

**PLANNING SERVICES DIVISION:  
SECTION 106 CONSULTATION RESPONSE FOR ARUN DISTRICT COUNCIL**

**DATE: 17<sup>th</sup> March 2025**

**FROM: Naomi Hoyland**

**DISTRICT/BOROUGH COUNCIL: Arun**

**Application Number: BR/5/25/PL**

**The Provision of Service Infrastructure Related to Development at Land at St Julianas Convent, Marian Way, Bognor Regis, PO21 1PA**

**Planning Application details – Change of use from convent (Sui Generis) to residential use (C3) for adults with learning difficulties and autism with minor amendments to external appearance. This application may affect the setting of a listed building, may affect the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area and is in CIL Zone 4 (zero rated) as flats**

**Summary of Density per Infrastructure Demands**

<b>Education</b>	
School Planning Area	N/A
Population Adjustment	0.0
	Primary Secondary 6th Form
Child Product	0.0000 0.0000 0.0000
Total Places Required	0.0000 0.0000 0.0000
<b>Library</b>	
Locality	Bognor Regis
Contribution towards Angmering / Arundel / East Preston / Ferring / Findon Valley / Tier 7 Sites	£0
Contribution towards Rustington / Willowhale	£0
Contribution towards Bognor Regis / Littlehampton	£3,525
Population Adjustment	18.2
Sqm per population	35
Sqm Required	0.00
<b>Waste</b>	
Adjusted Net. Households	14
<b>Fire</b>	
No. Hydrants	TBC
Population Adjustment	18.2
£/head of additional population	£19
<b>TAD- Transport</b>	
Net Population Increase	0.0
Net Parking Spaces	0
Net Commercial Floor Space sqm	0
Total Access (commercial only)	0.0000

**Summary of Contributions**

<b>S106 type</b>	<b>Monies Due</b>
<b>Education - Primary</b>	No contribution required

<b>Education - Secondary</b>	No contribution required
<b>Education - 6<sup>th</sup> Form</b>	No contribution required
<b>Libraries</b>	£3,525
<b>Waste</b>	No contribution required
<b>Fire &amp; Rescue</b>	£346
<b>No. of Hydrants</b>	TBC
<b>TAD</b>	No contribution required
<b>Total Contribution</b>	<b>£3,871</b>

*Note: The above summary does not include the installation costs of fire hydrants. Where these are required on developments, (quantity as identified above) as required under the Fire Services Act 2004 they will be installed as a planning condition and at direct cost to the developer. Hydrants should be attached to a mains capable of delivering sufficient flow and pressure for fire fighting as required in the National Guidance Document on the Provision of Water for Fire Fighting 3<sup>rd</sup> Edition ( Appendix 5)*

The above contributions are required pursuant to s106 of the Town and Country planning Act 1990 to mitigate the impacts of the subject proposal with the provision of additional County Council service infrastructure, highways and public transport that would arise in relation to the proposed development.

Planning obligations requiring the above money is understood to accord with the Secretary of State's policy tests outlined by the in the *National Planning Policy Framework, 2019*.

The CIL Regulations 2010 (as amended by the CIL amendment Regulations 2019) came into force on 1<sup>st</sup> September 2019 and clarify that an authority collecting contributions through the use of S106 agreements may now lawfully charge a fee for monitoring the planning obligations they contain. From 1<sup>st</sup> April 2024 West Sussex County Council will increase the S106 monitoring fee to £260 per trigger, per year of monitoring. Financial triggers are monitored for an average of three years and will therefore produce a fee of £780 per trigger, with non-financial triggers taking around six years to fulfil and therefore costing £1560.

The basis for this advice is contained in the County Council's adopted Supplementary Planning Guidance document "The Provision of Service Infrastructure Related to New Development in West Sussex – Part 1".

The secondary education contribution has been calculated in accordance with the Developer Obligations for Secondary Contributions in Arun Document 2019, which is a supporting document for the Arun Infrastructure Delivery Plan 2017 (IDP).

All TAD (Total Access Demand) contributions have been calculated in accordance with the stipulated local threshold and the methodology adopted as Supplementary Planning Guidance (SPG) in November 2003.

The calculations have been derived on the basis of an increase in 14 Net dwellings.

Please see below for a Breakdown and explanation of the WSCC Contribution Calculators. Also see the attached spreadsheet for the breakdown of the calculation figures. For further explanation please see the West Sussex County Council website (<http://www.westsussex.gov.uk/s106>).

#### Deed of Planning Obligations

- a) As a deed of planning obligations would be required to ensure payment of the necessary financial contribution, the County Council would require the proposed

development to reimburse its reasonable legal fees incurred in the preparation of the deed.

- b) The deed would provide for payment of the financial contribution upon commencement of the development.
- c) In order to reflect the changing costs, the deed would include arrangements for review of the financial contributions at the date the payment is made if the relevant date falls after 31<sup>st</sup> March 2025. This may include revised occupancy rates if payment is made after new data is available from the 2021 Census.
- d) **Review of the contribution towards the provision of additional library floorspace should be by reference to an appropriate index, preferably RICS BCIS All-In TPI. This figure is subject to annual review.**
- e) **Review of the contribution towards the provision of fire service infrastructure (fire stations) should be by reference to an appropriate index, preferably RICS BCIS All-In TPI. This figure is subject to annual review.**

The library contributions will be spent on additional facilities at Bognor Regis Library.

Fire and Rescue Service Contribution - £346 to be used towards supply and installation of additional fire safety equipment/smoke alarms to vulnerable persons homes in West Sussex Fire Rescue Services Southern Area serving Bognor Regis.

Recent experience suggests that where a change in contributions required in relation to a development or the necessity for indexation of financial contributions from the proposed development towards the costs of providing service infrastructure such as libraries is not specifically set out within recommendations approved by committee, applicants are unlikely to agree to such provisions being included in the deed itself. Therefore, it is important that your report and recommendations should cover a possible change in requirements and include indexation arrangements whereby all financial contributions will be index linked from the date of this consultation response to the date the contributions become due.

Please ensure that applicants and their agents are advised that any alteration to the housing mix, size, nature or tenure, may generate a different population and thus require re-assessment of contributions. Such re-assessment should be sought as soon as the housing mix is known and not be left until signing of the section 106 Agreement is imminent.

It should be noted that the figures quoted in this letter are based on current information and will be adhered to for 3 months. Thereafter, if they are not consolidated in a signed S106 agreement they will be subject to revision as necessary to reflect the latest information as to cost and need.

Any payment required for a Traffic Regulation Order (TRO) in respect of the proposed development is due either on the commencement of development or receipt of a TRO application to the County Council, whichever is the earlier.

Please see below for a Breakdown of the Contribution Calculators for clarification of West Sussex County Council's methodology in calculating Contributions. For further explanation please see the Sussex County Council website (<http://www.westsussex.gov.uk/s106>).

## **Breakdown of Contribution Calculation Formulas:**

### **1. Library Infrastructure**

---

There are two methodologies used for calculating library infrastructure Contributions. These have been locally tailored on the basis of required contributions and the nature of the library in the locality, as below:

Library infrastructure contributions are determined by the population adjustment resulting in a square metre demand for library services. The square metre demand is multiplied by a cost multiplier which determines the total contributions as below:

**Contributions = SQ M Demand x Cost Multiplier**

a) Square Metre Demand

The square metre demand for library floor space varies across the relevant districts and parishes on the basis of library infrastructure available and the settlement population in each particular locality. The **local floorspace demand (LFD)** figure varies between 30 and 35 square metres per 1000 people and is provided with each individual calculation.

**Square Metre Demand = (Adjusted Population x LFD) / 1000**

b) Cost Multiplier- Library Infrastructure

WSCC estimated cost of providing relatively small additions to the floorspace of existing library buildings is **£6,456** per square metre. This figure was updated by Royal Institute of Chartered Surveyors' Building Cost Information Service All-In Tender Price Index for the 2024/2025 period.

## 2. Fire & Rescue Service Infrastructure

---

The Fire and Rescue Services infrastructure contribution is determined by the population adjustment multiplied by the relevant cost multiplier for the provision of services.

**Fire and Rescue Contributions = Adjusted Population x Cost Multiplier**

a) Adjusted Population

This is the sum of the occupancy rates for the net dwelling increase with the exclusion of social housing increase.

b) Cost Multiplier- Fire Rescue

There are two cost multipliers for WSCC which relate to the Southern Division and the Northern Division. The cost multiplier is calculated by dividing the total cost of necessary fire and rescue infrastructure within the division by the projected population for 2016. The cost multipliers are as below:

Southern Division (Chichester, Arun, Worthing and Adur): £19 per person

Northern Division (Horsham, Crawley, Mid Sussex): £69 per person in Horsham, £126 per person in Crawley

*Note: The installation costs of fire hydrants are excluded from the above and will continue to be required on developments as a direct cost to the developer as required under the Fire Services Act 2004*

cc: **Molly Luckett, James McGrath, WSCC Fire Services (via email)**  
**Russell Allen, WSCC Library Services (via email)**

Anun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF  
[www.arun.gov.uk](http://www.arun.gov.uk)

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



**From:** Naomi Hoyland [REDACTED]

**Sent:** 17 March 2025 12:50

**To:** Planning.Responses <Planning.Responses@arun.gov.uk> [REDACTED]

**Subject:** BR/5/25/PL - St Julianas Convent, Marian Way, Bognor Regis, PO21 1PA

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

Dear Hannah,

Please find attached our S106 consultation response for the above application. Please do not hesitate to contact me if you have any questions.

Kind regards,  
Naomi

Naomi Hoyland | Senior Technician (S106 Monitoring), Planning Services, West Sussex County Council |  
Location: Ground Floor, Northleigh, Chichester, West Sussex, PO19 1RH  
[REDACTED]

## LEGAL DISCLAIMER

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

---