



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, 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 3rd NOVEMBER 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 3rd November 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.

DATED THIS 27th DAY OF OCTOBER 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 8th September 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 **Extraordinary Policy and Resources Committee Meeting of 16th September and the Meeting of 22nd September 2025** with resolutions, recommendations and reports including: -
 - Approval of the Internal Audit Report 2025/2026 (First Interim), noting that no actions were required by Members – Min. 85 refers
 - To adopt the updated Treasury Management Policy, with the recommended amendments to enable the Deputy Clerk to act in the absence of the Town Clerk – Min. 87 refers
 - To amend the CCLA Public Sector Deposit Fund mandate once the new Deputy Clerk, Max Hirst commences their employment, including removal of Mrs. Frost as an authorised signatory, to update the job title of Mrs. Davis to Town Clerk and to include Max Hirst, Deputy Clerk as an additional signatory to the account – Min. 88 refers
 - 9.2 **Planning and Licensing Committee Meetings of 23rd September and 14th October 2025** with resolutions, recommendations and reports
 - 9.3 **Environmental and Leisure Committee Meeting of 15th September and the Extraordinary Meeting of 13th October 2025** with resolutions, recommendations and reports including: -
 - Recommendation that Myra King and Patricia Downham be appointed as Members of the Working Group and that these co-opted appointments be ratified by Council - Min. 43.1 refers
 - Recommendation that Mr. Phil Fortin be appointed as Tenant Representative (Re-Established Site) for the 2024-2025 allotments year and that this appointment be ratified by Council - Min. 44.1 refers
 10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
 11. To note the List of Payments and Transfers made in [August](#) and [September](#) 2025 and to note the [balances, bank reconciliations and financial reports](#) (October not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @

<http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)

12. To note the External Auditor's Certificate and Report year ending 31st March 2025 Accounts and consider any action if required
13. To note that the WSALC AGM and Conference will take place on Tuesday 4th November 2025, at the AMEX Stadium, Brighton
14. To note that the Town Council's Community Winter Resilience Plan has been updated, and submitted to WSCC, for 2025/26
15. Councillor Drop-In Surgeries including: -
 - To receive any feedback from the Councillor Drop-In Surgery held on 19th September 2025
 - To consider a request from Members to host a further Councillor Drop-In Surgery in December 2025
16. To receive any updates on Regeneration in the Town including report from Cllr. Nash (if available)
17. Mayor's Report and duties undertaken
18. Town Crier's Report and duties undertaken
19. Reports from Representatives to other organisations
20. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
21. To receive Correspondence
22. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification (if available)

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



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 8th SEPTEMBER 2025

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
First Cadet Harvey McGarhey (Mayor's Cadet) (part of meeting)

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

The Meeting opened at 6.36pm

69. 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.

The Mayor took the opportunity of advising Members of her very informative visit to the Redhill base of Kent Surrey Sussex Air Ambulance earlier in the day, particularly mentioning the 'Restart a Heart' Day taking place on 16th October 2025. As part of the programme, free live-streaming sessions on performing CPR and using a defibrillator would be taking place. This was **NOTED**.

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

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

71. 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 13 as a Veteran

Cllr. Nash declared an Ordinary Interest in Agenda item 15 as the Chair of the ADC Economy Committee

Cllr. Wells declared a Disclosable Pecuniary Interest in Agenda item 11 as a supplier

72. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 7th JULY 2025

The Minutes of the Council Meeting held on 7th July 2025 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

73. 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. He had advised however that he had nothing to report.

Cllr. Nash addressed Members as an Arun District Councillor, to comment on the very negative report by the Regulator of Social Housing, who had found serious failings with Arun District Council's housing service. He cited the report as extremely disappointing, adding that with the large amount of social housing in Bognor Regis, this massively impacts the Town. However, a productive briefing has since been held to begin to rectify the unacceptable issues established, with improvements looking to be made, hopefully within the next few months.

74. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

75. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

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

There were no written dispensation requests received from Town Councillors.

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

78. Policy and Resources Committee Meeting of 28th July 2025

The Chair of the Committee, Cllr. Waterhouse reported.

78.1 Min. 52.1 refers – Adoption of the Terms of Reference for the Town Action Group, to include the additional members suggested by the Group

Members unanimously **RESOLVED** to **ADOPT** the Terms of Reference for the Town Action Group, to include the additional members suggested by the Group.

79. Planning and Licensing Committee Meetings of 22nd July, 12th August and 2nd September 2025

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

- 79.1** A Councillor raised serious concern with the level of the changing street scene within the Town Centre over recent years, which was increasing by the day. Demolitions, building works, illuminated signage and addition of shutters to shop windows were referenced, with the Councillor doubting whether many of these had applied for planning permission to carry out the various works. With the identity of the Town Centre being 'lost' through the ever-changing face of shop frontages, he called upon dual-hatted Councillors to ask serious questions of the Planning Officers at ADC, to ascertain where planning permission is and isn't being sought.

Other Members agreed, with Belmont Lodge given as a current example of extensive ongoing building work to the roof and upper area due to a 'leaking roof', which upon the Town Council's Planning and Licensing Committee Clerk contacting the ADC Planning Department, was established they were unaware of. Photos were taken by BRTC officers which have ascertained the roof has been changed beyond recognition, with a new floor almost certainly added. Comment from ADC is still awaited.

With the addition of shutters, illuminated signs and new shop frames discussed appearing in businesses in The Arcade, and around the Town Centre, comparisons were drawn to Chichester, who Members felt had a much clearer and more vigorously enforced identity with their shops and businesses.

Another Councillor expressed his frustration with the ADC Planning Department dating back over the past couple of decades, stating that they had 'let the people of Bognor Regis down' on a regular basis, which is only getting more profound. He emphasised the need for penalties for those not obtaining proper planning permissions before undergoing works to be far higher, to ensure people don't think they can get away with either not applying at all, or for applying for retrospective planning, which he felt ADC Planning Officers should stop awarding.

Conversation turned to Arun Councillors, who sat on the Planning Committee at the District Council, with many commenting that the large proportion were not from Bognor Regis and therefore perhaps not as concerned with Bognor Regis applications nor enforcement of anyone not obtaining the correct permissions.

It was **AGREED** that this would be added as an Agenda item on the next Planning and Licensing Committee Meeting, for discussion and decision on how to take these issues forward. Cllr. Nash, as Deputy Leader of ADC would also bring these concerns to his weekly meeting with the CEO of the District Council but suggested that the Town Council writes a letter to ADC Planning, copying in the CEO, raising these concerns.

80. Environmental and Leisure Committee Meeting of 14th July 2025

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

81. **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'.

82. **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**

Cllr. Wells redeclared a Disclosable Pecuniary Interest as a supplier

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

83. **TO RECEIVE ANY FEEDBACK FROM THE COUNCILLOR DROP-IN SURGERY HELD ON 8th JULY 2025**

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

Further to the report, an update was provided on the tyre yard in Ockley Road, which was now up for sale. The Mayor also advised that further to a conversation on the use of electric scooters in the Town Centre, a PCSO who attended the Drop-In Surgery had advised that this ongoing problem will be looked at in greater depth with signage and education on the dangers the use of these scooters in populated centres can cause, required as soon as possible to begin addressing the issue.

The Mayor commented on the success of this latest community engagement and thanked those Councillors who attended.

84. **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**

Cllr. Batley redeclared an Ordinary Interest as a Veteran

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

Following brief discussion, Members **AGREED** to take part in the commemorative lighting of a 'Lamp Light of Peace' as part of commemorations on Armistice Day (11th November) from 2026 onwards. Members further

AGREED to the purchasing of the Feuerhand hurricane lantern at a cost of £55.00 to be funded from the Civic Fund.

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

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

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

Comments were made on the friendly and warm nature of Mr. Toovey, who was a valued colleague during his time serving on the Town Council. The Town Clerk and Cllr. Nash attended his funeral to represent the Town Council.

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

Cllr. Nash gave a verbal report to Members.

Referencing the Members Briefing from Doug Nicholls and Sarah Parker from the Blake's Cottage Trust, given to Members prior to the start of the meeting, Cllr. Nash commented on the 'exciting' plans afoot for 2027. The Premier Inn and Alexandra Theatre regenerations were moving at pace but, unfortunately, the same could not be said of the old Brewer's Fayre building, with a recent submission for funding by ADC to improve the frontage, unsuccessful. Plans are now being determined to look at 'temporary' uses for this building, to ensure it does not hold back the positive impact of the rest of the seafront development, which was a concern expressed by many of those present. Cllr. Nash assured Councillors that ADC are already looking at alternatives and recognise that money will need to be spent here to ensure the building is used in the short-term whilst a 'final plan' is devised.

Negotiations are underway for the land at Waterloo Square and permissions being sought for the Arcade regeneration. With the Fishermen's Project proposed visitor's centre and potential links to Waterloo Square, this area could look very different in a couple of years' time, which was an exciting prospect.

Comment was made regarding the currently vacant old Santander building, which, being in such a central location in the Town Centre, was currently having a negative impact on the aesthetics of the shopping precinct. The importance of negotiations and discussions with the landlords were highlighted, to better ensure progress is made in occupying the building again.

A Councillor, who also runs a business in the Town, lobbied for the Bognor Regis BID to deliver more for Town Centre businesses, with the organisation receiving a 1.5% levy on business rates over £11,000 each year, and in his opinion, doing very little to justify the earning of this sum.

The Pier was discussed, with very positive work having taken place by the current owners structurally and internally, with it noted that plans to work on access and the exterior were in the pipeline. Cllrs. Miss. Needs and White advised they would

contact the Operations Manager to discuss these plans and would also remind him of the promised invitations for Town Councillors to tour the building when appropriate.

87. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. S. GOODHEART

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

“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.”

As the Mayor did not deem the issue as urgent, Members **RESOLVED** to instruct that this be placed on the Agenda for the next Environmental and Leisure Committee Meeting, in accordance with S.O. 9a, for consideration.

88. 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

The Town Clerk's report along with notification that the Policy and Resources Committee Meeting (Budget) has been rescheduled to take place on Monday 15th December 2025 were **NOTED**.

89. MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

The Mayor spoke of the busy programme of Mayoral events over the summer months, all of which were highly enjoyable, including the most recently attended Bognorphenia Annual Weekend and Music in the Park.

90. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

91. 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.

91.1 Cllr. Batley – Arun Supporting Families Locality Group.

Cllr. Batley advised that further to his report, the next meeting of the Arun Supporting Local Families Locality Group had been moved to November.

91.2 Cllr. Dawes – Chichester Chamber of Commerce.

- 91.3 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).
- 92. TO RECEIVE A REPORT FROM OFFICERS FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH MEETING WITH THE NEIGHBOURHOOD POLICING TEAM**

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

A Member expressed his frustration that despite having accommodation provided in another part of the country and the numerous problems caused by rough sleepers near the entrance to the Arcade, including abusive and threatening behaviour, ADC had made the decision to provide these individuals with social housing in Bognor Regis. Councillors discussed the problem with setting a precedence of affording those causing anti-social behaviour with housing, citing there are many families genuinely struggling, who have not been given the same treatment, which Members deemed as 'outrageous'.

Discussion turned to those selling stolen goods so brazenly in the Town Centre, with Members recalling many incidents where they have seen this happen firsthand. The response from Sussex Police continues to be the filling in of an online form, but it was agreed that a visit by an officer to the Town Centre during lunchtime, would provide sufficient evidence needed to take action.

Cllr. Oppler left the Meeting

The significant amount of time it had taken for police to attend several urgent Category 1A 999 calls over recent weeks, was also discussed, with two Councillors who worked in the Town Centre recalling having to step in to help Community Wardens, in violent situations, which warranted urgent police attendance. All agreed that this was not good enough and again emphasised the need for more police presence and authority to be seen on the streets, to ensure a feeling of community safety in Town. Mention was made again of the damning housing report received by ADC, which had sparked many local stakeholders to rightly challenge the District Council to improve. It was felt that with reports that Bognor Regis could be the 'most dangerous medium sized town in the UK', the same insistence needed to be made toward Sussex Police and the Sussex Police and Crime Commissioner, urging them to improve the situation with crime in the area, which was getting worse.

Cllr. Oppler returned to the Meeting

Because of the need for the Town Council's Warden to spend so much time in the Town Centre, due to rising incidents, this has meant they have been unable to visit the rest of the Wards as often as was hoped and intended for the role. A Member raised the possibility of an electric bike to enable the Warden to travel around the five Wards quicker.

The Bognor Regis Town Action Group was deemed a very useful forum for discussing and trying to address these identified problems, with the appropriate

stakeholders present.

Whilst the issues discussed were of course having a negative impact on the Town, Members were reminded that there were many more law-abiding members of the community, and that Bognor Regis had plenty to offer.

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

93. TO RECEIVE CORRESPONDENCE

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

94. 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)

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

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

94.2 To note receipt of £15,000 Management Fee from The Bognor Pier Company Ltd. (final payment for 2024)

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

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

Members **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 25 (contractual).

96. PICTUREDROME SITE UPDATE INCLUDING: UPDATE ON CONCLUSION OF RENT REVIEW FOR ELEMENTS OF THE BUILDING – MIN. 116 OF 28th OCTOBER 2024 REFERS

The Director's verbal report was **NOTED**.

Members were pleased to hear that following review, the rent had now been agreed with the tenant, within the rental value range previously agreed by Members.

A total of £860 plus VAT had been paid by BPCL to PSB for their fees to conclude this matter, which was **RATIFIED**.

Due to the current climate which has seen a reduction in cinema attendance, together with a significant rise in operating costs, a decision has been made by the tenant to keep Screen 3 closed for the time being, which has been deemed as the most financially viable option, as the cinema looks to focus its efforts on reducing operational costs, as many across the sector are having to do. This decision will be reviewed regularly, and Members will be kept updated on the situation.

Fire safety work however, continues to be a priority, with the Fire Officer stating that good progress had been made, with the extensive work done during the refurbishment, including extra boarding and compartmentalization, the building was now considered to be the 'safest it's ever been'.

The Meeting closed at 8.08pm



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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING

HELD ON TUESDAY 16th SEPTEMBER 2025

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

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)

The Meeting opened at 6.32pm

61. 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.

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

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

No apologies for absence were received from Cllr. Mrs. Warr. This absence could not, therefore, be approved.

63. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Mrs. G. Frost declared an Interest in Agenda item 6

64. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

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

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

66. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 16th SEPTEMBER 2025. PRIOR TO THE POLICY AND RESOURCES COMMITTEE MEETING

The Clerk gave a verbal report on the recommendations from the Joint Consultative Sub-Committee (Staffing) which was **NOTED**.

The Committee **AGREED** to **RATIFY** the recommendations in relation to the following: -

- 66.1** That the Event Duty Officer be offered a 2-year Fixed Term, full-time contract, effective 1st October 2025, remunerated on SCP 6 (£25,989).

- 66.2** That, in principle, a part-time horticultural role be developed and that the Clerk be given Delegated Authority to enter into negotiations with the relevant member of staff to agree on a proposed salary ranging between Pay Scale SCP 8 (£26,824) and SCP 9 (£27,254) (pro rata), with a report to be brought back to a future meeting for further consideration.
- 66.3** That the services of the retiring Town Clerk be retained after 30th September 2025, until such time that a new Deputy Clerk is in post, with further details to be brought to a future meeting.

The Meeting closed at 6.44pm



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 22nd SEPTEMBER 2025

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.31pm

67. 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.

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

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

69. 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. Goodheart declared an Ordinary Interest in Agenda item 7 as a Trustee of the Bognor Regis Youth & Community Centre

Cllr. Wells declared an Ordinary Interest as a BID Levy payer

70. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28th JULY 2025, AND THE EXTRAORDINARY MEETING HELD ON 16th SEPTEMBER 2025

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 28th July 2025, and the Extraordinary Meeting held on 16th September 2025, and these were signed by the Chair.

71. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

72. CLERK'S REPORT FROM PREVIOUS MINUTES

72.1 31st March 2025 - Min. 142.3 Partnership Funding Bognor Regis Seafront Lights (Illuminate Event)

Members will recall that the funding allocated for this event over a three-year period commencing with funding of £5,000 for Year 1 had not been released to BRSFL following notification from them that the intended use of the funds in the first year was going to be more costly than originally anticipated. Funds were therefore being moved to Earmarked Reserves until further information became available from BRSFL. Funding of £400 for a Samba Band to lead the parade at this year's event has been released from these funds and this expenditure will be ratified under Agenda item 20 later in the meeting.

A balance of £4,600 therefore remains of the 2025-26 funding with a further £4,000 identified as part of the 3-year deal for the ILLUMINATE Gala in the next financial year 2026-27. This additional funding may allow them to proceed with the light show that they had hoped to do this year for next year's event, dependant on the cost. Contact has been made with the organisers to try to establish their plans moving forward and Members will be updated when further information becomes available. It will be a requirement, if this funding is to be released, that the Council's 3-year Partnership Funding Agreement is signed up to by BRSFL.

72.2 31st March 2025 - Min. 146.4 Bognor Regis Heritage Arts & Partnership Board (BRHAPB) Partnership Funding

A copy of the most recent publication from the Bognor Regis Heritage & Arts Partnership has been received which is the story and history of the former Servite Convent in Hawthorn Road, Bognor Regis. The booklet, which has been compiled by Sylvia Endacott, will be available for sale from the Museum.

72.3 2nd June 2025 - Min 8.2 Potential sites in Bognor Regis for Event Organisers to use for storage

It had previously been agreed that, prior to letters being written to ADC and WSCC to enquire about available land they might have on their estate portfolio, Members email the Town Clerk identifying assets in Bognor Regis that should be the focus of any future correspondence. Despite emailing Members on a couple of occasions seeking their input, only one Councillor had responded with some suggested locations.

Given that both ADC and WSCC are absorbed in work on devolution and Local Government Reorganisation to meet the next deadline in September, and based on the fact that Dawn Hudd (CEO of ADC) has advised that for anyone thinking of acquiring ADC assets, the CAT Policy should be referred to and such requests would not be looked at until September 2025 at the earliest, it was queried as to whether now was the right time to be asking about what land both authorities might have.

With asset reviews being carried out, and various proposals on the table about what will be devolved where, it is questionable whether a very favourable response would be forthcoming at this time. It is therefore suggested that this be deferred until a future date.

72.4 2nd June 2025 - Min. 14 Bognor Regis BID Presentation

At the meeting, Members of the Policy and Resources Committee agreed to invite representatives of the Bognor Regis BID to present to a future meeting as they would like to hear more about the work of the BID and the benefits to businesses who pay the levy. As funding partners to the BID, the delivery of the requested presentation would be welcomed prior to the inception of our budget setting process for the next Financial Year.

The BID Facilitator has responded offering Thursday 23rd October and as he is meeting with the BID directors on 9th October, to discuss their 2026/27

budget, this would allow them to discuss the past 12 months activities and plans for the next 12 months in their presentation to Members. This will therefore be arranged as a Members Briefing to commence at 6.30pm, with Members invited to email the Deputy Clerk with any questions they may wish to raise with the BID prior to the Briefing.

72.5 2nd June 2025 - Min. 24 Council's contribution of £6,000 towards the Business Crime Reduction Partnership

An email has been received from the Business and Economy Manager, of Economic Development at ADC, seeking the Council's continued financial support to the Business Crime Reduction Partnership to the same level committed in 2025-26 of £6,000. The Town Council's contribution enables access to DISC for the Community Warden and also helps fund the ADC Business Crime Reduction Partnership Manager's role, which is currently funded for one year until the end of March 2026.

The Council's contribution would remain the same, as Arun's budgets are covering incidental costs such as printing, travel, training etc. The Business and Economy Manager is seeking funding for the coming financial year, however, has indicated if Members were able to consider a two-year commitment, that would fund the role through to Local Government Reorganisation in March 2028. At that point, it is proposed to have the post added to Arun's permanent staffing structure and funded accordingly. This request for funding will therefore be included within the draft Budget proposals for consideration by Members at the Budget Meeting on 15th December 2025.

72.6 28th July 2025 - Min. 51 Report on Town Centre issues

At the last meeting, a Member asked if the lighting in York Road could be followed up with the BID, to establish whether they were working yet. This was raised by the Deputy Clerk at the BID Board Meeting, attended on 11th September, where it was advised that issues with the power source continue to be investigated.

73. PROPOSALS FOR EVENTS PROGRAMME FOR 2026 INCLUDING CONSIDERATION OF BUDGETS

The Events Officer's report, providing an outline programme of events in 2026, was **NOTED**.

The Clerk reminded those present that they were not approving the budgets for events at this stage but being asked whether they agreed with the Officer recommendations. These figures would then be fed into the overall budget proposals and be considered at the Committee Budget Meeting on 15th December 2025.

With some Members proposing new events for the 2026 programme, it was suggested that discussions take place with the Events Officer, relying on their knowledge and expertise, to ascertain how much time, money and Officer resource that introducing new, additional, events may require whilst

being mindful that including such in the events programme may not be possible until 2027. Whilst stating that there was complete trust in the Events Officer's ability, the Chair advised that they would reach out to the Officer to consider the viability of any new events proposed by Members.

In relation to the Hampshire Avenue Fun Week, it was requested that the Bognor Regis Youth & Community Centre be approached and invited to participate with the event.

Comment was made that the budgets proposed for 2026 events were equal to the amounts budgeted for in 2025, with no provision for inflation in the figures. It was, therefore, recommended by the Chair that when making 2026/2027 Budget recommendations that a contingency be provided for this. There was agreement that this would be a prudent approach, with an added element for inflation included year on year, rather than having to cut events later down the line owing to a lack of budget provision.

- 73.1** It was unanimously **AGREED** that the theme for the 2026 Book Day would be Festival of Birds, and unanimously **FURTHER AGREED** to **RECOMMEND** a budget of £5,000 for the event.
- 73.2** A budget of £3,000 was unanimously **AGREED** to be **RECOMMENDED** for the Proms in the Park event.
- 73.3** Members unanimously **AGREED** to **RECOMMEND** a budget of £5,000 for the Drive Through Time event.
- 73.4** A budget of £5,000 was unanimously **AGREED** to be **RECOMMENDED** for the Hampshire Avenue Fun week.
- 73.5** For the Funshine Day events a budget of £5,000 was unanimously **AGREED** to be **RECOMMENDED**.
- 73.6** Should the Rotary Club be agreeable to continuing to work in partnership with the Town Council in 2026 on the Sunday Afternoon Concerts, then a budget of £3,000 was unanimously **AGREED** to be **RECOMMENDED**.
- 73.7** To provide for a Halloween event in 2026, Members unanimously **AGREED** to **RECOMMEND** a budget of £4,000.
- 73.8** A budget of £6,000 was unanimously **AGREED** to be **RECOMMENDED** for the Christmas Illuminations Switch-On event.
- 73.9** It was unanimously **AGREED** to **RECOMMENDED** that a budget of £2,500 be allocated for the Carols in the Park event.

74. TO RECEIVE THE TOWN FORCE REPORT

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

74.1 With it seemingly the case that Arun District Council would continue to provide and maintain the hanging baskets in London Road, including those baskets and planters at the Town Hall, until 2028, and with it deemed prudent to wait and see what other assets may be devolved as a result of the Local Government Reorganisation, Members unanimously **AGREED** to delay taking ownership of the three floral sites until 2028.

74.2 Whilst the importance of the Town Council supporting local event organisers was without question, and in noting the valuable contribution they make to the town, it was felt that this support should not be to the detriment of Council staff whereby they were put in the unfortunate position of working more hours on events than had been agreed due to a lack of proper planning. Responsible planning by event organisers would see a contingency of additional Town Force man hours for unforeseen circumstances and it was felt that this should be impressed upon them when they requested assistance from the Town Force team for their events in the future.

However, on this occasion, it was **AGREED** to **APPROVE** the transfer of 22-man hours from the Carnival Association's unused Town Force allocation for 2025 to the Armed Forces Day organisers to cover the excess of Town Force time, therefore cancelling the invoice raised for £484 plus VAT.

74.3 In considering the financial implications and constraints arising from staff resources and storage space for signage associated with Option 1, it was unanimously **AGREED** to proceed with Option 2 in relation to the future maintenance of the A29/Shripney Road central reservation.

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

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

A query was raised about whether the Town Council's Service Level Agreement with the Bognor Regis BID, associated with Warden provision in the Town Centre, specified the hours that the Warden would work. This was not known and the Clerk, therefore, agreed to liaise with the BID in relation to reports that the Warden was starting work at 6am/7am and finishing at 2.30pm/3pm, which were not the optimum times at which their presence in the Town Centre was needed.

76. TO CONSIDER UPDATES AND RECOMMEND TO COUNCIL FOR ADOPTION THE CHANGES TO THE FINANCIAL REGULATIONS, STANDING ORDERS AND STANDING ORDERS FOR CONTRACTS

Unfortunately, it had not been possible for Officers to prepare the necessary paperwork in time for the meeting, and it was **AGREED**, therefore, to **DEFER** consideration of updates to the Financial Regulations, Standing Orders and Standing Orders for Contracts until another meeting.

77. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR JULY AND AUGUST 2025 (IF AVAILABLE)

The Town Clerk's report, including the Community Warden report from the Bognor Regis BID for July 2025, was **NOTED**. The report for August had not been provided by the Bognor Regis BID in time for the meeting.

78. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR JULY AND AUGUST 2025 (SEPTEMBER NOT YET AVAILABLE)

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 July and August 2025, was **NOTED**.

Following a suggestion that the provision of an electric bike would enable the Community Warden to travel between the five Wards more quickly, particularly whilst responding to reports, it was **AGREED** that this be included on the next Agenda for consideration.

79. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN ACTION GROUP MEETING HELD ON 14th AUGUST 2025

The Deputy Clerk's report, along with the Notes of the meeting held on 14th August 2025, was **NOTED**.

80. TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE

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

Having reviewed the Town Crier role, Members **AGREED** that there should be no changes made. The Town Crier, Jane Smith, was credited as being a great ambassador for the Town.

81. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2026 TOWN NEWSLETTER

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

Members considered the Officer's suggested articles for the 2026 Town Newsletter and **AGREED** that, where space allowed, the following articles be included in the publication, in addition to the usual content (i.e. Mayor's Message, Budget Report, Events Diary): -

- Town Crier Competition
- 90th Anniversary of Butlin's Bognor Regis
- Bognor Regis Town Council Community Survey 2026

- Development Work, inc. Alexandra Theatre, Premier Inn and The Arcade
- Sponsorship and Volunteer Opportunities with BRTC
- Balcony Flagpole Reinstatement
- Town Centre Action Group (initiatives and information for public knowledge)
- Youth Provision

There was a brief discussion about inviting community groups to advertise, to offset the cost of publishing the Newsletter and to promote the work that they do. It was explained that there would need to be some censoring of what was being advertised by the groups to protect the reputation of the Council, and an agreement as to the fairest way to invite groups to be included. With limited time to implement this suggestion for the 2026 publication, as an alternative, it was **AGREED** that Grant Aid 2025 recipients, and the services they offer, would be featured in the 2026 Town Newsletter using feedback that was required of them as part of the funding agreement.

It was further **AGREED** to produce a condensed A4, 4-page version, with QR code for the full edition, for the 2026 Town Newsletter.

82. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 9th SEPTEMBER 2025 AND AGREE ANY NEXT STEPS

The Town Clerk's report, and the Notes of the ADC/BRTC Liaison Meeting held on 9th September 2025, was **NOTED**.

83. CONSIDERATION OF AMENDMENTS TO THE MEMBERSHIP OF THE BOGNOR REGIS TOWN ACTION GROUP – MIN. 21.1 REFERS

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

The revised membership of the Bognor Regis Town Action Group, as detailed in the report, and the fact that the Terms of Reference for the Town Action Group would be amended accordingly, was **NOTED**.

84. TO FURTHER DISCUSS THE DISSOLUTION OF THE BOGNOR REGIS REGENERATION BOARD – MIN. 89 AND MIN. 125 REFER

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

Whilst some felt that BRTC needed to be known as an open house, in relation to being a facilitator for regeneration in the Town, comment was made that the Town Action Group would pick up on some of the regeneration issues whilst the County and District Council were preoccupied with Local Government Reorganisation for the time being.

Following a suggestion by the Chair, it was **AGREED** that it would be sensible to leave regeneration as an open Agenda item for the Policy and Resources Committee to discuss as and when.

85. INTERNAL AUDIT – TO CONSIDER THE INTERNAL AUDIT REPORT 2025/2026 (FIRST INTERIM)

The Town Clerk's report, and the copy of the Internal Audit Report 2025/2026 (First Interim), was **NOTED**.

Noting that no actions were required by Members, the Committee further **NOTED** the Internal Audit Report 2025/2026 (First Interim) and unanimously **AGREED** to **RECOMMEND** this to Council for approval.

86. TO RATIFY THE RELEASE OF £400 TO BOGNOR REGIS SEAFRONT LIGHTS TO FUND A SAMBA BAND FOR THE ILLUMINATE BOGNOR REGIS PARADE FROM THE 2025-2026 PARTNERSHIP FUNDING AND UPDATE ON THE BALANCE OF THE FUNDING

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

Members unanimously **RATIFIED** the release of £400 to Bognor Regis Seafront Lights to fund a Samba band for the ILLUMINATE Bognor parade, from the 2025-2026 (Year 1) Partnership Funding, noting that there is a balance of £4,600 remaining.

87. TO NOTE THE UPDATED TREASURY MANAGEMENT POLICY AND AGREE THAT IT BE RECOMMENDED TO COUNCIL FOR ADOPTION

The Town Clerk's report, including the Treasury Management Policy detailing the proposed amendments/updates appended, was **NOTED**.

It was unanimously **AGREED** to **RECOMMEND** to **COUNCIL** the **ADOPTION** of the updated Treasury Management Policy, with the recommended amendments to enable the Deputy Clerk to act in the absence of the Town Clerk.

88. TO NOTE THE AMENDMENTS REQUIRED TO THE CCLA PUBLIC SECTOR DEPOSIT FUND MANDATE OWING TO THE CHANGES IN STAFF PERSONNEL AND AGREE THAT THIS BE RECOMMENDED TO COUNCIL FOR APPROVAL

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

Members unanimously **AGREED** to **RECOMMEND** to **COUNCIL** that the CCLA Public Sector Deposit Fund mandate be amended once the new Deputy Clerk, Max Hirst commences their employment.

It was further unanimously **AGREED** to **RECOMMEND** to **COUNCIL** that the mandate be amended to remove Mrs. Frost as an authorised signatory, update the job title of Mrs. Davis to Town Clerk and include Max Hirst, Deputy Clerk as an additional signatory to the account. This would enable the Deputy Clerk to transfer funds between the Public Sector Deposit Account and the Co-operative Bank Account in the event that this should be

necessary in the absence of the Clerk. Transfers between these accounts to continue by way of email instruction by an authorised signatory.

89. FINANCIAL REPORTS INCLUDING: -

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

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

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

89.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 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**.

90. CORRESPONDENCE

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

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

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 26 (contractual).

92. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 7.46pm



BOGNOR REGIS TOWN COUNCIL

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

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 23rd SEPTEMBER 2025

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: S. Goodheart, Miss. C. Needs, B. Waterhouse, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mrs. J. Davis (Deputy Clerk)
Hilary Murgatroyd (Southern Water) (part of meeting)

The Meeting opened at 4.07pm

71. 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.

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

Apologies for absence were received from Cllrs. Barrett, Dawes and Ralph with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

73. 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

74. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 2nd SEPTEMBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 2nd September 2025 as an accurate record of the proceedings and the Chair signed them.

75. 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.

76. TO WELCOME THE STAKEHOLDER ENGAGEMENT MANAGER (SUSSEX), HILARY MURGATROYD, AND THE BATHING WATER PARTNERSHIP MANAGER, PHIL CRESSWELL-NASH, FROM SOUTHERN WATER TO THE MEETING AND TO RECEIVE DETAILS OF A NEW COMMUNITY WATER BATHING GROUP

The Chair welcomed Hilary to the meeting, who gave apologies on behalf of her colleague, Phil Cresswell-Nash, who had been unable to attend owing to a meeting clash.

Hilary introduced herself, explaining a little about her role as a Stakeholder Engagement Manager with Southern Water, and went on to give a presentation about the new Community Water Bathing Group for Bognor Regis.

In recognising that they have a key role to play in trying to improve bathing water quality, alongside others like the Environment Agency and Highways authorities, with local authorities responsible for public health, Southern Water seeks to work with local partners, such as the Town Council, to tackle issues collaboratively.

Aldwick Parish Council has already signed up to the Community Water Bathing Group, with a response to an invitation to join expected from Middleton-on-Sea, Felpham and Pagham Parish Councils. It is proposed that meetings will take place quarterly with two being in-person and two online.

Cllr. Waterhouse declared an Interest as a resident living on the Aldwick coastline

At the invitation of questions from Councillors, there was a brief discussion about understanding what the cause of raw sewage discharge and flooding was, and how it could be mitigated, following investigations.

77. TO NOMINATE AND AGREE AN ELECTED REPRESENTATIVE TO ATTEND MEETINGS OF THE SOUTHERN WATER COMMUNITY WATER BATHING GROUP, IN ADDITION TO AN OFFICER REPRESENTATIVE

Members **AGREED** to join the Community Bathing Water Group and, following a vote, Cllr. Waterhouse was appointed as the Town Council's Representative, in addition to an Officer Representative, with Cllr. Goodheart appointed as a Reserve.

The Chair thanked Hilary Murgatroyd for her presentation, and she left the Meeting

78. CLERK'S REPORT FROM PREVIOUS MINUTES

ADC Planning Enforcement investigation – Belmont Lodge, Belmont Street, Bognor Regis, PO21 1LE

The Clerk shared details of an email received from ADC's Compliance Officer (Planning) in which an update was given on the enforcement investigation relating to the ongoing works at Belmont Lodge, specifically the alterations to the roof pitch and installation of roof lights to an apartment block.

The site representative has been advised that the apartment block does not benefit from permitted development rights, as the units are classified as flats rather than houses. Furthermore, the building's permitted development rights are restricted due to its conversion from Class E to Class C3 via prior approval. As the residential use was established solely through Class MA provisions, further development under Schedule 2, Part, Class C – 'other alterations to the roof of a dwellinghouse' is not permitted.

To address the planning concerns, the Council has invited the submission of a planning application to enable public consultation and allow for an assessment of any potential planning harm.

79. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 29th AUGUST, 5th AND 12th SEPTEMBER 2025

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

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

Cllrs. Goodheart and Mrs. Warr ABSTAINED from voting in relation to Planning Applications BR/146/25/HH and BR/160/25/HH as District Councillors for Hotham Ward, within which these applications were located

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

80. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 122191: CLOUD VAPE/BOGNOR MINI MARKET LTD, 47 BEDFORD STREET, BOGNOR REGIS, PO21 1SH

80.1 **Licensing Act 2003**
Premises: Cloud Vape /Bognor Mini Market Ltd, 47 Bedford Street, Bognor Regis, PO21 1SH
Licence Number: 122191

Members understand that the Licensing Act 2003 presumes that a licence will be granted unless there is clear evidence to suggest that to do so would impact adversely on the licensing objectives. Based on local knowledge and evidenced by reporting, Bedford Street is a crime hotspot in the town centre with 13 reports reported to the police in June 2025 (according to Arun BCRP DISC data), some of which have arisen from serious violence. It is firmly believed that to grant a Premises Licence to Bognor Mini Market Ltd, in Bedford Street, would lead to an increase in crime and disorder in the area and would impact adversely on the following licensing objectives: -

- the prevention of crime and disorder
- public safety

On these grounds, Bognor Regis Town Council **OBJECT** to the granting of this Premises Licence.

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

81.1 The following Pavement Licence application was made to Arun District

Council, under the Business and Planning Act 2020: -

- Licence Application Number: 122258 – Friends Coffee and Bakery, 12 Station Road, Bognor Regis, West Sussex, PO21 1QE.

Members **RESOLVED** to raise **NO OBJECTION** in relation to the Pavement Licence (No. 122258) for Friends Coffee and Bakery being granted.

82. COMMUNITY INFRASTRUCTURE LEVY (CIL) INCLUDING: - TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST (MIN. 36.6 REFERS)

The Deputy Clerk's report, and the current CIL Spending List attached, was **NOTED**.

Noting that project proposal applications for potential CIL funding are to be considered at the Committee Meeting to be held on 25th November 2025, Members **AGREED** to **DEFER** a review of the Town Council's CIL Spending List until this time.

83. CORRESPONDENCE

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

The Meeting closed at 5.37pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 23rd SEPTEMBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 29th AUGUST, 5th AND 12th SEPTEMBER 2025)**

Please Note: There were no planning applications for Bognor Regis on List dated 29th August 2025

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

<u>BR/146/25/HH</u> <u>4 Gatehouse Mews</u> Sudley Road Bognor Regis PO21 1FJ	New entrance porch. Single storey rear extension. Conversion of existing storage room into habitable room.	OBJECTION The proposal conflicts with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Future Flood Zone 3a and the applicant failed to submit a FRA to adequately assess the flood risks posed by the development, especially in regard to people and climate change.
<u>BR/153/25/CLE</u> <u>50-52 Chichester Road</u> Bognor Regis PO21 2XJ	Lawful development certificate for the existing use of part of the ground floor and upper floor as a residential unit.	NO OBJECTION
<u>BR/154/25/PL</u> <u>52 High Street</u> Bognor Regis PO21 1SP	Installation of 1 No. new communications kiosk with integrated defibrillator illuminated advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/155/25/A</u> <u>52 High Street</u> Bognor Regis PO21 1SP	Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.	NO OBJECTION
<u>BR/160/25/HH</u> <u>11 Stratton Court</u> Bognor Regis PO22 8DP	Single storey rear extension.	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 14th OCTOBER 2025

PRESENT: Cllrs: J. Barrett, D. Dawes, S. Goodheart (until Min. 94),
P. Ralph, B. Waterhouse, M. White and Mrs. G. Yeates

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

The Meeting opened at 4.05pm

84. 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.

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

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

86. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

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

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

87. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23rd SEPTEMBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 23rd September 2025 as an accurate record of the proceedings and the Chair signed them.

88. 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.

89. CLERK'S REPORT FROM PREVIOUS MINUTES

89.1 23rd September 2025 - Min. 80.1 Premises Licence application 122191 (Cloud Vape/Bognor Mini Market Ltd, 47 Bedford Street, Bognor Regis, PO21 1SH)

Following the Town Council's objection to the granting of the Premises Licence, ADC have advised that having accepted representation from West Sussex Trading Standards, the applicant has now decided to withdraw their application.

90. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19th, 26th SEPTEMBER, AND 3rd OCTOBER 2025

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

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

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

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

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

92. 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.

93. TO DISCUSS CONCERNS IN RELATION TO PLANNING ENFORCEMENT IN BOGNOR REGIS, PARTICULARLY IN THE TOWN CENTRE, AND TO CONSIDER WRITING TO ARUN DISTRICT COUNCIL (MIN. 79.1 OF THE COUNCIL MEETING HELD ON 8th SEPTEMBER 2025 REFERS)

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

Following a brief discussion, it was **AGREED** to write a letter to the Planning Department at Arun District Council (ADC), with the CEO copied in, raising concerns around the robustness of all aspects of planning in Bognor Regis, particularly in the Town Centre, such as permission, compliance and enforcement, as detailed in the Clerk's report. With the identity of Bognor Regis at threat, arising from a seeming lack of appropriate oversight and management in relation to planning developments in the Town, Members are keen to understand what monitoring of such matters currently takes place. With regular street audits carried out by ADC and partners in the Town Centre, it was suggested that the letter asks for the parameters of the audit to be widened to include for any concerns around suspected non-compliance with planning to be flagged up and fed back to the relevant department.

Once a reply from Arun has been received, a report will be brought back to a future meeting with Members invited to consider any further action.

Cllr. Goodheart left the Meeting

94. CORRESPONDENCE

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

Additional correspondence included: -

- 94.1** ADC - Details of Arun Flood Forum Meeting taking place at the Civic Centre on 22nd October 2025. Email circulated to all Councillors, 7th October 2025.
- 94.2** ADC - Notification of Draft Aldwick Road, Bognor Regis Conservation Area Character Appraisal and Draft Bognor Regis Waterloo Square and The Steyne Conservation Area Character Appraisal Public Consultation. Emailed to Committee Members on 13th October 2025, with hard copies provided on 14th October 2025, advising that the consultation will be an item on the Agenda at the Committee Meeting on 4th November 2025.
- 94.3** WSCC - News Release: County Council's new strategy tracks flood risk to the source. Circulated to all Councillors 13th October 2025.

The Meeting closed at 5.14pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 14th OCTOBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 19th, 26th SEPTEMBER, AND 3rd OCTOBER 2025)**

Please Note: There were no planning applications for Bognor Regis on List dated 26th September 2025

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

<u>BR/107/25/PL</u> <u>Ancient Mariner Hotel</u> 59 West Street Bognor Regis PO21 1XB	Change of use from single dwellinghouse to 12-bed apart-hotel (C1 use) with associated improvements to the external elevations and replacement of windows and doors. This application may affect the character and appearance of the The Steyne, Bognor Conservation Area, may affect the setting of a listed building and is in CIL zone 4 (zero rated).	NO OBJECTION Members are pleased to see proposals for this prominent site to be improved and have no objection to the plans submitted. In relation to the detailing of paint colours, windows etc, it is hoped that these will be sympathetic to the Conservation Area within which the building is located, and Members rely on the advice of Arun's Conservation Officer to take the lead on these matters. Whilst the plans do not include the installation of balconies, reference was made to the historic presence of such with comment made that it is a shame not to see these reintroduced. The plans also do not refer to the installation of illuminated signage, advertising the apart-hotel, and it is hoped that if these are proposed, then they be of minimal illumination.
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<u>BR/157/25/PL</u> <u>3 & 4 Queens Square</u> Bognor Regis PO21 1SA	Change of use of properties from 2 No separate bed and breakfast accommodation units each having owners' accommodation and communal lounge and dining areas at ground floor and 7 No B&B bedrooms at first and second floor to C2 (Residential Institution) use comprising staff room and 10 No C2.	NO OBJECTION
<u>BR/166/25/PL</u> <u>Pavement o/s Iceland</u> 72-74 High Street Bognor Regis PO21 1SJ	Removal of existing BT Phone Kiosk and installation of 1 No new BT Street Hub, incorporating 2 No digital 1.905m internally illuminated LCD advert screens. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/164/25/A</u> <u>Pavement o/s Nationwide</u> 44 High Street Bognor Regis PO21 1SP	2 No digital 1.905m internally illuminated LCD screens, one on each side of the Street Hub unit. This application is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/167/25/A</u> <u>Pavement o/s Iceland</u> 72-74 High Street Bognor Regis PO21 1SJ	Removal of existing BT Phone Kiosk and installation of 1 No new BT Street Hub, incorporating 2 No digital 1.905m internally illuminated LCD advert screens.	NO OBJECTION
<u>BR/163/25/PL</u> <u>Pavement o/s Nationwide</u> 44 High Street Bognor Regis PO21 1SP	Removal of associated existing BT payphone(s) and kiosks and installation of 1 No BT Street hub unit. This application affects the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 15th SEPTEMBER 2025

PRESENT:

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

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)
Mr. B. Handley (Event Duty Officer)

The Meeting opened at 6.35pm

34. WELCOME BY CHAIR

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

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

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

No prior apologies for absence were received from Cllr. M. Stanley and this could not, therefore, be approved.

36. DECLARATIONS OF INTEREST

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

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

- a) the item they have the Interest in 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 14 owing to his family connection

Cllr. Miss. Needs declared an Ordinary Interest in Agenda item 14 as a volunteer representative

37. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 14th JULY 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 14th July 2025, as an accurate record of the proceedings and the Chair duly signed them.

38. 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.

- 39.** With the Vice-Chair, Cllr. Wells, needing to leave the meeting early, it was **RESOLVED** to vary the order of business and move Agenda items 10 and 12 to follow Agenda item 5 – S.O. 10(a)(vi).

40. TO APPROVE THE CONCEPT AND PRODUCTION OF A DISABLED ACCESS GUIDE FOR BOGNOR REGIS EITHER AS A STANDALONE VENTURE OR IN PARTNERSHIP WITH PROFESSIONAL SERVICES

The Committee Clerk's report, including the appendices relating to Chichester's Accessibility Guide and the advice from ESL Services, was **NOTED**.

Following extensive debate, Members unanimously **AGREED** the Committee Clerk engage with neighbouring local authorities, and local business forums, to identify corresponding website links with accessibility guides and groups. Then, after, incorporate such links, with their respective consent, into the Bognor Regis Town Council website, under an overarching accessibility page.

41. TO CONSIDER THE FUTURE OF MASCOT BILLY THE BULB IN CONTEXT OF POTENTIAL FUTURE STORAGE ISSUES

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

Members **AGREED** to **DEFER** until the next meeting of the Environmental and Leisure Committee, scheduled for 10th November 2025, whilst acknowledging the time remaining between the date of the next meeting, and the notified date of Billy Bulb's departure from F&G Transport is somewhat tight.

Meanwhile, it was further **AGREED** that the Committee Clerk would refresh and continue the current media campaign. Additionally, and simultaneously, connect with outside facility providers, enquiring potential repurposing and rehousing opportunities.

Cllr. Wells left the Meeting

42. CLERK'S REPORT FROM PREVIOUS MINUTES

42.1 20th May 2024 – Min. 10.1 To receive an update in relation to the Town Council's sponsorship of the Bognor Regis Concert Band

The agreed sponsorship of Bognor Regis Concert Band has now concluded, culminating in a praiseworthy final performance in Hotham Park on Saturday 27th July 2025.

Against a budget of £2,500, expenditure to date is £2,268, equating to an underspend of £232.

Expenditure as itemised includes: -

- o £984 - promotional items inclusive of caps, arm bands, sail flags and banner (since returned to the office).
- o £234 - poster design development and printing, A0 size.

- o £1,050 - 4# performances in 2024, and 1# in 2025.

Our association with the Bognor Regis Concert Band continues, with them scheduled to play at the Town Council's Proms in the Park 2026 event.

42.2 14th July 2025 – Min. 26.3 Letter to Arun District Council in relation to Promenade Bandstand Lights

The Senior Surveyor, from Property & Estates at Arun District Council, informed via email on 11th August 2025, the light circuits, comprising ground, ceiling and canopy, are now complete.

Controlled by a timer, currently set between 1600hrs to 2300hrs daily, with a day/night sensor that will operate automatically between these times should light levels become sufficiently dim.

The lights of dual-system colours and control consist of white - ground and ceiling - manually operated as required. The bandstand and canopy are coloured LED set to a blue colour and fixed, with a remote controller that changes the colour across the full spectrum, and programme any light sequence and colour, as required.

42.3 14th July 2025 – Min. 28 Youth and Young Persons Budget 2025/2026

Funding Policy amended as agreed, specifically referencing the "five Wards".

The twin application pack – comprising the Funding Policy and Application Form, was uploaded to the Bognor Regis Town Council website and Facebook page on Monday 21st July 2025, with advance notification given to those previous applicants, who consented to direct contact.

To date, 2# applications received from: -

- Bognorphenia
- Bognor Regis Youth & Community Centre

42.4 14th July 2025 – Min. 29 Christmas Illuminations 2025 - Christmas Illuminations Working Group

Of the Working Group Meeting held on Tuesday 29th July 2025, with two representatives from the Contractor (Event Power Engineering) in attendance, the Notes and actions arising have since been issued.

Acting with Delegated Authority, given by the Committee to the Clerk in liaison with the Working Group to progress the provision of Christmas Illuminations within the budget previously set, decisions were made on key display items, which are now in progress.

Owing to delays arising from third-party organisations, there is some concern around whether there is sufficient time for the installation of the

proposed column motifs in Queensway for the 2025 season, but every effort will be made to achieve this.

43. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 6th AUGUST 2025 INCLUDING: -

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

43.1 Recommendation that Myra King and Patricia Downham be appointed as Members of the Working Group - Min. 6 refers
Members **RESOLVED** to **AGREE** that Myra King and Patricia Downham be appointed as Members of the Working Group and that these co-opted appointments be **RECOMMENDED** to Council for ratification.

44. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 18th AUGUST 2025 INCLUDING: -

The Committee Clerk's report, including Notes of the Allotments Sub-Committee Meeting appended to the report, was **NOTED**.

44.1 Recommendation that Mr. Phil Fortin be appointed as Tenant Representative (Re-Established Site) for the 2024-2025 allotments year and that this appointment be recommended to Council for ratification - Min. 5 refers
Members **RESOLVED** to **RATIFY** that Mr. Phil Fortin be appointed as Tenant Representative (Re-Established Site) for the 2024-2025 allotments year and **AGREED** to **RECOMMEND** to Council that this appointment be ratified.

44.2 Recommendation that expenditure of £15.00 for shingle for pathway reinstatement, to be funded from the Gravits Lane Maintenance Budget, be approved - Min. 8 refers
Members **RESOLVED** to **RATIFY** expenditure of £15.00 for shingle for pathway reinstatement, to be funded from the Gravits Lane Maintenance Budget.

45. TO RATIFY EXPENDITURE OF £1,000 FROM THE PUBLICITY AND PROMOTIONS BUDGET 2025-26 TOWARDS A YOUTH ART-BASED PROJECT ON THE HOARDINGS AT 2-4 WATERLOO SQUARE WORKING IN PARTNERSHIP WITH ARUN DISTRICT COUNCIL, COASTAL CATALYST AND ARTSWORK

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

Members **RESOLVED** to **RATIFY** expenditure of £1,000 from the Publicity and Promotions Budget 2025-26 towards a youth art-based project on the

hoardings at 2-4 Waterloo Square working in partnership with Arun District Council, Coastal Catalyst and Artswork.

46. 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 two of the applications owing to an insufficient number of Councillors responding to the request from the Committee Clerk, was **NOTED**.

It was further **NOTED** that no response was submitted in relation to the application for the Puppet Party for the avoidance of any conflict of interest owing to the applicant being an Officer of the Town Council.

47. CONSIDERATION OF PRODUCTION OF A LEAFLET AND SEAFRONT SHELTER POSTERS, INCLUDING FORMAT AND DELIVERY, IN RELATION TO 2026 EVENTS IN THE TOWN, AND ANY POTENTIAL BUDGET IMPLICATIONS

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

Members **AGREED IN PRINCIPLE**, the production of a leaflet and seafront shelter posters to promote Bognor Regis events in 2026, and that an appropriate budget be recommended in due course. Noting, as reported, funding for 2026/27, such as the Publicity and Promotions Budget, would not be available until 1st April 2026.

Members **AGREED** to **RECOMMEND** the formats of leaflets and posters for 2026 be as the previous 2025 campaigns.

Members further **AGREED** the events leaflet for 2026 be delivered to the wider West Sussex area with a budgetary provision for distribution costs.

48. TO FURTHER CONSIDER A REQUEST FROM THE 39 CLUB FOR THE TOWN COUNCIL TO FACILITATE A MEETING OF YOUTH PROVIDERS AND THE DELIVERY OF YOUTH VOICE, DEFFERED FROM THE LAST MEETING – MIN. 32 REFERS

Following debate, ensuing Cllr. Batley's brief verbal report, Members, in lieu of a Members Briefing, **AGREED**, the Committee Clerk facilitate a meeting of prominent youth providers to present to the Environmental and Leisure Committee, and each other, the services and projects they deliver, in the wider support of a Youth Voice.

49. TO CONSIDER THE FUTURE PRODUCTION OF THE MONTHLY E-BULLETIN AND AGREE ANY NECCESARY FUNDING

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

Members **AGREED** to continue the monthly E-Bulletin henceforth via Mailchimp. Noting expenditure, equivalent to £19.84 per month plus VAT, between the period October 2025 to March 2026 inclusive, would be funded from the Publicity and Promotion Budget on an annual basis.

50. CORRESPONDENCE

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

The Meeting closed at 7.47pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON MONDAY 13th OCTOBER 2025

PRESENT:

Cllr: K. Batley (Chair); Cllrs: D. Dawes, R. Nash,
P. Ralph, Mrs. J. Warr, P. Wells and M. White

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)
Mr. B. Handley (Event Duty Officer)

The Meeting opened at 6.31pm

51. 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.

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

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

No prior apologies for absence were received from Cllr. M. Stanley and this absence could not, therefore, be approved.

53. 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. Batley declared an Ordinary Interest in Agenda item 5 owing to his family connection

Cllr. Wells declared a Disclosable Pecuniary Interest in Agenda Item 5 due to a previous work association

54. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

55. CONSIDERATION OF YOUTH & YOUNG PERSONS BUDGET 2025/2026 APPLICATIONS – MIN. 28.2 REFERS

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

Members considered the applications received, and respective funding requests from the Youth & Young Persons Budget of £36,635, available for 2025/2026.

In deliberation of the significant oversubscription of funding requests, the Chair suggested, and it was **AGREED**, to consider the applications starting with the highest amount of funding requested.

55.1 Bognor Regis Football Club - funds requested - £20,000

Members, in debate, acknowledged the application was a one-off, and in accepting the impact on the community, and longevity of the project, **RESOLVED** to **AGREE** to award £10,000 to Bognor Regis Football Club.

55.2 Making Theatre Gaining Skills - funds requested - £7,000

Whilst comments were made on the appropriateness of funding this project, with the need to create self-funding and self-awareness discussed, Members did acknowledge the use of multiple venues and events in the Town that the project would bring. Members **RESOLVED** to **AGREE** to award £3,500 to Making Theatre Gaining Skills.

55.3 39 Youth Club - funds requested - £7,000

In discussing the need for transportation of equipment, storage between usage, and alternative use of private cars, as previous, Members on considering the merits of the detached/outreach youth work, including Park Days, **RESOLVED** to **AGREE** to award £4,000 to 39 Youth Club.

55.4 Young People's Shop - funds requested - £4, 377.75

On questioning the value of unrestricted reserves, Members tasked the Clerk to ascertain the level and use of these reserves with the organisation.

Pending, and subject to such clarification, Members **RESOLVED** to **AGREE IN PRINCIPLE** to award £3,000 to the Young People's Shop. A final decision was **DEFERRED** until clarification had been received, and a report brought back to a future meeting.

55.5 West Sussex Music - funds requested - £4,200

In considering the application, Members felt the significant level of unrestricted reserves, and the relatively low number of potential service users from the Bognor Regis Wards, as required, was outside the criteria of the Youth and Young Persons Budget.

Members, therefore, **DISAGREED** to the funding application request received from West Sussex Music on this occasion.

55.6 Bognor Regis Youth & Community Centre - funds requested - £4,000

All, in principle, supported the concept of the "Home Shed", and equally recognised the perceived benefits to young people deemed as NEET (Not in Employment, Education or Training), disabled and Neurodiverse.

Members **RESOLVED** to **AGREE** to award the full amount of £4,000, as applied for, to the Bognor Regis Youth & Community Centre.

55.7 West Sussex Fire & Rescue - funds requested - £3,000

Reservations were expressed in potentially awarding funding to a wider statutory organisation, and further, the low number of Cadets directly benefiting, should funding be awarded. The overall merits of the structured training programme, and opportunity to give the Cadets a "future" was generally accepted.

Members **RESOLVED** to **AGREE IN PRINCIPLE** to award £3,000 to West Sussex Fire & Rescue, subject to, our wider terms of reference, permitting

the Town Council to fund another Council. A final decision was **DEFERRED** until clarification had been received, and a report brought back to a future meeting.

55.8 Bognorphenia - funds requested - £2,500

Cllr. Wells redeclared his Disclosable Pecuniary Interest and left the Meeting

Following a brief discussion about the virtues of Bognorphenia and, specifically, their annual event 'Our Generation Young People Day', Members in support of the wider aims to facilitate music through a recording studio, **RESOLVED** to **AGREE** to award the full amount applied for of £2,500 to Bognorphenia.

Cllr. Wells returned to the Meeting

55.9 Life Centre - funds requested - £2,464

With it noted that funding had been applied for from multiple authorities and owing to the significant level of unrestricted reserves available, Members **DISAGREED** to the funding application request received from Life Centre on this occasion.

55.10 Saltwater Creations - funds requested - £1,200

In consideration of their wider remit, low overhead costs, support of marine life and ecology through animation projects and working with local schools, Members **RESOLVED** to **AGREE** to award, in full, as applied, £1,200 to Saltwater Creations.

55.11 Resourceful Community Scrap Store - funds requested - £ 1,072.50

Whilst concerns were raised, notably, their policy on DBS checks, and comprehensiveness of the safeguarding document, Members **RESOLVED** to **AGREE IN PRINCIPAL** to award £1,072.50, subject to, and pending, confirmation of applied DBS checks. A final decision was **DEFERRED** until clarification had been received, and a report brought back to a future meeting.

Cllrs. Dawes and White voted **AGAINST** the awarding of funding to Resourceful Community Scrap Store and asked that these be recorded in the Minutes.

55.12 With an underspend of £4,362.50, Members will be invited at the next Environmental and Leisure Committee Meeting to consider earmarking these funds, and carry them forward to the Youth & Young Persons Budget 2026/2027, or whether the balance should be returned to General Reserves.

The Meeting closed at 7.52pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd NOVEMBER 2025**

**AGENDA ITEM 12 - TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE
AND REPORT YEAR ENDING 31st MARCH 2025 ACCOUNTS AND
CONSIDER ANY ACTION IF REQUIRED**

REPORT BY THE TOWN CLERK

FOR DECISION

Notification has been received from the External Auditors, Moore, that they have completed the Town Council's annual audit for the year ended 31st March 2025.

The certified Annual Governance and Accountability Return (AGAR) which includes the External Auditor's certificate and report and details any matters arising from the audit has also been returned.

The External Auditor limited assurance opinion 2024/25 states as follows: -

"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There are no other matters affecting our opinion which we draw to the attention of the authority."

In line with the Accounts and Audit Regulations 2015, a Notice has already been displayed along with a copy of the certified AGAR on the Town Council's noticeboards advising of the conclusion of the audit and the right to inspect this. A copy of the certified AGAR and Notice has also been placed on the Town Council's website.

The correspondence received from the auditors enclosing the signed External Audit report did raise the following point, which is detailed below for Members information: -

"As part of our intermediate testing, we requested information showing the review of documents including Financial Regulations, Standing Orders and the Code of Conduct. The Council confirmed the Code of Conduct has not been reviewed during 2024/25 as there have been no updates made to it since May 2021. We understand this is in line with your adopted code of conduct which states that the code is to be reviewed by the LGA on an annual basis to ensure that it is fit for purpose. Whilst we note that a watching brief is being kept by the Clerk & RFO ensuring that should further updates be applied following the annual review by the LGA, that this will be brought to the council for consideration and readoption of the amended document, we would suggest

that the council document that no updates have been received within their minutes during each financial year.”

DECISIONS

The Council is therefore invited to **NOTE** receipt of the External Auditor's Certificate and Report.

To **NOTE** the External Auditors limited assurance opinion 2024/25 which states that on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Also, there are no other matters affecting their opinion which they draw to the attention of the authority.

To further **NOTE** the point raised in the associated correspondence suggesting that the council document that no updates have been received to the Code of Conduct following the annual review by the LGA within their minutes during each financial year.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 3rd NOVEMBER 2025**

AGENDA ITEM 13 - TO NOTE THAT THE WSALC AGM AND CONFERENCE WILL TAKE PLACE ON TUESDAY 4th NOVEMBER 2025, AT THE AMEX STADIUM, BRIGHTON

REPORT BY THE TOWN CLERK

FOR DECISION

Notification has been received that this year WSALC will be holding their AGM, followed by a joint ESALC and WSALC Conference, on Tuesday 4th November 2025 at the Amex in Brighton (approx. 10am – 4pm).

Each parish or town council can elect up to two representatives to have voting rights at the AGM. At the Annual Town Council Meeting held in May, Councillors Goodheart and Wells were appointed as the Town Council's WSALC representatives.

Whilst Councillor Goodheart has confirmed that he is able to attend the AGM, in addition to the Clerk, it is believed that Councillor Wells is not able to do so on this occasion.

DECISION

Members are asked to **NOTE** that the WSALC AGM and Conference will be taking place on Tuesday 4th November 2025.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 3rd NOVEMBER 2025**

**AGENDA ITEM 14 - TO NOTE THAT THE TOWN COUNCIL'S
COMMUNITY WINTER RESILIENCE PLAN HAS BEEN UPDATED, AND
SUBMITTED TO WSCC, FOR 2025/26**

REPORT BY THE TOWN CLERK

FOR DECISION

The Community Winter Resilience Plan is produced with the support of West Sussex County Council (WSCC) to help communities in times of extreme weather.

DECISION

Members are invited to **NOTE** that the Town Council's Community Winter Resilience Plan for 2025/26 (as detailed in **Appendix 1**) has been updated and submitted to WSCC.



BOGNOR REGIS TOWN COUNCIL

Community Winter Resilience Plan 2025/26

Community Winter Resilience Plan 2025/26

This Community Winter Resilience Plan is produced with the support of West Sussex County Council (WSCC) in helping communities in times of extreme weather.

WSCC Highways undertakes to do the following:

- Monitor the daily forecast provided by their weather forecast provider between October and April and take appropriate actions. Issue a Daily Decision to all interested parties via [@WSHighways](#).
- Treat the Winter Service Network – 42% of the county's 4,000km road network.
- Purchase and store, at five WSCC depots, at least 8,000 tons of de-icing road salt during the summer months when prices are advantageous.
- Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.
- Maintain a fleet of 20 gritters (bulk spreaders) between October and April.
- Issue a pre-snow trigger email in the event of a significant weather event to advise communities when to activate the Local Farmer and Contractor Agreement for WSCC funded activities.

WSCC Gritting Routes within the five Wards of Bognor Regis



----- Winter Service Network - treated for frost, ice and snow (this network focuses on areas of local importance and includes roads such as major bus routes, Police Stations, Ambulance Stations, Fire & Rescue stations, hospitals and routes to large industrial establishments)

----- Winter Resilient Network - treated for snow only (this is the extent of the network that will be treated/ploughed in the event of heavy snowfall, 5cm +. This network will be driven in both directions on all roads with only the nearside lane being driven on dual carriageways/multi-lane roads)

WSCC Highways does not undertake any of the following:

- Treat any roads not identified as part of the Winter Service Network.
- Hand treat footways / cycleways / precincts as a precautionary exercise.
- Treat private, 3rd party or non-highway land.
- Refill salt bins or replace Hippo Bags during the winter period free of charge.
- Deliver salt bins or Hippo Bags once winter has started free of charge.
- Fund farmers to clear roads that have not been identified in the agreed Local Winter Plan, or clearance has been undertaken without consent to activate from WSCC.

Further details on WSCC's Winter Service can be found on their website [here](#).

Town/Parish Council Salting and Clearing Arrangements

Local Coordinator: Mrs. Erika Adams

Contacts for Daily Decisions: Mrs. Erika Adams
Town Force Manager
Bognor Regis Town Council
01243 825535
erikaadams@bognorregis.gov.uk

Bulk bags of salt to be provided by WSCC Highways during the autumn, for hand salting by identified volunteers at the problem areas highlighted below. Salt provided by WSCC is for use only on public roads and footpaths and is not to be used for complete route coverage. Bognor Regis Town Council's Town Force staff will be deployed to undertake salting in the event of emergencies, with salt to be stored at the following locations:

Area	Quantity
Town Force Lock Up	1 bag
Unit G2	
Beeding Close	
Southern Cross Trading Estate	
Bognor Regis	

Problem areas identified within Bognor Regis

The following areas have been highlighted as areas that may require hand salting in the event of snow/heavy frost:

- 3 x WSCC subways and adjoining paths.
- London Road precinct.
- Railway footbridges at Longford Road and Ivy Lane.
- Communal areas of Bognor Regis Town Council's allotments.
- Other areas as identified as a result of snow/frost.

Identified volunteers

Bognor Regis Town Force team (paid staff)

Advice on hand salting

The photographs below illustrate some of the key features of effective hand salting.



One ton bags of salt/grit mix is delivered to agreed locations during times of adverse weather for use on the public highway as a form of self help. This material is not for use on private land.



WSCC recommends a spread rate of approximately 20 grams of salt/grit per metres square when hand salting. Although salt/grit can be spread effectively with shovels, care is required to ensure over salting does not occur. Push-along devices, as shown on the left, can be used to cover large areas with an even spread. Large areas can thus be treated quicker with less wastage.



20 grams is in fact a very small amount. You don't need a lot of salt to protect a footway. Use it sparingly. Over salting is damaging to the environment and a waste of a limited resource. Salt bins or bulk bags may not be replaced if salt stocks are critical.



The white board in the photo to the left is one metre square and has 20 grams of salt/grit spread across it. You will observe that you do not need a lot of salt to protect the footways. Spread it evenly and your salt will last longer and cover a greater area.

Advice from GOV.UK on clearing snow and ice, from a road, path or cycleway, where possible

When you clear snow and ice:

- Do it early in the day - it's easier to move fresh, loose snow.
- Don't use water - it might refreeze and turn to black ice.
- Use salt if possible - it will melt the ice or snow and stop it from refreezing overnight (you can use ordinary table or dishwasher salt).
- You can use ash and sand if you don't have enough salt - it will provide grip underfoot.
- Pay extra attention when clearing steps and steep pathways - using more salt may help.
- When you're shovelling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

Remember, people walking on snow and ice have responsibility to be careful themselves.

Advice from WSCC on how to prepare for winter

Keep an eye on the weather

- Sign up to [receive severe weather and school closure email alerts](#).
- [Check if you are at risk from flooding](#) and [sign up for free flood warnings](#).

Protect your home

- Order winter fuel in advance.
- [Check pipes are lagged](#) to prevent them bursting and know where to turn your stopcock off.
- Have a shovel available to clear paths.
- Prepare an [emergency grab bag](#) in case you or your family have to move location at short notice.
- Make sure you have a [working smoke alarm](#) on each level of your home.

- Complete a Household Emergency Plan, which should include important numbers, such as your home insurer, doctor and the police: [Household Emergency Plan form](#).
- Sign up to the British Red Cross [app](#).

Protect your business

- WSCC's [Protect your business](#) pages provide information on how to prepare a business continuity plan to help in the event of extreme weather.

Protect your health

- [Keep warm and well](#) - find out if you are eligible for [Cold Weather Payments](#).
- Fight the flu – [get a flu jab](#).
- If you take medication make sure you have enough to get you through any bad weather.
- Check the NHS websites for [winter health guidance](#).
- Have your heating and cooking appliances serviced by an [approved trader](#) - carbon monoxide is a killer.
- Stock up on basic supplies at home or find out about getting [Meals on Wheels](#).

Winter travel

- Ensure you have shoes with a good grip.
- Prepare your car for winter weather by following [RAC advice](#).
- Follow GOV.UK's advice about [driving in adverse weather conditions](#).
- Keep up to date with the latest travel information [around the county](#) or [around the UK](#).
- Sign up for free [train delay and disruption alerts](#).

Other resources

- Contact the [Energy Saving Trust](#) for free, impartial advice on reducing your heating bills and making your home more energy efficient.

Useful contact details / websites in an emergency

Bognor Regis Town Council	01243 867744 clerk@bognorregis.gov.uk
Arun District Council (Enquiries)	01903 737500 info@arun.gov.uk
BBC Sussex (104.8 & 95.3 FM)	www.bbc.co.uk/bbcsussex
British Gas and Transco Gas	0800 111 999
Emergency Services	999

Environment Agency	www.environment-agency.gov.uk
Heart (102.4 & 103.5 FM)	www.heart.co.uk/sussex
Highways England	0300 123 5000 https://m.highwaysengland.co.uk/
National Flood Forum	https://nationalfloodforum.org.uk/
NHS out-of-hours	111
Police (non-urgent)	101
Portsmouth Water	023 9247 7999
Power Cut	105
St Richard's Hospital	01243 788122
Southern Water	0330 303 0368
V2 Radio Sussex	www.v2radio.co.uk
West Sussex County Council (Enquiries)	01243 777100 www.westsussex.gov.uk
West Sussex Highways	01243 642105 www.westsussex.gov.uk
WSCC Resilience & Emergencies	033 022 22400 emergency@westsussex.gov.uk
West Sussex Fire & Rescue Service	01243 786211 wsfrs@westsussex.gov.uk

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 3rd NOVEMBER 2025**

**AGENDA ITEM 15 – COUNCILLOR DROP-IN SURGERIES
INCLUDING: -**

- TO RECEIVE ANY FEEDBACK FROM THE COUNCILLOR DROP-IN SURGERY HELD ON 19th SEPTEMBER 2025
- TO CONSIDER A REQUEST FROM MEMBERS TO HOST A FURTHER COUNCILLOR DROP-IN SURGERY IN DECEMBER 2025

REPORT BY THE TOWN CLERK

FOR DECISION

To receive any feedback from the Councillor Drop-In Surgery held on 19th September 2025

At the Councillor Drop-In Surgery held on 19th September 2025, from 12.00pm until 2.00pm, outside Bognor Regis Railway Station, the following were in attendance: -

BRTC Councillors: K. Batley, S. Goodheart, N. Smith, B. Waterhouse and Mrs. G. Yeates

BRTC Officers: Mrs. J. Davis (Deputy Clerk) and Mrs. R. Vervecken (Civic & Office Manager)

Approximately 13 members of the public engaged with the Councillors present, which was far fewer than the 38 from the previous Surgery, held in London Road during July. A summary of the issues discussed, comments made, and questions asked included: -

- Build-up of rubbish in Victoria Road (resident was referred to Biffa)
- Weeds in the gully/drain in Glencathara Road and Ellasdale Road
- A diseased tree that had been removed, with a resident questioning if it was to be replaced
- Questions on Devolution
- Antisocial behaviour associated with a HMO in Cavendish Road
- Rubbish collections and the lack of bins (including the suggested use of 'seagull proof' bins)
- The need for 'clamping down' on electric scooter use in the Town Centre and Railway Station areas in particular

Unfortunately, during the Councillor Drop-In Surgery, some antisocial behaviour was witnessed by Councillors and the Officer present. This was reported through appropriate channels.

To consider a request from Members to host a further Councillor Drop-In Surgery in December 2025

A request has been received from Members, asking that a further Councillor Drop-In Surgery be held in the Town Centre in December 2025.

AGENDA ITEM15

If a sufficient number of Councillors are available to attend the Drop-In Surgery, then Members are invited to consider and agree a date and time for this to take place.

DECISION

Do Members **AGREE** that a further Councillor Drop-In Surgery be held in December 2025 and, if so, on what date and at what time?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 3rd NOVEMBER 2025**

**AGENDA ITEM 17 - CIVIC DUTIES UNDERTAKEN BY MAYOR CLLR. MRS. GILL
YEATES FROM 8th SEPTEMBER – 3rd NOVEMBER 2025**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Friday 12.09.25	:	NALC Super Council's Network Meeting, (Online)
Saturday 13.09.25	:	BR Concert Band 'In the Spotlight' Concert Saint Mary Magdalene Church, Bersted Street, BR
Monday 15.09.25	:	Official Opening of BR Foodbank's new premises at 'The Hope Centre', Saint Wilfrid Church, Ellasdale Road, BR
Thursday 18.09.25	:	WSALC Chair's Forum (Online)
Friday 19.09.25	:	BRTC Councillor Drop-In Surgery, BR Railway Station, BR
Saturday 20.09.25	:	Opening of Southdowns Music Festival 2025, London Road Precinct, BR
Saturday 20.09.25	:	Stonepillow 'Big Sleepout 2025' charity fundraiser, Chichester Cathedral
Wednesday 24.09.25	:	VAAC AGM, Manor House, Church Street, Littlehampton
Thursday 25.09.25	:	BRTC Balcony Flagpole Rededication Service, Town Hall, BR
Saturday 27.09.25	:	BR Puppet Party 2025, Royal Norfolk Hotel, BR
Saturday 27.09.25	:	The Phoenix Centre 'Under 18's – Battle Of the Bands' competition, The Phoenix Centre, Westloats Lane, BR
Saturday 27.09.25	:	WS Guitar Club Concert, Regis School of Music, Sudley Road, BR
Thursday 02.10.25	:	Opening of BR War Memorial Hospital new Community Hub, BR War Memorial Hospital, Shripney Road, BR

AGENDA ITEM 17

Thursday 09.10.25	:	<i>Deputy Mayor attended: BR In Bloom Awards Evening 2025, The Salvation Army Church and Community Centre, Canada Grove, BR</i>
Friday 10.10.25	:	<i>Deputy Mayor attended: High Sheriff of West Sussex' Annual Judges Service, Chichester Cathedral</i>
Thursday 16.10.25	:	RAFA Branch 381 80 th Anniversary event, RAFA Club, Waterloo Square, BR
Wednesday 22.10.25	:	Meeting with Revd. Tim Crook re. Civic Service, St. Mary Magdalene Church, Bersted Street, BR
Saturday 25.10.25	:	Royal British Legion Poppy Appeal Launch 2025, Sainsbury's superstore, Shripney Road, BR
Saturday 25.10.25	:	Anniversary event for Grandad's Front Room CIC, High Street, BR
Monday 27.10.25	:	Attendance at funeral of Gary Edgington MBE (BR Sea Cadets & Mayor's Cadet) Arun Crematorium
Monday 27.10.25	:	BRTC Allotments AGM (Presenting awards) Council Chamber, Town Hall, BR

Engagements scheduled to be attended

None.

Invites not Attended

Friday 10.10.25	:	Arun Community Transport AGM, Dove Lodge, Littlehampton
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**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 3rd NOVEMBER 2025**

**AGENDA ITEM 18 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 8th SEPTEMBER – 3rd NOVEMBER 2025**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Thursday 25.09.25	:	BRTC Balcony Flagpole Rededication Service, Town Hall, BR
Tuesday 07.10.25	:	Topping Out Ceremony, 82 Hurst Road, East Molesey, Surrey (Private engagement)
Thursday 09.10.25	:	BR In Bloom Awards Evening 2025, The Salvation Army Church and Community Centre, Canada Grove, BR
Friday 10.10.25	:	72 nd National Town Criers' Championship, Rye Gun Gardens, Rye
Saturday 25.10.25	:	Anniversary event for Grandad's Front Room CIC, High Street, BR

Engagements scheduled to be attended

None.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 3rd NOVEMBER 2025**

**AGENDA ITEM 20 - TO RECEIVE A REPORT FROM OFFICERS
FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH
MEETING WITH THE NEIGHBOURHOOD POLICING TEAM**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR INFORMATION

Arun Parish (Sussex Police) Meeting held on 17th October 2025

In the absence of the Town Clerk, the Civic & Office Manager attended the online meeting alongside Cllr. Wells.

Inspector Wickings shared updates in relation to training, with new officers expected to be out on patrol within the next few months, helping to ensure more of a police presence in the Town. There had been lots of engagement activity across the district during the recent National Hate Crime Awareness Week. It is anticipated that a new Sergeant will be assigned to the Bognor Regis area during November, with their remit to be mainly working in the 'outer' areas of the Town, including the surrounding parishes.

Attendees raised concerns with outbreaks of antisocial behaviour including break-ins in the village shopping precincts, which have increased significantly over the past 6 to 12 months. Inspector Wickings confirmed that now the Sergeant will be tasked with visiting such areas to talk to retail business owners and looking at identifying specific problem areas. Other issues raised included the use of e-bikes and e-scooters and other low-level incidents of antisocial behaviour. Dax O'Connor, the ADC Community Safety Officer advised that newly appointed Community Protection Officers will be patrolling in local communities and able to support Sussex Police in all issues raised at the meeting.

A recent social media post was discussed, which seemed to suggest that crime levels were down across Town Centres in Sussex, which was questioned, particularly with Bognor Regis crime stats that proved an increase through the month of August. Inspector Wickings confirmed this would have been a generalised post and not specific to certain areas. He also cited his expectation that crime in Bognor Regis will continue to rise as more people are encouraged to report. The Bognor Regis Police Station only being open for one day a week was raised as a concern, which Inspector Wickings confirmed he would investigate the reason behind, suspecting it could be due to structural work being done there or a lack of staff resource. On a positive note, attendees were pleased to see PCSO's advertising more widely which days they were patrolling, which is giving more certainty to communities. Also discussed was a recent running event, aiming to highlight areas runners feel unsafe around the Town, with one of the main problems identified being the lack of street lighting in some areas. This will be raised at the next Bognor Regis Town Action Group Meeting, with ADC looking to also provide support, including equipment to help alleviate concerns.

With Halloween on the horizon, extra resources have been assigned by the Neighbourhood Policing Team, to ensure a feeling of community safety and offering early interventions, particularly as it takes place over the weekend, which tends to create more of a problem.

Lastly, attendees were reminded to encourage reporting of crimes through the ADC dedicated Community Safety Officer email address as well as through Sussex Police, to ensure the new team can direct their patrol accordingly. The two new officers will get in touch with parish clerks with more information on this, in due course. Results to the recently closed ADC surveys surrounding community safety and Public Spaces Protection Order are currently being collated, and these will be circulated shortly. For any community safety initiatives requiring funding, such as CCTV, those present were reminded of the Safer Arun Partnership that has such funds available for useful initiatives to help deter antisocial behaviour. Any ideas or 'hot spots' to be investigated further, should be raised.

The next meeting is scheduled to take place on 18th November 2025 and Members are asked to contact either Cllr. Wells or the Town Clerk with any issues that they would like raised.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd NOVEMBER 2025**

AGENDA ITEM 21 - CORRESPONDENCE

FOR INFORMATION

1. NALC chief executive's bulletin – Circulated to all Councillors 18.09.2025
2. WSCC Residents' eNewsletter: Recycle Week – Circulated to all Councillors 18.09.2025
3. CCCI September News & Events update – Circulated to all Councillors 18.09.2025
4. The Sussex Police and Crime Commissioner; Assessing Sussex Police's effectiveness, efficiency and legitimacy – Circulated to all Councillors 19.09.2025
5. Sussex Alerts; Student safety: protect young people from fraud and cyber crime – Circulated to all Councillors and on social media 22.09.2025
6. VAAC Upcoming Events and Training 23.09.2025
7. WSCC News Release: Council states its preference for a one unitary authority – Circulated to all Councillors 25.09.2025
8. Chief executive's bulletin – Circulated to all Councillors 25.09.2025
9. Office for National Statistics September issue 25.09.2025
10. WSCC Residents' eNewsletter – Circulated to all Councillors 25.09.2025
11. Heather Perrott; Next international film being shown at Picturedrome – Circulated to all Councillors 25.09.2025
12. West Sussex Mind; Mental Elf is back! 25.09.2025
13. The Sussex Police and Crime Commissioner; Can you spot the signs of investment fraud? – Circulated to all Councillors 26.09.2025
14. Invitation to all Councillors to attend the launch party for the new landlord of the Alex Public House – Circulated to all Councillors 29.09.2025
15. Chichester Chamber of Commerce and Industry: Murder Never Looked So Glamorous event – Circulated to all Councillors 30.09.2025
16. Arun September newsletter 30.09.2025
17. Sussex Alerts; Reminder - PCC's Safer In Sussex Survey – Circulated to all Councillors and on social media 30.09.2025
18. Rampion 2 Project Newsletter – Circulated to all Councillors 02.10.2025
19. NALC chief executive's bulletin – Circulated to all Councillors 02.10.2025
20. Sussex Alerts; Vacancy - Joint Audit Committee Member for the SPCC and the Chief Constable – Circulated to all Councillors 02.10.2025
21. The Sussex Police and Crime Commissioner; Raising awareness of the dangers of online grooming – Circulated to all Councillors 03.10.2025
22. Sussex Alerts; Protect your Home & Belongings – Circulated to all Councillors and on social media 03.10.2025
23. Sussex Alerts; Stop! Think Fraud! – Circulated to all Councillors and on social media 07.10.2025
24. Sussex Alerts; Free scam savvy and digital confidence training – Circulated to all Councillors and on social media 07.10.2025
25. Sussex Alerts; what3words – Circulated to all Councillors and on social media 08.10.2025
26. NALC chief executive's bulletin – Circulated to all Councillors 09.10.2025
27. CCCI October News & Events update – Circulated to all Councillors 10.10.2025

AGENDA ITEM 21

- 28.** The Sussex Police and Crime Commissioner; Sussex is no place for hate – Circulated to all Councillors 10.10.2025
- 29.** Sussex Alerts; Hallowe'en – Circulated to all Councillors and on social media 11.10.2025
- 30.** Sussex Alerts; Mobile Phones – Circulated to all Councillors and on social media 11.10.2025
- 31.** WSCC News Release: Settle down with some spine-tingling tales from West Sussex – Circulated to all Councillors 13.10.2025
- 32.** WSCC Cabinet Minutes 23rd September 2025 – Circulated to all Councillors 13.10.2025
- 33.** WSCC news release; County Council's new strategy tracks flood risk to the source – Circulated to all Councillors 13.10.2025
- 34.** NALC Events newsletter – Circulated to all Councillors 14.10.2025
- 35.** Stonepillow e-bulletin; We couldn't do it without you! – Forwarded to the Mayor as Patron 14.10.2025
- 36.** Letter of Condolence sent to Bognor Regis Sea Cadets on the passing of former Commanding Officer, Gary Edgington, MBE 14.10.2025
- 37.** WSCC Cabinet meeting information – Circulated to all Councillors 14.10.2025
- 38.** WSCC Residents' eNewsletter; Tackling flood risk, check your blood pressure for free, job seekers support, and more - Circulated to all Councillors 16.10.2025
- 39.** NALC chief executive's bulletin – Circulated to all Councillors 16.10.2025
- 40.** The Sussex Police and Crime Commissioner; Taking shop theft seriously in Sussex – Circulated to all Councillors 17.10.2025
- 41.** Grant Aid Monitoring form and associated paperwork from Bognor Coastal Arts Trail for Grant Aid 2025 award 20.10.2025
- 42.** ADC Proposed changes to Bognor Regis Town Hall services' public consultation – Circulated to all Councillors and on social media 20.10.2025
- 43.** Invitation AGM A&C Citizens Advice – Circulated to all Councillors 21.10.2025
- 44.** WSCC News Release; Cabinet agrees to proceed with devolution and hears latest budget position – Circulated to all Councillors 22.10.2025
- 45.** NALC Newsletter; nominations are open for our 2025 governance elections – Circulated to all Councillors 22.10.2025
- 46.** NALC Chief executive's bulletin – Circulated to all Councillors 23.10.2025
- 47.** Letter of Condolence sent to Nina Levtov on the passing of Sasha Levtov 23.10.2025
- 48.** Sussex Alerts; Recovering Hacked Accounts – Circulated to all Councillors and on social media 23.10.2025
- 49.** CCCI Survey Shout Out – Circulated to all Councillors 23.10.2025
- 50.** WSCC News Release: Council strengthens call for action on shop theft in West Sussex with amended motion – Circulated to all Councillors 24.10.2025
- 51.** Sussex Alerts; Shoplifting – Circulated to all Councillors and on social media 24.10.2025
- 52.** The Regis School; News 24.10.2025
- 53.** The Sussex Police and Crime Commissioner; Supporting Sussex families bereaved by suicide – Circulated to all Councillors 24.10.2025
- 54.** Sussex Alerts; Safety Alert Candle fire safety week – Circulated to all Councillors and on social media 24.10.2025