270/18/PL (Min. 134.3 of 20<sup>th</sup> November 2018 refers)
10. To receive details of a change to Planning Application BR/270/18/PL: Part conversion and extension of existing building to provide 6 No. additional storeys over existing rooftop to provide up to 104 No. student residential units with access from Bedford Street, associated servicing & ancillary accommodation, entrance and new internal stairs to existing building to provide access from Bedford Street. This application may affect the setting of listed buildings and the character and appearance of nearby conservation areas - 18-20 London Road, Bognor Regis, PO21 1PY (Min. 134.3 of 20<sup>th</sup> November 2018 refers), and to consider either rescinding the previous decision or making further comment
11. To resolve to suspend Standing Orders (S.O. 16.1) to consider revisiting the previous decision, or making further comment, following a Pre-Meeting Briefing with the applicant regarding Planning Application BR/311/18/PL (Min. 156.3 of 18<sup>th</sup> December 2018 refers)
12. To further consider Planning Application BR/311/18/PL: Erection of 176-bedroom student accommodation building with associated hard and soft landscaping. This application may affect the setting of listed buildings, may affect the character and appearance of the Upper Bognor Road, Mead Lane Conservation Area and is a Departure from the Development Plan - Land to the east of University of Chichester, Upper Bognor Road, Bognor Regis, PO21 1HR (Min. 156.3 of 18<sup>th</sup> December 2018 refers), and to consider either rescinding the previous decision or making further comment
13. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
14. To receive ADC's proposed Local Validation Requirements List, following a review, and to consider commenting by 22<sup>nd</sup> April 2019
15. To consider commenting on WSCC's A29 Realignment Scheme Public Consultation by 26<sup>th</sup> April 2019
16. To receive ADC's Community Infrastructure Levy (CIL) Draft Charging Schedule and to consider commenting by 2<sup>nd</sup> May 2019
17. Correspondence

**ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**  
**MEMBERS ARE REMINDED THAT PLANS ARE AVAILABLE FOR**  
**INSPECTION IN THE TOWN CLERK'S OFFICE**

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



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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 12<sup>th</sup> MARCH 2019**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells,  
S. Goodheart, and P. Woodall

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)

***Prior to the Meeting, a pre-meeting briefing was held with the Deputy Vice-Chancellor (Sustainability and Enterprise), Professor Seamus Higson, and Director of Estate Management, Mr John Kingdon, from the University of Chichester to discuss planning applications on the Bognor Regis Campus***

***The Meeting opened at 6.37pm***

### **211. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. The Civic & Office Manager gave apologies for Cllr. Cosgrove, who was unwell, Cllr. Dillon for family commitments, and Cllr. Stanley who was working, and read the following statement:

*"Members are invited to note that no apologies have been received from Cllr. Enticott. At the Full Council Meeting held on 11<sup>th</sup> March 2019, having received recommendations from an Assessment Panel Hearing into complaints made against Cllr. Enticott, Members resolved to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for the remainder of the term of this Administration. This will be reviewed again at the Annual Town Council Meeting."*

### **212. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this 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 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, 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

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

***Cllr. Mrs. Daniells stated that, as a Member of Arun District Council, she will be voting on the matters before her having regard only to such information as placed before the Town Council. If she should come to consider any matters again at the District Council, and further information may be available, she will consider the information available at that time and may come to a different decision***

**213. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19<sup>th</sup> FEBRUARY 2019 AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 25<sup>th</sup> FEBRUARY 2019**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 19<sup>th</sup> February 2019 and the Minutes of the Extraordinary Meeting held on 25<sup>th</sup> February 2019 as an accurate record of the proceedings and the Chairman signed them.

**214. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no members of the public present.

## **215. CLERK'S REPORT FROM PREVIOUS MINUTES**

### **215.1 19<sup>th</sup> February 2019 - Min. 200 - To consider premises licence applications including any variations and any other licence applications**

At the Planning and Licensing Committee Meeting held on 19<sup>th</sup> February 2019, other than a Review of a Premises Licence, there were no further applications to consider at that time. However, in the 21<sup>st</sup> February edition of the Bognor Observer newspaper the following adverts for Premises Licence applications appeared;

Reel Fruits, 6-8 Waterloo Square, Bognor Regis, PO21 1SU: Family Entertainment Centre Premises Licence

Mr P's Classic Amusements, 6-8 Waterloo Square, Bognor Regis, PO21 1SU: Adult Gaming Centre Premises Licence

With the deadline for representations to be submitted given as 26<sup>th</sup> February, details were circulated via email to the Town Council's Planning and Licensing Committee, and Members asked to respond to the Civic & Office Manager before the deadline for submission of comments.

Following consultation, Members **RESOLVED** to **AGREE** to submit the following comments in regard to both Premises Licence applications:

*"Members of the Town Council's Planning and Licensing Committee, having considered this application, have no objection to the licence being granted subject to the satisfaction of the Licensing Authorities."*

### **215.2 19<sup>th</sup> February 2019 - Min. 201.3 - Planning Application BR/35/19/HH (Culver Cottage, 37 Aldwick Road, Bognor Regis, PO21 2LN)**

At the Planning and Licensing Committee Meeting held 19<sup>th</sup> February 2019, Members submitted an objection to Planning Application BR/35/19/HH. Following a formal written request from the District Ward Councillor, confirmation was received from the Chairman of ADC's Development Control Committee (DCC) that the Planning Application would be determined by DCC should the Arun Planning Officer's recommendation for this application be to approve and, therefore, at variance with the Town Council comments.

### **215.3 19<sup>th</sup> February 2019 - Min. 203 - Notification of any applications to be considered at the next ADC Development Control Committee Meeting**

Following the Planning and Licensing Committee Meeting held on 19<sup>th</sup> February 2019, notification was received that Planning Application BR/263/18/PL (St Josephs, Albert Road, Bognor Regis), to which the Town Council objected, was to be determined by ADC's Development Control

Committee at the meeting held 6<sup>th</sup> March 2019. Members were advised of this by email and the application was subsequently permitted.

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

There were no Premises Licence applications to be considered.

**217. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15<sup>th</sup> AND 22<sup>nd</sup> FEBRUARY, AND 1<sup>st</sup> MARCH 2019**

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

**217.2** The Committee noted that representations had been received from the public in relation to Planning Application BR/57/19/HH. The Committee noted that no representations had been received from neighbouring parishes, in respect of these applications.

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

**218. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 15<sup>th</sup> AND 22<sup>nd</sup> FEBRUARY, AND 1<sup>st</sup> MARCH 2019**

There were no significant planning applications, outside the Wards of Bognor Regis, to be considered.

**219. TO CONSIDER COMMENTING ON PLANNING APPLICATION WSCC/024/19: NYEWOOD C OF E JUNIOR SCHOOL, BRENT ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 5NW - ERECTION OF NEW HALL AND TEMPORARY MAIN RECEPTION**

Having considered Planning Application WSCC/024/19, Members **RESOLVED** to **AGREE** that no comment be submitted in respect of the application.

**220. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING**

There were none.

**221. TO RECEIVE A VERBAL REPORT FOLLOWING MEETING REGARDING FACILITIES AT BOGNOR REGIS RAILWAY STATION BY EITHER THE CHAIRMAN OF COMMITTEE OR CLLR. GOODHEART - MIN. 199.3 REFERS**

Cllr. Goodheart gave a short verbal report to Members, following a meeting that he had attended with Cllr. Mrs. Warr, regarding facilities at Bognor Regis Railway Station.

Assurances were given at the meeting, with the Station Manager and a Network Rail Community Officer, that issues such as CCTV, lighting and roof repairs were on a list of scheduled works.

Members **AGREED** that a summary of the meeting and actions outstanding, regarding facilities at Bognor Regis Railway Station, should be drafted and agreed with Network Rail, and considered by the Planning and Licensing Committee at a future meeting for any further action to be taken.

**222. TO NOTE THE LIST OF PATHS ON THE WSCC RIGHTS OF WAY SERVICES SUMMER SURFACE VEGETATION CLEARANCE PROGRAMME FOR BOGNOR REGIS**

The list of paths was **NOTED**.

**223. TO CONSIDER COMMENTING ON PRE-CONSULTATION FOR TELECOMMUNICATIONS SITE UPGRADE AT FITZLEET HOUSE, BOGNOR REGIS**

Having considered the proposed telecommunications site upgrade at Fitzleet House, Bognor Regis, Members **RESOLVED** to **AGREE** that no comment be submitted in response to pre-application discussion.

**224. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated and the following was brought to Members attention:

Additional correspondence included: -

- 224.1** WSCC - A29 Realignment Scheme. Members were advised that this matter will be an Agenda item at the Planning and Licensing Committee Meeting to be held 2<sup>nd</sup> April 2019.

***The Meeting closed at 7.29pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 12<sup>th</sup> MARCH 2019**  
**REPRESENTATIONS ON LISTS DATED 15<sup>th</sup> AND 22<sup>nd</sup> FEBRUARY, AND 1<sup>st</sup> MARCH 2019**

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

<b>BR/239/18/PL</b> 9 London Road Bognor Regis PO21 1PQ	Part change of use from retail (A1 Shop) to flats (C3 Dwellinghouses) to include rear extension & conversion of first floor to create 2 No.1 bedroom flats & conversion of second floor flat to create 1 No. 1 bedroom flat. This application may affect the setting of a listed building	<b>NO OBJECTION</b>
<b>BR/37/19/A</b> 60 High Street Bognor Regis PO21 1FB	Installation of 1 1500mm high (non-illuminated) acrylic sign to the front elevation to cover 1 no redundant atm	<b>NO OBJECTION</b>
<b>BR/39/19/PL</b> Butlin's Upper Bognor Road Bognor Regis PO21 1JJ	Application for Variation of Conditions following the grant of Planning Permission BR/240/16/PL relating to Condition 2 & Planning Permission BR/331/17/PL relating to condition 1 - approved plans	<b>NO OBJECTION</b>
<b>BR/42/19/PL</b> Unit 3 Dickinson Place South Bersted Business Park Bognor Regis PO22 9QU	Single storey front extension	<b>NO OBJECTION</b>



<b>BR/50/19/PL</b> The Hatters Inn 2-8 Queensway Bognor Regis PO21 1QT	Amendment to previously approved scheme (BR/266/17/PL) for 24 flats. This application may affect the setting of a listed building & may affect the character & appearance of The Steyne, Bognor Conservation Area	<b>NO OBJECTION</b>
<b>BR/47/19/CLE</b> 150 Aldwick Road Bognor Regis PO21 2PA	Lawful development certificate for the existing use of building as 6 self-contained flats	<b>NO OBJECTION</b>
<b>BR/57/19/HH</b> 9 Ellasdale Road Bognor Regis PO21 2SG	Dismantle existing front boundary brick wall and erect a new 180 cm brick front wall	<b>NO OBJECTION</b>
<b>BR/61/19/HH</b> 34 Ivydale Road Bognor Regis PO21 5LY	Ramp access to existing front door	<b>NO OBJECTION</b>

**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING - 2<sup>nd</sup> APRIL 2019**

**AGENDA ITEM 14 - TO RECEIVE ADC'S PROPOSED LOCAL VALIDATION REQUIREMENTS LIST, FOLLOWING A REVIEW, AND TO CONSIDER COMMENTING BY 22<sup>nd</sup> APRIL 2019**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR DECISION**

The Local Validation Requirements list (LVR) is produced by Arun District Council in accordance with the requirements of the Planning Practice Guidance and the National Planning Policy Framework (NPPF). This list is in addition to the requirements National List of Validation Requirements.

For the avoidance of doubt the LVR applies to planning applications but not Listed Building Consent, advertisement applications, householder applications, non-material amendments, certificates of lawfulness, notification applications and applications for matters reserved by condition. There are separate local validation requirement lists for Householder and Listed Building applications.

The LVR provides details of the documents that will be required to be submitted in order for a planning application to be treated as valid. Legislation requires that the list is reviewed every two years to ensure that it is still proportionate.

As standard consultees, the Town Council has until 22<sup>nd</sup> April 2019 to respond to the proposed list (attached as **Appendix 1**) with any comments.

**DECISION**

Members are invited to **AGREE** on any comments that they would like to submit to Arun District Council in response to the proposed changes to the Local Validation Requirements list.

# LOCAL VALIDATION REQUIREMENTS LIST UPDATED 2019



This Local Validation Requirements list (LVR) is produced in accordance with the requirements of the Planning Practice Guidance and the National Planning Policy Framework (NPPF). For the avoidance of doubt this LVR applies to planning applications but not Listed Building Consent, advertisement applications, householder applications, non-material amendments, certificates of lawfulness, notification applications and applications for matters reserved by condition. There are separate local validation requirement lists for Householder and Listed Building applications. This list is in addition to the requirements National List of Validation Requirements

The Council will take a proportionate approach to information in support of applications: Applicants will be asked only to provide supporting information that is relevant, necessary and material to the application.

Any supporting information should add to the Council's understanding of the development scheme submitted for determination. The information requested and provided should help to explain the nature of the proposed development, its anticipated impacts – positive and negative – and any measures proposed to mitigate any anticipated adverse impacts. The National Planning Policy Framework (NPPF) provides further guidance on matters relating to applications.

## **Major and minor development types are defined as follows:**

### Major developments:

- provision of ten or more dwellings or the provision of residential on a site of 0.5 hectares or more
- provision of commercial floor space in excess of 1000m<sup>2</sup>
- any development involving a combination of both of the above categories

### Minor developments:

- any new build residential schemes involving one to nine new dwellings
- changes of use
- flat conversions (where the number of flats proposed is nine or less)

- any new build commercial involving less than 1000m<sup>2</sup> of floor space
- extensions to non-residential buildings

Whilst this document is relating to validation requirements, applicants should be aware of the fact that the validation requirements are the minimum requirements to allow the application to be accepted as valid. Further detail may still be requested during the life of the application, so that there is sufficient information for the application to be determined. In some cases, where there is not sufficient detail with the application it may be necessary for conditions to be imposed, which would then need to be discharged by way of a further application. Applicants may find it useful to be aware of the standard pre-commencement conditions that may be imposed so that this information can be submitted up front as part of the application. <https://www.arun.gov.uk/planning-pre-commencement-conditions>.

Information Item	Types of Application that require this information	Geographic locations where this information is required	What information is required?	Where to look for further assistance
1. Plan and Drawing Requirements	All planning applications.	All areas of the District.	<p>The national validation requirements state that an application needs to be accompanied with a location plan and any other plans, drawings and information necessary to describe the application. The local validation requirements detail what these requirements are.</p> <p><b>Location plan.</b> An up to date plan at a scale of 1:1250 or 1:2500. The application site must be edged clearly in red and should include all land necessary to carry out the proposed development including the land required to access the site from a public highway, visibility splays, landscaping and car parking. The plan should include at least one named road and a north point. In rural locations it may not be possible to include a named road, in which case please ring the Technical Support Unit to discuss an alternative option.</p> <p>A blue line must be drawn around any other land owned by the applicant but not included in the application.</p> <p><b>For the avoidance of doubt Arun's Local Validation Requirements are:</b></p> <p><b>Block plan.</b> An up to date plan at 1:500 or 1:200 scale clearly indicating the proposed development in relation to the site</p>	<p>If you are unclear of the plan and drawing requirements for your proposal, please contact the Technical Support Unit on 01903 737711 and they will be able to provide advice.</p> <p>Ordnance Survey scaled base plans can be used for producing your Location and Block plans. Details of Ordnance Survey suppliers can be found on their website:</p> <p><a href="https://www.ordnancesurvey.co.uk/business-and-government/commercial/land-property/index.html">https://www.ordnancesurvey.co.uk/business-and-government/commercial/land-property/index.html</a></p>

			<p>boundaries and other existing buildings on the site, site access details, distances of the development from the boundary and a north point.</p> <p><b>Elevations.</b> Existing and proposed elevations at a scale of 1:50 or 1:100. Where the application is for a change of use and there is no external change it is possible to submit one plan clearly labelled existing and proposed.</p> <p><b>Floor plans.</b> Existing and Proposed Floor plans at a scale of 1:50 or 1:100. Where the application is for a change of use and there is no change to the floor plan it is possible to submit one set of plans providing they are clearly labelled existing and proposed.</p> <p><b>Sections.</b> Existing and Proposed sections and Finished floor and site levels at a scale of 1:50 or 1:100. The plan should show a cross section through the proposed building. Where there is a change in ground levels or the proposal is on a sloping site drawings should show both existing and finished floor and site levels and a datum point and also show the proposals in relation to adjoining buildings.</p> <p><b>Roof plans.</b> Roof plans are required when there is a change to an existing roof and on all new buildings.</p> <p><b>Street scenes.</b> Street scene drawings or photomontages are required when a proposal is set between existing development and is visible from the public realm. They should show how the proposal integrates with the adjacent buildings.</p> <p><b>Parking plan.</b> For applications of 5 or more dwellings, the conversion of a building to</p>	<p>West Sussex County Council Parking Standards:</p>
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			flats or commercial developments of 500sq m of commercial floor space a parking plan is required. The plan needs to be at a scale of 1:200 clearly showing the parking layouts that indicate the ability to access and egress from the site in forward the gear, turning areas consistent with the size and frequency of vehicles visiting a site, provisions to enable safe and convenient movement for pedestrians and facilities for cyclists, disabled users and where appropriate motor cyclists.	<a href="http://www.westsussex.gov.uk/living/roads_and_transport/roads_and_footways/development_control_plans_and/information_for_developers/pre-application_advice_for_roa.aspx">http://www.westsussex.gov.uk/living/roads_and_transport/roads_and_footways/development_control_plans_and/information_for_developers/pre-application_advice_for_roa.aspx</a>
2. Affordable Housing Statement.	Applications for 11 or more residential units will require a minimum 30% of the total number of units proposed on site to be provided as affordable housing.	All areas of the District.	<p>Where affordable housing is being provided on site, a statement setting out the following is required:</p> <p>Number and mix of affordable units.</p> <p>Mix of tenure of affordable units.</p> <p>Plans showing location of units.</p> <p>Details of floor space provision for each unit type.</p> <p>In circumstances where the provision is being made off site or by way of a commuted sum, robust evidence including, where appropriate a viability appraisal will need to be submitted. These will form part of the planning application and will be published in full on the website. Details of viability assessments and how they are considered can be found on the website:</p> <p><a href="http://www.arun.gov.uk/affordable-housing">http://www.arun.gov.uk/affordable-housing</a></p> <p>For schemes of 11 or more units a Planning</p>	<p>A definition of affordable housing can be found in the National Planning Policy Framework (NPPF) July 2018:</p> <p><a href="https://www.gov.uk/government/collections/revised-national-planning-policy-framework">https://www.gov.uk/government/collections/revised-national-planning-policy-framework</a></p> <p>The Council's affordable housing policy AH SP2 is contained in the Arun Local Plan 2011-2031</p> <p><a href="https://www.arun.gov.uk/adopted-local-plan">https://www.arun.gov.uk/adopted-local-plan</a></p> <p>Further information in relating to affordable housing and viability appraisals can be found on the Arun website:</p> <p><a href="http://www.arun.gov.uk/affordable-housing">http://www.arun.gov.uk/affordable-housing</a></p>

			Obligation (often referred to as s.106 agreements) will be required to secure the necessary provision whether this be on-site, or in exceptional circumstances off site or a commuted sum payment.	The Council's Housing Strategy and Enabling Manager can be contacted for further information on 01903 737714.
3. Pagham Harbour Access Management Contribution Legal Agreement.	<p>Applications with a net gain of 1 or more residential units. In accordance with Policy ENV DM2 The Arun Local Plan 2011-2031.</p> <p>Please be advised that if the site requires other forms of contributions a bespoke agreement would need to be prepared to cover the additional contributions.</p>	<p>Within the Pagham Harbour Buffer Zones A &amp; B ( Please note this area is far wider than the Parish of Pagham).</p> <p>A map can be found at: <a href="http://www.arun.gov.uk/planning-obligations">http://www.arun.gov.uk/planning-obligations</a></p>	<p>For all net gain of residential units applications within the Pagham Harbour Buffer Zones A &amp; B, there is a requirement for a financial contribution to be made for Pagham Harbour Access Management.</p> <p>A standard legal agreement template has been drawn up for applications where no other form of contribution is required. This needs to be completed and signed by all the land owners and anyone with an interest in the land such as the mortgage company and submitted with the planning application. Failure to submit the completed legal agreement and the legal checking fee will result in the application remaining invalid until this has been provided.</p> <p>The standard template and completion instructions can be found on the Council's website: <a href="http://www.arun.gov.uk/planning-obligations">http://www.arun.gov.uk/planning-obligations</a></p>	<p>For full details of the Pagham Harbour Access Contribution including the amount, the legal template ,instructions for completion and details of the legal checking fee please see the website</p> <p><a href="http://www.arun.gov.uk/planning-obligations">http://www.arun.gov.uk/planning-obligations</a></p> <p>Please contact the Technical Support Unit for further advice if you are unable to get all the parties to sign the agreement or you do not own the land.</p>
4. Biodiversity Survey and Report.	Applications for more than 5 dwellings in or within 2 km of a Site of Special Scientific Interest (SSSI) or for the provision of 10 or more dwellings in the rest of the district.	All areas of the District.	A Biodiversity Survey and report must be submitted.	<p>Advice on the types of surveys required can be examined as part of the Council's pre-application advice service.</p> <p>Expanded guidance, including the full Natural England standing advice, can be found at:</p>



				<p><a href="http://www.naturalengland.gov.uk/">http://www.naturalengland.gov.uk/</a></p> <p>To check whether the site is in a Site of Special Scientific Interest:</p> <p><a href="https://www.gov.uk/guidance/protected-areas-sites-of-special-scientific-interest">https://www.gov.uk/guidance/protected-areas-sites-of-special-scientific-interest</a></p>
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<p>6. Surface Water Drainage Statement.</p>	<p>Applications for any increase in impermeable surfacing including hard surfacing, new buildings and extensions within the Lidsey Foul Water Treatment Catchment Area.</p> <p>Applications involving the creation of 2 new dwellings or commercial buildings in any other part of the District.</p>	<p>Within the Lidsey Foul Water Treatment Catchment Area.</p> <p>To check whether the proposal is within the Drainage area please refer to the map:</p> <p><a href="http://www.arun.gov.uk/lidsey-foul-water">http://www.arun.gov.uk/lidsey-foul-water</a></p> <p>All other areas of the District.</p>	<p>Details to be provided in accordance with the link below:</p> <p><a href="http://www.arun.gov.uk/surfacewater">http://www.arun.gov.uk/surfacewater</a></p> <p>If insufficient information relating to drainage is provided with the application, applicants should be aware of the likely pre commencement conditions which may be applied to an approval and the amount of information that would need to be provided in order to discharge these. In particular applicants should be aware of the amount of monitoring information that would need to be provided. Further information can be found in the links below:</p> <p><a href="https://www.arun.gov.uk/planning-pre-commencement-conditions">https://www.arun.gov.uk/planning-pre-commencement-conditions</a></p> <p><a href="https://www.arun.gov.uk/drainagechecklist">https://www.arun.gov.uk/drainagechecklist</a></p>	<p>Further information on planning and drainage can be found in the National Planning Policy Framework (NPPF):</p> <p><a href="https://www.gov.uk/guidance/flood-risk-and-coastal-change">https://www.gov.uk/guidance/flood-risk-and-coastal-change</a></p> <p>Approved Document H Building Regulations.</p> <p>CIRIA SUDs Manual 753.</p> <p>BRE365 soakaway Designs.</p> <p>West Sussex LLFA Policy for the Management of Surface Water:</p> <p><a href="https://www.westsussex.gov.uk/media/12230/ws_llfa_policy_for_management_of_surface_water.pdf">https://www.westsussex.gov.uk/media/12230/ws_llfa_policy_for_management_of_surface_water.pdf</a></p> <p>Contact Arun District Council Drainage Engineers: land.drainage@arun.gov.uk</p>
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<p>7 Lidsey Foul Water – Environmental Assessment Statement.</p>	<p>All applications involving foul water drainage within the Lidsey Foul Water Treatment Catchment Area where not connecting to the mains drainage system.</p>	<p>Lidsey Foul Water Treatment Catchment Area.</p> <p>To check whether the proposal is within the Drainage area please refer to the map:</p> <p><a href="http://www.arun.gov.uk/lidsey-foul-water">http://www.arun.gov.uk/lidsey-foul-water</a></p>	<p>If the development is located within the Lidsey Foul Water Treatment Catchment Area it will be necessary to confirm in writing whether or not the proposal involves connection to the mains foul water drainage.</p> <p>If the proposal is not connecting to the mains drainage, the application will be held as invalid unless it is accompanied by a full environmental assessment as agreed at Full Council on 11 January 2012. Further information on what should be included can be found at:</p> <p><a href="https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality#water-supply-wastewater-and-water-quality--considerations-for-planning-applications">https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality#water-supply-wastewater-and-water-quality--considerations-for-planning-applications</a></p>	<p>To ascertain if your site falls within the catchment please check link below for a map of the drainage area:</p> <p><a href="http://www.arun.gov.uk/lidsey-foul-water">http://www.arun.gov.uk/lidsey-foul-water</a></p> <p>Further information can be found at:</p> <p><a href="https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality#water-supply-wastewater-and-water-quality--considerations-for-planning-applications">https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality#water-supply-wastewater-and-water-quality--considerations-for-planning-applications</a></p> <p>Contact Arun District Council Drainage Engineers:</p> <p><a href="mailto:land.drainage@arun.gov.uk">land.drainage@arun.gov.uk</a></p>
<p>8. Land Contamination Assessment (LCA).</p>	<p>Major and Minor applications for planning permission for operational development on sites where the previous land use is likely to have resulted in contamination including fuel filling stations, gas works, landfills and industrial sites etc.</p>	<p>All areas of the District.</p>	<p>A desk study report incorporating the findings of a site walkover by a suitably qualified practitioner that is sufficient to conclude whether contamination is likely to be present. If contamination is suspected, the report should incorporate a preliminary risk assessment in the form of a conceptual model of the pollutant linkages as well as proposed means by which any identified pollutant linkages can be broken.</p>	<p>Further information on Land Contamination can be found at Arun's website:</p> <p><a href="https://www.arun.gov.uk/land-contamination">https://www.arun.gov.uk/land-contamination</a></p>

<p>9. Heritage Statement</p>	<p>All applications for development affecting a heritage asset and any non-designated heritage asset recognised as such by Arun DC</p> <p>This includes: Full and Outline applications for the following:</p> <ul style="list-style-type: none"> <li>(1) Development which involves alterations to a Listed Building (but please separately refer to our Listed Building Validation List document);</li> <li>(2) Development affecting the setting of a Listed Building;</li> <li>(3) Development that involves the alteration of a locally listed building;</li> <li>(4) Development within historic parks or gardens;</li> </ul>	<p>All areas of the District</p>	<p>Paragraph 128 of the NPPF states that:</p> <p>“In determining applications, Local Planning Authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets significance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum, the relevant Historic Environment Record should have been consulted and the heritage assets assessed using appropriate expertise where necessary...”</p> <p>A heritage statement should include the following three main points:</p> <ul style="list-style-type: none"> <li>(1) Assessment of heritage significance – an assessment of the significance of the heritage asset or assets which may be affected by the proposed development, including their setting (Significance is defined as the value of a heritage asset to this and future generations because of its heritage interest. That interest may be of archaeological, architectural, artistic or historic);</li> <li>(2) Assessment of impact – an assessment of the likely impact of the proposed development on the heritage asset(s) and their setting; and</li> <li>(3) Mitigation – a statement outlining a mitigation strategy to address any impacts of the proposed development on the significance of the heritage asset(s). This might include modification of methods, materials chosen or design and/or archaeological or architectural investigation and recording.</li> </ul> <p>The amount of detail that is required in a heritage statement will vary according to the particular proposal. The statement should be proportionate in detail to the type of works being carried out. For example, a</p>	<p>NPPF:  <a href="http://planningguidance.communities.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/12-conserving-and-enhancing-the-historic-environment/">http://planningguidance.communities.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/12-conserving-and-enhancing-the-historic-environment/</a></p> <p>PPG:  <a href="http://planningguidance.communities.gov.uk/blog/guidance/conserving-and-enhancing-the-historic-environment/">http://planningguidance.communities.gov.uk/blog/guidance/conserving-and-enhancing-the-historic-environment/</a></p> <p>Historic England Good Practice Advice notes 1, 2, 3 and Advice Note 2:  <a href="https://historicengland.org.uk/images-books/publications/pps-practice-guide/">(https://historicengland.org.uk/images-books/publications/pps-practice-guide/)</a></p>
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10. Historic Environment Record Search (HER).	<p><b>Residential Development</b></p> <p>Within a RED Archaeological Notification Area: 1 or more new replacement units Any below ground activity within a Scheduled Ancient Monument or Historic Church or Churchyard</p> <p>Within an AMBER Archaeological Notification area: 5 new units or more and sites within or adjacent to Scheduled Ancient Monuments</p> <p><b>Non- Residential Development:</b></p> <p>Within an Archaeological Notification Area regardless of colour: Any development over 0.2ha in area</p>	<p>All areas of the District.</p> <p>A link to a map showing the Notification Areas: <a href="https://www.westsussex.gov.uk/land-waste-and-housing/landscape-and-environment/historic-environment-record/archaeological-notification-areas-1/">https://www.westsussex.gov.uk/land-waste-and-housing/landscape-and-environment/historic-environment-record/archaeological-notification-areas-1/</a></p>	<p>A Heritage Environment Record (HER) search needs to be undertaken and provided as part of the planning application submission.</p> <p>Chichester District Council act as advisors on archaeology to Arun District Council and access the West Sussex Historic Environment Record, which includes an inventory of known archaeological sites and other heritage assets.</p>	<p>Further details on the thresholds, the map showing the notification areas, how to carry out a search and the fees can be found at: <a href="https://www.westsussex.gov.uk/and-waste-and-housing/landscape-and-environment/historic-environment-record/">https://www.westsussex.gov.uk/and-waste-and-housing/landscape-and-environment/historic-environment-record/</a></p>
11. Economic Development Statement.	Applications involving the loss of industrial premises and employment floor space (Use classes B1-B8).	All areas of the District.	Demonstration that site is no longer required for these uses and is unlikely to be reused for those purposes in accordance with Arun Local Plan Policy EMP DM1 Employment Land.	The Council's employment land policy EMP DM1 is contained in the Arun Local Plan 2011-2031: <a href="https://www.arun.gov.uk/adopted-local-plan">https://www.arun.gov.uk/adopted-local-plan</a>
12. Retail Impact Assessment (RIA).	Applications for the formation of new retail or leisure premises	<p>Commercial and leisure premises outside of defined town centres.</p> <p>Refer to the Arun Local Plan Policies Maps1-4 to check the defined town centres: <a href="https://www.arun.gov.uk/adopted-local-plan">https://www.arun.gov.uk/adopted-local-plan</a></p>	In accordance with Arun Local Plan Policy RETDM1 Retail development.	The Council's retail development policy RET DM1 is contained in the Arun Local Plan 2011-2031: <a href="https://www.arun.gov.uk/adopted-local-plan">https://www.arun.gov.uk/adopted-local-plan</a>

13. Tree Survey and Arboricultural Report.	A Tree Survey and arboricultural report is required where there are trees within the application site or on land adjacent to it that could be affected by the proposed development.	All areas of the District.	<p>Where there are trees within the application site, or on land adjacent to it where it is necessary to establish whether trees would be influenced or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. A qualified arboriculturist should prepare this information.</p> <p>Details must include: Tree Survey schedule, Tree Protection Plan (TPP), Arboricultural Implications Assessment (AIA) and Arboricultural Method Statements (AMS) where need is identified within AIA.</p>	<p>British Standard 5837 'Trees in relation to design, demolition and construction – Recommendations (2012).</p> <p>The Council's Arboricultural Officer: 01903 737982</p>
14. Landscaping Strategy.	Major planning applications.	All areas of the District.	As a minimum an indicative landscaping strategy must be submitted. The strategy should include details of areas of proposed hard and soft landscaping. Soft landscaping areas should identify the general type of planting to be shown (species type and number). Where there are trees or vegetation to be retained these must be clearly identified on the plans.	The British Association of Landscape Industries (BALI) Landscape House, Stoneleigh Park CV8 2LG.
15. Noise/Extraction Assessment.	A) All types of application for planning permission for residential development (new dwellings).	Applications where development is adjacent to an 'A' classified road or a railway.	<p>A noise survey, including the methodology and data collected, setting out the noise exposure category (NEC) in which the development would be in accordance with.</p> <p>Where development falls within NEC B details of proposed mitigation should be provided. Where development falls within NEC C details of alternative sites considered for the development as well mitigation should be provided.</p>	<p>The Council's Environmental Health Officers can provide information about noise surveys.</p> <p>The following link provides guidance on noise: <a href="http://www.arun.gov.uk/noise-pollution">http://www.arun.gov.uk/noise-pollution</a></p> <p>Institute of Acoustics 77A St Peter's Street St Albans AL1 3BN.</p>
	B) All types of application for planning permission for uses falling within Use Class B2 (general industrial).	All areas of the District.	Details of noise mitigation/control measures. These should not be based on a proposed occupier but on a worst case scenario.	

	C) All types of application for planning permission for or incorporating air conditioning units or extraction units.	All areas of the District.	Manufacturers' details of noise, vibration performance and, if applicable, filter systems.	
16. Structural Survey and Conversion Method Statement.	Applications for conversion of rural buildings for residential use. In accordance with Policy H DM4 of The Arun Local Plan 2011-2031.	<p>All areas of the District outside of the built up area boundary.</p> <p>Refer to the Arun Local Plan Policies Maps 1-4 to check the built up area boundary</p> <p><a href="https://www.arun.gov.uk/adopted-local-plan">https://www.arun.gov.uk/adopted-local-plan</a></p>	<p>The structural survey must show the building is capable of conversion and include:</p> <ul style="list-style-type: none"> <li>- appraisal of the structural stability of the building;</li> <li>- schedule of the work that is required to convert the building;</li> <li>- a method statement for carrying out the work; and</li> <li>- plans detailing the repairs and alterations required.</li> </ul> <p>The survey should be carried out by an independent specialist consultant.</p>	<p>The Council's policy for the conversion of rural buildings for residential use H DM4 contained in the Arun Local Plan 2011-2031</p> <p><a href="https://www.arun.gov.uk/adopted-local-plan">https://www.arun.gov.uk/adopted-local-plan</a></p> <p>Information on structural engineers can be found here <a href="http://www.istructe.org/finding-a-structural-engineer">http://www.istructe.org/finding-a-structural-engineer</a></p> <p>Contact Arun District Council Building Control</p> <p><a href="mailto:bldg.con@arun.gov.uk">bldg.con@arun.gov.uk</a></p>
17. Telecommunications Development Statement.	All types of application for planning permission for telecommunications equipment and their related support structures and for notifications under Part 16 of the GPDO 2015.	All areas of the District.	The information required in chapter 5 of the NPPF "supporting high quality communications infrastructure" In addition, need for the installation should be demonstrated through existing and proposed coverage plots or through data showing capacity issues.	Applicants should aim to follow the Code of Best Practice.



<p>18. Transport Statement (TS).</p>	<p>All types of application for planning permission for (use class):</p> <ul style="list-style-type: none"> <li>• A1 (food retail) between 250 and 800sqm</li> <li>• A1 (non-food retail) between 800 and 1500sqm</li> <li>• A2 between 1000 and 2500sqm</li> <li>• A3 between 300 and 2500sqm</li> <li>• A4 between 300 and 600sqm</li> <li>• A5 between 250 and 500sqm</li> <li>• B1 between 1500 and 2500sqm</li> <li>• B2 between 2500 and 4000sqm</li> <li>• B8 between 3000 and 500sqm</li> <li>• C2 (hospitals/nursing homes between 30 and 50 beds</li> <li>• C2 (residential education) between 50 and 150 students</li> <li>• C2 (institutional hostels) between 250 and 400 residents</li> <li>• C3 between 10 and 20 units</li> <li>• D1 between 500 and 1000sqm</li> <li>• D2 between 500 and 1500sqm</li> </ul>	<p>All areas of the District.</p>	<p>A Transport Statement (TS) is required for developments that have relatively small transport implications. It will usually include existing site information, baseline transport data and a full description of the proposed development.</p>	<p>Government Guidance on Transport Assessments can be found at:</p> <p><a href="http://planningguidance.communities.gov.uk/blog/guidance/transport-evidence-bases-in-plan-making/">http://planningguidance.communities.gov.uk/blog/guidance/transport-evidence-bases-in-plan-making/</a></p> <p>Guidance on Travel Plans can also be obtained from West Sussex County Council 'Transport Assessment Methodology' (June 2007), which can be viewed:</p> <p><a href="http://www2.westsussex.gov.uk/roadsandtransport/WSCC%20Transport%20Assessments%20-%20Guidance%20on%20Methodology%20for%20Developers.pdf">http://www2.westsussex.gov.uk/roadsandtransport/WSCC%20Transport%20Assessments%20-%20Guidance%20on%20Methodology%20for%20Developers.pdf</a></p> <p>Special guidance should be explored through pre-application advice.</p>
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<p>19. Transport Assessment (TA)/Travel Plan (TP).</p>	<p>All types of application for planning permission for (use class):</p> <ul style="list-style-type: none"> <li>• A1 (food retail) over 800sqm</li> <li>• A1 (non-food retail) over 1500sqm</li> <li>• A2 and A3 over 2500sqm</li> <li>• A4 over 600sqm</li> <li>• A5 over 500sqm</li> <li>• B1 over 2500sqm</li> <li>• B2 over 4000sqm</li> <li>• B8 over 5000sqm</li> <li>• C2 (hospitals/nursing homes) over 50 beds</li> <li>• C2 (residential education) over 150 students</li> <li>• C2 (institutional hostels) over 400 residents</li> <li>• C3 over 20 units</li> <li>• D1 over 1000sqm</li> <li>• D2 over 1500sqm</li> </ul>	<p>All areas of the District.</p>	<p>Transport Assessment (TA) and Travel Plan (TP). A TA should address the following issues; reducing the need to travel, especially by car – ensure, at the outset, that thought is given to reducing the need to travel; consider the types of uses (or mix of uses) and the scale of development in order to promote multipurpose or linked trips; promote accessibility by all modes of travel, in particular public transport, cycling and walking; assess the likely travel behaviour or travel pattern to and from the proposed site; and develop appropriate measures to influence travel behaviour; provide accurate quantitative and qualitative analyses of the predicted impacts of residual trips from the proposed development and ensure that suitable measures are proposed to manage these impacts; and ensure as much as possible that the proposed mitigation measures avoid unnecessary physical improvements to highways and promote innovative and sustainable transport solutions.</p> <p>The findings of the TA will help inform the Travel Plan which will generally be secured via a Section 106 legal agreement.</p>	<p>Government Guidance on Transport Assessments can be found at:</p> <p><a href="http://planningguidance.communities.gov.uk/blog/guidance/transport-evidence-bases-in-plan-making/">http://planningguidance.communities.gov.uk/blog/guidance/transport-evidence-bases-in-plan-making/</a></p> <p>Guidance on Travel Plans can also be obtained from West Sussex County Council 'Transport Assessment Methodology' (June 2007), which can be viewed: <a href="http://www2.westsussex.gov.uk/roadsandtransport/WSCC%20Transport%20Assessments%20-%20Guidance%20on%20Methodology%20for%20Developers.pdf">http://www2.westsussex.gov.uk/roadsandtransport/WSCC%20Transport%20Assessments%20-%20Guidance%20on%20Methodology%20for%20Developers.pdf</a></p> <p>Special guidance should be explored through pre-application advice.</p>
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**BOGNOR REGIS TOWN COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETING - 2<sup>nd</sup> APRIL 2019**

**AGENDA ITEM 16 - TO RECEIVE ADC'S COMMUNITY INFRASTRUCTURE  
LEVY (CIL) DRAFT CHARGING SCHEDULE AND TO CONSIDER  
COMMENTING BY 2<sup>nd</sup> MAY 2019**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR DECISION**

Members are invited to note receipt of the Community Infrastructure Levy (CIL) Draft Charging Schedule, published by Arun District Council (attached as **Appendix 2**).

The Community Infrastructure Levy will be a financial charge measured in pounds (£) per square meter for net additional floorspace created from new development within the Arun planning authority area (excluding that part of the District falling within the South Downs National Park).

The charge will be collected by Arun District Council (the Charging Authority) on liable development following adoption of the Charging Schedule. The money levied will be used to pay for necessary infrastructure to support such growth and development within the District.

The timetable for the examination and adoption of a charging schedule is set out in the Local Development Scheme adopted by Arun District Council on 9<sup>th</sup> January 2019 and subsequently uploaded to the Council's website.

Hard copies of the Draft Charging Schedule, evidence and response forms can be found at the libraries within Arun District and the reception desks at Bognor Regis Town Hall and the Arun Civic Centre, Littlehampton. They are also available at [www.arun.gov.uk/cil](http://www.arun.gov.uk/cil).

The consultation is open until 2<sup>nd</sup> May 2019.

**DECISIONS**

Members are invited to **NOTE** receipt of the Community Infrastructure Levy (CIL) Draft Charging Schedule, published by Arun District Council.

Members are invited to **AGREE** on any comments that they would like to submit to Arun District Council in response to the Community Infrastructure Levy (CIL) Draft Charging Schedule.

# Arun District Council Community Infrastructure Levy (CIL) Draft Charging Schedule

## Consultation Version AUFW 201-



# Contents

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### 1 Consultation Details

**1.1** This consultation on the Arun Draft Charging Schedule (DCS) March 2019 is the second stage in preparing a CIL Charging Schedule. The second round of consultation is called "publication". This means that, subject to the council agreeing to submit the draft charging schedule, all representations received at this stage along with a Statement of Modifications, if needed, will be sent to the CIL examiner. Furthermore, all respondents to the consultation will have the right to be heard by the CIL examiner on both the Draft Charging Schedule and on the Statement of Modifications, if it is needed.

**1.2** Comments on the Draft Charging Schedule should be made via the Objective Consultation portal at <http://arun.objective.co.uk/portal> or emailed to [Localplan@arun.gov.uk](mailto:Localplan@arun.gov.uk).

**1.3** Written comments can also be sent to the following address:

- Planning Policy and Conservation, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

**1.4** For any queries, call 01903 737500 and ask for Planning Policy.

**1.5** This document will be published for a six week consultation period starting **21st March 2019 to 5pm on 2nd May 2019.**



## 2 Introduction

**2.1** This consultation document sets out Arun District Council's proposed charging rates for its Community Infrastructure Levy (CIL). This mechanism for the collection of funding for infrastructure was introduced under the Planning Act 2008 and enables local authorities to make a charge on most forms of new development to fund infrastructure needed to support growth.

**2.2** Before a Charging Authority is able to adopt a Charging Schedule, it is required to undertake two formal rounds of consultation followed by an Independent Examination. The consultation process provides an opportunity for respondents to assist in shaping the Charging Schedule.

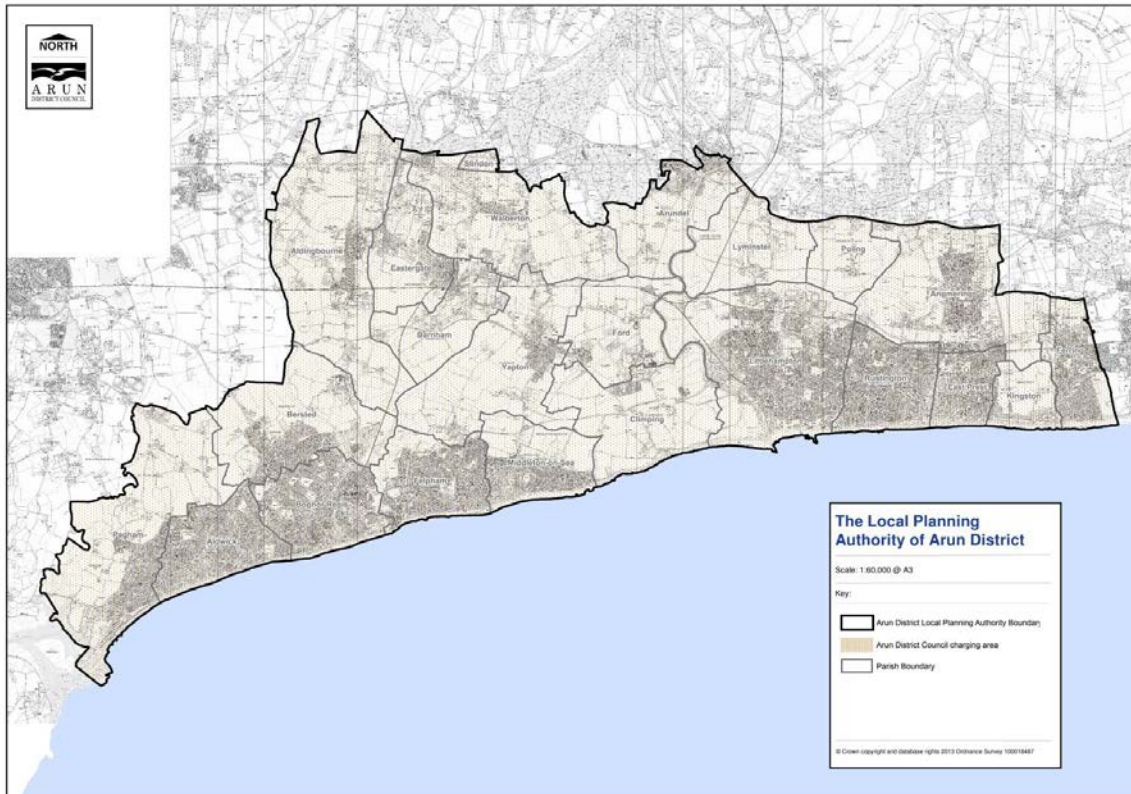
**2.3** The first round of consultation was on the Preliminary Draft Charging Schedule (PDCS) and took place from 10th December 2018 until 21st January 2019. The responses from the consultation have been considered and any changes to the PDCS, deemed necessary, have been incorporated into this consultation document, entitled the Arun Draft Charging Schedule (DCS).

**2.4** The DCS differs only slightly from the PDCS because it has been updated to take into account representations that identified changes required to ensure the document is sound and robust and also includes clarifications regarding definitions of some development types. All relevant supporting evidence along with a Statement of Representation Procedure is available on the Arun District Council website [www.arun.gov.uk/cil](http://www.arun.gov.uk/cil) and hard copies are available to view at all libraries within Arun District (outside the South Downs National Park) and at the Arun Civic Centre and Bognor Regis Town Hall during the DCS consultation period.

**2.5** The CIL Guidance requires that charging authorities will implement the levy where their evidence has been prepared based on a relevant Local Plan. Arun District Council adopted the Arun Local Plan 2011-2031 (ALP 2018) on 18th July 2018. The ALP 2018 identifies the quantum and type of development planned to meet housing and employment needs within the district over the Plan period. It also allocates strategic housing and employment sites. The ALP 2018 is underpinned by the Infrastructure Capacity Study and Delivery Plan, 2017 (ICSDP) which identifies the infrastructure required to achieve local development and growth needs. This evidence base is considered to be a 'living' document because updates are required regularly as the Local Plan is implemented. As set out above, the relevant evidence is available on the council's website [www.arun.gov.uk/cil](http://www.arun.gov.uk/cil) and an Infrastructure Funding Gap Update paper has been prepared to sit alongside the ICSDP.

### 3 The Charging Area

**3.1** The charging area covers all of Arun District with the exception of the areas of the South Downs National Park located to the north of the district. This is due to the fact that the National Park Authority is a local planning authority in its own right.





## 4 What is CIL?

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### 4 What is CIL?

**4.1** The legislative framework for CIL is provided by Part II (Sections 205-225) of the Planning Act 2008 and the CIL Regulations 2010 subject to subsequent amendments.

**4.2** CIL is a mandatory charge on new development, calculated on the change in net additional floorspace (m<sup>2</sup>), which local authorities can introduce. The charge is non-negotiable in most circumstances. The charge applies on a per square metre basis to new development of over 100m<sup>2</sup> of gross internal floorspace. In the case of new dwellings, there is no such threshold - CIL is charged per square metre whatever the size of the development.

**4.3** Charges are set by the Council through publication of a Charging Schedule. The charges must be supported by evidence that an infrastructure funding gap exists (taking into account other funding sources) and that it does not prejudice the viability of development across the district as a whole. Charges are index linked to build costs which means that CIL payments must be increased or decreased (index linked) to reflect changes in the costs of building houses and delivering infrastructure between the year that CIL was introduced to the year that planning permission is granted. The index used is the national All-in Tender Price Index published by the Build Cost Information Service (BCIS).

**4.4** The CIL Guidance (Last updated, March 2018) states that in setting CIL rates, the charging authority "will need to be able to show why they consider that the proposed levy rate or rates set an appropriate balance between the need to fund infrastructure and the potential implications for the economic viability of development across their area."

**4.5** The process through which an authority needs to go through in order to adopt a CIL is as follows:

- the charging authority prepares its evidence base in order to prepare its draft levy rates, and collaborates with neighbouring/overlapping authorities (and other stakeholders)
- the charging authority prepares a preliminary draft charging schedule and publishes this for consultation
- consultation process takes place
- the charging authority prepares and publishes a draft charging schedule
- period of further representations based on the published draft
- an independent person (the "examiner") examines the charging schedule in public

- the examiner's recommendations are published
- the charging authority considers the examiner's recommendations
- the charging authority approves the charging schedule

**4.6** There is a considerable degree of flexibility permitted in the spending of CIL monies. It must be spent on the provision of new infrastructure (rather than remedying existing deficiencies) to support the delivery of the adopted Local Plan. Infrastructure is defined widely in the Planning Act 2008 and includes transport, education, health, open space/green infrastructure, police/community safety, flood defences for example.

**4.7** Revenues can be passed to other bodies to deliver infrastructure. A schedule of infrastructure to be funded by CIL should be published alongside the Charging Schedule, at examination, in accordance with Regulation 123 of the CIL Regulations 2010. CIL guidance (2014, last updated March 2018) sets out that when an authority introduces the levy, Section 106 requirements should be scaled back to those matters that are directly related to a specific site, and are not set out in a Regulation 123 list. Section 106 agreements will still be used to cover requirements such as the provision of affordable housing, local open space, access roads, habitat protection etc. In addition, S106 will still be used to deliver infrastructure deemed necessary to support the delivery of the strategic housing sites allocated within the Arun Local Plan.

**4.8** Transparency on the spending of CIL is required by the CIL Regulations 2010. Further detail regarding monitoring of CIL spending is set out in Section 10 of this document.

**4.9** The CIL Guidance sets out the neighbourhood portion of CIL which means that a portion of CIL money is passed back to the Town or Parish Council's where development takes place. The portion of CIL money passed back differs based on whether the Parish or Town Council has an adopted neighbourhood plan as follows:

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

**Table 4.1**

### 5 Infrastructure Evidence

**5.1** As set out above, in preparing a charging schedule, there is a need to demonstrate that there is a funding gap in the provision of infrastructure required to support new development.

**5.2** The CIL Guidance states that: "Charging authorities must identify the total cost of infrastructure they wish to fund wholly or partly through the levy...Information on the charging authority area's infrastructure needs should be drawn from the infrastructure assessment that was undertaken as part of preparing the relevant Plan...".

**5.3** The infrastructure evidence which underpins the ALP, 2018 was published in February 2017. The ICSDP identifies site specific infrastructure requirements as well as district wide infrastructure needs resulting from planned growth in the district. It is widely acknowledged that infrastructure evidence is subject to constant change (and the Planning Inspector stated in paragraph 197 of his report on the ALP that *the [ICSDP] is intended to be a living document as the ALP is implemented*). Since the PDCS consultation, Arun District Council has received a number of updates in relation to infrastructure requirements. Therefore, it has been necessary to prepare a supplementary paper to sit beside the ICSDP which provides an update on the overall infrastructure funding gap. This is called the Infrastructure Funding Gap Update Report (March 2019) (IFGU).

**5.4** Taking the results of the IFGU, the total estimated infrastructure costs and existing funding secured, there is a total infrastructure funding gap of approximately £304 million. However, based on estimated S106 contributions from the eleven strategic sites, allocated in the ALP, this funding gap reduces to £88 million. The IFGU sets out which schemes have been added to the overall infrastructure requirements that will require funding from alternative sources including CIL.

**5.5** Table 5.1 shows a significantly high level of S106 expected to fund infrastructure requirements. This is due to the fact that the infrastructure required for each strategic allocation will largely be delivered by means of S106 agreements. Although, there may be challenges involved in delivering strategic infrastructure for the larger strategic sites in light of the pooling restrictions set out by Regulation 123 of the CIL Regulations, it is anticipated that changes to the pooling restrictions in the future (as proposed in the Supporting housing delivery through developer contributions consultation) will assist with the council's approach. Table 5.1 below summarises the main infrastructure items needed to support the ALP, 2018 and shows the approximate funding gap.

**5.6** The CIL Guidance requires that the charging authority should set out at Examination a draft list of the projects or types of infrastructure that are to be funded in whole or in part by the levy as well as those known site specific matters where section 106 contributions will be sought. The ICSDP (see page 20) and IFGU identifies the projects that are to be funded in whole or part by the levy and this is

also set out in the Reg. 123 list which accompanies this consultation document. The site specific tables within the ICSDP provide a list of the infrastructure that will be delivered via S106.

**5.7** The funding gap demonstrates that there is a sufficient funding shortfall that must be filled in order to deliver the infrastructure to support growth in the district (based on the Infrastructure Delivery Plan, 2017). This justifies the preparation of a CIL charging schedule. The council will actively seek additional sources of funding where they may be available in order to reduce the infrastructure gap. It should be noted that the ICSDP is a 'living document', therefore regular updates will be required. This includes the preparation of funding gap updates. In particular, the evidence will need to take account of local infrastructure requirements as the council moves forward with the preparation of the Non-Strategic Sites DPD (the NSS). It is anticipated that most infrastructure needs will be secured on-site via S106 but cumulative/strategic infrastructure projects will require CIL funding.

Category	Total estimated cost (£million)	Existing Funding Available/Secured (£million)	Expected S106 Funding (£million)	Funding Gap (£million)
Primary Education	£77	£2	£75	£0
Secondary Education	£78.3	£0	£47.7	£30.6
Early years/childcare facilities	£14	£0.6	£13.4	£0
Social and Leisure facilities	£31.75	£0.03	£1.72	£33
Healthcare	£14	£0.5	£13.5	£0
Green Infrastructure and Habitats	£16	£0.6	£3.4	£12
Waste Management	£8.5	£0	£0	£8.5
Emergency Services	£4	£0	£0	£4
Flood Risk Mitigation	£35	£0	£35	£0
Utilities	£3	£0	£3	£0
Transport	£38	£15	£23	£0
Totals	£322.55	£18.73	£215.72	£88.1

**Table 5.1**

### 6 Viability Evidence

**6.1** CIL is expected to have a positive economic effect on development across the area by providing additional infrastructure to support development. In deciding the rates of the council's levy, a key consideration is the balance between securing additional investment for infrastructure to support development and the potential economic effect of imposing the levy upon development across their area.

**6.2** Charging Authorities are therefore required to arrive at an appropriate balance between the desirability of funding infrastructure through CIL and not adversely impacting on the deliverability of planned development. To inform this judgement, the District Council has commissioned viability evidence.

**6.3** In January 2015 GL Hearn prepared the Arun Viability Report which informed the council's first PDCS (consulted on in 2015). Since 2015, further viability evidence has been commissioned to underpin the Arun Local Plan main modifications.

**6.4** The Local Plan Viability Assessment Update (LPVU, 2017) was prepared by HDH Planning and Development in January 2017 and assessed the viability of the Arun Local Plan, in particular taking into account policy requirements including affordable housing and the viability of the strategic allocations within the plan in light of policy and infrastructure requirements. The LPVU, 2017 was examined during the Local Plan hearings and the Inspector made numerous references to it. On this basis the viability evidence is sound and an appropriate starting point for the preparation of an update to the CIL viability evidence base.

**6.5** Subsequently, an annex to the LPVU, 2017 was prepared in July 2018 to consider the scope for CIL rates for those parts of Arun District outside of the South Downs National Park. This is called the CIL Viability Update, July, 2018 prepared by HDH Planning and Development (CILVU, 2018). These studies are available to view at [www.arun.gov.uk/cil](http://www.arun.gov.uk/cil)

**6.6** The CILVU, 2018 uses the methodology set out in Chapter 3 of the LPVU, 2017 which uses a residual value calculation to assess a range of different development typologies represented within the council's Housing and Employment Land Availability Assessment (HELAA). The CILVU, 2018 ensures that all factors involved in the viability assessment are up to date by reviewing the impact of policy and market change since the LPVU, 2017. This includes changes to national and local policy, market changes such as residential values, affordable housing values, older people's housing, student housing, non residential values and development land values. The report also considered changes to development costs including construction costs, developer returns and strategic infrastructure and mitigation costs.

**6.7** The CILVU, 2018 models a number of development sites (residential and non-residential) and considers variations in land values and development costs across the district. From this the impact of CIL is inferred and variable rates have

been identified. The CIL Guidance is clear that CIL should not be set at the limits of viability. In considering the rates of CIL it has been assumed that the Residual Value should generally be 50% above the Viability Threshold.

**6.8** The consultants conclusions resulting from the evidence identify five geographical zones within the district with significantly different viability characteristics as set out in Table 2 below. In particular, the study identifies differential values between sites within and outside the urban areas (shown on the Local Plan policies maps as the Built Up Area Boundaries, excluding the strategic allocations) and between the northern and the coastal parts of the district (north and south of the A259). The consultants have also undertaken a more detailed viability assessment of the strategic housing allocations in the ALP, 2018 and have identified that infrastructure costs associated with these sites, to be delivered through S106 agreements, justify a separate charging zone.<sup>(1)</sup> The study has also found that on sites where the provision of affordable housing is a policy requirement (sites of 11 units or more), viability varies across the district.

**6.9** In respect of commercial development, the evidence resulting from the viability study recommends that the majority of uses are unable to pay CIL with the exception of supermarkets and the retail warehouse format. Table 6.1 overleaf shows and describes the zones.

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1 It should be noted that in the case of the CIL charging schedule zones, the strategic housing allocation sites included in Zone 1 are shown separated from the built up area boundary (BUAB). This is in contrast to the Local Plan Policy Maps which include the strategic allocations within the BUAB. This differentiation only applies for the purposes of illustrating the CIL Charging Schedule and does not infer changes to the Local Plan policies maps

## 6 Viability Evidence

Zone	Characteristics
Zone 1	The strategic sites at Pagham South, Pagham North, West of Bersted, BEW, Fontwell, Yapton, Ford, Climping, LEGA and Angmering North
Zone 2	Within the urban boundaries in the Northern Area - being that area to the north of the A259
Zone 3	Not within the urban boundaries in the Northern Area - being that area to the north of the A259
Zone 4	Within the urban boundaries in the Coastal Area - being that area to the south of the A259
Zone 5	Not within the urban boundaries in the Coastal Area - being that area to the south of the A259

**Table 6.1**

**6.10** Paragraph 7.52 and Table 7.3 of the CILVU, 2018 set out the recommended CIL charging zones and CIL charging rates.

### 7 The Draft Charging Schedule

**7.1** Having had regard to all the evidence produced to support the preparation of the Draft Charging Schedule, as summarised above, the Council's proposed charging rates are as follows:

Development Type	Site Size	Zone	Rate of CIL
<b>Residential*</b>			
	N/A	Zone 1	£0/m <sup>2</sup>
	Sites of 10 and fewer units	Zone 2 and 3	£150/m <sup>2</sup>
	Sites of 10 and fewer units	Zone 4 and 5	£100/m <sup>2</sup>
	Sites of 11 and more units	Zone 2	£70/m <sup>2</sup>
	Sites of 11 and more units	Zone 3 and 5	£100/m <sup>2</sup>
	Sites of 11 and more units	Zone 4	£0/m <sup>2</sup>
<b>Flats*</b>			
	N/A	Zone 2 and 3	£100/m <sup>2</sup>
	N/A	Zone 4 and 5	£0/m <sup>2</sup>
<b>Older People's Housing Sheltered Housing and Extracare housing*</b>			
	N/A	Zone 2 and 3	£70/m <sup>2</sup>
	N/A	Zone 4 and 5	£0/m <sup>2</sup>
<b>Retail</b>			
Town Centre Shops	N/A	N/A	£0/m <sup>2</sup>
Supermarkets and Retail Warehouse	N/A	N/A	£110/m <sup>2</sup>
<b>All other development</b>	N/A	N/A	£0/m <sup>2</sup>

**Table 7.1**

### NOTES

**7.2** \* These charges apply to the creation of one or more dwellings. The charges also apply to residential extensions or annexes which are 100 square metres or more gross internal area. Where the residential extension or annexe is for the benefit of the owner/occupier, exemptions may apply.



## 7 The Draft Charging Schedule

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**7.3** The Charging Zones are mapped on the plan in Appendix 1 - Charging Zones Map.

**7.4** Older People's Housing is discussed in the LPVU, 2017. Paragraphs 4.67 - 4.70 of the report provides descriptions of the types of accommodation that this includes: "Sheltered or retirement housing is self-contained housing, normally developed as flats and other relatively small units. Where these schemes are brought forward by the private sector there are normally warden services and occasionally non-care support services (laundry, cleaning etc.). Extracare housing is sometimes referred to as very sheltered housing or housing with care...". This development type does not include residential institutions such as care homes.

**7.5** Supermarket should be defined as shopping destinations in their own right where weekly food shopping needs are met and which can also include non-food floorspace as part of the overall mix. The majority of custom at supermarkets arrives by car, using the large adjacent car parks provided. (see paragraph 7.11 of CILVU, 2018).

**7.6** Retail warehouse should be defined as large stores specialising in the sale of comparison goods (such as carpets, furniture, and electrical goods) DIY items and other ranges of goods catering mainly for car borne customers. (see paragraph 7.11 of CILVU, 2018).

**7.7** These rates have been prepared with a viability buffer of 50% over and above the viability threshold.

**7.8** The rates have also been calculated as a proportion of land value (less than 25%) and as a proportion of Gross Development Value (less than 5%).

### 8 Draft Instalments Policy

**8.1** The importance of allowing CIL to be paid through the life of a project was raised. The analysis in the CIL Update Report (July, 2018) is therefore based on the assumption that CIL is paid through the life of the schemes. The following instalment policy is suggested in the report and presented below for comment:

Amount of CIL	Number of Instalments	Payment periods and amount
Any amount less than £10,000	One payment	Total amount payable within 60 days of commencement of development
Amount equal to £10,000 or less than £50,000	Three instalments	60 days, 120 days and 180 days of commencement of development
Amount equal to £50,000 or less than £100,000	Four instalments	60 days, 180 days, 360 days and 540 days commencement of development
Amount higher than £100,000	Five instalments	60 days, 180 days, 360 days, 540 days and 720 days commencement of development
Note: Commencement is defined in Regulation 67 of the Community Infrastructure Levy Regulations 2010 (as amended) as relating to the date given on the commencement notice submitted to the charging authority.		

**Table 8.1**

### 9 Exemptions and Relief

**9.1** In accordance with the CIL Regulations, certain types of development are exempt from liability to pay a CIL charge. These include the following:

- minor development eg. an extension to an existing building where the gross internal area of new build will be less than 100 square metres,
- residential annexes or extensions,
- self build housing and
- charitable development eg. where a development is occupied or under the control of a charitable institution.

**9.2** Social Housing development is eligible for relief from liability to pay CIL. This means that although social housing is not exempt from liability to pay a CIL charge, relief from the CIL charge can be applied for a development which qualifies under the definition of social housing.

**9.3** Finally, charging authorities are able to give certain other types of development relief from liability to pay a CIL charge. This is called discretionary relief. Discretionary relief can be given on the following types of development:

- discretionary charitable relief: investment activities
- discretionary relief for exceptional circumstances
- discretionary social housing relief

**9.4** The council will consider whether to implement discretionary relief following adoption of the Charging Schedule.

### 10 Annual Monitoring

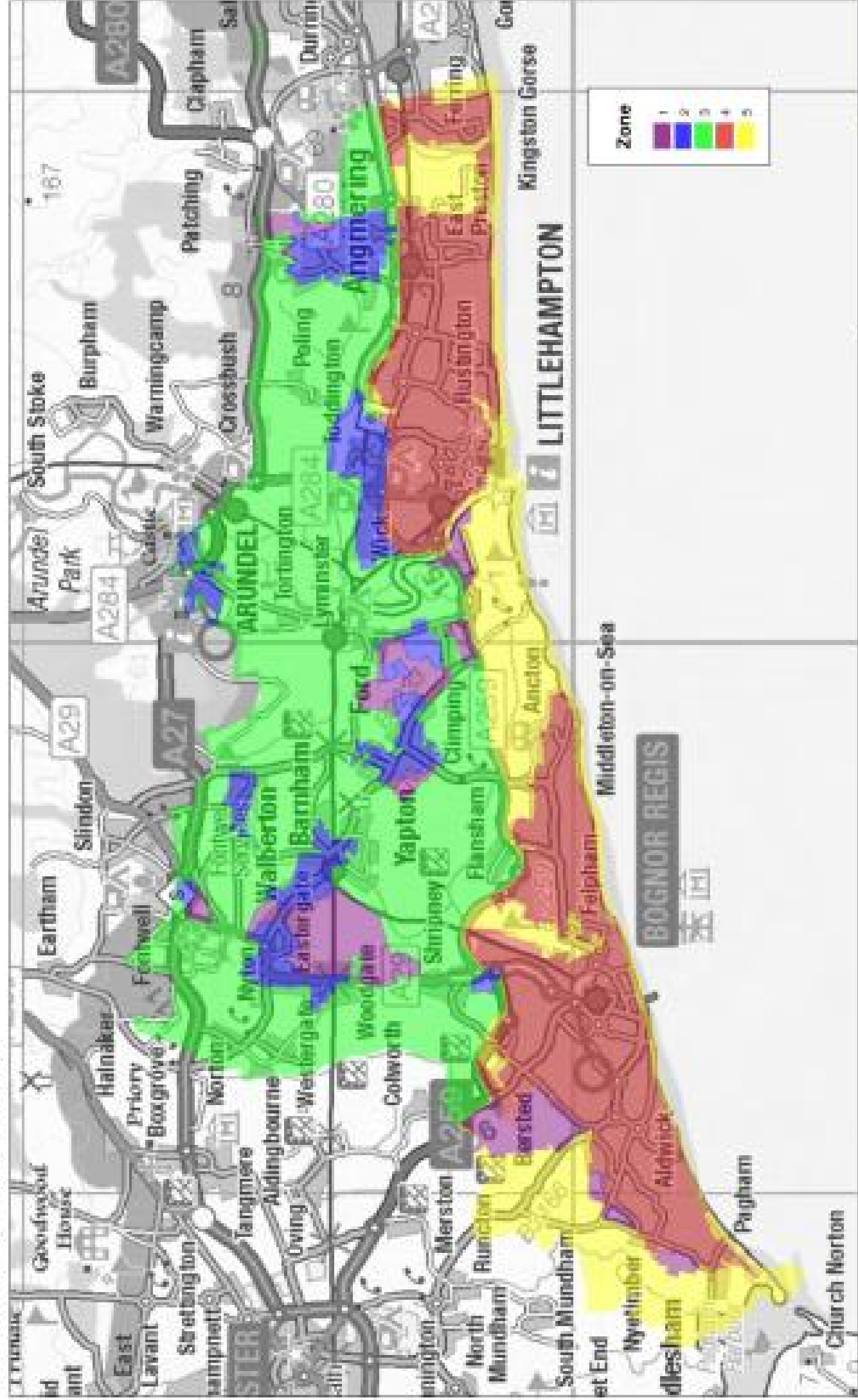
**10.1** The council will monitor CIL income on an annual basis and publish a report in accordance with Regulation 62A of the CIL (Amendment) 2013 Regulations.

**10.2** Where the council have pooled the levy and/or combined it with other sources of funding for investment in strategic infrastructure, the council will show how the various contributions have been committed.

**10.3** Where parish and town councils receive a portion of the levy, the income and spending must be reported by the Parish and Town councils in accordance with regulation 62A of the CIL (Amendment) 2013 Regulations.

### 11 Appendix 1 - Charging Zones Map

CIL CHARGING ZONES



SCALE 1:90000 @ A4 LANDSCAPE

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## **BOGNOR REGIS TOWN COUNCIL**

### **PLANNING AND LICENSING COMMITTEE MEETING - 2<sup>nd</sup> APRIL 2019**

#### **AGENDA ITEM 17 - CORRESPONDENCE**

#### **FOR INFORMATION**

- 1. ADC - notification of small amendments to the Planning Scheme of Delegation, as agreed at Full Council Meeting held 13<sup>th</sup> March 2019**
- 2. WSCC - Planned Roadworks Report 6<sup>th</sup> March - 5<sup>th</sup> April, 13<sup>th</sup> March - 12<sup>th</sup> April, and 20<sup>th</sup> March - 19<sup>th</sup> April 2019. Circulated to Committee Members and shared on social media**
- 3. CPRE - A litter-free future. Shared on social media**
- 4. Housing, Communities and Local Government Committee - Press Release, 25<sup>th</sup> March 2019: HCLG Committee takes evidence from James Brokenshire on Brexit and local government**
- 5. Highways England - A27 Arundel Bypass Scheme update. Circulated to Councillors**
- 6. Housing, Communities and Local Government Committee - Evidence Session: HCLG Committee take evidence from developers, local government and housing associations in modern methods of construction inquiry**
- 7. WSCC - Public Notice: Temporary Traffic Regulation - the use of (and parking on) Upper Bognor Road and Hotham Way, Bognor Regis from junction with High Street to junction with London Road is temporarily prohibited from 27/03/19 at 21:00 until 28/03/19 at 06:00. The restriction will be in place Night-time only between 21:00 - 06:00 and is necessary to allow for carriageway specialist surfacing works**
- 8. ADC - Update on the timetable for the preparation of the Non-Strategic Sites DPD, with Issues and Options now reverting to a Planning Policy Sub-Committee in June with a view to a consultation on Regulation 18 (part 1) in July 2019**
- 9. CPRE - Campaigns Update, 11<sup>th</sup> March 2019**
- 10. Copy of correspondence sent by Bognor Regis Town Council to applicant of Planning Application BR/191/18/PL, regarding regeneration in Bognor Regis**
- 11. Copy of Correspondence sent to Cabinet Member for Technical Services, at AD, regarding 2-4 Waterloo Square, Bognor Regis**
- 12. Copy of letter sent by Bognor Regis Town Council to Rt Hon James Brokenshire MP regarding 2-4 Waterloo Square, Bognor Regis**