



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS TOWN

ACTION GROUP

Adopted by the Council at its Meeting held on 8th September 2025

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TERMS OF REFERENCE: BOGNOR REGIS TOWN ACTION GROUP

This is an Action Group reporting to the Policy and Resources Committee

Membership to include the following: -

Bognor Regis Town Council: Mayor, Chair of Policy and Resources Committee, one other Member, relevant Officers; **Arun District Council**: Chair of Economy Committee, Ward Member, relevant Officers; **West Sussex County Council**: County Division Member, relevant Officers; **Sussex Police**: Divisional Commander, relevant Officers; **Bognor Regis BID**: BID Facilitator or a Director; **Business/Landlord Representatives**: up to two nominated business and/or landlord representatives (*preferably not an elected member of either the Town Council or District Council*); **MP for Bognor Regis & Littlehampton**; **Office of the Sussex Police & Crime Commissioner**: Head of Partnership

Quorum = n/a

Function of the Action Group Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none"> 1. To formulate a partnership with businesses in and around the town of Bognor Regis through the BID and other open business forums 2. To work in partnership to formulate an action plan that encourages an attractive, welcoming, and thriving town centre for our businesses, community and visitors 3. To ensure that the town centre has a welcoming, safe, and attractive physical environment that supports the needs of both businesses and town centre users, enables delivery of a range of events and activities and provides a focus for a healthy and thriving community 4. To improve the commercial viability of the town centre for existing and potential new businesses 5. To ensure that town centre accessibility is inclusive, supports all modes of transport and meets the needs of all users 	<ul style="list-style-type: none"> • Following discussion and a decision taken by the Group, Delegated Authority to be given to the Mayor and Chair of the Policy and Resources Committee, in liaison with the Town Clerk, to approve expenditure from within the Town Council's budget available to the Action Group