



# BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

Dear Sir/Madam,

## **MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS**

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 7<sup>th</sup> JULY 2025**.

All Members of the Town Council 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 Council during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements, and these should be restricted to the functions of this Council.) Any written question received by 9am on Monday 7<sup>th</sup> July from members of the public not able to attend the Meeting in person will be read by the Chair during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

*Glenna Frost*

**DATED THIS 30<sup>th</sup> DAY OF JUNE 2025**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

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

- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To APPROVE the Minutes of the Annual Council Meeting held on 12<sup>th</sup> May, the Special Council Meeting held on 2<sup>nd</sup> June and the Extraordinary Council Meeting held on 11<sup>th</sup> June 2025
5. Reports from WSCC County and ADC District Councillors (if available)
6. Written Questions from Councillors
7. Adjournment for public question time and statements
8. To consider any written dispensation requests received from Town Councillors
9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 9.1 **Policy and Resources Committee Meeting of 2<sup>nd</sup> June 2025 and Extraordinary Committee Meeting of 11<sup>th</sup> June 2025** with resolutions, recommendations and reports including: -
- Adoption of the Terms of Reference for the Policy and Resources Committee; Joint Consultative Sub-Committee (Staffing); Environmental and Leisure Committee; Allotments Sub-Committee; Bognor Regis In Bloom Working Group and Planning and Licensing Committee - Min. 10 refers
  - Recommendation that the Internal Audit Report 2024/2025 (Final Update) be approved - Min. 11 refers
  - Adoption of the Risk Management Policy without any amendments following the annual review - Min. 22 refers
  - To ratify the donation of £100 to Cancer Research UK in memory of former Town Councillor, Mr. Michael Chapman - Min. 27 refers
- 9.2 **Planning and Licensing Committee Meetings of 20<sup>th</sup> May, 11<sup>th</sup> June and 1<sup>st</sup> July 2025** with resolutions, recommendations and reports
- 9.3 **Environmental and Leisure Committee Meeting of 19<sup>th</sup> May 2025 and Extraordinary Committee Meeting of 9<sup>th</sup> June 2025** with resolutions, recommendations and reports: -
- Recommendation to ratify the appointment of the following Co-Opted Members to the Allotments Sub-Committee: Mrs. L. Russell, Mr. P. Goodchild, and Mr. C. Penfold (Allotment Tenant Representatives) - Min. 8.1 refers
  - Recommendation to ratify the appointment of the following Co-Opted Members of the Bognor Regis In Bloom Working Group: Mrs. G. Edom, Mr. E. Fane, Mrs. S. Hamilton Jones, Mr. B. Jackson, Ms. P. Keane, Mrs. S. Teverson and a representative from the Arun District Council Parks and Greenspace department - Min. 8.2 refers
10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
11. To note the List of Payments and Transfers made in [April](#) and [May](#) 2025 and to note the [balances, bank reconciliations and financial reports](#) (June not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
12. To note receipt of the letter from the Town Clerk giving notice of her intention to retire on 1<sup>st</sup> October 2025

13. To ratify the appointment of Cllr. Ralph as a Member on the Planning and Licensing Committee for the 2025-2026 Municipal year, to fill the current Liberal Democrat vacancy, as had been previously agreed by Councillors via email
14. To consider nominating a Town Councillor representative to attend upcoming Zoom meetings of the NALC Super Councils Network
15. To consider lighting of a 'Lamp Light of Peace' as part of the Town Council's Armistice Day Service annually, from 11<sup>th</sup> November 2026
16. To consider a proposal to develop a core number of volunteers to support the Town Council and community
17. To receive any updates on Regeneration in the Town including report from Cllr. Nash (if available)
18. Mayor's Report and duties undertaken
19. Town Crier's Report and duties undertaken
20. Reports from Representatives to other organisations
21. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
22. To receive Correspondence
23. Picturedrome Site update including: -
  - Director's report, any urgent actions taken for ratification (if available)

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



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## **MINUTES OF THE ANNUAL MEETING OF BOGNOR REGIS TOWN COUNCIL**

**HELD ON MONDAY 12<sup>th</sup> MAY 2025**

### **PRESENT:**

Cllr. Miss. C. Needs (Mayor 2024/2025); Cllrs: J. Barrett, K. Batley, D. Dawes, S. Goodheart, R. Nash, F. Oppler, P. Ralph, N. Smith, M. Stanley, Mrs. J. Warr, B. Waterhouse, P. Wells, M. White and Mrs. G. Yeates

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Deputy Clerk)  
Mrs. R. Vervecken (Civic & Office Manager)  
First Cadet Harvey McGarhey (Mayor's Cadet) (part of meeting)  
S/Lt F. Rundle (Bognor Regis Sea Cadets) (part of meeting)  
CPO A. Brooker (Bognor Regis Sea Cadets) (part of meeting)  
2 members of the public (1 for part of meeting)

***The retiring Mayor, Cllr. Miss. C. Needs, presented S/Lt Fliss Rundle and CPO Andy Brooker with a certificate on behalf of AC Ashley Wightwick-Hotston, in recognition of her services as the Mayor's Cadet. First Cadet Harvey McGarhey, from the Bognor Regis Sea Cadets, was appointed as Mayor's Cadet for 2025/2026 and was presented with his badge and certificate as he begins a year of service in the role. He thanked the Mayor and Town Councillors for the opportunity, which he was looking forward to***

### ***The Meeting opened at 6.30pm***

The outgoing Mayor welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Before the election of a new Mayor, the outgoing Mayor, Cllr. Miss. Claire Needs took the opportunity to thank her fellow Town Councillors for their support over her term in office. She proudly advised that she had raised £742 for her chosen Mayoral charity, Chestnut Tree House Children's Hospice, with the cheque presentation having taken place earlier in the afternoon. The funds raised will be used towards a family fun activity day, during the summer.

1. **ELECTION OF MAYOR FOR 2025/2026**

The Town Clerk's report was **NOTED**, including the reference to Standing Order 5(j) and the convention that the Deputy Mayor in any year shall, unless he or she resigns, becomes disqualified or is not re-elected as a Councillor, be put forward by Council as Mayor for the following year.

The Deputy Mayor for the last 12 months had been Cllr. Mrs. Yeates and therefore in accordance with the Standing Orders she was duly put forward as Mayor for the forthcoming year.

Having been proposed and seconded, and with there being no other nominations, it was unanimously **RESOLVED** that Cllr. Mrs. Yeates be elected Mayor for 2025/2026.

A presentation on behalf of the Council was made by the new Mayor to the retiring Mayor, Cllr. Miss. Needs, and she was thanked for her hard work during her mayoral year.

2. **THE MAYOR WILL MAKE THE STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

The Mayor made the following Statutory Declaration of Acceptance of Office: -

***I, Gill Yeates, having been elected to the Office of Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability***

3. **ELECTION OF DEPUTY MAYOR FOR 2025/2026**

The Town Clerk's report was **NOTED**, including the reference to the decision taken at the previous meeting that Cllr. Wells be nominated as Deputy Mayor for the forthcoming year.

There being no other nominations, it was unanimously **RESOLVED** that Cllr. Wells be elected Deputy Mayor for 2025/2026.

4. **THE DEPUTY MAYOR WILL MAKE THE NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Mayor made the following Non-Statutory Declaration of Acceptance of Office: -

***I, Paul Wells, having been elected to the Office of Deputy Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability***

## 5. **ACCEPTANCE SPEECH AND WELCOME BY NEWLY ELECTED MAYOR**

The Mayor made the customary speech of acceptance, during which she thanked her fellow Town Councillors for their support, declaring it a great honour to have been chosen to serve as Mayor for the forthcoming year. She thanked the retiring Mayor for her help and advice and told Members how much she was looking forward to the year ahead, having enjoyed immensely her time as Deputy Mayor. Cllr. Mrs. Yeates formally welcomed those present to the meeting.

## 6. **DECLARATION OF ACCEPTANCE OF OFFICE BY CLLR. MICHELLE WHITE, ELECTED AT THE BY-ELECTION ON 24<sup>th</sup> APRIL 2025**

6.1 The Mayor welcomed Cllr. White, as a newly elected Member to Bognor Regis Town Council.

6.2 The Town Clerk's report including confirmation of the following was **NOTED**: -

The Declaration of Acceptance of Office had been signed by Cllr. Michelle White following her election to the Town Council at the By-election on 24<sup>th</sup> April 2025, and this had been received and duly signed by the Town Clerk as Proper Officer of the Council.

6.3 Cllr. White had also confirmed that she does not wish to be a signatory on the Bognor Regis Town Council, and The Bognor Pier Company Limited, Bank Accounts at this time.

## 7. **APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

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

## 8. **DECLARATIONS OF INTEREST**

Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore

must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

***Cllrs. Batley, Goodheart, Nash, Miss. Needs, Oppler, Stanley, Mrs. Warr and Mrs. Yeates all declared an Ordinary Interest in Agenda item 24 as Arun District Councillors***

***Cllr. Goodheart also declared an Ordinary Interest in Agenda Item 20.1 due to his involvement with Rox Music & Arts Organisation***

***Cllr. Nash also declared an Ordinary Interest in Agenda Item 20.1 as the Chair of Southdowns Music Festival***

***Cllr. Stanley also declared an Ordinary Interest in Agenda items 20.1 and 23, owing to his employment, stating that, as there was to be no vote, he would not leave the room for discussions***

***Cllr. Wells declared an Ordinary Interest in Agenda Item 20.1 due to his involvement in the Bognor Regis Puppet Party and Bognor Regis BID, as a BID levy payer***

**9. TO REVIEW THE COUNCIL'S TERMS OF REFERENCE AND ANY DELEGATION ARRANGEMENT TO COMMITTEES AND SUB-COMMITTEES**

The Town Clerk's report, including the Council's Terms of Reference attached, was **NOTED**.

Members unanimously **RESOLVED** to **ADOPT** the Council's Terms of Reference for the 2025/26 Municipal Year without amendment.

**10. TO NOTE CHANGE IN AFFILIATION OF FORMER INDEPENDENT GROUP COUNCILLOR**

The Town Clerk's report and notification that Cllr. Dawes will sit as an Independent Councillor with immediate effect, rather than as a member of the Independent Group, was unanimously **NOTED**.

## 11. **APPOINTMENT TO COMMITTEES**

The Town Clerk's report, including the various options on allocating seats on Committees using political proportionality rules to non-aligned Members, and the proposed Committee Membership, was **NOTED**.

Members were reminded that in accordance with Standing Orders, the Council may appoint any number of Members to serve on each Committee provided that the total number of places on Committees fairly and accurately reflects the political composition of the Council {S.O. 4.d (x)}.

The quorum of a Committee or Sub-Committee shall not be less than three Members. ADDITIONAL NOTE: A Committee may arrange for the discharge of its functions by a sub-committee - LGA 1972 - S.101(2).

The Town Clerk reminded Members that the Mayor and Deputy Mayor would be Ex-officio to the Policy and Resources Committee only.

The Town Clerk took the opportunity to verbally report on the three options proposed within the report for the allocation of seats to the Independent Members of the Council. One Councillor conceded the situation was 'tricky', and that it would have been easier to delegate places if the Independent Members had formed a group rather than standing individually. Having Committees almost as large as Full Council was also referenced as being 'not ideal'. It was proposed and seconded that Option 2, as detailed in the report, be progressed. Rather than including non-aligned Members in the initial calculation or allocation of seats, they would instead be assigned the remaining "left-over" seats once the political Groups had taken their allocations.

Another Councillor sought advice from the Town Clerk, believing that Option 3 would fall more in-line with what the Town Council had done in the past with allocations. This option would see non-aligned Members not included at all and the initial calculation would be carried out as if the Council had, in effect, only Councillors who were members of a Group. Therefore, no non-aligned Members would receive any Committee seats unless they were unilaterally donated by a Group Leader, which would need Council approval and confirmation of the maximum number of seats that would be available to non-aligned Members per Committee. As it stood, there was only a seat vacant on the Planning and Licensing Committee, meaning that no places would be available for non-aligned Members on either of the other Committees. However, Option 3 would allow the allocation of two seats for the 'Independent' Members, on each Committee, taking the number of Members on each Committee back up to ten, as had been the case for the past year.

Members discussed that in recent years, politics has been largely 'put aside', with all Members coming together, working positively for the good of the Town. To ensure this continued, and with each of the Independent Councillors having been democratically elected to represent their ward, it was felt that the offering of one place on the Planning and Licensing Committee only, was not the fairest nor most democratic outcome. With this in mind, the initial proposal for Option 2 was withdrawn by the proposer and with the agreement of the seconder.



Whilst supporting Option 3, in principle, a Councillor raised concern with any potential future By-Elections, questioning how losing one of the non-aligned Members may affect the proportionality of committee places. The Town Clerk advised it would be her suggestion that, should any By-Election take place, the allocation of committee places would need to be reassessed by Full Council, regardless of the political party.

It was, therefore, proposed and seconded that Option 3 be adopted with an allocation of two seats per Committee being offered to the three non-aligned Members of the Council, taking the total number of places on each Committee to 10.

**11.1** The Council **RESOLVED** to appoint two non-aligned Members to each Committee, with the following Independent Members assigned to the Committees as follows:

- Policy and Resources Committee – Cllrs. Dawes and Goodheart
- Planning and Licensing Committee – Cllrs. Dawes and Goodheart
- Environmental and Leisure Committee – Cllrs. Dawes and Woodall

**11.2** The Council **RESOLVED** to appoint Members to Committees as detailed in **Appendix 1** in addition to the appointments above.

**11.3** Cllr. Waterhouse was proposed and seconded as Chair of the Policy and Resources Committee. It was unanimously **RESOLVED** to appoint Cllr. Waterhouse as Chair of the Policy and Resources Committee.

Cllr. Wells was proposed and seconded as Vice-Chair of the Policy and Resources Committee. It was unanimously **RESOLVED** to appoint Cllr. Wells as Vice-Chair of the Policy and Resources Committee.

**11.4** Cllr. Mrs. Warr was proposed and seconded as Chair of the Planning and Licensing Committee. It was unanimously **RESOLVED** to appoint Cllr. Mrs. Warr as Chair of the Planning and Licensing Committee.

Cllr. Barrett was proposed and seconded as Vice-Chair of the Planning and Licensing Committee. It was unanimously **RESOLVED** to appoint Cllr. Barrett as Vice-Chair of the Planning and Licensing Committee.

**11.5** Cllr. Batley was proposed and seconded as Chair of the Environmental and Leisure Committee. It was unanimously **RESOLVED** to appoint Cllr. Batley as Chair of the Environmental and Leisure Committee.

Cllr. Dawes was proposed and seconded as Vice-Chair of the Environmental and Leisure Committee. It was unanimously **RESOLVED** to appoint Cllr. Dawes as Vice-Chair of the Environmental and Leisure Committee.

**12. TO APPOINT REPRESENTATIVES TO OTHER 'OUTSIDE' BODIES (LIST ATTACHED TO AGENDA)**

The Town Clerk's report including the list of previously appointed Town Council Representatives to 'Outside' Bodies as appended, was **NOTED**.

To ensure a quicker, more efficient, process in making appointments, as had proven successful last year, Councillors currently appointed as Representatives or Reserves to 'Outside' Bodies, were emailed in advance of the meeting, to ascertain if they wished to continue in their positions, to enable decisions on appointments to be made 'en bloc'. The outcome of this resulted in five vacancies.

- 12.1** Following confirmation on the regularity of these meetings, a nomination for Cllr. Batley was proposed and seconded as the Representative to Arun Supporting Families Locality Group.  
Following a vote, it was **RESOLVED** that Cllr. Batley be appointed as the Representative to Arun Supporting Families Locality Group.
- 12.2** The Town Clerk advised that Cllr. White had, prior to the meeting, expressed an interest in being the Representative to the Bognor Regis Heritage and Arts Partnership Board. Following a vote, it was **RESOLVED** that Cllr. White be appointed as a Representative to the Bognor Regis Heritage and Arts Partnership Board.
- 12.3** Cllr. Stanley nominated himself as Representative to the Chichester Chamber of Commerce. A nomination for Cllr. Dawes was also proposed and seconded. Cllr. Stanley therefore withdrew himself from consideration. Following a vote, it was **RESOLVED** that Cllr. Dawes be appointed as the Representative to Chichester Chamber of Commerce and industry.
- 12.4** A nomination for Cllr. Waterhouse was proposed and seconded as the Reserve to Southdowns Music Festival. Following a vote, it was **RESOLVED** that Cllr. Waterhouse be appointed as the Reserve to Southdowns Music Festival.
- 12.5** The Town Clerk advised that Cllr. White had, prior to the meeting, expressed an interest in being the Representative to The 39 Club. Following a vote, it was **RESOLVED** that Cllr. White be appointed as a Representative to The 39 Club.
- 12.6** Members unanimously **RESOLVED** the list of Councillor Representatives to the 'Outside' Bodies for the 2025/2026 Municipal Year, as amended and attached as **Appendix 2**.

### **13. TO CONFIRM BANK SIGNATORIES**

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

Members unanimously **RESOLVED** that:

- All Councillors would continue to be bank signatories, unless individual written notice expressing a wish not to be a signatory had been received previously by the Town Clerk;
- The signatories for the Mayor's Charity Account will be amended to reflect the newly elected Mayor and Deputy Mayor as signatories for their year in office (subject to their agreement at being signatories);
- The Resolutions as detailed will continue to apply for all Town Council accounts.

**14. TO RATIFY CONTINUANCE OF THE CURRENT POLICY THAT VERIFICATION OF BANK RECONCILIATIONS WILL BE COMPLETED BY ANY OF THE CURRENT BANK SIGNATORIES EXCLUDING THE CHAIR OR VICE-CHAIR OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH FR 2.6**

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

Members unanimously **RESOLVED** to **RATIFY** the continuance of the current policy that verification of bank reconciliations will be completed by any of the current bank signatories excluding the Chair or Vice-Chair of the Policy and Resources Committee appointed in any municipal year, in line with FR 2.6 of the Financial Regulations.

Members **NOTED** that this will be reviewed on an annual basis at the Annual Town Council Meeting to seek ratification of its continuance for the following municipal year.

**15. TO NOTE THE CALENDAR OF MEETINGS FOR 2025/2026 INCLUDING TO AGREE THE START TIME OF PLANNING AND LICENSING COMMITTEE MEETINGS**

The Town Clerk's report, including the Calendar of Meetings for 2025/2026 as appended, was **NOTED**.

**15.1** Following a vote, it was unanimously **RESOLVED** to **AGREE** that the start time of the Planning and Licensing Committee Meetings remain at 4.00pm for the 2025/2026 Municipal Year.

**16. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 10<sup>th</sup> MARCH 2025**

The Minutes of the Council Meeting held on 10<sup>th</sup> March 2025 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

**17. WRITTEN QUESTIONS FROM COUNCILLORS**

There were no questions from Councillors.

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

There were no questions, therefore the meeting was not adjourned.

**19. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS**

There were no written dispensation requests received from Town Councillors.

**20. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)**

***Cllr. Stanley redeclared his Ordinary Interest, owing to his employment***

**21. Policy and Resources Committee Meeting of 31<sup>st</sup> March 2025 and Extraordinary Committee Meetings of 14<sup>th</sup> April and 7<sup>th</sup> May 2025**

The Chair of the Committee, Cllr. Waterhouse reported.

**21.1 Min. 147 refers – Recommendation that the Internal Audit Report 2024/25 (Interim Update) be approved**

Noting that no actions are required, Members unanimously **RESOLVED** to **APPROVE** the Internal Audit Report 2024/25 (Interim Update).

**21.2 Min. 151 refers – Recommendation to adopt the Terms of Reference for the Bognor Regis Town Hall Working Party**

Members unanimously **RESOLVED** to **ADOPT** the Terms of Reference for the Bognor Regis Town Hall Working Party.

**22. Planning and Licensing Committee Meetings of 18<sup>th</sup> March, 8<sup>th</sup> and 29<sup>th</sup> April 2025**

The Chair of the Committee, Cllr. Mrs. Warr, reported. There were no recommendations to Council.

**23. Environmental and Leisure Committee Meeting of 24<sup>th</sup> March 2025**

The Chair of the Committee, Cllr. Batley reported. There were no recommendations to Council.

**24. TO FORMALLY RECEIVE THE MINUTES, REPORTS AND RECOMMENDATIONS OF THE COMMITTEES, AND REFER ANY SUGGESTED AMENDMENTS DECIDED UPON DURING THE MEETING BACK TO THE RELEVANT COMMITTEE, AND RATIFY ANY COMMITTEE ACTIONS AS MAY BE NECESSARY**

The Council unanimously **RESOLVED** to 'formally receive the reports, Minutes and recommendations of the Committee, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

**25. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN FEBRUARY AND MARCH 2025 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (APRIL NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION**

The Council unanimously **RESOLVED** 'to note the payments and transfers made in February and March 2025 and to note the balances, bank reconciliations and financial reports (April not yet available) and outturn and approval of the contents and their publication'.

**26. TO RECEIVE ANY FEEDBACK FROM THE COUNCILLOR DROP-IN SURGERY HELD ON 10<sup>th</sup> APRIL 2025 AND TO NOTE A CHANGE OF DATE FOR THE SURGERY DUE TO TAKE PLACE ON FRIDAY 3<sup>rd</sup> OCTOBER 2025 AT BOGNOR REGIS RAILWAY STATION (MIN. 165 REFERS)**

*Cllr. Stanley redeclared an Ordinary Interest, owing to his employment*

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

Those who were present at the Councillor Drop-In Surgery reported on its success, with many members of the public stopping to engage with Councillors and ask questions. This was in stark contrast to the Online Community Open Forums, which Members again concurred were largely unsuccessful. The location at London Road, coupled with the Railway Station, where a Surgery will be hosted later in the year, were cited as the perfect locations for these types of events.

It was **NOTED** that the Councillor Drop-In Surgery previously agreed to take place at the Railway Station on Friday 3<sup>rd</sup> October 2025, between 12pm and 2pm, has been rescheduled to Friday 19<sup>th</sup> September, at the same time.

**27. TO RECEIVE ANY UPDATES ON REGENERATION IN THE TOWN INCLUDING REPORT FROM CLLR. NASH**

Cllr. Nash gave a verbal report to Members.

Starting with the Premier Inn, he advised that the project was 'pushing forward', with the intended opening to take place in November 2025, in time for the Christmas period.

The first phase of the Regis Centre works was running slightly ahead of schedule, with completion due in June/July 2026. Regarding phase 2, at the previous Brewers Fayre site, money has been received from the WSCC Business Rate Pool, with much to be considered over the next two to three years including potential plans for the car park, such as a new multi-story facility.

The recent presentations, both in person and online, in relation to the improvements at The Arcade had proved popular. Cllr. Nash stated that the plans were, in his opinion, 'very impressive', with 35 accommodation units being planned on the first and second floors, in addition to improvements to the ground floor area. Whilst some of the current retailers in The Arcade had expressed concerns over problems encountered, in part due to the lack of footfall due to the ongoing Regis Centre project, it was reported that solutions were being discussed with ADC to try to mitigate feelings of discontent.

The Wayfinding project, having come to fruition, added colour and vibrancy to the Town and surrounding areas and was well received.

The Esplanade Public Realm Improvement Works had now been completed, although mixed opinions had been expressed as to the effectiveness of some of this work.

Work was ongoing with The Fishermen's Quarter (next to the Pier), with the

hope that new buildings, including an Educational Centre, storage facility, and lobster hatchery amongst others, could really attract some interest to this area of Town and heritage. With the Rampion 2 project now approved by the government, a Visitors Centre, in addition to the above proposals, would be a huge draw, which Cllr. Nash hoped the Town Council may be able to support when the time came.

The Blake Project was progressing well with the hope that a Welcome Centre could be created in Bognor Regis with a bus taking visitors to the cottage in Blakes Road, Felpham.

Lastly, Cllr. Nash spoke of the recent news that work had now started to install hoarding around the empty Waterloo Square site, which had been an eyesore for many years. An agreement was being discussed with the current lessees at Waterloo Square, with a deadline for completion set by the ADC Economy Committee, following which other measures may have to be considered. A Councillor queried who was paying for the new hoarding, with Cllr. Nash confirming it will be the lessees and not the District Council.

Following a question about whether the proposals for the Blake Project Welcome Centre could somehow be incorporated into future plans for the southern end of the Regis Centre site, Cllr. Nash advised that the project was due for completion in 2027, to mark an important anniversary of Blake's death. The timescales were, therefore, unlikely to match up on this specific site. However, Cllr. Nash suggested other possibilities for the location of the Centre, which could be considered, including using a commercial unit in the Town, such as the old NatWest Bank, or perhaps the renting of one of the new studios at the Regis Centre.

A Member asked Cllr. Nash if he could push Arun on plans for improvements to the current state of the Ancient Mariner Hotel and the Pier Hotel, after both the Planning department and Planning Enforcement at ADC, had advised that nothing else could be done. To date, a response is still awaited from Building Control, but progress is not forthcoming. Cllr. Nash was aware that the Ancient Mariner Hotel had recently changed management and understood that a planning application for development was awaited. Referencing the Pier Hotel, Cllr. Nash agreed it is well below par, and that ADC would need to look at all options to ensure improvements were made, with landlords having a big part to play in this generally around the Town.

Lastly, a Councillor queried the status of the Carlton Hotel, now that it seemed to have been closed down. Cllr. Nash advised that the freeholder of the hotel took back the premises when the previous lessee left, but that he had not received any further news.

Members were thankful for the updates and pleased with the progress being seen on so many of these projects, some of which had been long-awaited.

## **28. TO NOTE OUTGOING MAYOR'S REPORT AND DUTIES UNDERTAKEN**

The report on the outgoing Mayor's activities was **NOTED**.

**29. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN**

The report on the Town Crier's activities was **NOTED**.

**30. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS**

Members **NOTED** that reports had been received from the following representatives to other organisations and had been emailed to all Councillors.

**30.1 Cllr. Miss. Needs** – Bognor Community Meetings; Bognor Regis Concert Band (President); Stonepillow (Patron)

Cllr. Miss. Needs advised that she and Cllr. Mrs. Yeates attended the latest Arun Flood Forum in April and a report had been prepared, which she would forward to the Town Clerk, for circulation to all Councillors.

**30.2 Cllr. Mrs. Yeates** – Arun District Association of local Councils (ADALC); Bognor Community Meetings; Bognor Regis Heritage and Arts Partnership Board.**31. TO RECEIVE A REPORT FROM OFFICERS FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH MEETING WITH THE NEIGHBOURHOOD POLICING TEAM**

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

Cllr. Wells spoke about a meeting that was to be held in the coming days, bringing together businesses, the Police and various other stakeholders, to hopefully finally address and get action for the increase in issues experienced in the Town and particularly around the Town Centre, following months of ongoing pressure. He and other Councillors cited this moment as a 'turning point', with many agreeing that headway is being made between the various agencies and Sussex Police, who, it is, hoped will put in place additional resources to tackle crime in the area. Whilst presence by way of Wardens in the Town is positive, it was felt that prolonged and focused action was required to ensure that any improvements could be sustained.

Many Councillors shared stories of residents expressing feelings of being unsafe coming into and walking around the Town. The importance of everyone involved understanding their remits, particularly the Business Warden and the Community Warden was discussed, along with the requirement for collaborative work and clear instruction from the Police, whilst ensuring lines of communication used, such as radios, are always turned on and audible. Whatever measures are put in place through these meetings, it was generally agreed that without effective forms of communication, they will struggle to make an impact.

A Member continued that whilst it was an exciting time for the Town, with the regeneration projects reported earlier in the meeting, the most important work the Town Council can implement, is helping residents and visitors feel safe and secure visiting Bognor Regis. Evenings and early mornings were mentioned as particularly problematic times in the Town Centre. Whilst businesses currently operate a 'Shop Watch' programme, the same could no longer be said for pubs,

who, it was believed, have no form of communication with each other.

A Member advised that they were currently pushing for a 'Bognor Watch' style programme, whereby all retailers, including pubs, can have an open form of radio communication, to share information on problematic customers. This would be particularly helpful as shops are shutting, and pubs are preparing to receive more customers, to ensure they are fully aware of any individuals who may have already been causing issues during the day. With a new nightclub opening, this would be a great opportunity to improve the night-time economy in the Town, encouraging students from the local university to come into Bognor Regis in the evening, whilst making sure it's a safe environment for everyone.

### **32. TO RECEIVE CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence as detailed in the list.

### **33. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION; TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS**

Members thanked Town Force for their hard work at the Picturedrome over recent months, which had significantly improved the outside appearance of the building. The Town Clerk advised that due to issues with the cherry picker, work had slowed down recently. With the summer planting season just around the corner, the team will have less time to dedicate to the Picturedrome but works will continue to be ongoing when possible.

#### **33.1 Director's report, any urgent actions taken for ratification**

The previously circulated Director's report was **NOTED**, with the actions taken, and expenditure **RATIFIED**.

#### **33.2 To confirm bank signatories as the Company Director plus any two signatories from the Town Council accounts**

Members unanimously **CONFIRMED** that the signatories to The Bognor Pier Company Ltd. accounts are the Company Director plus any two signatories from the Town Council accounts.

***The Meeting closed at 7.53pm***



## **TOWN COUNCIL COMMITTEES**

### **POLICY AND RESOURCES COMMITTEE**

Mayor (Ex Officio)	Mrs Gill Yeates (LD)
Deputy Mayor (Ex Officio) Vice Chair	Paul Wells (LD)
	John Barrett (LD)
	Danny Dawes (Ind)
	Steve Goodheart (Ind)
	Francis Oppler (LD)
	Nigel Smith (L)
	Mrs Jeanette Warr (LD)
Chair	Bob Waterhouse (LD)
	Michelle White (L)

### **PLANNING AND LICENSING COMMITTEE**

Vice Chair	John Barrett (LD)
	Danny Dawes (Ind)
	Steve Goodheart (Ind)
	Miss Claire Needs (LD)
	Paul Ralph (LD)
Chair	Mrs Jeanette Warr (LD)
	Bob Waterhouse (LD)
	Michelle White (L)
	Mrs Gill Yeates (LD)
Vacancy (L)	

### **ENVIRONMENTAL AND LEISURE COMMITTEE**

Chair	Kenton Batley (LD)
Vice Chair	Danny Dawes (Ind)
	Roger Nash (L)
	Miss Claire Needs (LD)
	Paul Ralph (LD)
	Matt Stanley (LD)
	Mrs Jeanette Warr (LD)
	Paul Wells (LD)
	Michelle White (L)
	Phil Woodall (Ind)

## **Sub-Committees and Working Parties**

### **BOGNOR REGIS IN BLOOM WORKING GROUP**

Membership to be agreed by the Environmental and Leisure Committee.

### **ALLOTMENTS SUB-COMMITTEE**

Current Membership: All current Environmental and Leisure Committee Members.

## **TOWN COUNCIL REPRESENTATIVES TO 'OUTSIDE BODIES' 2025/26**

Arun Supporting Families Locality Group	Representative	Cllr. K. Batley
Arun District Association Local Councils (ADALC)	Representative Representative	Cllr. S. Goodheart Cllr. Mrs. G. Yeates
Bognor & Bersted United Charities	Ex officio Trustee, whilst a Town Council Member until the end of present administration	Cllr. Mrs. J. Warr
Bognor Community Meetings	Representative Representative	Mayor Deputy Mayor
Bognor Regis BID Board	Officer Only	-
Bognor Regis Town Centre Forum Group	Representative Reserve Senior Officer	Cllr. P. Wells Cllr. S. Goodheart
Bognor Regis BID Town Centre Task Force Delivery Group	Officer Only	-
Bognor Regis Carnival Association	Representative	Cllr. P. Woodall
Bognor Regis Concert Band	President	Mayor
Bognor Regis Heritage & Arts Partnership Board	Representative Representative Representative Reserve Reserve	Cllr. S. Goodheart Cllr. J. Barrett Cllr. M. White Cllr. B. Waterhouse Cllr. Mrs. G. Yeates
Bognor Regis Seafront Lights	Representative	Cllr. Mrs. J. Warr
Bognor Regis Twinning Association	Representative	Cllr. S. Goodheart
Bognor Regis Youth & Community Centre	Representative	Cllr. P. Wells
Chichester Chamber of Commerce	Representative	Cllr. D. Dawes
Grandad's Front Room	Representative	Cllr. P. Wells
Rampion 2 Community (Coastal) Project Liaison Group	Representative Reserve	Cllr. J. Barrett Cllr. P. Wells
Southdowns Music Festival	Representative Reserve	Cllr. S. Goodheart Cllr. B. Waterhouse
Stonepillow (Christian Care Association)	Patron Representative	Mayor Cllr. J. Barrett

May 2025

Sussex Police Focus Group	Representative Officer	Cllr. P. Wells
The 39 Club	Representative	Cllr. M. White
West Sussex ALC Ltd	Representative Representative	Cllr. S. Goodheart Cllr. P. Wells



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744  
E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

## **MINUTES OF THE SPECIAL MEETING OF BOGNOR REGIS TOWN COUNCIL**

**HELD ON MONDAY 2<sup>nd</sup> JUNE 2025**

### **PRESENT:**

Mayor: Cllr. Mrs. G. Yeates; Cllrs: J. Barrett, D. Dawes, S. Goodheart, R. Nash, F. Oppler, P. Ralph, N. Smith, Mrs. J. Warr, B. Waterhouse, P. Wells and M. White

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Deputy Clerk)

*The Meeting opened at 8.21pm*

### **34. WELCOME BY MAYOR**

The Mayor welcomed all those present and read the Council's opening statement.

### **35. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllrs. Batley, Miss. Needs and Woodall, with the Clerk recommending that the reasons given were acceptable. These absences were therefore **APPROVED** by Members.

There were no apologies for absence received from Cllr. Stanley and this could not, therefore, be approved.

### **36. DECLARATIONS OF INTEREST**

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

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

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote

- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

*There were no declarations of Interests*

**37. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>st</sup> MARCH 2025 INCLUDING: -**

**37.1 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the review of the effectiveness of the system of Internal Control and to formally note the Annual Internal Audit Report for 2024/2025 (Page 3 of the AGAR)**

Members noted the recommendation from the Policy and Resources Committee confirming that having further reviewed the system of Internal Control, the systems that the Council has in place are effective and adequate.

Members therefore unanimously **RESOLVED** to **APPROVE** the review of the effectiveness of the system of Internal Control undertaken and confirm that the systems that the Council has in place are effective and adequate.

The Annual Internal Audit Report for 2024/2025 prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd. was also formally noted.

**37.2 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Council's response to each Statement on the Annual Governance Statement for 2024/2025 (Section 1 of the AGAR) and RESOLVE to APPROVE the Annual Governance Statement for 2024/2025. To further RESOLVE that Section 1 be signed by the Chair of this meeting approving the Annual Governance Statement and by the Town Clerk**

Members considered the recommendation from the Policy and Resources Committee and **AGREED** to confirm "yes" as the Council's response to Statements 1 to 8 on the Annual Governance Statement for 2024/2025,

having considered each one individually and indicating their agreement by a show of hands, noting that Statement 9 was not applicable to this Council.

It was therefore unanimously **RESOLVED** to **APPROVE** that the Annual Governance Statement for 2024/2025 should be completed to reflect the Council's response to Statements 1 to 8 as "yes".

It was further unanimously **RESOLVED** that Section 1 would now be signed by the Chair of this meeting approving the Annual Governance Statement and by the Town Clerk.

- 37.3 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the Financial Statements for year ended 31<sup>st</sup> March 2025 and agree that these be signed by the Chair of this meeting approving the accounts and by the Town Clerk**  
Having regard to the recommendation of the Policy and Resources Committee, Members unanimously **RESOLVED** to **APPROVE** the Financial Statements for year ended 31<sup>st</sup> March 2025 and **AGREED** that these should now be signed by the Chair of this meeting approving the accounts and by the Town Clerk.

- 37.4 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Accounting Statements for 2024/2025 (Section 2 of the AGAR) and RESOLVE to APPROVE the Accounting Statements for 2024/2025. To further RESOLVE that Section 2 be signed by the Chair of this meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members noted the recommendation from the Policy and Resources Committee and unanimously **RESOLVED** to **APPROVE** the Accounting Statements for 2024/2025.

It was further **RESOLVED** that Section 2 should now be signed by the Chair of this meeting approving the Accounting Statements.

Members noted that the Accounting Statements for 2024/2025 were previously signed by the RFO prior to presentation for approval.

***The Meeting closed at 8.26pm***



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744  
E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

## **MINUTES OF THE EXTRAORDINARY MEETING OF BOGNOR REGIS TOWN COUNCIL**

**HELD ON WEDNESDAY 11<sup>th</sup> JUNE 2025**

### **PRESENT:**

Mayor: Cllr. Mrs. G. Yeates; Cllrs: K. Batley, D. Dawes,  
S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, P. Ralph,  
N. Smith, M. Stanley, Mrs. J. Warr, B. Waterhouse, P. Wells and  
M. White

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)

*The Meeting opened at 6.48pm*

### **38. WELCOME BY MAYOR**

The Mayor welcomed all those present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

### **39. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllr. Barrett, and from the Deputy Clerk Mrs. J. Davis, with the Clerk recommending that the reasons given were acceptable. These absences were therefore **APPROVED** by Members.

There were no apologies for absence received from Cllr. Woodall and this could not, therefore, be approved.

### **40. DECLARATIONS OF INTEREST**

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

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

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest



- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

***Mrs. G. Frost declared an Ordinary Interest in Agenda item 5 as the current Town Clerk***

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

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

**42. TO RECEIVE THE RECOMMENDATION FROM THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE REGARDING THE PROPOSED APPOINTMENT FOR THE NEW TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER AND TO CONFIRM AGREEMENT OF THIS APPOINTMENT**

The Chair detailed the recommendation from the Policy and Resources Committee regarding the appointment, and it was proposed and seconded and unanimously **RESOLVED** that Mrs. Joanne Davis be appointed as Town Clerk and Responsible Financial Officer to the Town Council, with effect from 1<sup>st</sup> October 2025, following the retirement of the current Town Clerk on a starting salary of SCP 53 as advertised.

***The Meeting closed at 6.52pm***



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744  
E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 2<sup>nd</sup> JUNE 2025**

### **PRESENT:**

Cllrs: J. Barrett, D. Dawes, S. Goodheart, F. Oppler,  
N. Smith, Mrs. J. Warr, B. Waterhouse, P. Wells, M. White  
and Mrs. G. Yeates

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Deputy Clerk)  
Mr. D. Kemp (DCK Accounting Solutions Ltd.) (part of  
meeting – attended via Teams)  
Mr. Jordan Fox (BRTC Community Warden) (part of  
meeting)  
1 Member seated in the public gallery  
1 member of the public

*Prior to the Meeting, a one-minute silence was held in memory of former  
Town Councillor, Michael Chapman*

*The Meeting opened at 6.33pm*

### **1. TO NOTE THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 12<sup>th</sup> MAY 2025**

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

It was further **NOTED** that Cllr. B. Waterhouse was elected Chair and Cllr. P. Wells was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 12<sup>th</sup> May 2025.

### **2. WELCOME BY CHAIR**

Whilst the Chair, Cllr. Waterhouse, was in attendance, the Vice-Chair, Cllr. Wells was asked to chair the meeting on this occasion owing to Cllr. Waterhouse feeling unwell. The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

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

With all Members of the Committee in attendance, there were no apologies for absence.

4. **DECLARATIONS OF INTEREST**

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

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

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

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

***Cllr. Dawes declared a Disclosable Pecuniary Interest in Agenda item 17***

***Cllr. Wells declared an Ordinary Interest in Bognor Regis BID, as a BID Levy Payer***

**5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 31<sup>st</sup> MARCH 2025, AND THE MINUTES OF THE EXTRAORDINARY MEETINGS HELD ON 14<sup>th</sup> APRIL AND 7<sup>th</sup> MAY 2025**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 31<sup>st</sup> March 2025, and the Minutes of the Extraordinary Meetings held on 14<sup>th</sup> April and 7<sup>th</sup> May 2025, and these were signed by the Chair.

**6. INTRODUCTION TO THE NEW BOGNOR REGIS COMMUNITY WARDEN (IF AVAILABLE)**

The Chair introduced the Town Council's new Community Warden, Jordan Fox, to those present and welcomed him to the meeting.

The role of the Community Warden to provide not only another uniformed presence in the Town Centre but also out in the wards of Bognor Regis, was briefly summarised by the Chair.

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

***The Chair adjourned the Meeting at 6.36pm***

A member of the public seated in the public gallery, although having submitted in writing prior to the meeting, asked the following: -

- 7.1** *"Does the Chairman agree that, with the forthcoming abolition of Arun Council, it would be timely for the Town Council to discuss the transfer of ownership of property/land in the Town to the Town Council, notably Hotham Park?"*

In response, the Chair stated that whilst the Town Council were aware of the local government reorganisation plans, a White Paper that, it was hoped, would include more information for Town and Parish Councils was awaited. He confirmed that Councillors were keen to look at options as they become available.

- 7.2** *"With the likelihood of a large Unitary Council to replace WSCC and ADC, does the Chairman agree that the future size and coherence of a parish-level council for the Bognor Regis area becomes a major issue and will he agree that the Committee needs to consider this soon, including dialogue with neighbouring parish-level councils?"*

The Chair felt certain that neighbouring parishes would liaise with one another once the White Paper, mentioned in response to the earlier question, was forthcoming.

***The Chair reconvened the Meeting at 6.39pm***

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

### **8.1 31<sup>st</sup> March 2025 – Min. 142.1 UKSPF Bike Repair Stations Project**

Members were updated at the previous meeting that unfortunately, subsequent to installation, the Bike Repair Station on the land adjacent to Rock Gardens had been vandalised with all but one of the tools stolen resulting in replacement tools needing to be purchased. With the cost of replacement tools from the supplier being excessively expensive an alternative source of replacement tools has now been sourced, and the majority of stolen tools have been replaced in the Bike Repair Stations located on land adjacent to Rock Gardens, Queensway and Hotham Park.

### **8.2 31<sup>st</sup> March 2025 - Min. 142.2 Potential sites in Bognor Regis for Event Organisers to use for storage**

It was reported at the meeting that it had previously been agreed that prior to letters being written to ADC and WSCC to enquire about available land they might have on their estate portfolio, Members email the Town Clerk identifying assets in Bognor Regis that should be the focus of any future correspondence. Members were advised that despite the Deputy Clerk emailing Members of the Committee on 12<sup>th</sup> February 2025 reminding them of this requirement, no assets had been identified to the Clerk by the end of March to enable progression of this further. The Deputy Clerk recirculated the email of the 12<sup>th</sup> February earlier today, and Members are asked to reply by no later than 5pm on Friday 13<sup>th</sup> of June.

### **8.3 31<sup>st</sup> March 2025 - Min. 142.9 Presentations to Councillors from various organisations**

Members were advised at the last meeting that despite trying to arrange a date with Bishop Tufnell C of E (Aided) Primary School for their presentation from students on sewage issues, this had not been possible and would therefore not be progressing. However, the Primary School had subsequently been in touch and the presentation will now be taking place prior to the Town Council Meeting on 7<sup>th</sup> July 2025.

### **8.4 31<sup>st</sup> March 2025 – Min. 146.1 CCTV 2025-2026 Partnership Funding**

During the discussions at the meeting, Members requested that more information be sought from Arun District Council, responsible for the CCTV, in terms of what the Town Council's funding was paying for and who has access to the footage. Subsequently the following has been received from the Community Safety Manager, Housing, Wellbeing and Communities at ADC: -

*"Chloe approached us earlier this week with a question about use of the CCTV cameras in the town, following a comment made by a PCSO to a couple of your members that the police no longer monitor them. At the time I thought this likely a misunderstanding of the part of the PCSO, so have sought clarification from police HQ.*

*It has been confirmed to me by the force's Head of Information Management that Sussex Police absolutely do monitor all of our CCTV cameras from the control room, with controllers having direct access so that they can monitor jobs which are running in their area via live feeds. As regards viewing access at police stations, local officers are able to access retrospectively in the course of inquiries.*

*I hope this provides reassurance to you and your members but do shout if you have any further queries."*

**8.5 31<sup>st</sup> March 2025 – Min. 146.2 2025-2026 Partnership Funding Bognor Regis Seafront Lights (Year 2 of 3)**

A letter to acknowledge receipt of the £4,500 funding has been received from the Secretary of the Bognor Regis Seafront Lights confirming that certified accounts for 24-25 will be forwarded once available and requesting that their thanks to Members for their ongoing support be conveyed.

**8.6 31<sup>st</sup> March 2025 – Min. 148 ADC/BRTC Liaison Meetings – Elected Representative attendance**

Following a suggestion at the meeting that an elected representative should be in attendance at the Liaison Meetings, along with Arun's CEO and the Leader of Arun, as had been the case in the past, Members agreed to ask Arun to reconsider their position on the current arrangement. The following was received from the CEO of ADC in response: -

*"Unfortunately, it would not be practical for the Leader and myself to join the liaison meetings, we simply do not have the capacity to meet regularly with town or parish councils, although we would of course be happy to accommodate a meeting on a specific issue or subject that we could directly assist with should it be requested. The issues raised at the liaison meeting with Karl as the Senior Responsible Officer, are in the main operational ones, which Martin and I would not have detailed knowledge of and are matters for officers to deal with. I would be interested to know why your Cllrs feel that the liaison meetings should include an elected representative.*

*As you have stated, BRTC has many dual hatted members with ADC, and they have access to Martin and me. I have attended BRTC twice in the past eight months at your request and have separately met with yourself and Glenna.*

*I am sorry if this is not the response you had hoped for and that you will understand the rationale behind our position."*

The response from the CEO was circulated to Members of the Committee by the Deputy Clerk on 22<sup>nd</sup> April highlighting that the CEO is interested to know why Councillors feel that the Liaison Meetings should include an elected representative and suggesting if any Member was able to expand on this then she would respond to the CEO accordingly. However, no response has been received.

**8.7 7<sup>th</sup> May 2025 – Min. 178 Joint Consultative Sub-Committee (Staffing) Town Clerk Vacancy Interviews**

Interviews for the Town Clerk and Responsible Financial Officer vacancy will be held on Tuesday 10<sup>th</sup> June 2025 with a recommendation regarding the chosen applicant made via an Extraordinary Meeting of the Policy and Resources to an Extraordinary Meeting of the Town Council as soon as these meetings can be arranged.

**8.8 10<sup>th</sup> March 2025 – Council Min. 162 response by the Town Council to the Government's Consultation in relation to the proposal for a Mayoral Combined Authority for Sussex and Brighton**

At the Members Briefing held on 12<sup>th</sup> March 2025, Members were asked to complete the Government's Consultation in relation to the proposal for a Mayoral Combined Authority for Sussex and Brighton. Owing to the differing views of the Members present, it was noted that Councillors individual responses would be evaluated by officers to establish if a majority view on the responses would be possible to enable a response from the Town Council to be submitted. In the event that this was not possible, then Members responses to the consultation would be submitted individually on their behalf. Having reviewed the documents, no majority view was clearly evident therefore individual responses were submitted.

**9. APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -**

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

**9.1 Joint Consultative Sub-Committee (Staffing)**

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; R. Nash, B. Waterhouse, P. Wells, Mrs. G. Yeates and the three senior Officers to the Joint Consultative Sub-Committee (Staffing).

**9.2 Bognor Regis Town Hall Working Party**

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; D. Dawes, S. Goodheart, B. Waterhouse, and P. Wells to the Bognor Regis Town Hall Working Party. There were no further nominations to fill the remaining vacancy at this time.

**10. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -**

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **Bognor Regis Town Hall Working Party**
- **To note any recommendations from the Environmental and Leisure Committee made at their meeting on 19<sup>th</sup> May 2025 (Min. 9 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee and the Bognor Regis In Bloom Working Group**

- **To note any recommendations from the Planning and Licensing Committee made at their meeting on 20<sup>th</sup> May 2025 (Min. 8 refers)**

The Deputy Clerk's report, and relating appendices, were **NOTED**.

Noting that the Terms of Reference for the Bognor Regis Town Hall Working Party had only recently been adopted, the Committee reviewed the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing) whilst noting the one minor amendment, Environmental and Leisure Committee, Allotments Sub-Committee, Bognor Regis In Bloom Working Group, and Planning and Licensing Committee. Following their review, Members **RESOLVED** to **RECOMMEND** to Council that the Terms of Reference as detailed above be adopted with no further amendments being required.

#### **11. INTERNAL AUDIT – TO CONSIDER THE INTERNAL AUDIT REPORT 2024/2025 (FINAL UPDATE)**

The Town Clerk's report and Internal Audit Report 2024/2025 (Final Update) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised.

In reference to the Council holding £300 in petty cash, as detailed on page 6 of the Internal Audit Report, a Member queried whether it was possible for the Bognor Regis in Bloom Working Group, for example, to utilize these funds when spending small amounts rather than from an allocated budget that requires ratification by a Committee. The Clerk explained that the purpose of petty cash was for office sundries, such as stationery, and not for Committee use.

Noting that no actions are required, Members **AGREED** to **RECOMMEND** the Internal Audit Report 2024/2025 (Final Update) to Council for approval.

#### **12. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2024/25**

The Chair welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd., Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2024/25.

Mr. Kemp advised that it had been a quiet year with a small surplus of £12,700, against a very small deficit that the budget was projected on, and that everything was in line with expectations. Reserves had increased, interest was at £66,000 which helped to make up for a loss of income from the Picturedrome cinema.



Following a query about how the interest of £66,000 was generated, Mr. Kemp advised that with total, spendable, reserves of £1.2 million, whilst some of this was held in a current account, as much as possible is kept in a CCLA Deposit Fund where the average rate of interest return is currently almost 5%.

Of the £1.2 million in reserves, a Member asked how much of this was earmarked, less the running costs for 3-6 months, and earmarked for what purpose. Mr. Kemp explained that the total Earmarked Reserves as at 31<sup>st</sup> March 2025 were £733,000, of which £394,000 was in the Economic Development Fund, £205,000 in the Rolling Capital Programme to allow for capital expenditure in the future, and that the rest was listed in the Financial Statements attached to the report. He went on to say that this was all separate from the General Fund which had a minimum target of 3 months' net revenue expenditure, of which the Town Council were comfortably above that minimum level. In summary, Mr. Kemp regarded the Town Council's reserves as healthy, without being excessive.

In looking at the income generated by the Council's Town Force team, a Member asked whether Mr. Kemp felt that there was scope for increasing the team's ability to generate an income for the Town Council. Furthermore, Mr. Kemp was asked whether he felt that assets owned by the Council, such as chairs, tables and crowd barriers, could be advertised to generate income from these also. In response, Mr. Kemp urged caution as, technically, the Council is not encouraged to 'trade'. It was important to view the Town Force team as a resource for the continued improvement of the Town, or supporting events, with the money they earn being ancillary to that because they are available for 'hire' when not being used by the Town Council.

A Member asked what the money held in the Capital Financing Account could be used for, to which Mr. Kemp explained that it couldn't be used for anything as it had already been used, and was an accounting method used in making assets to support the delivery of services, such as Town Force vehicles and office furniture, appear on the Balance Sheet.

With no further questions, the Chair thanked Mr. Kemp for his attendance and input to the meeting.

### **13. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>st</sup> MARCH 2025 INCLUDING: -**

The Town Clerk's report and the relating appendices were **NOTED**.

#### **13.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2024/2025 (Page 3 of the AGAR) and to recommend approval to Council**

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2024/2025 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

**13.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2024/2025 (Section 1 of the AGAR)**

Having considered the Town Clerk's report, which detailed the accounting statements to be agreed, Members **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, having considered each one individually and indicating their agreement by a show of hands, noting that statement 9 was not applicable to the Town Council.

**13.3 To Recommend Approval to Council of the Annual Governance Statement for 2024/2025 (Section 1 of the AGAR) and that Section 1 be signed by the Chair of the meeting of the Council approving the Annual Governance Statement and by the Town Clerk**

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2024/2025 and that Section 1 is signed by the Chair of the meeting of the Council approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

**13.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31<sup>st</sup> March 2025 and agree that these be signed by the Chair of the meeting of the Council approving the accounts and by the Town Clerk**

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31<sup>st</sup> March 2025 and **RESOLVED** that these be signed by the Chair of the meeting of the Council approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

**13.5 To consider the Accounting Statements for 2024/2025 (Section 2 of the AGAR)**

Members considered the Accounting Statements for 2024/2025 as detailed in Section 2 of the AGAR.

**13.6 To Recommend Approval to Council of the Accounting Statements for 2024/2025 (Section 2 of the AGAR) and that Section 2 be signed by the Chair of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2024/2025 and unanimously **RESOLVED** that Section 2 is signed by the Chair of the meeting of the Council approving the Accounting Statements, which follows on immediately from this meeting.

Members further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2024/2025 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

*Mr. Kemp left the Meeting*

**14. TO RECEIVE AN UPDATE FROM THE TOWN MARKETS OFFICER ON THE PLANNED PROGRAMME OF MARKET-STYLE EVENTS FOR 2025/2026**

The Town Market Officer's report was **NOTED**.

Comment was made that most of the events mentioned in the report seemed to be located in the London Road precinct, and it was suggested that other areas where businesses were located could be considered to host events. The requirement for electricity supply, and the need for road closures, were cited as reasons as to why this might not be possible.

As a side note, a Member questioned what the Bognor Regis BID do, and what Levy Payers get for their money. It was suggested and **AGREED** that the BID be invited to attend a future meeting to give a presentation.

Members noted that it was intended for the Town Market Officer to attend the Policy and Resources Committee Meeting scheduled to be held on 28<sup>th</sup> July 2025.

**15. GRANT AID INCLUDING: -**

The Town Clerk's report, and related appendices, were **NOTED**.

**15.1 To review the Town Council's Grant Awarding Policy and Grant Aid application form, and amend if required**

Members **APPROVED** the Grant Awarding Policy and Grant Aid application form for Grant Aid 2026, without any further amendments to those identified on the one presented.

**15.2 Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered**

Members **AGREED** that an Extraordinary Meeting of the Policy and Resources Committee, at which Grant Aid 2026 applications will be considered, will be scheduled to take place on Monday 12<sup>th</sup> January 2026 at 6.30pm.

**16. TO RECEIVE THE TOWN FORCE REPORT**

The Town Force Manager's report was **NOTED**.

**17. TO RECEIVE ANY UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 86 REFERS**

***Cllr. Dawes redeclared his Disclosable Pecuniary Interest***

The Town Clerk's report and related appendices, providing an update in relation to Boom Community Bank was **NOTED**.

A Member suggested that, in future, it would be helpful if the totals for the year in relation to the number of loans applied for and declined could be displayed at the end of each column on the report from Boom Community Bank.

**18. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MARCH AND APRIL 2025**

The Town Clerk's report, including the Community Warden report from the Bognor Regis BID for March and April 2025, was **NOTED**.

Comment was made by a Councillor with a business in the Town Centre that those with radios were using the callsign 'Bravo Whisky 2' or 'Business Warden 2' in reference to the Community Warden provided by the Town Council. It should be made clear that this provision was not to be seen as an additional Business Warden for the Town Centre and that the callsign 'Charlie Whisky 1' or 'Community Warden 1' needed to be adopted to reinforce this distinction.

**19. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR APRIL AND MAY 2025**

The Town Clerk's report, including the monthly report for the Town Council's Community Warden providing a summary of the Community Warden's daily interactions throughout April and May 2025, was **NOTED**.

**20. REPORT ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

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

**21. TO CONSIDER A REQUEST TO ESTABLISH A BOGNOR REGIS TOWN ACTION GROUP INCLUDING: -**

The Town Clerk's report, and the draft Terms of Reference for the Action Group attached, was **NOTED**.

Members **AGREED** that the Town Council should establish a Bognor Regis Town Action Group.

### 21.1 To agree membership of the Action Group

It was proposed, and seconded, that the membership should include the addition of a community group, specifically My Sisters' House. Further suggestions included groups that represented young people, or different ethnic backgrounds. Whilst the intent was for the Action Group to communicate with the wider community, some felt that making the membership too large would dilute the effectiveness of what could be achieved.

Following a vote, Members **DISAGREED** with the proposal to include a community group in the membership of the Bognor Regis Town Action Group at this stage.

In relation to the representatives for the Town Council, Cllr. White suggested that Cllr. Wells should have a place on the Action Group as Deputy Mayor (Ex Officio) and that the membership should include an Independent or Labour Councillor from Marine Ward, with Cllr. White proposing herself for this position.

Following a vote, it was **AGREED** that, subject to the agreement of key partners, the membership of the Bognor Regis Town Action Group should be as follows: -

Bognor Regis Town Council:	Mayor Chair of P&R C'ttee Cllr. Wells Relevant Officers
Arun District Council:	Chair of Economy C'ttee Ward Member Relevant Officers
West Sussex County Council:	County Division Member Relevant Officers
Sussex Police:	Divisional Commander Relevant Officers
Bognor Regis BID:	One Director BID Facilitator
Business/Landlord Rep:	up to four nominated business and/or landlord representatives

### 21.2 To agree the Terms of Reference for the Group

There were no suggested amendments to be made to the draft Terms of Reference proposed and it was **AGREED** that these would be considered at the first meeting of the Town Action Group with any suggested amendments being referred back to the Policy and Resources Committee, for them to approve and recommend to Council for adoption.

### 21.3 To consider any budgetary provision if required

In order to facilitate delivery of the Group's aspirations and actions within an agreed Action Plan, Members **RESOLVED** to **AGREE** that the Town Council would contribute a working budget of up to £10,000 to support this, to be

funded from General Reserves in Year 1, as recommended by the Town Council's Accountant.

**22. TO CONSIDER ANNUAL REVIEW AND RECOMMEND TO COUNCIL THE RISK MANAGEMENT POLICY**

The Town Clerk's report, and the current Risk Management Policy attached, was **NOTED**.

Having reviewed the Policy, Members **AGREED** to **RECOMMEND** the Risk Management Policy to the Council without any amendments.

**23. TO RATIFY THE ADDITIONAL COST OF COMMUNITY WARDEN PROVISION FOR THE MONTH OF APRIL 2025 - MIN. 142.6 REFERS**

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

Members **RATIFIED** the additional cost of £4,513.60 for Community Warden Provision for the month of April 2025.

**24. TO RATIFY THE TOWN COUNCIL'S CONTRIBUTION OF £6,000 TOWARDS THE BUSINESS CRIME REDUCTION PARTNERSHIP TO ENABLE ACCESS TO DISC FOR THE COMMUNITY WARDEN**

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

Having previously been asked to confirm, via email, whether they would be agreeable to the costs quoted, with the majority of Committee Members being in support, the Town Council confirmed their position and became funding partners of the BCRP prior to the meeting.

The Town Council's contribution of £6,000 towards the Business Crime Reduction Partnership, to enable access to DISC for the Community Warden, funded from General Reserves, was **RATIFIED** by Members.

**25.** It was **RESOLVED** to vary the order of business and move the Additional Agenda item to follow Agenda item 24 – S.O. 10(a)(vi).

**26. TO NOTE THE OFFICER REPRESENTATIVE APPOINTED TO THE BUSINESS CRIME REDUCTION PARTNERSHIP (BCRP) MANAGEMENT AND PARTNERSHIP BOARD, AND TO NOMINATE AND AGREE A COUNCILLOR REPRESENTATIVE TO BE APPOINTED TO THE PARTNERSHIP BOARD**

The Town Clerk's report, and the appointment of the Deputy Clerk as the Senior Officer Representative to the Arun BCRP Partnership Board and BCRP Management Board, was **NOTED**.

Following an invitation to appoint a Councillor Representative to the BCRP Partnership Board, Cllr. Waterhouse was proposed and seconded, and this appointment was **AGREED**.

**27. TO RATIFY DONATION OF £100 TO CANCER RESEARCH UK IN MEMORY OF FORMER TOWN COUNCILLOR, MR. MICHAEL CHAPMAN**

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

It was **AGREED** to **RECOMMEND** to Council that the donation of £100 to Cancer Research UK in memory of former Town Councillor, Mr. Michael Chapman, be ratified.

**28. TO NOTE EARMARKED RESERVES AS AT 31<sup>st</sup> MARCH 2025**

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31<sup>st</sup> March 2025, was **NOTED**.

Members were reminded that expenditure identified for various specific projects by the Council's committees, which cannot be funded by the end of the financial year for whatever reason, are placed in Earmarked Reserves until the funding can be released. If it is established that the funds are no longer required for this specific purpose, then the funds are to be returned to General Reserves instead of being used for an alternative proposal.

**29. ROLLING CAPITAL PROGRAMME INCLUDING: -**

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

**29.1 To ratify expenditure of £1,004.50 excluding VAT for 50 replacement folding chairs and 10 rectangular tables**

Members **RATIFIED** expenditure of £1,004.50 excluding VAT for 50 replacement folding chairs and 10 rectangular tables.

**29.2 To ratify expenditure of £1,290.00 excluding VAT for 50 replacement crowd barriers**

Members **RATIFIED** expenditure of £1,290.00 excluding VAT for 50 replacement crowd barriers.

**30. FINANCIAL REPORTS INCLUDING: -**

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

**30.1 To note Committee I&E Reports for the month of April 2025 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the month of April 2025.

**30.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 2025, whilst noting that this is now undertaken by any**

**authorised bank signatory other than the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations (F.R. 2.6 refers)**

The verification of bank reconciliations as detailed was **NOTED**.

**31. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence as detailed in the list previously circulated.

**32. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (CONTRACTUAL)**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 31 (contractual).

**33. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS INCLUDING RECOMMENDATION TO COUNCIL FOR APPROVAL OF ANY ACTION IN RELATION TO IRRECOVERABLE SUMS IN LINE WITH FINANCIAL REGULATION 13.3**

The Committee **NOTED** the list (confidential). The Town Clerk confirmed that no action, in relation to irrecoverable sums, was necessary at this time.

***The Meeting closed at 8.16pm***





# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744  
E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

## **MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON WEDNESDAY 11<sup>th</sup> JUNE 2025**

### **PRESENT:**

Cllr. B. Waterhouse (Chair); Cllrs: D. Dawes, S. Goodheart (during Min. 37), F. Oppler, N. Smith, Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
4 Members seated in the public gallery

*The Meeting opened at 6.30pm*

### **34. WELCOME BY CHAIR**

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

### **35. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllr. Barrett and from the Deputy Clerk Mrs. J. Davis, with the Clerk, recommending that the reasons given were acceptable. These absences were therefore **APPROVED** by Members.

### **36. DECLARATIONS OF INTEREST**

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

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

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

vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

***Mrs. G. Frost declared an Ordinary Interest in Agenda item 6 as the current Town Clerk***

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

There were no questions or statements from those seated in the public gallery and the Chair did not, therefore, adjourn the meeting.

**38. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (STAFFING)**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 6 (staffing).

**39. TO CONSIDER THE PROPOSED APPOINTMENT FOR THE NEW TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER, AND TO RECOMMEND THEIR APPOINTMENT TO COUNCIL**

The Chair confirmed that the Mayor, who had chaired the Interview Panel the previous day, would briefly explain the process that had been undertaken, with Members including those in attendance seated in the public gallery given the opportunity to ask any questions. A vote would then be taken by the Committee to approve the recommendation that would be made to Full Council regarding the appointment of the new Town Clerk and Responsible Financial Officer.

The Mayor confirmed the number of applications that had been received for the position and identified how many had been shortlisted for interview. Assistance was provided on the day by the CEO of West Sussex Association of Local Councils (WSALC), Trevor Leggo, who guided the 5 Members of the Interview Panel through a fair and robust process with each applicant. In the morning, interviewees were asked to make a presentation to the Panel to

*Describe the challenges and opportunities facing the Town Council over the next 3 years.* Whilst each applicant made their presentation the others were given the opportunity to meet with the various groups of Town Council staff. Interviews were then held in the afternoon with each candidate scored on the various elements of the interview process throughout the day. Taking account of the scores and views of the individual members of the Interview Panel, a unanimous decision was then reached on the recommended appointment.

The Chair thanked the Mayor for her briefing of the day and for chairing the interviews, which he felt had been a very open and fair process. He also commended the Town Clerk and CEO of WSALC for all their work and preparation for the day. A big thank you was also extended to members of the Civic Office staff for their assistance in providing lunch for the Interview Panel and candidates, which was well received.

The Chair then invited questions from those Members present and following further discussion it was proposed and seconded and unanimously **RESOLVED** to **RECOMMEND** to Full Council that Mrs. Joanne Davis be appointed as Town Clerk and Responsible Financial Officer to the Town Council, with effect from 1<sup>st</sup> October 2025, following the retirement of the current Town Clerk on a starting salary of SCP 53 as advertised.

***The Meeting closed at 6.45pm***



# BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

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

### **HELD ON TUESDAY 20<sup>th</sup> MAY 2025**

**PRESENT:** Cllrs: J. Barrett, D. Dawes, S. Goodheart, P. Ralph,  
B. Waterhouse, M. White and Mrs. G. Yeates

**IN ATTENDANCE:** Mrs. J. Davis (Deputy Clerk)

*The Meeting opened at 4.02pm*

1. **TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS  
AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 12<sup>th</sup> MAY  
2025**

It was noted that Cllr. Mrs. J. Warr was elected Chair and Cllr. J. Barrett was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 12<sup>th</sup> May 2025.

2. **WELCOME BY CHAIR**

In the absence of the Chair, Cllr. Mrs. Warr, the Vice-Chair, Cllr. Barrett, took the chair.

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

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

Apologies for absence were received from Cllrs. Miss. Needs and Mrs. Warr with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

4. **DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

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

## **5. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29<sup>th</sup> APRIL 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 29<sup>th</sup> April 2025 as an accurate record of the proceedings and the Chair signed them.

## **6. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no members of the public present, and the meeting was not, therefore, adjourned.

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

### **7.1 29<sup>th</sup> April 2025 – Min. 211 Community Infrastructure Levy (CIL) application form and supporting documents**

At the last Committee meeting, Members agreed to defer the adoption of the CIL application form and supporting documents to allow one week for further feedback to be provided to the Clerk, as Cllr. Goodheart, in particular, had indicated that he would like to make some further suggestions to those already considered. To date, these suggestions have not been forthcoming and, therefore, the adoption of the application form and supporting documents has been deferred.

The Committee Clerk will circulate the documents once again to Members, allowing for any further suggested amendments to be received by no later than 5pm on Wednesday 28<sup>th</sup> May 2025. If none are received, then the documents will go live, and their adoption ratified at the Committee meeting to be held on 10<sup>th</sup> June 2025. If suggested amendments are received within the timeframe, then Members will be asked to agree to these, by email, before going live and subsequently ratified.

## **8. TO CONSIDER THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE**

There was a suggestion that substitutes be appointed, in case of absences, to ensure a quorum that would allow the Committee to exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities.

Members were reminded by the Clerk that the Committee's adopted Terms of Reference set out that, where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Town Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Planning and Licensing Committee with no amendments.

## **9. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 25<sup>th</sup> APRIL, 2<sup>nd</sup> AND 9<sup>th</sup> MAY 2025**

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

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

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

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

There were no Premises Licence applications, including variations and any other licence applications, to be considered.

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

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

**12. CORRESPONDENCE**

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

Additional correspondence included: -

- 12.1** ADC - Notification that a large group of travellers were present on Goring Gap, Goring-By-Sea, having apparently cut wooden posts with a chainsaw to gain access. Advice given to check that sites are secure, and that height barriers are locked etc.
- 12.2** WSCC - A259 Bognor Regis to Littlehampton Corridor Enhancement Scheme - Outline Business Case Approval. Circulated to Committee Members, 20<sup>th</sup> May 2025.

***The Meeting closed at 5.07pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 20<sup>th</sup> MAY 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 25<sup>th</sup> APRIL, 2<sup>nd</sup> AND 9<sup>th</sup> MAY 2025)**

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

<a href="#"><u>BR/57/25/PL</u></a> <a href="#"><u>Ground Floor Flat</u></a> <a href="#"><u>77 Annandale Avenue</u></a> Bognor Regis PO21 2ET	Installation of two additional windows to the ground floor.	<b>NO OBJECTION</b>
<a href="#"><u>BR/59/25/PL</u></a> <a href="#"><u>Ground Floor Flat</u></a> <a href="#"><u>29 Wood Street</u></a> Bognor Regis PO21 4DT	Replace windows with uPVC, block up existing window in rear elevation, block up existing door in side elevation and convert existing window opening in side elevation to a door. This application is in CIL Zone 4 (Zero Rated) as other development.	<b>NO OBJECTION</b>
<a href="#"><u>BR/66/25/PL</u></a> <a href="#"><u>Flat 6 Victoria Court</u></a> <a href="#"><u>2 Victoria Drive</u></a> Bognor Regis PO21 2PS	Replacement of windows.	<b>NO OBJECTION</b>
<a href="#"><u>BR/65/25/PL</u></a> <a href="#"><u>New Barn Garage</u></a> <a href="#"><u>65-67 Aldwick Road</u></a> Bognor Regis PO21 2NW	Change of use of existing car showroom to a self-storage unit, including the change of use of an attached ground-floor retail unit to associated office space. Extension and replacement of the existing showroom warehouse building to incorporate a first floor and conversion of existing rear single storey extension, of the main warehouse building, to additional office space. This application is in CIL Zone 4 (Zero Rated) as other development.	<b>OBJECTION</b> Aldwick Road is an area with a Traffic Regulation Order in place and the development would result in an intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities; would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4, QE SP1 and T SP1 of the Arun Local Plan.



<p><i>BR/65/25/PL (continued)</i>  <i>New Barn Garage</i>  <i>65-67 Aldwick Road</i>  <i>Bognor Regis</i>  <i>PO21 2NW</i></p>		<p>One of the proposed entrances/exits is adjacent to a pedestrian crossing and with the potential for vehicles to queue up as they wait to enter the premises, this compromises the visibility of both pedestrians using the crossing, and drivers approaching the crossing, having the potential to cause serious harm. The application would involve the loss of an employment premises. No evidence has been provided to demonstrate that the site is no longer required and is unlikely to be re-used or redeveloped for industrial/commercial purposes, as highlighted by ADC's Economic Development team. On this basis there is no evidence to justify the loss of the commercial premises, and it is contrary to Policy EMP DM1 of the Arun Local Plan.</p> <p>The development due to its massing, bulk and design fails to respect the surrounding character and appearance of the area, contrary to policies D SP1, D DM1 of the Arun Local Plan, the Arun Design Guide and relevant paragraphs of the NPPF.</p> <p>If minded to permit this development, then the Town Council would like to see access to the site 24/7 refused.</p>
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<p><i>BR/65/25/PL (continued)</i>  <i>New Barn Garage</i>  <i>65-67 Aldwick Road</i>  <i>Bognor Regis</i>  <i>PO21 2NW</i></p>		<p>In noting the pre-application advice referred to in section 3 of the Noise Impact Assessment, and the comments made, the Town Council contests the justification provided that because of the historic use of the site, the sound of moving vehicles and roller shutters would not be a new occurrence or an obtrusive sound. Members are not satisfied that 24/7 access could be undertaken without adversely affecting the residential amenities of adjoining and nearby noise-sensitive properties by reason of the general level and nature of activity and the noise and disturbance generated outside of normal retail hours. The proposal thereby conflicts with policies D DM1 and QE SP1 of the Arun District Local Plan.</p>
<p><a href="#"><u>BR/67/25/PL</u></a>  <a href="#"><u>57 Queensway</u></a>  Bognor Regis  PO21 1QN</p>	<p>Demolition of existing brick-built garages, removal of canopy structure, remediation of contaminated land and construction of 18 No. flats over 3 storeys with pitched roofs. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><b>SUPPORT</b> Whilst Members are in support of the proposed planning application on this site, they would like for ADC to review the viability assessment to determine whether a reduced level of affordable housing can be achieved, in partial compliance with Policy AH SP2 of the Arun Local Plan, rather than none at all. If permitted, then the Town Council would like to see the development offset with an improved lighting scheme in the alleyway that runs behind the site from Queensway to Bedford Street</p>

BR/67/25/PL (continued) 57 Queensway Bognor Regis PO21 1QN		to reduce the level of antisocial behaviour associated with this location and to improve perceptions of safety.
<a href="#"><u>BR/63/25/HH</u></a> <a href="#"><u>19 Den Avenue</u></a> Bognor Regis PO21 1HE	Single storey rear orangery extension.	<b>NO OBJECTION</b>
<a href="#"><u>BR/71/25/HH</u></a> <a href="#"><u>34 Ivy Crescent</u></a> Bognor Regis PO22 8AB	Retrospective planning for a garden annexe.	<b>NO OBJECTION</b>
<a href="#"><u>BR/76/25/T</u></a> <a href="#"><u>The Maples</u></a> <a href="#"><u>45 Victoria Drive</u></a> Bognor Regis PO21 2TQ	1 No. Oak (T3) fell to 2.5m above ground level.	<b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting. Members would like to see the works mitigated by the introduction of new planting, as suggested by the tree specialist.
<a href="#"><u>BR/78/25/T</u></a> <a href="#"><u>Garage Compound</u></a> <a href="#"><u>Kyoto Court</u></a> Bognor Regis PO21 2UL	1 No. mature Poplar (T1) crown reduction to a height of 19m and radial spreads of 6-7m.	<b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744  
E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

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

**HELD ON WEDNESDAY 11<sup>th</sup> JUNE 2025**

**PRESENT:** Cllrs: Mrs. J. Warr (Chair), J. Barrett, D. Dawes, S. Goodheart (during Min. 20), C. Needs, B. Waterhouse, M. White (during Min. 20) and Mrs. G. Yeates

**IN ATTENDANCE:** Mrs. R. Vervecken (Civic & Office Manager)

*The Meeting opened at 11.15am*

### **13. WELCOME BY CHAIR**

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

### **14. TO NOTE THAT THE PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO BE HELD AT 4pm ON TUESDAY 10<sup>th</sup> JUNE 2025 HAS BEEN CANCELLED AND RESCHEDULED TO TAKE PLACE AT 11.15am ON WEDNESDAY 11<sup>th</sup> JUNE 2025**

Members unanimously **NOTED** the report by the Deputy Clerk, advising that the Planning and Licensing Committee Meeting scheduled to be held at 4pm on Tuesday 10<sup>th</sup> June 2025 has been cancelled and rescheduled to take place at 11.15am on Wednesday 11<sup>th</sup> June 2025.

### **15. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllr. Barrett and the Deputy Clerk Mrs. Davis, with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

No apologies for absence had been received from Cllr. Ralph. This absence could not, therefore, be approved.

### **16. DECLARATIONS OF INTEREST**

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

## Agenda.

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

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

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

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

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

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

### ***There were no declarations on Interest***

## **17. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20<sup>th</sup> MAY 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 20<sup>th</sup> May 2025 as an accurate record of the proceedings and the Chair signed them.

## **18. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no members of the public present, and the meeting was not, therefore, adjourned.

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

There was nothing to report.

**20. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 16<sup>th</sup>, 23<sup>rd</sup> AND 30<sup>th</sup> MAY 2025**

- 20.1** The Committee noted that there were no views from other Town Councillors to report.
- 20.2** The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 20.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

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

An application for a Street Trading Consent was made to Arun District Council under the Local Government (Miscellaneous Provisions) Act 1982:-

- Licence Application Number: 121599 – Occasional Market and Event Trader Consent up to 4 days – Market Operator. London Road, Bognor Regis, West Sussex.

The Clerk explained that the above application applying for a Market in London Road on Sunday 3<sup>rd</sup> August 2025 between the hours of 10am and 4pm, was made by Bognor Regis Town Council's Markets Officer, and that any comment therefore made by the Town Council could be deemed as a conflict of interest. Members therefore unanimously **AGREED** to **ABSTAIN** from making a formal representation and the Clerk will advise ADC of this decision.

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

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

**23. COMMUNITY INFRASTRUCTURE LEVY (CIL) INCLUDING; TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST (MIN. 188.2 REFERS); TO RATIFY THE ADOPTION OF THE TOWN COUNCIL'S CIL APPLICATION FORM AND SUPPORTING DOCUMENTS (MIN. 7.1 REFERS)**

The Deputy Clerk's report and related appendices were **NOTED**.

- 23.1** Members reviewed the current CIL spending list and discussions were held on some of the priorities already identified on the list, including

beach access and speed activated signs. It was felt that the list needed to be revisited with items put into a 'traffic light' system identifying the priority the Committee wanted to place on each, as well as considering the alignment of the priorities on ADC's IIP. With the usual Committee Clerk not in attendance at the meeting, and Members wishing to firm up plans and timescales as well as order of implementation, it was **AGREED** to **DEFER** this item to the next Planning and Licensing Committee Meeting, to be held on 1<sup>st</sup> July 2025.

- 23.2** Members unanimously **RATIFIED** the **ADOPTION** of the Town Council's Community Infrastructure Levy (CIL) application form and supporting documents.

- 24.** **TO CONSIDER A REQUEST TO CHANGE THE START TIME OF THE PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED FOR 1<sup>st</sup> JULY 2025 TO 2pm, INSTEAD OF 4pm, OWING TO A CLASH OF MEETINGS (MIN. 15.1 OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 12<sup>th</sup> MAY 2025 REFERS)**

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

Members **RESOLVED** to **AGREE** that the Planning and Licensing Committee Meeting scheduled for 1<sup>st</sup> July 2025, should start at 2pm instead of 4pm.

- 25.** **TO CONSIDER INVITING LOUISE BARNETSON, 'WATER CHAMPION – TOWN/PARISHES & COMMUNITIES' FOR THE WESTERN SUSSEX RIVERS TRUST, TO A FUTURE MEETING OF THE PLANNING AND LICENSING COMMITTEE**

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

Members unanimously **AGREED** to invite Louise Barnetson, 'Water Champion – Town/Parishes and Communities' for the Western Sussex Rivers Trust, to a future Planning and Licensing Committee Meeting.

- 26.** **CORRESPONDENCE**

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

***The Meeting closed at 12.34pm***

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 11<sup>th</sup> JUNE 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 16<sup>th</sup> , 23<sup>rd</sup> AND 30<sup>th</sup> MAY 2025)**

<p><b><u>BR/82/25/T</u></b>  <b><u>Spencer Terrace</u></b>  45 Upper Bognor Road  Bognor Regis  PO21 1HS</p>	<p>1 No. Sycamore (T1) crown reduction to leave a height of 8m and spread of 3m.</p>	<p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><b><u>BR/64/25/PL</u></b>  <b><u>3 and 4 Queens Square</u></b>  Bognor Regis  PO21 1SA</p>	<p>Change of use from 2 No. separate adjoining bed and breakfast accommodation units (each having owners accommodation, communal lounge and dining areas at ground floor and 7 No. B&amp;B bedrooms at first and second floors) to 10 No. flats. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p><b>OBJECTION</b> Members raised concerns about the lack of parking for each of these 10 x flats. It was felt that a parking space should be provided for each flat, as a minimum. As well as the lack of car parking spaces, Members were disappointed that no cyclist spaces had been identified, and no EV charging points were present or proposed. With a large number of flats in a fairly condensed area, Members felt it was unclear as to what fire regulations were in place and therefore could not judge whether these were adequate.</p>
<p><b><u>BR/69/25/HH</u></b>  <b><u>85 Ash Grove</u></b>  Bognor Regis  PO22 9JT</p>	<p>New dropped kerb at front.</p>	<p><b>NO OBJECTION</b></p>



<p><a href="#"><u>BR/72/25/PL</u></a>  <a href="#"><u>17 High Street</u></a>  Bognor Regis  PO21 1RJ</p>	<p>Conversion of vacant Class E building and erection of a first-floor extension to create 7 No. flats and a reduced Class E unit. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b> Members consider the proposal to create 7 x flats within this retail unit, to be over-development of the site. With no provision for parking included in the proposal, there is concern that the development would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies QE SP1 and T SP1 of the Arun Local Plan. The nearby Regis Centre car park has already lost parking spaces due to new developments on the site, and the use of this nearest available parking facility for any new residents would be taking spaces away from tourists and visitors to the town centre. Traffic flow around this area will be increased due to extra vehicles with more regular access to the buildings being required, and this was deemed a further issue. Lastly, the proposal conflicts with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Flood Zones 2/3 and it cannot be demonstrated that the proposed site is not at risk of flooding both now and in the future, especially in regard to people and climate change.</p>
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<p><a href="#"><u>BR/87/25/PL</u></a>  <a href="#"><u>Hook House</u></a>  51 Hook Lane  Bognor Regis  PO22 8AR</p>	<p>Change of use from a 4 bedroom house to a 5 bedroom HMO student let. This site is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b> the proposal conflicts with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Flood Zone 3/ Future Flood Zone 3a and it cannot be demonstrated that the proposed site is not at risk of flooding both now and in the future, especially in regard to people and climate change. The HMO would result in a proliferation and overconcentration of such uses in an area with an Article 4 direction which removed permitted development rights for C3 to C4 changes. The additional HMO would result in harm to the character of the area by virtue of harm associated with a further House in Multiple Occupation to the wellbeing of the local community due to the number of such uses contrary to policy HSP 4 (a) of the Arun Local Plan.</p>
<p><a href="#"><u>BR/88/25/T</u></a>  <a href="#"><u>10 Nelson Road</u></a>  Bognor Regis  PO21 2RY</p>	<p>1 No. Bay (T1) pollarding to leave a height of 5m and spread of 4m.</p>	<p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>



# BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

## **MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 19<sup>th</sup> MAY 2025**

### **PRESENT:**

Cllr. K. Batley (Chair); Cllrs: D. Dawes, R. Nash (until Min. 9), Mrs. J. Warr and M. White

### **IN ATTENDANCE:**

Mr. M. McLaughlin (Committee Clerk)  
1 Member seated in the public gallery  
2 members of the public

*The Meeting opened at 6.31pm*

### **1. TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS AGREED AT THE ANNUAL MEETING ON 12<sup>th</sup> MAY 2025**

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

Members **NOTED** that Cllr. K. Batley was appointed Chair and Cllr. D. Dawes Vice-Chair of this Committee at the Annual Town Council Meeting held on 12<sup>th</sup> May 2025.

### **2. WELCOME BY CHAIR**

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

### **3. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllrs. Miss. C. Needs, P. Ralph. Mrs. J. Warr and P. Woodall. The Clerk recommended that the reasons given were acceptable, and the absences were **APPROVED** by Members.

### **4. DECLARATIONS OF INTEREST**

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

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

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

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

***Cllr. Nash declared an ordinary Interest in Agenda Item 14 as the Chair of Southdowns Music Festival.***

**5. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 24<sup>th</sup> MARCH 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 24<sup>th</sup> March 2025, as an accurate record of the proceedings and the Chair duly signed them.

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

***The Chair adjourned the Meeting at 6.34pm***

The Chair invited members of the public to raise any questions or statements they wished to make.

A Member seated in the public gallery questioned if this Committee had any input with Bognor Fishermens' Association. A Member in reply, whilst acknowledging his awareness of their development, aspirations and plans, cited the relationship, at present, was informal albeit on an individual basis.

Additionally, the Member asked if the Council had any say on the intended advertising or pictorial display on the recently installed hoardings on 2-4 Waterloo Square.

Members were informed such decision was that of Arun District Council's Economy Committee, scheduled to meet on 18<sup>th</sup> June 2025. It was noted that, to date, no active request or representation from Bognor Regis Town Council had been received with a suggestion made that the Town Council contact Arun District Council and request some input.

***The Chair reconvened the Meeting at 6.43pm***

**7. CLERK'S REPORT FROM PREVIOUS MINUTES**

**7.1. 24<sup>th</sup> March 2025 – Min. 85.1 Production of Events Leaflet 2025**

Of the 30,000 Events Leaflets for the 2025 season, circa 19,500 were distributed, immediately before and after the Easter holiday, by the Committee Clerk and Town Force, to tourist outlets within the wider Bognor Regis area. This incorporated Pagham, Aldwick, Felpham, Climping, Ford, Littlehampton, Angmering, Arundel and Chichester.

The balance of 10,500 were delivered to residents of specific areas within post codes PO21- Pagham, Aldwick, West Meads, North Bersted (part only), and PO22 Felpham (part only), week ending 11<sup>th</sup> May 2025.

The traditional wards of Bognor Regis: Marine, Pevensey, Hatherleigh, Orchard and Hotham were covered by the Town Council's Newsletter, incorporating the Events schedule, which was delivered in early March.

With only a few leaflets remaining of the 30,000 initially printed, a request to print an additional 4,800 leaflets, for distribution at Town Council events, and to Town Centre shops and businesses throughout the season, was received. Members will be asked to ratify the additional cost for these later in the meeting. The total accumulative print run for 2025 is, therefore, 34,800.

**7.2 24<sup>th</sup> March 2025 - Min. 85.2 Nomination of the Alexandra Theatre as an Asset of Community Value**

Arun District Council confirmed on 23<sup>rd</sup> April 2025, the nomination of 11<sup>th</sup> February together with addendum information submitted on 18<sup>th</sup> March, has been accepted.

The nomination is currently under assessment, with the final decision due on or by 18<sup>th</sup> June 2025.

### 7.3 **24<sup>th</sup> March 2025 – Min. 85.4 Letter to Arun District Council in relation to Promenade Bandstand Lights**

Reply received from Nat Slade; Group Head of Technical Services, Arun District Council, by email on 27<sup>th</sup> March 2025, to our letter of 11<sup>th</sup> February 2025. Informing:

- a. The outage, on investigation, is due to condensation within the floor structure.

And, they plan to re-scope the works in determination and resolution to:

- b. Minimise disturbance to the original decorative floor tiles.
- c. Future proof and re-configure lighting installation to negate intrusive floor works.

In addition, to the technical challenges, they also stressed, the balancing of a “high volume of prioritised workstreams”.

The Committee Clerk requested by return email of 31<sup>st</sup> March 2025, more frequent updates, simply to inform our Members and members of the public who express an active interest in this longstanding matter.

The Property, Estates, and Facilities Manager subsequently informed via email on 16<sup>th</sup> May 2025, that Contractors have been engaged to replace light fittings and reinstate the flooring. No timescales or dates, as yet, are confirmed.

## 8. **APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS INCLUDING: -**

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

### 8.1 **Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification**

Members **NOTED** the appointment of the Allotments Sub-Committee, of which all Members of the Environmental and Leisure Committee are members.

Members **AGREED** to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mrs. L. Russell, Mr. P. Goodchild and Mr. C. Penfold as non-voting members of the Sub-Committee (Allotment Tenant Representatives). Further, any recommendation of appointment for Mr. P. Fortin will be approved and ratified by the Allotments Sub-Committee in June.

Members **NOTED** the appointment of the Chair and Vice-Chair of the Allotments Sub-Committee will be undertaken at the first meeting scheduled for 6.30pm on Monday 16<sup>th</sup> June 2025.

**8.2 Bognor Regis In Bloom Working Group including consideration of recommendations to Council of co-options for ratification**

Members **AGREED** that Cllrs. Goodheart, Mrs. Warr, Woodall and Mrs. Yeates, be appointed to the Bognor Regis in Bloom Working Group.

Vacancies for two other nominated Members of the Environmental and Leisure Committee for appointment to the Bognor Regis in Bloom Working Group remained.

Members **AGREED** to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mrs. G. Edom; Mr. E. Fane; Mrs. S. Hamilton Jones; Mr. B. Jackson; Ms. P. Keane, Mrs. S. Teverson, and a representative from ADC's Parks & Greenspaces Department.

**9. TO CONSIDER THE TERMS OF REFERENCE FOR THE ENVIRONMENTAL AND LEISURE COMMITTEE, THE ALLOTMENTS SUB-COMMITTEE, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE**

The Committee Clerk's report, including the three Terms of Reference appended, was **NOTED**.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Environmental and Leisure Committee, the Allotments Sub-Committee, and the Bognor Regis In Bloom Working Group be adopted as is without change or amendment.

**10. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 8<sup>th</sup> APRIL 2025 INCLUDING: -**

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis In Bloom Working Group Meeting held on 8<sup>th</sup> April 2025, was **NOTED**.

**10.1 Recommended expenditure of £3.50 - for additional Kelvedon Wonder pea seeds, to be funded from the 2025/2026 Competitions Budget (Min. 5.3 refers)**

Members in consideration unanimously **RESOLVED** to **RATIFY** the total expenditure of £3.50 for additional Kelvedon Wonder pea seeds, to be funded from the 2025/2026 Competitions Budget.

**11. TO RATIFY EXPENDITURE FROM THE REMAINING PUBLICITY AND PROMOTION BUDGET 2024/2025 EARMARKED FOR GENERAL PROMOTION THROUGHOUT THE YEAR INCLUDING: -**

**11.1 £140 for design development of the "Welcome to Bognor Regis" vinyl window sticker (Min. 87 refers)**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £140 for design development of the "Welcome to Bognor Regis" vinyl window sticker to be funded from Publicity and Promotion Budget 2024/2025.

**11.2 £130 for design development of the "Coming Soon" seafront shelter poster**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £130 for design development of the "Coming Soon" vinyl window sticker to be funded from Publicity and Promotion Budget 2024/2025.

**11.3 £130 for design development of the "Promote Your Event/previous competition winner artwork" seafront shelter poster**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £130 for design development of the "Promote Your Event/previous competition winner artwork" seafront shelter poster to be funded from Publicity and Promotion Budget 2024/2025.

**11.4 £130 for design development of the "Event Organisers Advertise Here" seafront shelter poster**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £130 for design development of the "Event Organisers Advertise Here" seafront shelter poster to be funded from Publicity and Promotion Budget 2024/2025.

**11.5 £60 excl. VAT for the printing of 3 banner sized posters listing 2025 events in Bognor Regis**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £60 excl. VAT for the printing of 3 banner sized posters listing 2025 events in Bognor Regis to be funded from Publicity and Promotion Budget 2024/2025.

**12. TO RATIFY THAT THE REMAINING BALANCE OF THE 2024/2025 PUBLICITY AND PROMOTION BUDGET OF £2,490.38 BE EARMARKED FOR GENERAL PROMOTION**

Members **RESOLVED** to **AGREE** the remaining balance of £2,490.38 in the 2024/2025 Publicity and Promotion Budget be earmarked for general promotion throughout the year.

**13. TO RATIFY EXPENDITURE FROM THE PUBLICITY AND PROMOTION BUDGET 2025/2026 INCLUDING: -**

**13.1 £75.00 excl. VAT for attendance at the Leaflet Exchange held at Chichester College on 18<sup>th</sup> March 2025**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £75.00 excl. VAT, for attendance at the Leaflet Exchange held at Chichester College on



18<sup>th</sup> March 2025, to be funded from the Publicity and Promotion Budget 2025/2026.

**13.2 £480 for design development of the Events leaflet 2025**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £480 for design development of the Events leaflet 2025, to be funded from the Publicity and Promotion Budget 2025/2026.

**13.3 £1,890 excl. VAT for printing of the Events leaflet 2025**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £1,890 excl. VAT for printing of the Events leaflet 2025, to be funded from the Publicity and Promotion Budget 2025/2026.

**13.4 £735 excl. VAT for household delivery of the Events leaflet 2025 by Dor-2-Dor to specific areas within postcodes PO21 and PO22**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £735 excl. VAT for household delivery of the Events leaflet 2025 by Dor-2-Dor to specific areas within postcodes PO21 and PO22, to be funded from the Publicity and Promotion Budget 2025/2026.

**13.5 To note a request for printing additional Events leaflets and ratify the resulting expenditure**

As reported earlier in the meeting (Min. 7.1 refers), a request to print an additional 4,800 leaflets, for distribution to at Town Council events, and to Town Centre shops and businesses throughout the season, was received and subsequently actioned.

Members unanimously **RESOLVED** to **RATIFY** expenditure of £595 for the production of these additional leaflets, to be funded from the Publicity and Promotion Budget 2025/2026.

**14. TO RATIFY ANY PUBLIC EVENTS LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

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

**15. CORRESPONDENCE**

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

***The Meeting closed at 7.36pm***



# BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

## **MINUTES OF THE EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON MONDAY 9<sup>th</sup> JUNE 2025**

### **PRESENT:**

Cllr. K. Batley (Chair), Cllrs: D. Dawes, Miss. C. Needs, M. Stanley, Mrs. J. Warr (until Min. 20), P. Wells and M. White.

### **IN ATTENDANCE:**

Mr. M. McLaughlin (Committee Clerk)

*The Meeting opened at 6.31pm*

### **16. WELCOME BY CHAIR**

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

### **17. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllrs. R. Nash and P. Ralph, with the Clerk recommending that the reasons given were acceptable, these absences were **APPROVED** by Members.

No apologies for absence had been received from Cllr. P. Woodall. This absence could not, therefore, be approved.

### **18. DECLARATIONS OF INTEREST**

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

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

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote

- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

***There were no declarations of Interest***

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

There were no members of the public present, and the meeting was not, therefore, adjourned.

**20. TO CONSIDER AND AGREE LIGHTING DISPLAY PROPOSALS FOR CHRISTMAS 2025**

The Committee Clerk presented the various display options and key features at key locations, together with an update on Queensway quotations, and illuminations timeline, including: -

- Motif crossings – York Road, High Street and London Road
- 3D features – Railway Station Square
- Christmas trees - decorations
- Column motifs and alternative wraps – Aldwick Road and Queensway.

Members, in consideration and discussion, asked various questions of the display options, and tasked the Clerk to enquire with and report back from the Christmas Illuminations contractor.

Members were asked to inform the Clerk of their preferred option(s) for each display, on or by Friday 20<sup>th</sup> June 2025. Also, to express any interest in becoming a member of a proposed Christmas Illuminations Working Group. A report will be brought back to Members at the next scheduled meeting of the Environmental and Leisure Committee on 14<sup>th</sup> July 2025.

***The Meeting closed at 8.10pm***

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 7<sup>th</sup> JULY 2025**

**AGENDA ITEM 12 – TO NOTE RECEIPT OF THE LETTER FROM THE TOWN CLERK GIVING NOTICE OF HER INTENTION TO RETIRE ON 1<sup>st</sup> OCTOBER 2025**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

At the Extraordinary Council Meeting held on 11<sup>th</sup> June 2025, having considered the recommendation from the Policy and Resources Committee, Members unanimously resolved that a new Town Clerk and Responsible Financial Officer to the Town Council be appointed with effect from 1<sup>st</sup> October 2025, following the retirement of the current Town Clerk (Min. 42 refers).

The current Town Clerk subsequently submitted in writing to the Mayor her intention to retire, on 1<sup>st</sup> October 2025. The Mayor acknowledged receipt of the letter and Members are asked to note the same.

**DECISION**

To **NOTE** receipt of the letter from the Town Clerk giving notice of her intention to retire on 1<sup>st</sup> October 2025.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 7<sup>th</sup> JULY 2025**

**AGENDA ITEM 13 – TO RATIFY THE APPOINTMENT OF CLLR. RALPH AS A MEMBER ON THE PLANNING AND LICENSING COMMITTEE FOR THE 2025-2026 MUNICIPAL YEAR, TO FILL THE CURRENT LIBERAL DEMOCRAT VACANCY, AS HAD BEEN PREVIOUSLY AGREED BY COUNCILLORS, VIA EMAIL**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Further to the appointment of Members to the various Committees at the Annual Town Council Meeting on 12<sup>th</sup> May 2025, it came to light that Cllr. Ralph was accidentally omitted from taking a seat on the Planning and Licensing Committee, on which he had previously sat.

With officers having spoken with Cllr. Ralph, he expressed a wish to remain on this Committee, which Cllr. Wells as Group Leader confirmed he agreed with.

All Councillors were therefore contacted via email, informing of the intention for Cllr. Ralph to fill the Liberal Democrat vacancy on this Committee with immediate effect.

As this decision was taken via email in between meetings, Members therefore need to formally ratify the appointment of Cllr. Ralph, to this Committee.

**DECISION**

To **RATIFY** the appointment of Cllr. Ralph to the Planning and Licensing Committee for the 2025-2026 Municipal year, to fill the current Liberal Democrat vacancy.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 7<sup>th</sup> JULY 2025**

**AGENDA ITEM 14 – TO CONSIDER NOMINATING A TOWN COUNCILLOR REPRESENTATIVE TO ATTEND UPCOMING ZOOM MEETINGS OF THE NALC SUPER COUNCILS NETWORK**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

We have recently been made aware that the Town Council is now eligible to become a member of NALC's Super Councils Network.

The Super Councils Network is a network for the largest local (parish and town) councils with an annual precept of over £1m or an annual turnover of over £1.5m.

There is no cost to join the network. It is open to all councils in membership of their local county association that meet either the criteria or turnover threshold.

Members are therefore asked, firstly, whether they wish to join the NALC Super Council's Network, and if so, to consider nominating a 'Lead Councillor' to attend Meetings on behalf of BRTC, and to report back to all Members.

The network meets quarterly on Zoom between 12:00-13:15. Meeting dates for the rest of 2025 are as follows:

9 June  
12 September  
16 December

Agendas and dial in details are sent out a week before each meeting, and the nominated Councillor (if applicable) will receive these directly.

For information, previous meetings of this Network have covered topics such as NALC and the LGA's Peer Challenge Programme, LG Inform's Data Benchmarking Tool, the Devolution White Paper and devolution of assets and services, and suggestions for topics to be discussed in future meetings are welcomed.

**DECISION**

To **AGREE** to the Town Council joining the NALC Super Councils Network, and, if so, to further **AGREE** a Town Councillor representative to attend the Zoom meetings for 2025, held on a quarterly basis.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 7<sup>th</sup> JULY 2025**

**AGENDA ITEM 15 – TO CONSIDER LIGHTING OF A ‘LAMP LIGHT OF PEACE’ AS PART OF THE TOWN COUNCIL’S ARMISTICE DAY SERVICE ANNUALLY, FROM 11<sup>th</sup> NOVEMBER 2026**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

To mark Armistice Day each year on the 11<sup>th</sup> hour of the 11<sup>th</sup> day of the 11<sup>th</sup> month, the Town Council holds a short and low-key service at the War Memorial outside of Bognor Regis Town Hall, attended by the Mayor, Town Crier, Town Councillors, Standard Bearers (who are representatives of local ex-Service organisations) and, if it falls during a working day, Town Council staff.

Currently, the Service consists of the reading of the Exhortation and Kohima by the Town Crier, alongside the two-minute silence at 11am. This of course is in addition to the Town Council’s annual Remembrance Sunday Service, which as Members will know, is a much larger and more public affair.

Following the success of the lighting of hundreds of lamps for ‘Lamp Light of Peace’ initiative on 6<sup>th</sup> June 2024 and 8<sup>th</sup> May 2025 in celebration and commemoration of D-Day 80 and VE Day respectively, Pageantmaster Bruno Peak CVO, OBE, OPR, is encouraging the lighting of these lamps to help continue the promotion of peace in these troubling times, by lighting them in all manner of locations including hospitals, care homes, pubs, hotels, on board cruise and cargo ships, WWI and WWII monuments, city, town and village squares, ancient monument sites, stately and private homes to name but a few at 11am on 11<sup>th</sup> November 2026.

The aim of the inclusion of the ‘Lamp Light of Peace’ as part of commemorations on 11<sup>th</sup> November, is to make this the largest promotion of peace the world has ever seen, in the words of Bruno Peak “bringing the people, families and communities of the world together at one moment in time, in a very simple, but symbolic act”.

A prayer has been written for the occasion, which it is suggested is read over the Lamp, after the two-minutes silence, if Members are agreeable to the idea.

**Lamp Light of Peace:**

The ‘Lamp Light of Peace’ represents the light that emerged from the darkness of war. Organisations and communities around the Commonwealth are being asked to consider purchasing and lighting the Lamp, before the two-minute silence on 11<sup>th</sup> November 2026 and every year thereafter, as a lasting tribute to the millions who gave their lives during WWI and WWII.

The Lamp is Handcrafted by Feueurhand, a trusted German brand known for quality since 1893, the lantern combines tradition with practicality.

## AGENDA ITEM 15

Each bundle includes the iconic Feuerhand hurricane lantern and a durable carry case, totaling a price of £55.00 from the website 'berry useful gear'.



### DECISIONS

Do Members **AGREE** to take part in the commemorative lighting of a 'Lamp Light of Peace' at part of commemorations on Armistice Day (11<sup>th</sup> November) from 2026 onwards?

If so, do Members **AGREE** to the purchasing of the Feuerhand hurricane lantern (as pictured above), at a cost of £55.00?



**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 7<sup>th</sup> JULY 2025**

**AGENDA ITEM 16 – TO CONSIDER A PROPOSAL TO DEVELOP A CORE  
NUMBER OF VOLUNTEERS TO SUPPORT THE TOWN COUNCIL AND  
COMMUNITY**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Following a proposal, from Cllr. Wells, Members are asked to consider the development of a core number of volunteers who could support the Town Council and community of Bognor Regis.

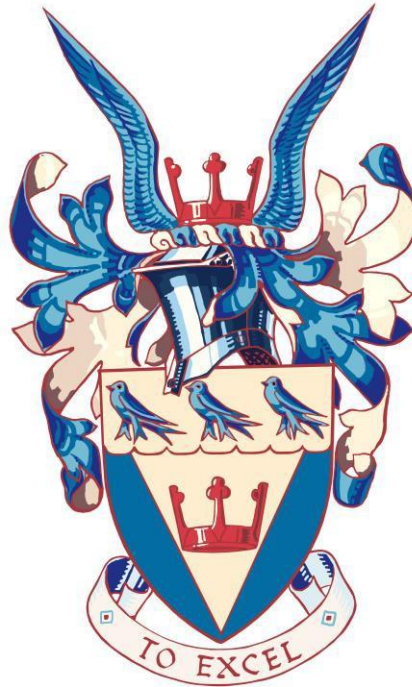
Examples of volunteering opportunities might include: - helping at one of the many Town Council organised events, or at events organised by local organisations and groups in Bognor Regis; acting as Ambassadors in the Town Centre, carrying out promotional activities or signposting visitors; assisting with litter picks or community clean up days.

Recognising that volunteering is at the heart of strong communities and provides the opportunity for individuals to develop their skills and build confidence, the proposal seeks to invite applications from members of the public to become a Town Council Volunteer, which would be underpinned by our Volunteers Policy (attached as **Appendix 1**).

All volunteers will receive an induction and appropriate training and will be covered by the Town Council's insurance policy. Any activity undertaken by volunteers will have been risk assessed, and a named contact provided for support.

**DECISION**

Do Members **AGREE** that applications be invited for volunteers to support the Town Council and community?



# **BOGNOR REGIS TOWN COUNCIL VOLUNTEERS POLICY**

**Adopted by the Council at its Meeting held on 9<sup>th</sup> September 2013**

**Reviewed by Council on 1<sup>st</sup> November 2021**

Bognor Regis Town Council is a local council, the tier of government closest to our community.

Our purpose is to lead Bognor Regis to a better future working in the interests of our residents to improve their quality of life.

Our vision is to develop a clear Bognor Regis brand, to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

Our main priorities are:

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable residents and community groups to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit

Many of our activities involve working in partnership with community and voluntary groups, also volunteers work directly with us for a number of reasons:

- To increase our contact with the local community we serve
- To help ensure our services reflect the needs of our community
- To increase skills, experience, perspectives and diversity in the workplace and
- To temporarily increase our skills and capacity.

We will ensure that volunteers feel part of the Town Council structure by enabling them to contribute to our ongoing development. We will have systems in place to involve volunteers in staff information sessions, and regular supervision.

Bognor Regis Town Council does not aim to introduce volunteers to replace paid staff. We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.

We acknowledge that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing training for them to do their role effectively.

Volunteers may come through community groups, direct from the community or be students from a local educational institute.

### **Guidelines**

The following guidelines deal with practical aspects of volunteering with the Town Council. More information can be found on our Website and in copies of policies mentioned here.

## **Recruitment**

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

## **Volunteer Agreement and Task Descriptions**

Each volunteer will have an agreement establishing what Bognor Regis Town Council undertakes to provide for them. Also volunteers will be asked to agree to a written outline of the specific work they will be undertaking. Neither of these documents is intended to form a contract. Bognor Regis Town Council has no intention of creating a contract with any volunteers. Each volunteer will also be given an information pack about the Council.

## **Induction and Training**

All volunteers will receive an induction into Bognor Regis Town Council and their own area of work. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff.

## **Support**

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems.

## **The Volunteer's Voice**

Volunteers are encouraged to express their views about matters concerning Bognor Regis Town Council and its work to staff and councillors to their main point of contact.

## **Insurance**

All volunteers are covered by Bognor Regis Town Council's insurance policy whilst they are on the premises or engaged in any work on our behalf.

## **Health and Safety**

Volunteers are covered by Bognor Regis Town Council's Health and Safety Policy, a copy of which will be provided to each volunteer. Volunteers will be made aware of the Council's Protection of Children <sup>(3)</sup> and Vulnerable Adults Policy and Procedures and where necessary CRB (DBS) checks and training will be undertaken.

## **Equal Opportunities**

Bognor Regis Town Council operates an Equality Policy in respect of both paid staff and volunteers. A copy will be provided. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

## **Protection of Children and Vulnerable Adults**

If the volunteer is to work in a regulated activity within the Council, the Council will carry out enhanced CRB (DBS) checks and ensure the volunteer is not on the Barred list with the Disclosure and Barring Service. The Council has a Protection of Children and Vulnerable Adult Policy<sup>(3)</sup> which will be made available to you. The Council will ensure there is a proportionate balance between civil liberties and safeguarding vulnerable groups, including children.

**Problem Solving**

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy of the procedure is included in the Volunteers Handbook.

**Confidentiality**

Volunteers will be bound by the same requirements for confidentiality as paid staff.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 7<sup>th</sup> JULY 2025**

**AGENDA ITEM 18 - CIVIC DUTIES UNDERTAKEN BY NEW MAYOR  
CLLR. MRS. GILL YEATES FROM 12<sup>th</sup> MAY – 7<sup>th</sup> JULY 2025**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Wednesday 14.05.25	:	Official Opening of The Esplanade following Public Realm Improvements (photo op), The Esplanade, BR Seafront
Thursday 15.05.25	:	Nyewood C of E Infant & Junior School 50 <sup>th</sup> Anniversary event & photo op
Friday 16.05.25	:	Bognor Regis ASB Meeting, The William Hardwicke
Friday 16.05.25	:	The Regis School 'Pier to Pier Walk' in aid Of The Snowdrop Trust (photo op), The Pier, BR
Saturday 17.05.25	:	Open Garden Fundraiser for Brain Tumour Charity, 3 Railway Cottages, Upper Bognor Road, BR
Saturday 17.05.25	:	Twinning Reception for visitors from Saint-Maur-des-Fossés, The Fox Inn, Felpham
Sunday 18.05.25	:	Bognor Prom 10K Road Race, West Park, Aldwick
Saturday 24.05.25	:	Bognor Regis Carnival, West Park
Wednesday 28.05.25	:	Nationwide 'Time for A Cuppa' Fundraiser, 44 High Street, BR
Wednesday 28.05.25	:	BRTC Book Day event, Hotham Park
Friday 13.06.25	:	WS Fire & Rescue Service EVOLVE Course Pass Out, BR Fire Station, West Meads Drive, BR
Saturday 14.06.25	:	BRTC Proms in the Park, Hotham Park, BR
Thursday 19.06.25	:	<i>Deputy Mayor attended: Chair of Bersted's Networking Meeting, Bersted Jubilee Hall, Bersted</i>

## **AGENDA ITEM 18**

Saturday 21.06.25	:	BR Armed Forces Day, Waterloo Square, BR
Saturday 21.06.25	:	West Sussex Guitar Club Recital, Regis School of Music, Sudley Rd, BR
Tuesday 24.06.25	:	Bishop of Chichester's Afternoon Reception Garden of the Bishop's Palace, Canon Lane, Chichester
Saturday 28.06.25	:	Littlehampton Armed Forces Day, East Green, Littlehampton Seafront

### **Engagements scheduled to be attended**

Tuesday 01.07.25	:	Photo Op for Drive through Time with Headline Sponsor, West Park, Aldwick
Tuesday 01.07.25	:	Elizabeth House Staff Long Service Awards, Elizabeth House, Victoria Drive, BR
Thursday 03.07.25	:	BRiB Youth Groups Planting Competition Presentation, BR Mini Golf, Waterloo Square, BR
Saturday 05.07.25	:	Bognor Makerspace 'Repair Café', Longford Rd, BR
Sunday 06.07.25	:	BRTC 'A Drive through Time' Motor Gala, West Park, Aldwick

### **Invites not Attended**

Girlguiding West Sussex Annual Review

Hall & Woodhouse Community Chest Launch 2025 (Zoom)

Chichester Mayor Making Ceremony

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 7<sup>th</sup> JULY 2025**

**AGENDA ITEM 19 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH  
FROM 12<sup>th</sup> MAY – 7<sup>th</sup> JULY 2025**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Saturday 24.05.25	:	Bognor Regis Carnival, West Park
Saturday 24.05.25	:	Loyal Company of Town Crier's British Championship, Cromer
Wednesday 28.05.25	:	BRTC Book Day event, Hotham Park
Wednesday 04.06.25	:	Launching of Good Oak Home Care Charity Fundraiser, Newlands Road, East Worthing
Saturday 14.06.25	:	Ancient & Honourable Guild of Town Crier's Guild Championship, Bromsgrove
Saturday 21.06.25	:	Clare Inaugural National Town Criers Festival, Clare, Suffolk
Saturday 28.06.25	:	Chard Town Crier Competition, Bath House, Holyrood Street, Chard

**Engagements scheduled to be attended**

Tuesday 01.07.25	:	Photo Op for Drive through Time with Headline Sponsor, West Park, Aldwick
Thursday 03.07.25	:	BRiB Youth Groups Planting Competition Presentation, BR Mini Golf, Waterloo Square, BR
Saturday 05.07.25	:	Bognor Makerspace 'Repair Café', Longford Rd, BR
Sunday 06.07.25	:	BRTC 'A Drive through Time' Motor Gala, West Park, Aldwick



## **AGENDA ITEM 21**

### **BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 7<sup>th</sup> JULY 2025**

**AGENDA ITEM 21 - TO RECEIVE A REPORT FROM OFFICERS FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH MEETING WITH THE NEIGHBOURHOOD POLICING TEAM**

**REPORT BY THE CIVIC & OFFICE MANAGER                      FOR INFORMATION**

#### **Arun Parish (Sussex Police) Meeting held on 17<sup>th</sup> June 2025**

Owing to unforeseen circumstances, Inspector Ross Wickings cancelled the meeting scheduled to take place on 17<sup>th</sup> June 2025.

*The next meeting is scheduled to take place on 18<sup>th</sup> July 2025 and Members are asked to contact either Cllr. Wells or the Deputy Clerk with any issues that they would like raised.*

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 7<sup>th</sup> JULY 2025**

**AGENDA ITEM 22 - CORRESPONDENCE**

**FOR INFORMATION**

1. NALC Jobs newsletter 26.05.2025
2. Devolution & Local Government Reorganisation newsletter from Dawn Hudd – Circulated to all Councillors 28.05.2025
3. Blake Cottage Trust Consultancy opportunities 28.05.2025
4. NALC Chief executive's bulletin – Circulated to all Councillors 29.05.2025
5. Sussex Alerts; Who could be knocking on your door? – Circulated to all Councillors 29.05.2025
6. CCLA launches first global modern slavery benchmark pilot 30.05.2025
7. Arun May newsletter 30.05.2025
8. The Sussex Police and Crime Commissioner; Funding now available for community groups – Circulated to all Councillors 30.05.2025
9. Butlins Invite 05.06.25 for the PLAYXPERIENCE Evening – Circulated to all Councillors 30.05.2025
10. Southern Water; final draft water resources management plan 2024 – Circulated to all Councillors 30.05.2025
11. Twinning Society; Coffee morning invitation and next international film showing at the Picturedrome – Circulated to all Councillors 01.06.2025
12. NALC Jobs newsletter 02.06.2025
13. Sussex Alerts – June 25 'Our News' – Circulated to all Councillors 02.06.2025
14. CCLA May Market updates 03.06.2025
15. NALC Agenda 9 June 2025 | Super Councils Network session I 04.06.2025
16. NALC Super Councils Network 04.06.2025
17. GTR Amended services on some Southern routes on Epsom Derby Day – Circulated to all Councillors 04.06.2025
18. HCLG Committee: Chancellor must use Spending Review to deliver boost to social and affordable housing investment – Circulated to all Councillors 04.06.2025
19. Events newsletter – Circulated to all Councillors 04.06.2025
20. Twinning Society; Coffee morning rescheduled due to weather – Circulated to all Councillors 05.06.2025
21. NALC Chief executive's bulletin – Circulated to all Councillors 05.06.2025
22. St Wilfrid's Hospice newsletter – Circulated to all Councillors 06.06.2025
23. The Sussex Police and Crime Commissioner; Cracking down on waste crime – Circulated to all Councillors 06.06.2025
24. CCLA The Good investor June 06.06.2025
25. NALC Jobs newsletter 09.06.2025
26. NALC Events newsletter previously circulated to all Councillors 09.06.2025
27. HCLG Committee: Spending Review – £39bn affordable homes investment must deliver boost to social housing, says Chair of Housing Committee – Circulated to all Councillors 11.06.2025
28. Parish online newsletter 11.06.2025
29. NALC Chief executive's bulletin – Circulated to all Councillors 12.06.2025
30. HCLG Committee: Evidence session on 17 June – Property Management Companies – Circulated to all Councillors 12.06.2025

## **AGENDA ITEM 22**

- 31.** The Sussex Police and Crime Commissioner; volunteer scheme nominated for King's Award – Circulated to all Councillors 13.06.2025
- 32.** NALC Jobs Newsletter 16.06.2025
- 33.** NALC all new digital edition of Local Councils Explained – Circulated to all Councillors 16.06.2025
- 34.** Office for National Statistics; Recommendation on the future of population and migration statistics in England and Wales 17.06.2025
- 35.** Royal Mail proposed changes to delivery days 17.06.2025
- 36.** Public Sector Executive newsletter 17.06.2025
- 37.** NALC Events newsletter previously circulated to all Councillors 18.06.2025
- 38.** Letter to Majors Matt and Sarah Butler to thank them for their support given to the Town Council 18.06.2025
- 39.** NALC Chief executive's bulletin – Circulated to all Councillors 19.06.2025
- 40.** HCLG Committee: Evidence session on 24 June - Community Cohesion
- 41.** Public Sector Executive newsletter; Whitehall to West Yorkshire 20.06.2025
- 42.** Public Sector Executive newsletter; Smart Asset Management, London Launches Ambitious Growth Plan 20.06.2025
- 43.** Sussex Alerts; New quishing alert: £3.5 million lost last year to fraudulent QR codes – Circulated to all Councillors 20.06.2025
- 44.** Stonepillow June newsletter; forwarded to Cllrs Mrs G Yeates (Mayor) and Barrett (Rep) 20.06.2025
- 45.** WSCC News Release; Our libraries have something for everyone – posted on social media 20.06.2025
- 46.** The Sussex Police and Crime Commissioner; Prisoners to build new homes in Sussex – Circulated to all Councillors 20.06.2025
- 47.** NALC Jobs newsletter 23.06.2025
- 48.** Sussex Alerts; Using messaging apps safely – Circulated to all Councillors and on social media 23.06.2025
- 49.** Sussex Alerts: Tell us what you think about Neighbourhood Watch – Circulated to all Councillors and on social media 23.06.2025
- 50.** Public Sector Executive; Bold clean energy plan and more 24.06.2025
- 51.** Public Sector Executive; Want to know the benefits of digitising your asset management 25.06.2025
- 52.** Sussex Alerts; ATM Tampering – Circulated to all Councillors and on social media 25.06.2025
- 53.** NALC Chief executive's bulletin – Circulated to all Councillors 26.06.2025
- 54.** Public Sector Executive; Mayor's environmental boost, Pioneering step to tackle poverty 27.06.2025
- 55.** HCLG Committee: Evidence session on Housing for Older People – Circulated to all Councillors 27.06.2025
- 56.** Office for National Statistics; June Local statistics update 27.06.2025
- 57.** Arun June Newsletter 27.06.2025
- 58.** The Sussex Police and Crime Commissioner; Safer streets this summer – Circulated to all Councillors 27.06.2025
- 59.** Sussex by the Sea Memorial March – Circulated to all Councillors and on social media 27.06.2025
- 60.** NALC Jobs newsletter 30.06.2025
- 61.** Sussex Alerts; ShopKind – Circulated to all Councillor and on social media 30.06.2025