



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

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 8th SEPTEMBER 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 8th September 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 1st DAY OF SEPTEMBER 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 Council Meeting held on 7th July 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 28th July 2025** with resolutions, recommendations and reports including: -
 - Adoption of the Terms of Reference for the Town Action Group, to include the additional members suggested by the Group - Min. 52.1 refers
 - 9.2 **Planning and Licensing Committee Meetings of 22nd July, 12th August and 2nd September 2025** with resolutions, recommendations and reports
 - 9.3 **Environmental and Leisure Committee Meeting of 14th July 2025** with resolutions, recommendations and reports
 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 [June](#) and [July](#) 2025 and to note the [balances, bank reconciliations and financial reports](#) (August 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 receive any feedback from the Councillor Drop-In Surgery held on 8th July 2025
 13. To further consider lighting of a 'Lamp Light of Peace' as part of the Town Council's Armistice Day Service annually, from 11th November 2026, deferred from the previous meeting - Min. 60 refers
 14. To ratify the donation of £100 to St Wilfrid's Hospice in memory of former Town Councillor, Mr. William Toovey
 15. To receive any updates on Regeneration in the Town including report from Cllr. Nash (if available)

16. Notice of Motion (S.O. 9.0) proposed by Cllr. S. Goodheart, seconded by Cllr. Mrs. J. Warr
“Myself and four fellow Town Councillors, Barrett, Ralph, Mrs. Warr and Waterhouse, would like to deliver a presentation about the opportunities for Bognor Regis with inward investment, to support the development of tourism in the town. We would like to present this project before Full Council as we believe that Town Council Members should be given the chance to share their views on these matters. After the presentation a Q&A session would be held.”
17. To note that the Policy and Resources Committee Meeting (Budget) scheduled to be held on Monday 8th December 2025 has been rescheduled to take place on Monday 15th December 2025
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)
 - To note receipt of £15,000 Management Fee from The Bognor Pier Company Ltd. (final payment for 2024)
24. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
25. Picturedrome Site update including: -
 - Update on conclusion of rent review for elements of the building – Min. 116 of 28th October 2024 refers

Agenda item **25** will contain confidential items and require a resolution to exclude public and press.

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



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 7th JULY 2025

PRESENT:

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

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)
3 members of the public (part of meeting)

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

The Meeting opened at 6.33pm

43. WELCOME BY MAYOR

The 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.

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

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

45. 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.

Cllr. Batley declared an Ordinary Interest in Agenda item 15

Cllr. Wells declared an Ordinary Interest in any discussion relating to Bognor Regis Heritage & Arts Partnership Board and Bognor Regis Pier Trust, due to his involvement with both

46. TO APPROVE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 12th MAY, THE SPECIAL COUNCIL MEETING HELD ON 2nd JUNE AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 11th JUNE 2025

The Minutes of the Annual Council Meeting held on 12th May, the Special Council Meeting held on 2nd June and the Extraordinary Council Meeting held on 11th June 2025 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

47. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS (IF AVAILABLE)

The Town Clerk reported that apologies had been received from Cllr. McDougall, an ADC Councillor, due to a clash of meetings. He had advised however that he had nothing to report.

48. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

49. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present at this point, therefore the meeting was not adjourned.

50. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS

There were no written dispensation requests received from Town Councillors.

51. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)**52. Policy and Resources Committee Meeting of 2nd June 2025 and Extraordinary Committee Meeting of 11th June 2025**

The Chair of the Committee, Cllr. Waterhouse reported.

52.1 Min. 10 refers – 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

Members unanimously **RESOLVED** to **ADOPT** 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, without amendments.

52.2 Min. 11 refers – Recommendation that the Internal Audit Report 2024/2025 (Final Update) be approved

Noting that no actions are required, Members unanimously **RESOLVED** to **APPROVE** the adoption of the Internal Audit Report 2024/2025 (Final Update).

52.3 Min. 22 refers – Adoption of the Risk Management Policy without any amendments following the annual review

Members unanimously **RESOLVED** to **APPROVE** the adoption of the Risk Management Policy without any amendments following the annual review.

52.4 Min. 27 refers – To ratify the donation of £100 to Cancer Research UK in memory of former Town Councillor, Mr. Michael Chapman

Members unanimously **RESOLVED** to **APPROVE** the donation of £100 to Cancer Research UK in memory of former Town Councillor, Mr. Michael Chapman.

53. Planning and Licensing Committee Meetings of 20th May, 11th June and 1st July 2025

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

54. Environmental and Leisure Committee Meeting of 19th May 2025 and Extraordinary Committee Meeting of 9th June 2025

The Chair of the Committee, Cllr. Batley reported.

54.1 Min. 8.1 refers – 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)

Members unanimously **RESOLVED** to **APPROVE** 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).

54.2 Min 8.2 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

Members unanimously **RESOLVED** to **APPROVE** 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.

55. 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'.

56. 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

The Council unanimously **RESOLVED** 'to note the 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'.

57. TO NOTE RECEIPT OF THE LETTER FROM THE TOWN CLERK GIVING NOTICE OF HER INTENTION TO RETIRE ON 1st OCTOBER 2025

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

The Mayor confirmed that she had acknowledged the letter, on behalf of Town Councillors and offered her thanks to Mrs. Frost for her years of service to the

Town Council as well as the support she had received since becoming Mayor. The Mayor echoed the thoughts of all present, stating Mrs. Frost would be missed.

58. 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

The Town Clerk's report was **NOTED** and Members unanimously **AGREED** to **RATIFY** the appointment of Cllr. Ralph as a Member on the Planning and Licensing Committee for the 2025-2026 Municipal year.

59. TO CONSIDER NOMINATING A TOWN COUNCILLOR REPRESENTATIVE TO ATTEND UPCOMING ZOOM MEETINGS OF THE NALC SUPER COUNCILS NETWORK

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

It was **AGREED** that the Town Council should join the NALC Super Councils Network.

A Councillor suggested that the Mayor be nominated as representative, with the Deputy Mayor as a reserve, in case the Mayor cannot attend any meetings due to Mayoral commitments. After a brief discussion, Members unanimously **AGREED** the Mayor be appointed as the Town Councillor representative, to attend upcoming Zoom Meetings of the NALC Super Councils Network, with the Deputy Mayor appointed as reserve.

60. TO CONSIDER LIGHTING OF A 'LAMP LIGHT OF PEACE' AS PART OF THE TOWN COUNCIL'S ARMISTICE DAY SERVICE ANNUALLY, FROM 11th NOVEMBER 2026

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

Members discussed the proposal with some raising concerns as to any religious connotations behind partaking in lighting the 'Lamp Light of Peace', including the prayer that it was suggested be read whilst the lamp is lit. Some expressed support for the proposal, citing the symbolism behind this as humanistic and showing support for peace, rather than a religious act. Others questioned where the lamp would be situated, with suggestions of the War Memorial and the Town Hall Balcony coming forward, with the latter being the potentially safer destination for the lamp, provided ADC would give permission for this.

The Town Clerk confirmed that the proposal was for the lamp to be lit as part of a small ceremony on Armistice Day, rather than during the Remembrance Sunday Service, which was a much bigger and more public event. With differing opinions and questions regarding whether local Armed Forces would support this initiative, as well as the lack of sight of the proposed prayer itself, and uncertainty on how long the lamp would be left burning, Members **AGREED** to **DEFER** this item to the September Council Meeting, to allow time for Officers to make further enquiries and report back to Members.

Cllrs. Dawes and Stanley abstained from the vote, and requested that their abstentions be noted

61. TO CONSIDER A PROPOSAL TO DEVELOP A CORE NUMBER OF VOLUNTEERS TO SUPPORT THE TOWN COUNCIL AND COMMUNITY

The Deputy Clerk's report, and the Town Council's Volunteers Policy attached, was **NOTED**.

As the proposer, Cllr. Wells explained the rationale behind the initiative, which aims to formulate a group of volunteers to help at various events and activities around the Town, from litter picking to assistance at events and more, making them 'ambassadors' for the Town building pride in place, ownership and involving the community in the many positive aspects the Town possesses. It was suggested that the Bognor Regis Town Centre Action Group could be an important tool for bringing this idea to fruition, with the Business Warden possibly being able to be considered under this umbrella. With devolution on the horizon, the importance of the Town Council taking action to ensure Bognor Regis moves forward was highlighted. Another Member spoke of other successful initiatives including the forming of a Working Party to 'clear up' the East End shopping precinct, which rallied together local people, with talks of Town Force and this newly proposed 'volunteer force' coming under the same banner of community action. Members generally agreed that volunteers are often of an older generation, and that those who have become detached from their communities are the ones who need to be targeted, to ensure a diverse representation of the Town is achieved within any core volunteers identified. A Councillor suggested contacting local sixth form colleges and universities for any willing volunteers, stating this would look positive on their CVs for potential future employers.

The Volunteers Policy, which was appended to the report, was thought to be robust, and provided information on DBS requirements as well as other important elements to be considered, when seeking individuals. A Councillor advised a job description of sorts, needed to be drafted, to pinpoint exactly what it is the Town Council are requiring, so anyone interested could be fully informed as to what they were signing up to.

Cllr. Wells suggested Councillors may like to take the lead and consider various ways in which this proposal could be developed, encouraging any ideas to be forwarded to him.

After much discussion, Members unanimously **AGREED** applications be invited for volunteers to support the Town Council and community.

62. TO RECEIVE ANY UPDATES ON REGENERATION IN THE TOWN INCLUDING REPORT FROM CLLR. NASH (IF AVAILABLE)

Cllr. Nash gave a verbal report to Members.

Last Thursday, Cllr. Nash and the Leader of ADC, Cllr. Lury enjoyed a tour of the Alexandra Theatre, to see how works were progressing. The building is now fully

scaffolded, with concrete construction due to go down soon to the west and north of the site to allow for laying of the foundations for aspects such as the new bar, cafeteria, mezzanine and offices to be built.

Plant rooms have been cleared to create extra space and with the technology present to link the studios, an audience of 720 can be created. Another dual-hatted Councillor, although pleased to hear of progress and agreeing the new project will improve the Theatre from how it was previously, still expressed his disappointment in the previous administration at ADC for not having the foresight to push for a higher number of seats to allow for far bigger audiences. He referenced the new state-of-the-art entertainment centre in Fareham as a brilliant example of an 800-seat auditorium, which could have been replicated in Bognor Regis. A Member suggested a video tour of the Alexandra Theatre be made available, so progress can be accessible to all, which Cllr. Nash agreed may be a useful tool.

The Premier Inn project is 'powering on' and is still on track for completion in October, for November opening.

A Councillor queried whether the 'Royal Hall' proposal was still being considered as part of regeneration works to replace the old Brewer's Fayre site. Members were advised that the demolition of the Brewer's Fayre would come under 'phase 2' of the redevelopment, with a new glass fronted multi-function auditorium proposed, to compliment the newly refurbished Alexandra Theatre and creating an area which may be the 'jewel in the crown' of Bognor Regis, when completed.

The Arcade planning application is now live for work to create 35 residential units, including refurbishment of the building. Concerns were raised by a Member around the lack of parking provision to accommodate these extra units, alongside the Premier Inn hotel guests and the 35 spaces already lost to the redevelopment of the Alexandra Theatre and 13 further spaces removed following the seafront redevelopment works. Cllr. Nash explained that a multi-storey car park was proposed on the Regis Centre Car Park site to alleviate any parking issues in the area, particularly once it is all developed. This, however, would be three to four years away.

A planning application has now been submitted for the Ancient Mariner Hotel, for a 14-bedroom aparthotel, which Cllr. Nash described as 'progress'. A Councillor asked why, after several months, there was metal fencing still in place around a brick planter on the promenade opposite the Ancient Mariner Hotel. Cllr. Nash confirmed that this was due to the damaged wall and that he will investigate when this may be resolved and fencing removed.

Referencing Bognor Regis' Fishermen's Association, Cllr. Nash attended a 'Sea Change' conference in London recently, where Clive and Vanessa Mills, from the Association were present, and gave an effective presentation on fishing in Bognor Regis, which was a fantastic representation of the Town and its active fishing community. The ongoing Fishermen's project is looking to provide a lobster hatchery and Education Centre, with aspirations for a Visitor Centre, to be provided through Rampion 2, a possibility in the future.

The ADC Economy Committee are finally making headway with retaining the

unused land at Waterloo Square, with progress acknowledged as slow. Cllr. Nash hopes this will come to fruition within the next 12 months.

Cllr. Nash cited the positive impact of numerous regeneration projects in the Town, accompanied with plenty of investment, as an exciting prospect for the future, in some contrast to recent national press coverage.

A Member asked if Cllr. Nash could provide an update on the provision of lighting on the seafront bandstand, following a query from a member of the public. He advised he would chase this up, agreeing with the sentiment expressed that the Town Council should look to take over the running of the bandstand, as part of any devolution plans. Cllr. Batley, as Chair of the Town Council's Environmental and Leisure Committee, confirmed that an update on the provision of lights on the bandstand was to be provided at the Committee's meeting on Monday 14th July.

Other matters raised by Town Councillors included the 'eyesores' of the old Pier Hotel in Waterloo Square, with Cllr. Nash confirming a notice has been served to the owners requesting they improve the appearance of the building. Positive comments on the work and substantial money invested into the Pier itself were made by Councillors, who praised the current owners. Areas of planting around the Town were highlighted as requiring more attention, including at the Railway Station and Butlin's, both of which were a 'front door to the Town' and should be making a better impression on visitors through well-tended planting displays. The new planting on the seafront was discussed, which it was confirmed Tivoli currently manage. Some commented that if the budget was available, Town Force should look to acquire maintenance for these. A Member queried the ownership of the small outbuilding by 'The Bognor Cockle' premises, located on the Prom, commenting on the need for improvements to be made to the appearance of this. This discussion led to comments on the concessions near the bandstand, with Cllr. Nash confirming that ADC are now intending to look at improvements to the existing concessions, rather than any additional ones. Belmont Lodge was referenced as another eyesore, with it being reported that structural defects are being rectified, along with the adding of more space and repainting of the building.

Lastly, a Councillor spoke of problems experienced by businesses when trying to communicate with the ADC Properties and Estates team. He cited several examples of enquiries being made for currently empty units for rent, and the continued problem with getting any response from the team who are supposed to be administering the renting of these properties. Cllr. Nash asked for this information in the form of an email, for him to action.

63. MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

The Mayor spoke of her enjoyment of her first few months in tenure and the busy start it had been, with a large number of varied events attended.

64. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

65. 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.

65.1 Cllr. Goodheart – Arun District Association of Local Councils (ADALC); Bognor Regis Town Centre Forum Group (Reserve); Bognor Regis Heritage & Arts Partnership Board; Bognor Regis Twinning Association; Southdowns Music Festival; West Sussex ALC Ltd

65.2 Cllr. Waterhouse – Bognor Regis Heritage & Arts Partnership Board (Reserve); ADC 2-Hour Free Parking Working Party; Southdowns Music Festival (Reserve)

65.3 Cllr. White – Bognor Regis Heritage & Arts Partnership Board; The 39 Club

The Clerk advised that within Cllr. White's report, two requests were received from the 39 Club, both of which have been added to the Agenda for the Environmental and Leisure Committee Meeting taking place next week. This was **NOTED**.

65.4 Cllr. Woodall – Bognor Regis Carnival Association

65.5 Cllr. Mrs. Yeates – Arun District Association of local Councils (ADALC); Bognor Community Meetings; Bognor Regis Concert Band; Bognor Regis Heritage and Arts Partnership Board (Reserve); Stonepillow (Christian Care Association)

66. TO RECEIVE A REPORT FROM OFFICERS FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH MEETING WITH THE NEIGHBOURHOOD POLICING TEAM

The Civic & Office Manager's report was **NOTED**.

Cllr. Wells, as the Town Councillor representative to these meetings, asked Councillors to let him know if they had any issues to be raised at the next meeting, scheduled to take place on 18th July 2025.

67. TO RECEIVE CORRESPONDENCE

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

68. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION (IF AVAILABLE)

68.1 Director's report, any urgent actions taken for ratification (if available)

Owing to annual leave, the Town Clerk gave a verbal report, which was **NOTED**.

Regarding the Building Insurance Assessment, Members were advised at the March Council Meeting of the outstanding requirement for an insurance risk management survey, including fire stopping to walls following remedial work to the basement ceiling. Now the structure has been restored, fire stopping could be applied to this area. The Cinema Manager confirmed this would be completed by the end of May 2025, in compliance with the six-month deadline given by the risk assessors and it has now been confirmed that this has been completed. The insurers have therefore signed off the final risk improvement as completed.

Internal works/ improvements – Before her annual leave, the Town Clerk received an update from the Group Operational Manager to advise that works to the ground floor café and restaurant remain on hold, as insurers require further information on kitchen extractors, to ensure compliance with fire regulations. Both the café and restaurant therefore currently remain out of service. A contractor has been secured to complete Screen 3 and the toilets on the landing level. The sound and projections contractors have visited the site, and a site visit from the Project Manager to confirm the work schedule is awaited. Work has also progressed on the lower level and front doors, with the partition wall to the main foyer now down. Contractors will review retail once Screen 3 is operational.

Upon her return from annual leave, the Town Clerk requested any further updates and has been advised that a meeting has now taken place on site with contractors. A local company has also been found, and the management team is therefore reviewing who can commit to ensuring a full opening of Screen 3 by the school holidays, along with associated projection pod and opening of the upper foyer.

The Meeting closed at 7.39pm



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 28th JULY 2025

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, D. Dawes (from Min. 49), S. Goodheart, F. Oppler, Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)
Mr. B. Handley (Events Duty Officer) (part of meeting)

The Meeting opened at 6.31pm

40. 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.

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

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

The Clerk had also received apologies from Cllr. Dawes who had advised that he would be late to the meeting.

42. 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.

Cllr. Wells declared a potential Pecuniary Interest in Agenda item 16 as a supplier

43. TO APPROVE THE MINUTES OF THE MEETING HELD ON 2nd JUNE 2025, AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 11th JUNE 2025

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 2nd June 2025, and the Minutes of the Extraordinary Meeting held on 11th June 2025, and these were signed by the Chair.

44. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

45. CLERK'S REPORT FROM PREVIOUS MINUTES

45.1 2nd June 2025 – Min. 8.5 2025-2026 Partnership Funding Bognor Regis Seafront Lights (Year 2 of 3)

Further to the report made to the last meeting advising that an acknowledgement for the 2025-26 Partnership funding had been received from the Secretary and certified accounts for 24-25 would follow, these have now been received along with the Treasurer's Report for year ending 31st March 2025.

45.2 2nd June 2025 – Min. 26 Appointment of Town Council Representatives to the Arun Business Crime Reduction Partnership (BCRP) Management and Partnership Board

As previously noted by Members, the Deputy Clerk has been appointed as the Senior Officer Representative to the Arun BCRP Partnership Board and BCRP Management Board. Following an invitation to appoint a Councillor Representative to the BCRP Partnership Board, Cllr. Waterhouse was proposed and seconded, and this appointment was agreed. Both the Deputy Clerk and Cllr. Waterhouse attended the Board meetings, to which they were appointed, on the 1st of July 2025.

The nature of the meetings and the discussion about individuals means that they are largely confidential so it would not be appropriate to share with anyone not present. Going forward, everyone present at the Board Meetings will be asked to sign a confidentiality agreement. However, Arun have advised that, in future, summary notes containing KPIs and achievements etc., that can be shared in the public domain, will be made available.

45.3 18th November 2024 - Min. 83 NALC secures major victory as the government backs remote council meetings

At the Policy and Resources Committee Meeting held on 18th November 2024, Members were asked to agree any representation to be submitted on behalf of the Town Council in response to the Government's Open Consultation in relation to remote meetings and proxy voting. Members of the Council were asked to provide their responses to the consultation to the Assistant Clerk in time for consideration at the meeting. Unfortunately, as no majority response either in support or against was received from those who responded, a response as a corporate body could not be submitted on behalf of the Town Council.

In a momentous decision, the government has announced plans to amend legislation, allowing local authorities (including parish and town councils) to hold remote and hybrid meetings. This move is a powerful victory for parish and town councils following their persistent advocacy. Since the expiration of temporary COVID-19 provisions in May 2021, which permitted virtual council meetings, NALC have been at the forefront of a national campaign to restore this flexibility. They argued that enabling remote attendance would modernise local democracy, enhance accessibility, and attract a more diverse range of individuals to public service.

The government's consultation, which received 5,844 responses (the vast majority coming from the 3,327 parish and town councils), revealed overwhelming support for remote meeting options. In response, the government acknowledged the need for councils to develop their own remote and hybrid attendance policies tailored to local circumstances. NALC welcome the government's announcement, emphasising that the flexibility to hold remote meetings would empower parish and town councils to respond more effectively to their communities' needs.

However, in response to the consultation last year, NALC expressed that the introduction of proxy voting would present significant challenges for parish and town councils, including undermining democratic accountability, weakening deliberative decision-making, and creating procedural and ethical difficulties. The development marks a significant step forward in modernising local governance and ensuring that parish and town councils can operate effectively and inclusively in the digital age.

46. FURTHER UPDATE FROM THE TOWN MARKETS OFFICER ON THE PLANNED PROGRAMME OF MARKET-STYLE EVENTS FOR 2025/2026 - MIN. 14 REFERS

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

Whilst it had been intended for the Town Markets Officer to provide the update in person at the meeting, owing to illness this had not been possible.

47. REPORT ON 2025 TOWN COUNCIL EVENTS HELD TO DATE FROM EVENTS DUTY OFFICER

The Chair welcomed the Events Duty Officer, Ben Handley, to the meeting and invited him to address the Committee.

Speaking to a slide presentation that had been prepared, the Events Duty Officer summarised the Town Council's free events that had taken place so far this year, sharing pictures and feedback from each.

The Events Duty Officer was praised for their promotional work on social media with it noted that there appeared to have been a demographic change at recent events whereby younger people had been in attendance, which could have a direct correlation. A Member asked whether the use of other social media platforms had been considered to which the Events Duty Officer explained that whilst this had been considered, he was mindful that his post was only a 6-month fixed term contract and, therefore, thought had to be given as to whether there was the resource to continue with this level of online engagement once his contract expired.

The Chair thanked the Events Duty Officer for their contribution to the meeting and to the work of the Town Council.

The Events Duty Officer left the Meeting

48. TO RECEIVE THE TOWN FORCE REPORT

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

In considering taking over the ownership of floral assets from Arun District Council, comment was made around the benefits of bringing such assets in-house to ensure continuity of service.

Members unanimously **AGREED IN PRINCIPLE** to accept responsibility for the maintenance of 24 hanging baskets situated along the London Road Precinct, subject to costs and level of grant funding available from ADC, on the understanding that to do so would require either the recruitment of a seasonal Town Force Member or for the Town Council to engage a contractor to carry out this work. Projected costs will be provided at a future date to allow for an informed decision.

49. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MAY AND JUNE 2025

Cllr. Dawes arrived to the Meeting

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

50. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR JUNE 2025 (JULY NOT YET AVAILABLE) AND UPDATE ON THE SERVICE PROVISION

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 June 2025, was **NOTED**.

Members further **NOTED** the update in personnel in relation to the service provision.

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

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

A Member asked if the lighting in York Road could be followed up with the BID, to establish whether they were working yet.

52. BOGNOR REGIS TOWN ACTION GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 26th JUNE 2025 INCLUDING: -

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

52.1 Approval of any suggested amendments to draft Terms of Reference proposed by members of the Town Action Group and recommend to Council for adoption - Min. 21.2 refers

Members **AGREED** that the draft Terms of Reference for the Town Action Group should be amended to include the additional members suggested by the Group, and that these be **RECOMMENDED** to Council for adoption.

53. TO RATIFY THE ADDITIONAL COSTS OF RADIO HIRE FOR BRTC COMMUNITY WARDEN £318.80 AND £37.80 INCL. VAT FOR CORRESPONDING EARPIECE

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

Members unanimously **RATIFIED** the additional costs of radio hire for the BRTC Community Warden at a cost of £318.80 and £37.80 incl. VAT, for the corresponding earpiece to ensure GDPR compliance, to be funded from the Economic Development Fund in line with the current Warden services.

54. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 3rd JUNE 2025 AND AGREE ANY NEXT STEPS

The Town Clerk's report, and the Notes of the ADC/BRTC Liaison Meeting held on 3rd June 2025, was **NOTED**.

55. FINANCIAL REPORTS INCLUDING: -

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

55.1 To note Committee I&E Reports for the month of June 2025 - previously copied to Councillors

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

55.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of May and June 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**.

56. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

56.1 To ratify expenditure of £692.58 excluding VAT for the additional cost of new shower installations on the seafront

Members **RATIFIED** expenditure of £692.58 excluding VAT for the additional cost of new shower installations on the seafront.

56.2 To ratify expenditure of £765.83 excluding VAT for a new Canon Camera

Members **RATIFIED** expenditure of £765.83 excluding VAT for a new Canon Camera whilst noting that Part Exchange value received for the old Canon camera of £191.67 excluding VAT against the new purchase.

56.3 To consider expenditure of £1,925 excluding VAT for the installation of sockets to lamp post columns in Queensway and expenditure of £950 excluding VAT for structural inspection of the columns, to facilitate Christmas illuminations

Having considered the quotation for the installation of commando sockets on lamp columns in Queensway, as a solution to the long-term power supply problems at this location in relation to Christmas illuminations, Members **RESOLVED** to **AGREE** expenditure of £1,925 excluding VAT for installation and £950 excluding VAT for structural inspection of the columns.

57. CORRESPONDENCE

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

58. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (CONTRACTUAL AND 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 items 20 (contractual) and 21 (staffing).

59. 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.

60. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUBCOMMITTEE (STAFFING) MEETING HELD ON 28th JULY 2025

60.1 Members unanimously **AGREED** the recommendation that a temporary 6-month Town Force Member be employed as soon as possible, to provide some much-needed additional resource.

60.2 It was unanimously **AGREED** that recruitment of a Deputy Clerk, advertised on a starting salary of £52,632, be undertaken as soon as possible to allow for a handover period before the new Town Clerk takes on the role. It was further **AGREED** that, on this occasion, Cllrs. Waterhouse, as Chair of the Policy and Resources Committee and Cllr. Mrs. Yeates, as Mayor, be included on the interview panel, alongside the incoming Town Clerk and with input from the current Town Clerk. Should Cllrs. Waterhouse or Mrs. Yeates be unavailable on the interview day set, then either Cllr. Nash or Wells will act as a reserve.

The Meeting closed at 7.33pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 22nd JULY 2025

PRESENT:

Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, S. Goodheart, Miss. C. Needs, P. Ralph, M. White and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. J. Davis (Deputy Clerk)

The Meeting opened at 4.02pm

38. 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.

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

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

40. 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, Miss. Needs, Mrs. Warr 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

41. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 1st JULY 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 1st July 2025 as an accurate record of the proceedings and the Chair signed them.

42. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 4.04pm

The applicant for planning application BR/91/25/PL spoke in favour of the application, explaining the proposals, and invited any questions from Councillors.

The Chair reconvened the Meeting at 4.13pm

43. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

44. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 27th JUNE, 4th AND 11th JULY 2025

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

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

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

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

There were no Premises Licence applications, including any variations or any other Licence applications, for Bognor Regis to be considered.

46. 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.

47. CORRESPONDENCE

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

The Meeting closed at 4.42pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 22nd JULY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 27th JUNE, 4th AND 11th JULY 2025)**

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

<u>BR/40/25/HH</u> <u>14 Laburnum Grove</u> Bognor Regis PO22 9HT	Change of cladding to front elevation.	NO OBJECTION
<u>BR/91/25/PL</u> <u>1 & 2 Sudley Terrace</u> High Street Bognor Regis PO21 1EY	Change of use of upper floors at 1 Sudley Terrace and additional storey to provide 4 No. 1 bed flats with associated works. This application may affect the setting of a listed building and is in CIL zone 4 (zero rated).	NO OBJECTION
<u>BR/98/25/PL</u> <u>Pixie Cottage</u> <u>Rear of 1 Linden Road</u> Bognor Regis PO21 2AL	Conversion of former storage unit to 1 No 1 bed habitable unit. This application may affect the setting of a listed building and may affect the character and appearance of the Bognor Regis Railway Station Conservation Area and is in CIL Zone 4 and is CIL Liable as a new dwelling.	NO COMMENT As the Town Council owns the property neighbouring planning application BR/98/25/PL, that being the Picturedrome cinema building, Members resolved to neither support nor object to the application to avoid any conflict of interest. However, having discussed the application, Members wished to share their concerns about emergency evacuation and vehicle access as a result of the property being located down a small alleyway. There was also comment made about the lack of amenity space and bin and cycle storage.

<p><u>BR/118/25/T</u> <u>Oakwood Court</u> <u>Victoria Drive</u> Bognor Regis PO21 2EG</p>	<p>Reduce and lift crown of 1 No Chestnut tree to previous reduction points.</p>	<p>NO OBJECTION 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>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 12th AUGUST 2025

PRESENT: Cllrs: J. Barrett, D. Dawes, S. Goodheart,
Miss. C. Needs, P. Ralph, B. Waterhouse, M. White (from
Min. 53) and Mrs. G. Yeates

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

The Meeting opened at 4.03pm

48. 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.

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

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

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

50. 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, Miss. Needs 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

51. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 22nd JULY 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 22nd July 2025 as an accurate record of the proceedings and the Chair signed them.

52. 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.

Cllr. White arrived to the Meeting

53. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

54. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 18th, 25th JULY AND 1st AUGUST 2025

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

55. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 121952: PUNCH & JUDY, 13 HIGH STREET, BOGNOR REGIS, PO21 1RJ; PREMISES LICENCE 122022: PAMPOROVO MINI MARKET, 25 STATION ROAD, BOGNOR REGIS, PO21 1QD; PREMISES LICENCE 122023: ROCKS BAR & GRILL, 41 - 43 HIGH STREET, BOGNOR REGIS, PO21 1RX

- 55.1 Licensing Act 2003**
Premises: Craft Union Pub Company Ltd, T/A Punch & Judy 13 High Street, Bognor Regis, PO21 1RJ
Licence Number: 121952

The Committee noted the application to vary the Premises Licence to: - extend sale of alcohol Monday - Thursday and Sunday to 0100; extend sale of alcohol Friday and Saturday to 0200; extend closing time by 30 minutes; Remove and replace some conditions.

It was agreed that the night-time economy should be supported and acknowledged that other licensed premises in High Street had extended operating hours. However, there has been serious concern around the level of antisocial behaviour in the Town Centre, much of which takes place on High Street. Whilst comment was made about the fairness of other premises being permitted to sell alcohol into the early hours, it was felt that permitting yet another premises to operate in this way would only be for the applicant's financial gain, and not for the benefit of the community.

In relation to the removal of Conditions 3 (Pub Watch Scheme) and 4 (radio link), Members were opposed to this as it is in direct contravention of the aims of the Bognor Regis Town Centre Action Group's Action Plan where one of the outcomes is better communications between day-time and night-time economies and a joint Forum between those involved with the Pub Watch Scheme and Shop Watch Scheme. Improved communications and information sharing has the potential to identify emerging issues in the Town Centre with appropriate action taken to avoid an escalation that further damages the perception of Bognor Regis and feelings of safety.

In the past, the Town Council has been advised by ADC's Licensing Team that an application cannot be objected to on the grounds that breaches of the licensing objectives 'might' happen. Nonetheless, it is requested that ADC's Licensing Sub-Committee considers police and DISC reports that evidence the antisocial behaviour in High Street and further consider whether there is a direct correlation with licensed premises in the area.

Unless the licensing objectives are stringently adhered to, and Conditions 3 and 4 are retained, then the Town Council **OBJECT** to the variation to the Premises Licence being granted.

55.2 Licensing Act 2003

Premises: Pamporovo Mini Market, 25 Station Road, Bognor Regis, PO21 1QD
Licence Number: 122022

The Committee noted the application for a review under Section 51, by Trading Standards, on the grounds that the Licensing objectives of: - The prevention of crime and disorder; The protection of children from harm; The prevention of public nuisance have been seriously undermined.

Members considered the grounds on which Trading Standards had requested a review of the premises licence, that being persistent breaches of the licensing objectives, and subsequent recommendation that the licence be revoked.

The premises operates in an area of the town that has suffered from long-running antisocial behaviour often associated with street drinking, and there are concerns that licence holders within the vicinity are exacerbating the issue by, for example, selling single cans/bottles of alcohol which is often high in strength. Antisocial behaviour at Station Square has resulted in numerous multi-agency meetings being called to specifically address the problems arising, and a Town Centre Action Group including members from all local authorities, police and the local MP has also been established to combat similar problems in the Town Centre.

With the evidence from Trading Standards suggesting that licensing objectives appear to be being seriously compromised, the Committee did not feel that the premises licence holder could be relied upon to act responsibly.

Therefore, Members **RESOLVED** to **SUPPORT** Trading Standards suggestion that the premises licence for Pamporovo Mini Market be **REVOKED**.

55.3 Licensing Act 2003

Premises: Rocks Bar & Grill, 41 - 43 High Street, Bognor Regis, PO21 1RX
Licence Number: 122023

The Committee noted the application to vary the Premises Licence to: - provide a roof top terrace with seating for 60, featuring a high retaining

wall around the perimeter and small bar serving a limited selection of summer-based beverages.

Concern was expressed around the use of the roof terrace, and in particular the playing of live or recorded music, that could result in detrimental impact to the amenity of local residents by way of adverse noise pollution.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted on the condition that the use of the roof terrace is prohibited after 23:00hrs Monday-Sunday.

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

The following Pavement Licence application was made to Arun District Council, under the Business and Planning Act 2020: -

- Licence Application Number: 122071 – Bonito Lounge, 1 London Road, Bognor Regis, West Sussex, PO21 1PQ.

Members **RESOLVED** to raise **NO OBJECTION** in relation to the Pavement Licence (No. 122071) for Bonito Lounge being granted.

57. TO DISCUSS HOW DEVELOPERS CAN ADDRESS THE FUTURE FLOOD RISK TO PROPOSED SITES IN BOGNOR REGIS INCLUDING THE IMPACTS OF CLIMATE CHANGE, WHEN MAKING AN APPLICATION, TO SATISFY THE REQUIREMENTS AS SET OUT IN THE NATIONAL PLANNING POLICY FRAMEWORK AND ARUN LOCAL PLAN, AND TO AGREE ANY ACTION

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

Members discussed the requirement placed upon developers to assess future flood risks and the impacts of climate change when submitting a planning application. Whilst the Town Council is only a statutory consultee, it was felt that by the Planning and Licensing Committee having a better understanding of how developers might reasonably be able to meet this requirement, this would help in the consideration of future Planning Applications that could be affected.

It was **AGREED** that contact be made with ADC's Planning Team, in the first instance, to seek clarification on the matter with a report brought back to a future meeting.

58. CORRESPONDENCE

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

Additional correspondence included: -

- 58.1** WSCC – Public Notice that Sadler Street, Bognor Regis, will be temporarily closed to all traffic commencing 4th August 2025 for a maximum of 21 days. It is anticipated that works will be completed on 8th August 2025. The road closure is required for the safety of the public and workforce while Portsmouth Waterworks Company undertakes an emergency road closure due to a customer having no water. The restriction will be in place 24 hours. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians within the closed area.
- 58.2** WSCC – Public Notice that Spencer Street, Bognor Regis, will be temporarily closed to all traffic commencing on 6th August 2025 for a maximum of 21 days. It is anticipated that works will be completed on 11th August 2025. The road closure is required for the safety of the public and workforce while Portsmouth Waterworks Company undertakes an emergency road closure to facilitate a new water connection. The restriction will be in place 24 hours. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians within the closed area.
- 58.3** WSCC – Public Notice that Market Street, Bognor Regis, will be temporarily closed to all traffic commencing 12th August 2025 for a maximum of 21 days. It is anticipated that works will be completed on 22nd August 2025. The road closure is required for the safety of the public and workforce while Southern Water undertakes an urgent dig down and replaces a collapsed sewer pipe in the carriageway. The restriction will be in place 24 hours. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians within the closed area.
- 58.4** WSCC – Public Notice that Canada Grove, Bognor Regis, will be temporarily closed to all traffic, between the junctions with Linden Road and Queensway for a distance of approximately 200 metres, commencing 21st August 2025 for up to 5 days. It is anticipated that works will be completed on 21st August 2025. The road closure is required for the safety of the public and workforce while West Sussex County Council undertakes footway repair works. The restriction will be in place daytime only from 09:30 until 15:30. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians within the closed area.
- 58.5** Western Sussex Rivers Trust – Details of four litter cleans taking place in September 2025 to clean up the River Lavant in Chichester.

The Meeting closed at 4.54pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 12th AUGUST 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 18th, 25th JULY AND 1st AUGUST 2025)**

Please Note: there were no planning applications for Bognor Regis on List dated 1st August 2025

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

<u>BR/115/25/PL</u> <u>Ground Floor Flat A</u> <u>32 Lyon Street</u> Bognor Regis PO21 1DA	Single storey rear extension.	NO OBJECTION Whilst Members do not consider there to be sufficient material grounds on which to object to Planning Application BR/115/25/PL, they do wish to share concerns around the lack of parking space to meet the standard parking provision as set out by ADC.
<u>BR/114/25/HH</u> <u>71 Mead Lane</u> Bognor Regis PO22 8AP	Replace existing rear conservatory onto existing base.	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 2nd SEPTEMBER 2025

PRESENT:

Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, S. Goodheart, P. Ralph, M. White and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. J. Davis (Deputy Clerk)
Louise Barnetson (Western Sussex Rivers Trust) (part of meeting)

The Meeting opened at 4.03pm

59. 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.

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

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

61. 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, Mrs. Warr 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

62. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 12th AUGUST 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 12th August 2025 as an accurate record of the proceedings and the Chair signed them.

63. 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.

64. TO RECEIVE A PRESENTATION FROM LOUISE BARNETSON, FROM WESTERN SUSSEX RIVERS TRUST, ABOUT HER WORK AS A WATER CHAMPION FOR PARISHES AND COMMUNITIES

The Chair welcomed Louise to the meeting, who then went on to introduce herself to Members and explained her role.

Louise spoke about her work, and that of colleagues, on behalf of the Trust and of the projects that were being worked on with partners such as the South Downs National Park and the RSPB relating to waterways such as ponds and rife, including the Aldingbourne Rife which runs through the parish of Bognor Regis. Specifically, volunteers had been helping the Trust to carry out water quality testing of the Aldingbourne Rife, for which data prior to 2025 had been scarce.

Results so far have recorded high levels of phosphate, nitrate and non-dissolved solids being present in the water, which are indicative of pollution.

Liaison work is being carried out with Southern Water, in particular, who are responsible for wastewater treatment works at Tangmere which may be linked to discharges into the river. Louise stated that Southern Water is doing a lot of work to address sewage overflows with Bognor Regis being a focus, and a target to reduce spills to 10 or less per year by 2027. They are also wanting to reduce the amount of surface water entering the sewerage system and Western Sussex Rivers Trust are helping by promoting the use of water butts, for example, through public messaging around the importance of saving rainwater.

Louise also spoke about other areas in which the Trust are educating members of the public such as ways in which sewage pollution can be reported, and training about the effect that invasive plant species can have on waterways, how to identify them and how to report.

The Chair thanked Lousie Barnettson for her presentation and she left the Meeting

65. CLERK'S REPORT FROM PREVIOUS MINUTES

ADC Licensing Policy Review – August 2025

The Clerk emailed Committee Members on the 18th of August 2025, advising that Arun District Council's Licensing Policy consultation and review was underway.

Under the Licensing Act 2003, Arun District Council must review its policy every five years, and this consultation helps guide decisions on licence applications, reviews and temporary event notices. The policy covers the sale and supply of alcohol, late-night refreshments and regulated entertainment, providing useful information for applicants, objectors, and responsible authorities, such as the Police, Trading Standards and Environmental Health.

A copy of the draft policy was attached to the email, with changes in red, along with a screenshot of the questions contained within the consultation questionnaire. To meet the consultation deadline, Members were asked to respond to the Clerk's email with any comments to be submitted in response to the consultation by the 26th of August.

With only Cllr. Needs responding to the Clerk's email, with no comment, there was no representation submitted on behalf of the Town Council to Arun, in response to their Licensing Policy consultation.

The results of the consultation will be reported to Arun's full Licensing Committee for consideration of any proposed changes to the Licensing Policy.

66. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 8th, 15th AND 22nd AUGUST 2025

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

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

Cllr. Dawes declared an Ordinary interest in Planning Application BR/135/25/CLP, stating that he would not take part in discussions and abstained from voting

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

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

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

68. 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 for Bognor Regis to be considered, nor representations to be ratified.

69. TO CONSIDER WEST SUSSEX COUNTY COUNCIL'S PROPOSAL TO MAKE A PERMANENT TRAFFIC REGULATION ORDER THAT WILL AMEND PARKING RESTRICTIONS IN THE BOGNOR REGIS CONTROLLED PARKING ZONE, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

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

Having considered the proposals, Members **AGREED** to make **NO COMMENT** in response to the County Council's consultation in relation to making a permanent Traffic Regulation Order that will amend parking restrictions in the Bognor Regis Controlled Parking Zone.

70. CORRESPONDENCE

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

The Meeting closed at 5.30pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 2nd SEPTEMBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 8th, 15th AND 22nd AUGUST 2025)**

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

<u>BR/133/25/HH</u> <u>8 Glenwood Avenue</u> Bognor Regis PO22 8BS	First floor side extension and loft conversion.	NO OBJECTION
<u>BR/135/25/CLP</u> <u>Trevali</u> Belmont Street Bognor Regis PO21 1LE	Lawful development certificate for the proposed change of use from C4 (HMO) to C2 (Residential Institution).	NO OBJECTION
<u>BR/137/25/T</u> <u>99 Marshall Avenue</u> Bognor Regis PO21 2TW	1 No. Ash (T1) reduced back to previous pruning points to leave a height of 8m and a spread of 8m.	NO OBJECTION 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.
<u>BR/139/25/PL</u> <u>Land outside 71A Aldwick Rd</u> Bognor Regis PO21 2NW	Installation of 1 No new communications Kiosk with integrated defibrillator. This application is in CIL Zone 4 (Zero Rated) as other development.	OBJECTION Members objected to the installation of the proposed communications kiosk at this location on the grounds of the poor highway visual splay that it would cause. Planning permission was recently granted in relation to application BR/65/25/PL (New Barn Garage, 65-67 Aldwick Road, PO21 2NW) which proposed to change the use of the existing car showroom to a self-storage unit. The plans

<p><i>BR/139/25/PL (continued)</i> <i>Land outside 71A Aldwick Rd</i> <i>Bognor Regis</i> <i>PO21 2NW</i></p>		<p>submitted show roller shutter doors installed at either end of the building from which cars would enter and exit the self-storage unit onto Aldwick Road. Placing a communications kiosk within such close proximity would reduce visibility for drivers using one of these entrances/exits which would create an unacceptable impact on highway safety. The kiosk at the proposed location would prevent drivers from seeing oncoming traffic or pedestrians, thereby increasing the risk of accidents. The visibility splay for those entering/exiting the self-storage unit must be kept clear of obstructions to ensure drivers and pedestrians have a clear line of sight to see and be seen by other road users. Members consider that the lack of adequate visibility will endanger road users, creating an unacceptable impact on highway safety, and is contrary to the ALP Policy D DM1.</p>
<p><u>BR/140/25/A</u> <u>Land outside 71A Aldwick Rd</u> Bognor Regis PO21 2NW</p>	<p>1 No. internally illuminated digital display.</p>	<p>OBJECTION Having objected to associated Planning Application BR/139/25/PL, Members also objected to BR/140/25/A.</p>

<u>BR/142/25/A</u> <u>Land Outside 60 London Rd</u> Bognor Regis PO21 1PT	Installation of 1 No. communications kiosk with integrated defibrillator and advertising display.	NO OBJECTION
<u>BR/141/25/PL</u> <u>Land Outside 60 London Rd</u> Bognor Regis PO21 1PT	Installation of 1 No. communications kiosk with integrated defibrillator and advertising display. This application is in CIL zone 4 (zero rated).	NO OBJECTION
<u>BR/138/25/DOC</u> <u>10 Nelson Road</u> Bognor Regis PO21 2RY	Approval of details reserved by condition imposed under reference BR/47/25/PL relating to condition number 3 - schedule of materials and finishes and condition number 4 - Biodiversity Enhancement Layout.	NO OBJECTION
<u>BR/143/25/CLP</u> <u>47 Highfield Road</u> Bognor Regis PO22 8PD	Lawful development certificate for a proposed loft extension/conversion and single storey extension to side/rear.	OBJECTION With concerns about the proximity of the side/rear extension to the boundary and the limited access this would allow for maintenance of the exposed wall, along with the potential for light pollution from the proposed Velux windows impacting the bedrooms of the neighbouring property, following a vote it was agreed to object on these grounds.
<u>BR/136/25/PL</u> <u>26 & 28 Sudley Road</u> Bognor Regis PO21 1ER	Installation of accessible ramp to front with widened access, reconstruction of dormer windows as per existing and installation of AOV (automatic opening vent) over communal staircase (rear roof slope). This application is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/145/25/PL</u> <u>First and second floor</u> 6 Highfield Road Bognor Regis PO22 8BG	Retention for change of use from 1 No. flat to a 4 bed HMO (Class C4). This application is in CIL Zone 4 (Zero Rated) as other development.	OBJECTION Noting that this was a retrospective application, Members discussed the fact that this application was in Hotham Ward, an area with an Article 4 direction. The

<p>BR/145/25/PL (continued) First and second floor 6 Highfield Road Bognor Regis PO22 8BG</p>		<p>Town Council are led to believe that the saturation point in this Ward for HMO's is 5% and that the level is currently around 3.8%. Questions were raised around how confident Arun District Council can be in accurately recording these saturation levels when there are HMOs in existence, such as this, where change of use is sought retrospectively. This is exacerbated when such HMOs are beneath the threshold for an HMO licence and are, therefore, potentially going 'under the radar' and contributing to a false reading when Arun report saturation levels.</p> <p>If permitted, 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 adverse harm to the character of the area due to the number of such uses contrary to policy HSP4 a) of the Arun Local Plan.</p> <p>Insufficient information has been provided to demonstrate that there is a sufficient capacity to accommodate the expected parking demand in existing streets without</p>
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<p>BR/145/25/PL (continued) First and second floor 6 Highfield Road Bognor Regis PO22 8BG</p>		<p>causing harm to the amenity of neighbouring properties by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies HSP4 b), T SP1 (d) and QE SP1 of the Arun Local Plan.</p> <p>It is also not possible to demonstrate that adequate washing facilities and bathroom requirements, as specified in the regulations, have been provided. Whilst the description is for a 4-bed HMO, the plans show these as double bedrooms, meaning there is the potential for up to 8 occupants. If the number of occupants is in excess of 4 then the required amenity level has not been provided.</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 14th JULY 2025

PRESENT:

Cllr. K. Batley (Chair); Cllrs: D. Dawes, R. Nash (until Min. 29), Miss. C. Needs, P. Ralph, M. Stanley, Mrs. J. Warr (until Min. 29), M. White and P. Wells

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)
1 member of the public
Mrs. G. Frost (Town Clerk) for part of meeting

The Meeting opened at 6.32pm

21. 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.

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

Apologies for absence were received from Cllr. P. Woodall. The Clerk recommended that the reason given was acceptable, and the absence was **APPROVED** by Members.

23. 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. Batley declared an Ordinary Interest in Agenda item 12 owing to his family connection

Cllr. Miss. Needs declared an Ordinary Interest in Agenda item 12 as a volunteer representative

24. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 19th MAY 2025, AND THE EXTRAORDINARY MEETING HELD ON 9th JUNE 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 19th May 2025, and the Extraordinary meeting held on 9th June 2025, as an accurate record of the proceedings and the Chair duly signed them.

25. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

No questions were raised, and thus, the meeting was not adjourned.

26. CLERK'S REPORT FROM PREVIOUS MINUTES

26.1 3rd February 2025 - Min. 72.4. Consideration of Youth & Young Persons Budget 2024/2025 Applications

Of the four successful funding recipients, that being Bognorphenia CIC Music Project, Bognor Regis Youth & Community Centre, Making Theatre Gaining Skills CIC, and South Coast Skate Club CIC, to date only South

Coast Skate Club CIC has submitted the monitoring form, in accordance with the Town Council's Funding Policy.

South Coast Stake Club CIC reports that a total of eighteen, 2-hour skate sessions were delivered between 17th - 19th February, and 7th - 18th April 2025. Across the sessions, 160 children attended aged between 3-15 years old (76 girls, 79 boys and 5 identifying as non-binary).

26.2 19th May 2025 – Min. 7.2 Nomination of Alexandra Theatre as an Asset of Community Value

Arun District Council, under Asset of Community Value Nomination Reference: ACV106, approved Alexandra Theatre, Belmont Street, Bognor Regis PO21 1BL, an Asset of Community Value on 18th June 2025. Valid for five years, Arun will add the Theatre to their list of Assets of Community Value and place a "charge" on both The Local Land Charges Register and Land Registry. Further information can be found at <https://www.arun.gov.uk/assets-of-community-value>.

26.3 19th May 2025 – Min. 7.3 Letter to Arun District Council in relation to Promenade Bandstand Lights

The Property, Estates, and Facilities Manager informed on 11th July 2025, by email, receipt of replacement lights by the Contractor is due. No timescales or dates, as yet, are confirmed.

26.4 9th June 2025 – Min. 20 Christmas Illuminations – Queensway

Following a quotation request in relation to the resolution of power supply issues for the Christmas illuminations in Queensway, Enerveo have indicated that the installation of feeder pillars would be expensive, citing three primary factors:

1. Position of the LV (Low Voltage) main.
2. Positioning of feeder pillars to rear of footway, as required by Highway Authority – West Sussex County Council.
3. Resultant excavations and permanent reinstatements.

Thus, commando sockets are the only viable option for which the Christmas lights contractor has provided a quotation. Installation of sockets and subsequent illuminations would require approval of a Third-Party Agreement, requiring mandatory non-destructive certification of the columns. Anticipated expenditure is in the region of £1,086 which could be funded from Rolling Capital, as one-off infrastructure improvement.

27. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 14th JANUARY, 28th MAY AND 25th JUNE 2025

The Committee Clerk's report, including appendices relating to the Notes of the Working Group, was **NOTED**.

- 27.1 Recommendation for date of presentation for Youth Groups Competition winners - Min. 5.2 of 25th June 2025 refers**
Members unanimously **RESOLVED** to **RATIFY** the date of presentation for Youth Groups Competition winners, whilst noting this was held at 4pm on Thursday 3rd July 2025, at Bognor Regis Mini Golf.
- 27.2 Recommended expenditure of £16 plus VAT for the purchase of a winner's plaque for the Youth Groups Competition - Min. 5.2 of 25th June 2025 refers**
Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £16 plus VAT for the purchase of a winner's plaque for the Youth Groups Competition, to be funded from the 2025/2026 Competition Expenses Budget.
- 27.3 Recommended expenditure of £30 for 2x vouchers for winners of the Youth Groups Competition - Min. 5.2 of 25th June 2025 refers**
Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £30 for vouchers for winners of the Youth Groups Competition, to be funded from the 2025/2026 Competition Expenses Budget.
- 27.4 Recommended expenditure of £368.50 plus VAT for bedding plants for the winning designs of the Youth Groups Competition - Min. 5.2 of 25th June 2025 refers**
Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £368.50 plus VAT for bedding plants for the winning designs of the Youth Groups Competition, to be funded from the 2025/2026 Competition Expenses Budget.
- 27.5 Recommended expenditure of £15 for the winning entrants of the Schools Competition - Min. 5.3 of 25th June 2025 refers**
Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £15 for a voucher for the winner of the Schools Competition, to be funded from the 2025/2026 Competition Expenses Budget.
- 28. YOUTH AND YOUNG PERSONS BUDGET 2025/2026 INCLUDING: - TO REVIEW THE GUIDELINES/CRITERIA, FUNDING POLICY AND APPLICATION FORM, AND AMEND IF REQUIRED – MIN. 89.1 REFERS; TO AGREE THE DATE OF AN EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING LATE JULY/EARLY AUGUST TO CONSIDER APPLICATIONS – MIN. 89.2 REFERS**
- The Committee Clerk's report, including the Funding Policy and application form attached, was **NOTED**.
- 28.1** Following a review of the Funding Policy, Members **AGREED** to make a slight amendment under "who can apply?" by specifically naming the five Wards of Bognor Regis, within which organisation/applicants must operate or

whose activities and projects benefit Bognor Regis residents from these Wards.

With the agreed changes to the policy incorporated, Members **AGREED** to **APPROVE** the Funding Policy and Youth and Young Persons application form for use in 2025/2026.

- 28.2** It had previously been agreed that applications to the Youth and Young Persons Budget 2025/2026 would be considered en-bloc, in mid-July 2025, with funding awarded at an Extraordinary Meeting to be held late July/early August 2025. However, with the Funding Policy and application form only just approved, it was suggested that this timeline needed to be extended, and alternative dates considered.

It was therefore **AGREED** that a deadline date for receipt of all applications, be set for 5pm on Monday 22nd September 2025, with an Extraordinary Meeting of the Committee to take place at 6.30pm on 13th October 2025.

Cllrs. Nash and Mrs. Warr left the Meeting

- 29. CHRISTMAS ILLUMINATIONS 2025 INCLUDING: - TO AGREE THE LIGHTING DISPLAY PROPOSALS AS PREVIOUSLY PRESENTED - MIN. 20 REFERS; TO AGREE MEMBERS OF THE CHRISTMAS ILLUMINATIONS WORKING GROUP - MIN. 20 REFERS**

The Committee Clerk's report, including the display options, a summary of Members preferred options, and answers to questions raised with the Christmas lights contractor appended to the report, was **NOTED**.

The Committee Clerk detailed the preferred options, following his consultation via email with the Committee, however he commented that not all Members had responded, which had not allowed for a majority decision in some cases, of the design options available. Discussion took place regarding the Motif Crossings for High Street, London Road and York Road, with the majority of those Members present in favour of the "Perie" option, which was agreed.

The Chair sought advice from the Town Clerk who was present in the public gallery, who stressed the importance of decisions being reached as soon as possible on the Christmas lights to enable the order to be placed with the contractor. The Council needed to ensure the displays would be ready for installation in time for the Switch-On event at the end of November and the Clerk recommended that the Working Group should be tasked with agreeing the detail and delivering the project, within the allocated budget so this timeframe could be met.

29.1 Members in discussion, and with consideration to time, complexity of choice and further comments made, deemed, in consultation with the Town Clerk, a Working Group would be best suited to deliver the Christmas Illuminations.

29.2 Members **AGREED** that the membership of the Christmas Illuminations Working Group would include Cllrs. Batley, Dawes, Stanley and Wells. To enable the Working Group to progress with the project, it was **RESOLVED** that Delegated Authority be given to the Clerk in liaison with the Working Group to progress the provision of Christmas Illuminations within the budget previously set.

30. 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, detailing that it had not been possible to submit representation on behalf of the Town Council in response to any of the applications owing to an insufficient number of Councillors responding to the request from the Committee Clerk, was **NOTED**.

31. TO NOTE THAT THE CANCELLED MEETING OF THE ALLOTMENTS SUB-COMMITTEE, DUE TO BE HELD ON 16th JUNE 2025, HAS BEEN RESCHEDULED AND WILL BE HELD AT 6.30PM ON 18th AUGUST 2025

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

Members **NOTED** that the cancelled meeting of the Allotments Sub-Committee, of which all those on the Environmental and Leisure Committee are Members, due to be held on 16th June 2025, has been rescheduled and will be held at 6.30pm on 18th August 2025.

32. TO CONSIDER THE FOLLOWING REQUESTS FROM THE 39 CLUB, REFERRED FROM CLLR. M. WHITE: -

32.1 For Bognor Regis Town Council to facilitate a meeting of youth providers in the locality as a platform to share information about the services and projects they deliver

A Member stated, in context, the 39 Club intends to reach out to other local youth providers, including The Pheonix Centre and Bognor Regis Youth & Community Centre to ascertain what projects these providers intend, now and in the immediate future.

With the Member asked to liaise directly with the 39 Club, it was **AGREED** to **DEFER** further consideration to allow for the Member to report back to the Committee at the next scheduled meeting on 15th September 2025.

- 32.2 For the Town Council to support the delivery of Youth Voice, providing an opportunity for young people to discuss their ideas, concerns and what projects they'd like to see**

It was **AGREED** to **DEFER** consideration of supporting delivery of Youth Voice until the Member's report referred to in Minute 32.1 was received.

33. CORRESPONDENCE

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

The Meeting closed at 7.48pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 8th SEPTEMBER 2025**

**AGENDA ITEM 12 – TO RECEIVE ANY FEEDBACK FROM THE
COUNCILLOR DROP-IN SURGERY HELD ON 8th JULY 2025**

REPORT BY THE TOWN CLERK

FOR DECISION

At the Councillor Drop-In Surgery held on 8th July 2025, from 1.30pm until 3.30pm, at London Road Precinct (southern end), the following were in attendance: -

BRTC Councillors: P. Wells, M. White and Mrs. G. Yeates
BRTC Officers: Mr. M. Douglas (Town Market Officer) and Mr. B. Handley (Events Duty Officer)

Approximately 38 members of the public engaged with the Councillors present. A summary of the issues discussed, comments made, and questions asked included: -

- The hoardings opposite the Pier and whether local groups could be asked to produce art to improve the look of them
- Days in which Markets will be held in the Town Centre and possibility of including a stall that sells refillable products
- Completion dates of the Alexandra Theatre regeneration project
- Tyre yard in Ockley Road and its dangerous location in a residential area
- The recent 'Worst Seaside Town' 'Which?' article
- Positive comments from owner of the William Hardwicke regarding outcomes thus far from the Bognor Town Action Group meetings and increase in policing levels, along with the BRTC Warden employment
- Positive comments on local events, including Drive through Time
- Need for more litter picks in the area
- Concern about number of rough sleepers in Marine Park Gardens
- Fly tipping issues in Steyne Street
- Levels of anti-social behaviour
- Electric scooter use in Town Centre
- Interest in volunteer work within the Council and the requirements
- Questions about Town Force vacancies

The next Councillor Drop-In Surgery will be held at the Railway Station on Friday 19th September, between 12pm and 2pm, as noted at the Annual Town Council Meeting held on 12th May 2025 (Min. 26 refers).

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 8th SEPTEMBER 2025**

AGENDA ITEM 13 – TO FURTHER CONSIDER LIGHTING OF A ‘LAMP LIGHT OF PEACE’ AS PART OF THE TOWN COUNCIL’S ARMISTICE DAY SERVICE ANNUALLY, FROM 11th NOVEMBER 2026, DEFERRED FROM THE PREVIOUS MEETING - MIN. 60 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the Town Council Meeting, held on 7th July 2025, Members discussed the proposal to light a ‘Lamp Light of Peace’ as part of the Town Council’s Armistice Day Service annually, from 11th November 2026.

Following the success of the lighting of hundreds of lamps for ‘Lamp Light of Peace’ initiative on 6th June 2024 and 8th 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 11th November 2026. Members were informed that a prayer had been written for the occasion, which it was suggested be read over the Lamp, after the two-minutes silence. The cost for the suggested Feuerhand hurricane lantern, including a durable carry case, is £55.00.

During discussion, some Members raised concerns as to any religious connotations behind partaking in lighting the ‘Lamp Light of Peace’, including the prayer that it was suggested be read whilst the lamp is lit. Some expressed support for the proposal, citing the symbolism behind this as humanistic and showing support for peace, rather than a religious act. Others questioned where the lamp would be situated, with suggestions of the War Memorial and the Town Hall Balcony coming forward, with the latter being the potentially safer destination for the lamp, provided ADC would give permission for this. The Town Clerk confirmed that the proposal was for the lamp to be lit as part of a small ceremony on Armistice Day, rather than during the Remembrance Sunday Service, which was a much bigger and more public event.

With differing opinions and questions regarding whether local Armed Forces would support this initiative, as well as the lack of sight of the proposed prayer itself, and uncertainty on how long the lamp would be left burning, Members agreed to defer this item to the September Council Meeting, to allow time for Officers to make further enquiries and report back to Members (Min. 60 refers).

The proposed prayer is attached as **Appendix 1**.

Further to the last meeting, Officers have liaised with contacts from the local Armed Forces. From the responses received, support was generally shown for the adding of this element to the current format of the Town Council's Armistice Day commemorations. One representative suggested that the International Day of Peace, which takes place annually on 21st September, may be a more befitting day for the lighting of a 'Lamp Light of Peace', but of course, this is not what is being proposed by the Pageantmaster. There were no responses received in opposition to the proposal.

Through discussions with the Bognor Regis Town Crier, it has been established that the Lamp will only be left 'burning' for the duration of the short service and that it is to be extinguished and brought inside, following the conclusion, therefore, no permissions from ADC are required.

DECISIONS

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

If so, do Members **RESOLVE** to **AGREE** to the purchasing of the Feuerhand hurricane lantern at a cost of £55.00 to be funded from the Civic Fund?

Lamp of peace

Oyez Oyez Oyez

The lighting of this Lamp Light of Peace provides us with the opportunity to encourage long-term peace throughout this troubled world.

The flickering flame of the lamp represents the 'Light of Peace' that emerges through the darkness of war.

If everyone demanded peace... then there would be peace.

Let us look to the future with the light by our side.

And let us give thanks and remember those people who gave so much and continue to do so on behalf of us all.

When the power of love overcomes the love of power
the world will know peace.

God Save the King

AGENDA ITEM 14

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING – 8th SEPTEMBER 2025

AGENDA ITEM 14 - TO RATIFY THE DONATION OF £100 TO ST WILFRID'S HOSPICE IN MEMORY OF FORMER TOWN COUNCILLOR, MR. WILLIAM TOOVEY

REPORT BY THE TOWN CLERK

FOR DECISION

It is Town Council policy that upon the passing of a former Town Councillor, a donation is made, in their name, to a cause or charity, as chosen by the family.

Upon the sad passing of former Town Councillor, Mr. William Toovey, the Clerk has been in liaison with the group leaders seeking guidance on their wishes on this occasion.

It was suggested and **AGREED** by the group leaders, that a donation of £100 to St Wilfrid's Hospice, the charity chosen by his family, would be an appropriate gesture.

Members are asked to ratify this expenditure.

DECISION

To **RATIFY** the donation of £100 to St Wilfrid's Hospice in memory of former Town Councillor, Mr. William Toovey.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 8th SEPTEMBER 2025

**AGENDA ITEM 16 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. S. GOODHEART, SECONDED BY CLLR. MRS. J. WARR -
PRESENTATION ABOUT TOURISM AND INWARD INVESTMENT
OPPORTUNITIES IN BOGNOR REGIS**

REPORT BY THE TOWN CLERK

FOR DECISION

The following Motion has been proposed by Cllr. S. Goodheart and seconded by Cllr. Mrs. J. Warr: -

“Myself and four fellow Town Councillors, Barrett, Ralph, Mrs. Warr and Waterhouse, would like to deliver a presentation about the opportunities for Bognor Regis with inward investment, to support the development of tourism in the town. We would like to present this project before Full Council as we believe that Town Council Members should be given the chance to share their views on these matters. After the presentation a Q&A session would be held.”

Officer Comment

In accordance with S.O. 9a if the subject matter of a Motion comes within the province of a Committee, upon being moved and seconded, it should stand referred without discussion to the relevant Committee.

Whilst noting that the Town Council is not the authority responsible for tourism, as set out in the Terms of Reference, the function “To support local tourism initiatives to promote the town of Bognor Regis...” falls within the remit of the Environmental and Leisure Committee. Therefore, unless deemed as urgent by the Mayor, the subject matter of the Motion should stand referred without discussion to this Committee.

DECISION

Does the Mayor deem the matter urgent enough for immediate discussion or alternatively direct that the matter should stand referred, without discussion, to the next Environmental and Leisure Committee Meeting?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 8th SEPTEMBER 2025**

AGENDA ITEM 17 - TO NOTE THAT THE POLICY AND RESOURCES COMMITTEE MEETING (BUDGET) SCHEDULED TO BE HELD ON MONDAY 8th DECEMBER 2025 HAS BEEN RESCHEDULED TO TAKE PLACE ON MONDAY 15th DECEMBER 2025

REPORT BY THE TOWN CLERK

FOR DECISION

At the Annual Town Council Meeting held on 12th May 2025, Members noted the Calendar of Meetings for 2025/2026 (Min. 15 refers).

Amongst the dates noted was the Policy and Resources Committee Meeting (Budget) that was scheduled to be held at 6.30pm on Monday 8th December 2025, at which it is usual for the Town Council's Accountant to be present.

Unfortunately, the Accountant is unable to attend on the 8th, therefore the meeting has been rescheduled to take place at 6.30pm on Monday 15th December 2025.

DECISION

To **NOTE** that the Policy and Resources Committee Meeting (Budget) has been rescheduled to take place at 6.30pm on Monday 15th December 2025.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 8th SEPTEMBER 2025**

**AGENDA ITEM 18 - CIVIC DUTIES UNDERTAKEN BY MAYOR CLLR. MRS. GILL
YEATES FROM 7th JULY – 8th SEPTEMBER 2025**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Tuesday 08.07.25	:	BRTC Councillor Drop-In Surgery, London Road Precinct
Tuesday 08.07.25	:	<i>Deputy Mayor attended: West Sussex Fire & Rescue 'Cadet Pass Out Parade', BR Fire Station, West Meads Drive, BR</i>
Saturday 12.07.25	:	Chichester Festival for Music, Dance & Speech 70 th Anniversary Celebration, Oakwood School, Chichester
Sunday 13.07.25	:	Stonepillow Annual 5-A-Side Football Tournament, Arun Sports Arena, Rollaston Park, Ford
Monday 14.07.25	:	100 th Anniversary event, BR Methodist Church, High Street, BR
Thursday 17.07.25	:	Presentation to ABC Hook Lane Nursery as winners of In Bloom 'School/Nurseries Competition' 2025, 60 Hook Lane, BR
Saturday 19.07.25	:	West Sussex Guitar Club Summer Party, Regis School of Music, Sudley Rd, BR
Sunday 20.07.25	:	'Music in the Park' event, Hotham Park, BR
Monday 21.07.25	:	Tradewinds Business Centre Introductory event, Heath Place Business Park, Ash Grove, BR
Sunday 27.07.25	:	BR Concert Band Performance, Hotham Park, BR
Sunday 03.08.25	:	BRTC Artisan Craft Market, London Road, BR
Tuesday 05.08.25	:	BRTC Funshine Days: Sandcastle Competition judging, BR Seafront
Wednesday 06.08.25	:	West Sussex International Jamboree Day, South of England Showground, Ardingly

AGENDA ITEM 18

Friday 15.08.25	:	National VJ Day Service of Remembrance Screening, RAFA Branch 381, Waterloo Sq, BR
Tuesday 19.08.25	:	BR Library 'Family Fun Day', London Road, BR
Friday 29.08.25	:	BRTC BMX Stunt Show, Town Centre, BR

Engagements scheduled to be attended

Saturday 06.09.25	:	Bognorphenia 'Our Generation' Young People's Day, Hotham Park, BR
Sunday 07.09.25	:	'Music in the Park' event, Hotham Park
Monday 08.09.25	:	Visit to Air Ambulance Base as part of 'Air Ambulance Week 2025', Redhill Base, Redhill Airport, Surrey

Invites not Attended

None

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 8th SEPTEMBER 2025**

**AGENDA ITEM 19 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 7th JULY – 8th SEPTEMBER 2025**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Saturday 12.07.25	:	South of England Town Crier Championship, Frome, Wareham
Saturday 19.07.25	:	Calne Town Crier Competition, Beach Terrace, Calne
Friday 25.07.25 – Sunday 27.07.25	:	Armada Cup (3-Day Town Crier Competition) Plymouth, Kingsbridge & Dartmouth
Tuesday 29.07.25	:	Proclamation for Hampshire Avenue Funweek (via Facebook)
Friday 01.08.25	:	Proclamation for 1 st week of Funshine Days, Town Centre & Railway Station, BR
Tuesday 05.08.25	:	BRTC Funshine Days: Sandcastle Competition judging, BR Seafront
Friday 08.08.25	:	Proclamation for 2 nd week of Funshine Days, Town Centre & Railway Station, BR
Friday 15.08.25	:	Proclamation for 3 rd week of Funshine Days, Town Centre & Railway Station, BR
Tuesday 19.08.25	:	BR Library 'Family Fun Day', London Road, BR
Friday 22.08.25	:	Proclamation for 4 th week of Funshine Days, Town Centre & Railway Station, BR
Friday 29.08.25	:	BRTC BMX Stunt Show, Town Centre, BR

Engagements scheduled to be attended

Sunday 07.09.25	:	Sleaford Town Crier Competition, Market Place, Sleaford
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**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 8th SEPTEMBER 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 DEPUTY CLERK

FOR INFORMATION

Arun Parish (Sussex Police) Meeting held on 18th July 2025

Inspector Ross Wickings spoke of a 72-hour contact guarantee in response to emails, which the police have to report back to government to be accountable. Sussex Police's website has been updated to make it easier to identify police officers responsible for local areas. Meeting dates are also being added to the website for transparency. There has been a government directive around 'Safer Streets Summer', involving partnership working and increased patrols over the Summer, with both Bognor Regis and Littlehampton Town Centres included.

A recent street audit had been carried out in Bognor Regis and Littlehampton with partners and ties into the work of the Town Centre Action Group. Sergeant Ross Beaumont will be visiting every business in Bognor Regis Town Centre over the coming months to check their CCTV, take a look around the shop, and work with them on target hardening.

During updates from town and parish councils, issues such as the illegal use of e-scooters/bikes and antisocial behaviour were raised. Unauthorised Encampments were also discussed and with the question asked about whether it was written in legislation that Unauthorised Encampments cannot return within a year. Inspector Wickings stated that the legislation had been challenged, and it had been determined that removal of an Unauthorised Encampment returning within a year, is not lawful and cannot be enforced. Police have no power to ask to see ID of those present at an Unauthorised Encampment.

Arun Parish (Sussex Police) Meeting held on 14th August 2025

There were few updates from Inspector Wickings and those that were shared were of a confidential nature and cannot be reported on in the public domain.

Issues raised by town and parish councils included the continued use of e-scooters/bikes.

A neighbouring parish spoke of a violent incident that had taken place in Bognor Regis to which Cllr. Wells, in his absence, asked that it be known that he had personally called 999 to report the incident as it took place but that it had taken over an hour and 20 minutes for a Response Team to arrive. Inspector Wickings asked that a Crime Reference Number be sent to him, to look into.

The Deputy clerk asked why it had taken so long to remove rough sleepers from the entrance to The Arcade, on High Street, Bognor Regis, when they were in breach of the Regulatory Reform (Fire Safety) Order (FSO) 2005 that was in place at this location. As the land is owned by ADC, their ASB Enforcement Team Leader responded and explained that the FSO legislation states items cannot be left unattended in The Arcade or its curtilage. In the circumstances referred to, the individuals did not leave items unattended at any time, therefore, ADC could only go down the notice route, which is a more drawn-out process.

The next meeting is scheduled to take place on 15th September 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 - 8th SEPTEMBER 2025**

AGENDA ITEM 22 - CORRESPONDENCE

FOR INFORMATION

1. HCLG Committee: New inquiry launched Affordability of Home Ownership – Circulated to all Councillors 22.07.2025
2. WSCC Cabinet; 29 July 2025 Agenda – Circulated to all Councillors 21.07.2025
3. NALC events newsletter – Circulated to all Councillors 22.07.2025
4. WSCC Celebrating the libraries centenary year with summer opportunities at local libraries – Circulated to all Councillors 22.07.2025
5. Public Sector Executive; Partnership to drive innovation, new law brings major shake-up, Mayor unveils multi-billion pound growth plan 22.07.2025
6. HCLG Committee: Report published – The Funding and Sustainability of Local Government Finance – Circulated to all Councillors 24.07.2025
7. NALC Chief Executive Bulletin – Circulated to all Councillors 24.07.2025
8. Sussex Alerts; stay safe – Circulated to all Councillors 24.07.2025
9. Public Sector Executive; Game Changer for UK Climate Policy, boost to power up UK coastal communities, Mayor tackling child poverty 24.07.2025
10. St Wilfrid's Hospice News; Ride London to Brighton – Circulated to all Councillors 24.07.2025
11. The Sussex Police and Crime Commissioner; Safe Spaces in Sussex – Circulated to all Councillors 25.07.2025
12. Sussex Alerts; Hare Coursing Season Alert – Circulated to all Councillors and on social media 25.07.2025
13. Heather Perrott; Next International film at Picturedrome, and rescheduled coffee morning invitation – Circulated to all Councillors 27.07.2025
14. Email from a business owner in the town reporting antisocial behaviour outside their premises which has been passed onto Bognor Regis Community Warden and the BID Town Warden for assistance – 28.07.2025
15. Sussex Alerts; Free 'Are you scam savvy' fraud awareness webinars – Circulated to all Councillors and on social media 28.07.2025
16. VAAC AGM 2025 events and training – Circulated to all Councillors 29.07.2025
17. Sussex Alerts; Keeping kids safe online this summer – Circulated to all Councillors and on social media 29.07.2025
18. Public Sector Executive; Powering local growth, Manchester's fight for older people, Scottish transport investment 29.07.2025
19. NALC Chief Executive's Bulletin – Circulated to all Councillors 31.07.2025
20. Letter of condolence to Sandra Toovey on the passing of former Town Councillor Bill Toovey 04.08.2025
21. Office for National statistics July issue 31.07.2025
22. Sussex Alerts Operation Crackdown; what really happens – Circulated to all Councillors and on social media 31.07.2025
23. Arun July newsletter 31.07.2025
24. Arun & Chichester Citizens Advice newsletter 31.07.2025
25. Latest news from St Wilfrid's Hospice – Circulated to all Councillors 01.08.2025
26. The Sussex Police and Crime Commissioner; UK's largest shooting and conservation group (BASC) praises Sussex PCC – Circulated to all Councillors 01.08.2025

AGENDA ITEM 22

- 27.** Stonepillow Big Sleepout forwarded to Cllr Mrs Yeates (Patron) and Cllr Barrett (Rep) 01.08.2025
- 28.** Sussex Alerts; Our News August 2025 – Circulated to all Councillors and on social media 04.08.2025
- 29.** VAAC August E-bulletin – Circulated to all Councillors 04.08.2025
- 30.** CCLA Market update 04.08.2025
- 31.** NALC Events newsletter previously Circulated to all Councillors 05.08.2025
- 32.** NALC Chief Executive Bulletin – Circulated to all Councillors 07.08.2025
- 33.** Sussex Alerts; National Police Social Media Survey – Circulated to all Councillors and on social media 07.08.2025
- 34.** Sussex Alerts; Expansion of Sussex Safe Space Scheme – Circulated to all Councillors and on social media 07.08.2025
- 35.** Public Sector Executive; Liverpool's innovation team, transforming Manchester's economy, Mayor secures youth opportunities 07.08.2025
- 36.** NALC Utility Aid – Expert energy support 08.08.2025
- 37.** WS Mind online Auction – Circulated to all Councillors 08.08.2025
- 38.** The Sussex Police and Crime Commissioner; More police, safer streets – Circulated to all Councillors 08.08.2025
- 39.** Sussex Alerts: Volunteering Sussex Police – Circulated to all Councillors 10.08.2025
- 40.** Public Sector Executive; Government investment boosting social care, Powerful suicide prevention campaign, Accelerating children's care reforms 12.08.2025
- 41.** NALC Newsletter; Star Council Awards 2025/26 – Climate Response of the Year – Circulated to all Councillors 13.08.2025
- 42.** Chichester Chamber of Commerce and Industry; Events update – Circulated to all Councillors 14.08.2025
- 43.** NALC Chief Executive bulletin – Circulated to all Councillors 14.08.2025
- 44.** ADC Devolution Newsletter – Circulated to all Councillors 15.08.2025
- 45.** The Sussex Police and Crime Commissioner; Live Facial Recognition vans to launch in Sussex – Circulated to all Councillors 15.08.2025
- 46.** WS Mind; Online art auction: Only five days left to bid – Circulated to all Councillors 18.08.2025
- 47.** ADC Press release; Crimestoppers launches campaign to improve community safety – Circulated to all Councillors 19.08.2025
- 48.** WSCC New strategy to improve West Sussex residents' health and wellbeing – Circulated to all Councillors 19.08.2025
- 49.** St Wilfrid's Hospice newsletter; Get ready for autumn fun – Circulated to all Councillors 19.08.2025
- 50.** NALC Chief Executive's Bulletin – Circulated to all Councillors 21.08.2025
- 51.** Office for National Statistics; updates 21.08.2025
- 52.** WSPF LGPS Asset Pooling 21.08.2025
- 53.** Public Sector Executive; Historic regional partnership, cutting carbon in Wales and Planning reform to boost infrastructure 21.08.2025
- 54.** WSCC newsletter; Free skills bootcamps, upcoming emergency alert and more – Circulated to all Councillors 22.08.2025
- 55.** The Sussex Police and Crime Commissioner; Shop theft: we won't look the other way in Sussex – Circulated to all Councillors 22.08.2025
- 56.** Complaint received re; Trading Standards officer, responded to and advised to contact WSCC 22.08.2025

AGENDA ITEM 22

- 57.** Heather Perrott; Next International film at Picturedrome – Circulated to all Councillors 26.08.2025
- 58.** Public Sector Executive; Council to vote on reorganisation, Mayor appoints top economist, City's affordable housing boost 26.08.2025
- 59.** CCCI Bite sized Learning News – Circulated to all Councillors 26.08.2025
- 60.** NALC Chief Executive's Bulletin – Circulated to all Councillors 28.08.2025
- 61.** Public Sector Executive: Boosting public decarbonisation, Skills changing lives, Government must reform supported housing 28.08.2025
- 62.** Arun newsletter; August 29.08.2025
- 63.** The Sussex Police and Crime Commissioner; Safety this summer – Circulated to all Councillors 29.08.2025
- 64.** VAAC Fundraising & Finance Training 01.09.2025

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 8th SEPTEMBER 2025**

AGENDA ITEM 23 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **TO NOTE RECEIPT OF £15,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FINAL PAYMENT FOR 2024)**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Balance Sheet for The Bognor Pier Company Ltd. - a copy of the detailed Balance Sheet up to and including 30th June 2025 has been copied to Councillors for information under separate cover.

Town Force Works – external decoration of the Picturedrome building on 10th July including TF time and materials at a total cost of £253.64 plus VAT. These works were funded by BPCL.

External decoration - further to the report made at the May meeting exterior painting works were finalised at the Picturedrome cinema in early July with the works being delayed previously owing to an issue with the Council's cherry picker.

Canopy replacement glass panels – as part of the external refurbishment of the cinema, 3 of the wired glass canopy panels were found to be badly cracked and these have therefore been replaced at a total cost of £1,990 plus VAT. These works were funded by BPCL.

TO NOTE RECEIPT OF £15,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FINAL PAYMENT FOR 2024)

Members are advised that £15,000 Management Fee has been received from The Bognor Pier Company Ltd. and has been paid into the Town Council's account.

As previously advised, this funding is committed in the Council's budget and is used to contribute towards the costs of the Picturedrome development loan.

DECISION

Members are asked to **NOTE** receipt of the £15,000 Management Fee received from The Bognor Pier Company Ltd. (final payment for 2024).