



# BOGNOR REGIS TOWN COUNCIL

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

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Dear Sir/Madam,

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

I hereby give you Notice that the Annual 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 12<sup>th</sup> MAY 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 12<sup>th</sup> May 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.

***Prior to the commencement of the Meeting new appointments of the Mayor's Cadets will take place including presentation of badges and certificates***

*Glenna Frost*

**DATED THIS 2<sup>nd</sup> DAY OF MAY 2025**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

1. Election of Mayor for 2025/2026
2. The Mayor will make the Statutory Declaration of Acceptance of Office
3. Election of Deputy Mayor for 2025/2026
4. The Deputy Mayor will make the Non-Statutory Declaration of Acceptance of Office
5. Acceptance speech and welcome by the newly elected Mayor
6. Declaration of Acceptance of Office by Cllr. Michelle White, elected at the By-Election on 24<sup>th</sup> April 2025
7. Apologies for Absence and their approval, subject to meeting the agreed criteria

8. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
- a) the item they have the Interest in
  - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
  - c) the nature of the Interest
  - d) if it is an Ordinary Interest whether they intend to leave the 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
9. To review the Council's Terms of Reference and any delegation arrangement to Committees and Sub-Committees
10. To note change in affiliation of former Independent Group Councillor
11. To appoint Members (and Chair/Vice-Chair) to serve on the following Committees. (The Mayor and Deputy, ex-officio, shall be members of P&R)

Policy and Resources Committee  
Planning and Licensing Committee  
Environmental and Leisure Committee

NOTE: In accordance with Standing Orders, the Council may appoint any number of Members to serve on each Committee provided that the total number of places on Committees fairly and as accurately as possible reflects the political composition of the Full Council {S.O. 4.d (x)} (The quorum of a Committee or Sub-Committee shall not be less than 3 Members)

ADDITIONAL NOTE: A Committee may arrange for the discharge of its functions by a Sub-Committee – LGA 1972 – S.101. (2)

- 12. To appoint representatives to other 'outside' bodies (list attached to Agenda)
- 13. To confirm Bank Signatories
- 14. To ratify continuance of the current policy that verification of bank reconciliations will be completed by any of the current bank signatories excluding the Chair or Vice-Chair of the Policy and Resources Committee in line with FR 2.6
- 15. To note the Calendar of Meetings for 2025/2026 (attached) including to agree the start time of Planning and Licensing Committee Meetings
- 16. To APPROVE the Minutes of the Council Meeting held on 10<sup>th</sup> March 2025
- 17. Written Questions from Councillors
- 18. Adjournment for public question time and statements
- 19. To consider any written dispensation requests received from Town Councillors
- 20. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 20.1 **Policy and Resources Committee Meeting of 31<sup>st</sup> March 2025 and Extraordinary Committee Meetings of 14<sup>th</sup> April and 7<sup>th</sup> May 2025** with resolutions, recommendations and reports including: -

- Recommendation that the Internal Audit Report 2024/25 (Interim Update) be approved - Min. 147 refers
  - Recommendation to adopt the Terms of Reference for the Bognor Regis Town Hall Working Party - Min. 151 refers
- 20.2 **Planning and Licensing Committee Meetings of 18<sup>th</sup> March, 8<sup>th</sup> and 29<sup>th</sup> April 2025** with resolutions, recommendations and reports
- 20.3 **Environmental and Leisure Committee Meeting of 24<sup>th</sup> March 2025** with resolutions, recommendations and reports
21. 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
22. To note the List of Payments and Transfers made in [February](#) and [March](#) 2025 and to note the [balances, bank reconciliations and financial reports](#) (April not yet available) and outturn and approval of the contents and their publication. 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)
23. To receive any feedback from the Councillor Drop-In Surgery held on 10<sup>th</sup> April 2025 and to note a change of date for the Surgery due to take place on Friday 3<sup>rd</sup> October 2025 at Bognor Regis Railway Station (Min. 165 refers)
24. To receive any updates on Regeneration in the Town including report from Cllr. Nash
25. To note outgoing Mayor's Report and duties undertaken
26. Town Crier's Report and duties undertaken
27. Reports from Representatives to other organisations
28. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
29. To receive Correspondence
30. Picturedrome Site update including: -
- Director's report, any urgent actions taken for ratification
  - To confirm bank signatories as the Company Director plus any two signatories from the Town Council accounts

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

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025**

**AGENDA ITEM 1 - ELECTION OF MAYOR FOR 2025/26**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

As per Standing Order 5(j), it is a convention of the Council that the Deputy Mayor in any year shall, unless he or she resigns, becomes disqualified or is not re-elected as a Councillor, be put forward by Council as Mayor for the following year.

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

**DECISION**

Do Members **AGREE** that Cllr. Mrs. Yeates be appointed as Mayor for the 2025/26 Municipal Year?

## AGENDA ITEM 3

### BOGNOR REGIS TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025

#### AGENDA ITEM 3 - ELECTION OF DEPUTY MAYOR FOR 2025/26

##### REPORT BY THE TOWN CLERK

##### FOR DECISION

As per Standing Order 5(k), Council will recommend a Councillor to become the new Deputy Mayor for the following year.

As Members will recall, the recommendation from the Council Meeting held on 10<sup>th</sup> March 2025 (Min. 159 refers) is that Cllr. Wells be appointed as Deputy Mayor for the forthcoming year.

##### **DECISION**

Do Members **AGREE** that Cllr. Wells be appointed as Deputy Mayor for the 2025/26 Municipal Year?

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 12<sup>th</sup> MAY 2025**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

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

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

The Town Clerk can confirm that the Declaration of Acceptance of Office has been completed by the newly elected Member, Cllr. Michelle White, and this has been received and duly signed by her as the Council's Proper Officer.

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

**DECISION**

Members are asked to **NOTE** that the Declaration of Acceptance of Office has been signed by Cllr. Michelle White following her election to the Town Council at the By-Election on 24<sup>th</sup> April 2025, and this has been received and duly signed by the Town Clerk as Proper Officer of the Council.

## AGENDA ITEM 9

### BOGNOR REGIS TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING – 12<sup>th</sup> MAY 2025

#### AGENDA ITEM 9 - TO REVIEW THE COUNCIL'S TERMS OF REFERENCE AND ANY DELEGATION ARRANGEMENT TO COMMITTEES AND SUB- COMMITTEES

##### REPORT BY THE TOWN CLERK

##### FOR DECISION

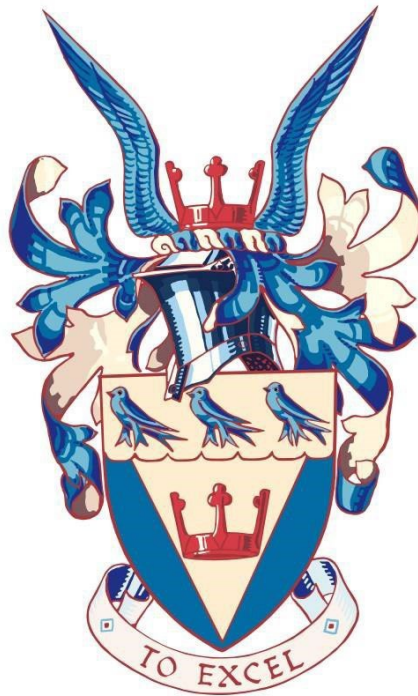
The Council's Terms of Reference for both Council and various Committees are reviewed on an annual basis. Each Committee considers their Terms of Reference at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council.

As a result of reviewing the Council's governance and owing to the drive by Government for councils to become more transparent, a new layout for the Terms of Reference was proposed in 2015 for Council and each Committee that assists the Town Council in complying with this requirement. This also fits in with the style of the Council's Constitution. The layout gives Members and the public a clear picture of the powers that are available to the Council, some of which are currently used and others which are not.

With regard to the Council Terms of Reference (attached as **Appendix 1**), there are no recommended changes to the current version.

#### DECISION

Do Members **RESOLVE** to **ADOPT** the Council's Terms of Reference for the 2025/26 Municipal Year?



# **BOGNOR REGIS TOWN COUNCIL**

## **COUNCIL**

### **TERMS OF REFERENCE**

Adopted by the Council at its Meeting held on **28<sup>th</sup> October 2024**



**BOGNOR REGIS TOWN COUNCIL**  
**TERMS OF REFERENCE: COUNCIL**

16 Members of the Authority

Quorum = Minimum of one third of the total Council membership but no less than 3

**Introduction to Powers and Duties of Standing Committees**

Subject to the matters to be reserved to Council, a majority of the Council's powers and duties are delegated to standing committees as set out in their respective terms of reference, subject to the acts and proceedings of a committee:

- a. where delegated to committee, so far as is legally permissible, be deemed the acts and proceedings of the Council;
- b. where not delegated, recommendations from committee, will be subject to confirmation by Council and when confirmed will be deemed the acts and proceedings of the Council;
- c. in all respects be subject to the provisions of the Council's Standing Orders, Standing Orders for Contracts and Financial Regulations except as otherwise determined by Council.

No Committee, or officer is authorised to make decisions which breach a Council policy or a budget allocation, however in exceptional circumstances a recommendation can be made for determination by Council.

Where acting under delegated authority, a committee may decide to refer the decision to full Council and shall make recommendations as appropriate.

Standing Orders make provision for a public question time at all standing committee meetings as well as at Council. In addition, all committees may take representations from the public on an agenda item if it is notified to them prior to the meeting, subject to agreement of the whole committee.

Committees must submit an annual proposed budget to Policy & Resources Committee within the annual budget programme.

Function of Council Column 1		Delegation of Functions Column 2
<b>1.</b>	<b>Powers of all Standing Committees</b>	
1.1	To arrange extra meetings	<ul style="list-style-type: none"> <li>Town Clerk in consultation with Chair or Vice Chair</li> </ul>
1.2	To cancel or postpone a meeting owing to lack of business or in an emergency	<ul style="list-style-type: none"> <li>Town Clerk in consultation with Chair or Vice Chair</li> </ul>
1.3	To monitor implementation of actions on minutes of the committee	<ul style="list-style-type: none"> <li>Committee</li> </ul>
1.4	To manage services for which they are responsible within an approved budget & policy	<ul style="list-style-type: none"> <li>Committee</li> </ul>
1.5	To make recommendations to Council on efficiency and effectiveness measures.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
1.6	To authorise spending/ issue works orders within budgets delegated to committee, & in accordance with Financial Regulations.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
1.7	To establish sub-committees and working groups on a task and finish basis, relevant to the work of the committee	<ul style="list-style-type: none"> <li>Committee, subject to terms of reference of sub-committees not exceeding powers of committee.</li> <li>Council to ratify permanent sub-committees and working groups</li> </ul>
1.8	Appointment of Chair of committees, sub-committees and working groups.	<ul style="list-style-type: none"> <li>Committee Chair reserved to Council</li> <li>Council may delegate appointment of Vice Chair to Committee</li> </ul>

1.9	Agreeing and/or amending the Terms of Reference for Committees, sub-committees deciding on their composition and making appointments to them.	<ul style="list-style-type: none"> <li>Committee may appointment Chair &amp; Vice Chair of sub-committee or working group which they establish</li> </ul> <p>None for committee, but on advice from committee</p>
1.10	In addition to authority under Financial Regulations, any committee other than Policy & Resources shall refer proposals which would incur non-budgeted expenditure or would reduce by more than £500 budgeted income to Policy & Resources Committee, which shall make recommendations to Council on the matter.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
1.11	A committee may vire monies within its approved budget between heads provided that any virement which would exceed 5% of the committee's budget would be referred to Policy & Resources Committee for consideration of any purely financial implications.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
<b>2.</b>	<b>General Governance</b>	
2.1	Adoption and amendment of the Council's Corporate Strategy.	None, but to receive advice from Policy & Resources Committee
2.2	Comments on the Strategic Plans or strategies of principal councils	None, but to receive advice from relevant committee
2.3	Approval and amendment of all policies not delegated to a particular committee <ul style="list-style-type: none"> <li>Pensions Discretions Policy</li> <li>Personnel Policies and Employee Handbook</li> </ul>	<p>None except</p> <ul style="list-style-type: none"> <li>Policy &amp; Resources Committee</li> <li>Policy &amp; Resources Committee</li> </ul>
2.4	Endorsement of Town Centre Plans etc	None
2.5	Approval of Neighbourhood Plan	None
2.6	Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None, but on advice of Policy & Resources Committee
2.7	Approving annual budget, Precept, and Medium-Term Financial Strategy	None, but on advice of Policy & Resources Committee
2.8	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
2.9	Election of the Mayor, appointment of Deputy Mayor	None
2.10	Appointment of Members or Officers to outside bodies	None
2.11	Adopting an allowance scheme for Mayor or other members	None, but for members to be on the advice of Arun District Council panel
2.12	Changing the name of the Town Council	None
2.13	Deciding on honorary titles or awards	None
2.14	Making, amending, revoking, re-enacting or adopting Bylaws	None
2.15	To represent the view of the local community on matters of significance	None, unless specifically delegated to committee or officer
2.16	Power to make payments or provide other benefits in cases of fault or maladministration	<ul style="list-style-type: none"> <li>Policy &amp; Resources Committee up to £1000</li> </ul>
2.17	Appeals against any decision made on behalf of the Authority	<ul style="list-style-type: none"> <li>As set out in Personnel Policies and the Complaints Procedure</li> </ul>
2.18	Co-option of a member of Council	None
2.19	Co-option of a non-councillor as a member of a committee	None
2.20	To approve the Annual Calendar of Meetings	None
2.21	Decisions on issues relating to Data Protection, Access to Information, Freedom of Information & Human Rights	

2.22	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision	<ul style="list-style-type: none"> <li>Strategic overview to Policy &amp; Resources Committee &amp; decisions to refuse or limit information requests within legislation</li> <li>Town Clerk to renew Data Protection Registration and make amendments if necessary and respond to routine requests for information</li> <li>None generally</li> <li>In cases of urgency, the Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy &amp; Resources Chair</li> </ul>
2.23	<p>a. All powers of the Council in the case of a civil emergency</p> <p>b. All powers of the Council in the case of urgency</p>	<ul style="list-style-type: none"> <li>The Town Clerk in consultation with three of: The Mayor, Deputy Mayor, Policy &amp; Resources Chair</li> <li>The Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy &amp; Resources Chair, subject to reporting justification to the next Council meeting</li> </ul>
2.24	Election issues and filling of vacancies	
2.25	Power to direct as to the Custody of town documents	None
2.26	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	None
2.27	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> <li>Town Clerk</li> <li>Town Clerk</li> </ul>
2.28	Attendance at conference	
2.29	To adopt general power of competence, Local Government Act 2011	None
<b>3. Personnel Issues</b>		
3.1	To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer	None
3.2	To determine the overall Staffing structure and approval of additional posts	<ul style="list-style-type: none"> <li>Policy &amp; Resources Committee</li> </ul>
3.3	Confirming the appointment of the Town Clerk	<ul style="list-style-type: none"> <li>Interviewing for, subject to confirmation by Council is delegated to Policy &amp; Resources Committee &amp; Mayor</li> </ul>
3.4	Dismissal of Town Clerk	None
3.5	Other Personnel matters	<ul style="list-style-type: none"> <li>As set out in Terms of Reference for Policy &amp; Resources Committee</li> </ul>
3.6	Health & Safety Policy - General Statement & Organisation	<p>None</p> <ul style="list-style-type: none"> <li>Arrangements to Policy &amp; Resources Committee</li> </ul>
<b>4. Quality &amp; Integrated Management</b>		
4.1	Matters relating to Quality and Integrated Management and Local Council Award Scheme	<ul style="list-style-type: none"> <li>Policy &amp; Resources Committee</li> </ul>
4.2	Administration of the Complaints Procedure	<ul style="list-style-type: none"> <li>As set out in Complaints Procedure</li> </ul>

<b>5.</b>	<b>Finance</b>	
5.1	Authorisation of Payment of accounts.	<ul style="list-style-type: none"> <li>Council/ Policy &amp; Resources Committee/ Town Clerk in accordance with Financial Regulations</li> </ul>
5.2	Approval of Annual Return & Statement of Accounts	None
5.3	Approval of Banking Arrangements	None
5.4	Approval of Orders for work, goods or services	<ul style="list-style-type: none"> <li>Council/ Policy &amp; Resources Committee/ Town Clerk in accordance with Financial Regulations</li> </ul>
5.5	Audit arrangements	<ul style="list-style-type: none"> <li>Policy &amp; Resources Committee to appoint internal auditor</li> <li>Town Clerk/ RFO to manage in accordance with Financial Regulations</li> <li>Council to approve annual external audit report</li> <li>Policy &amp; Resources Committee to consider interim audit report, final internal audit report and agree any internal audit brief</li> </ul>
5.6	Power to accept gifts, Local Government Act 1972, S139 and to borrow money Local Government Act 1972 Sch. 13	None
5.7	Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11	None
5.8	Authority for capital expenditure not specifically included Budget	None
<b>6.</b>	<b>Land</b>	
6.1	Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127	None
6.2	Power to accept gifts of land, Local Government Act 1972, S139	None
6.3	Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition
<b>7.</b>	<b>Delegated Services</b>	
7.1	To take on services from other local authorities or public bodies (LGA 1972, S101, 111 & 112 or Localism Act 2011) or General Power	None
7.2	To undertake services for another local authority or public body	None
<b>8.</b>	<b>Ethical Framework</b>	
8.1	To approve Member & Officer codes of conduct and protocols	None
8.2	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> <li>Proper Officer to obtain declarations, give reminder annually and to act as necessary for Monitoring Officer</li> <li>Mayor may obtain declarations of office in the absence of the Proper Officer</li> </ul>
8.3	To approve dispensations	None, except in a case of urgency, Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chair, subject to reporting the justification to the next Council meeting

<b>9.</b>	<b>Community Engagement</b>	
9.1	To lead and encourage effective local community engagement, ensuring that, embedded throughout the Council and its decision-making processes is a clear understanding of the need to engage with the local community about decisions which affect them. Such thinking to be reflected throughout the implementation of the terms of reference 1 to 8 detailed below.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
9.2	To champion and where possible enable the aspirations/comments/suggestions obtained from the community to have an impact on decision making and the way in which services are being delivered.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational Management to Town Clerk</li> </ul>
9.3	To promote the social wellbeing of the Town and to facilitate and support local community and voluntary organisations within the framework of our Corporate Strategy.	<ul style="list-style-type: none"> <li>• Grants to Policy and Resources Committee</li> <li>• Management Overview to Council</li> <li>• Operational Management to Town Clerk</li> </ul>
9.4	To lead the drive for one Bognor Regis engaged community and to take responsibility for the reporting of Community Engagement to those living and working in the Town.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational Management to Town Clerk</li> </ul>
9.5	To identify different community sectors of place or interest not already involved in the engagement process to ensure all parts of the community are reached.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational Management to Town Clerk</li> </ul>
9.6	To organise and facilitate the methods of community engagement for participation by all Members of the Council, tailored to the specifics of the target community sectors when applicable.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
9.7	To organise and facilitate the formation of Topic Teams with focus on specific issues identified through community engagement.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
9.8	To review the outcome from all engagement activities with reference to the Corporate Strategy.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
9.9	To regularly assess the delivery of engagement to identify strengths and weaknesses and required resources from within the Council to ensure effective engagement.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
<b>10.</b>	<b>Personal Health</b>	
10.1	To work with partner organisations to improve the health of people in the Town.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational Management to Town Clerk</li> </ul>
10.2	To improve access to services which can contribute to health.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
10.3	To promote healthy living.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
10.4	Contribute to the development of and co-ordination of NHS services.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
<b>11.</b>	<b>Heritage</b>	
11.1	To directly or indirectly, conserve the cultural heritage of the town.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
11.2	To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
<b>12.</b>	<b>Home Safety</b>	
12.1	To support home safety initiatives in the town.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025**

**AGENDA ITEM 10 - TO NOTE CHANGE IN AFFILIATION OF FORMER  
INDEPENDENT GROUP COUNCILLOR**

**REPORT BY THE TOWN CLERK**

**FOR NOTING**

Members are advised that Cllr. Dawes has informed the Town Clerk that he has decided to withdraw his affiliation from the Independent Group as a Town Councillor and will therefore serve the remainder of his term as an Independent Councillor rather than as part of a Group.

As a result, changes are required to the Committee Membership to be agreed under Agenda item 11 to reflect the changes relating to committee proportionality.

**DECISION**

Members are asked to **NOTE** that Cllr. Dawes will sit as an Independent Councillor with immediate effect rather than as a member of the Independent Group.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025**

**AGENDA ITEM 11 – TO APPOINT MEMBERS (AND CHAIR/VICE-CHAIR) TO SERVE ON THE FOLLOWING COMMITTEES. (THE MAYOR AND DEPUTY MAYOR, EX OFFICIO, SHALL BE MEMBERS OF P&R)**

- **POLICY AND RESOURCES COMMITTEE**
- **PLANNING AND LICENSING COMMITTEE**
- **ENVIRONMENTAL AND LEISURE COMMITTEE**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Executive Summary

The Council's Standing Orders require that the political composition of, and total number of places on, Committees fairly and as accurately as possible reflects the political composition of the Full Council. However in light of changes to Group membership Members have requested clarification on how this should be dealt with. The statutory requirements on how political proportionality applies in allocating seats on Committee contained within the Local Government and Housing Act 1989 don't apply to Town Councils but may be used as guidance.

Officers have therefore reviewed how the political proportionality rules apply in allocating seats on Committees etc. to non-aligned Members (i.e. Members who are not a member of any political group on the Council) using the Local Government and Housing Act 1989 as guidance.

Officers have subsequently put forward three options for Members to consider. This report sets out those three options for Council to consider in making its decision.

Existing Custom and Practice

In accordance with Standing Orders, the Council may appoint Members to serve on each Committee provided that the total number of places on Committees fairly and as accurately as possible reflects the political composition of the Council {S.O. 4(d)(x)} (The quorum of a Committee or Sub-Committee shall not be less than 3 Members). Furthermore, a Committee may arrange for the discharge of its functions by a Sub-Committee - LGA 1972 - S.101. (2).

Currently the makeup of the Committees comprises of 10 Members.

Cllr. Dawes as detailed in the previous agenda item no longer wishes to be a member of the Independent Group (originally comprising of Cllrs. Brooks, Dawes and Goodheart) and will therefore now sit as an Independent Councillor. With only one other Councillor remaining as part of the original Independent Group, which is Cllr. Goodheart, the Group will be disbanded and Cllr. Goodheart will also be listed as an Independent Councillor.

## AGENDA ITEM 11

Cllr. Woodall who as an Independent Councillor was not part of the original Independent Group, and was previously listed as an A.N. Other, will also be listed as an Independent Councillor.

The Council therefore currently has three non-aligned Members.

Cllr. Michelle White (Labour) was elected as a Member of Bognor Regis Town Council at the Marine Ward By-Election on 24<sup>th</sup> April 2025. The political makeup of the Town Council membership is now therefore as detailed below.

	<b>Names</b>	<b>Total</b>
Liberal Democrats Group	John Barrett Kenton Batley Claire Needs Francis Oppler Paul Ralph Matt Stanley Jeanette Warr Bob Waterhouse Paul Wells Gill Yeates	10
Labour Group	Roger Nash Nigel Smith Michelle White	3
Non-aligned Members Independent Councillor Independent Councillor Independent Councillor	Danny Dawes Steve Goodheart Phil Woodall	3

### **Committee Proportionality**

If the Council uses its discretion to follow the requirements of the Local Government and Housing Act 1989 then it would, either when certain changes occur or at its Annual Meeting, review the representation of different political Groups and the determination of the allocation of seats on Committees etc. The Act (Section 15) guides the Council, in exercising its duty and power, so far as reasonably practical, gives effect to the principles of political balance which can be summarised like this:

- All seats on a Committee must not be allocated to the same political Group;
- The majority Group must have the majority of seats on each committee;
- The total number of Committee seats across the Council must be allocated proportionately to the number of seats each Group has on the full Council.

The principles are in order of priority. This means that the second principle is applied subject to the first. Similarly, the third principle is applied subject to the first and the second and so on.



## AGENDA ITEM 11

A “political Group” comprises two or more Members who have given written notice of their wish to be treated as a Group. It must have a Leader and may have another Member authorised to act in the place of the Leader (“the representative”). A Member is to be treated as a member of a Group if he/she is party to such a notice, or otherwise gives notice, signed by the Leader, or representative, or a majority of the Group members, that he/she wishes to join the Group.

To date the inclusion of non-aligned Members within the allocation calculation has not been to ensure that they achieve political proportionality but to allow an elected Member to sit on a Committee and represent the Bognor Regis Town Council in its decision making on Committees.

Once the Committee membership has been agreed, it should be noted that the appointment of the Chair and Vice-Chair of the Committees will also be considered at the meeting.

The proposals have been prepared on the assumption that the recommendations for Mayor and Deputy Mayor of Cllr. Mrs. Yeates and Cllr. Wells respectively are carried.

Furthermore, as per S.O. 4(d)(xi) the Mayor and Deputy Mayor ex officio shall be members of the Policy and Resources Committee.

Should the appointment of the Mayor and Deputy Mayor not be in accordance with the Standing Orders and as per the previous recommendations, the proposals will need to be revisited and amended accordingly.

Following liaison with Group Leaders, a summary of their allocated memberships is attached as **Appendix 1**.

### **Option One – Maintain the Status Quo**

This Option is an alternative approach that departs from Section 15 of the 1989 Act.

This Option would see the Council continue its current practice of including the non-aligned Members in the initial calculation and allocate seats to them as if, in effect, they were as individuals a Group in themselves and therefore a place for each of them per Committee.

If Members are mindful to approve this Option this would result in 11 Members per Committee.

### **Option Two – Do not include the non-aligned Members in the initial calculation**

This Option is an alternative approach

This Option would see the Council not include the non-aligned Members in the initial calculation or allocation of seats but would instead see the non-aligned

## AGENDA ITEM 11

Members assigned the remaining “left-over” seats once the political Groups have taken their allocations.

In practice this could result in the non-aligned Members not being allocated a seat on Committees as there may not be any “left over” seats subject to all Group places being filled on Committees. In the event of there being “left over” seats once the political Groups have taken their allocations, then these must be offered to the non-aligned Members.

If Members are mindful to approve this Option this would result in 8 Members per Committee.

### **Option Three – Do not include the non-aligned Members at all**

This Option would see the Council not include the non-aligned Members at all and the initial calculation would be carried out as if the Council had, in effect, only Councillors who were Members of a Group.

Therefore, no non-aligned Members would receive any Committee seats unless they were unilaterally donated by a Group Leader. This would need Council approval.

If Members were mindful to allocate any seats to non-aligned Members, then a decision is required to confirm the maximum number of seats that would be available to non-aligned Members per Committee.

If Members are mindful to approve this Option this would result in between 9 and 11 Members per Committee depending on the number of seats agreed to be allocated to non-aligned Members.

### **DECISIONS**

Consider the various Options and **AGREE** which Option will be applicable. If Option 3 is chosen to confirm the maximum number of seats that would be available to non-aligned Members per Committee.

To **AGREE** the membership of the Committees.

To **AGREE** the Chair and Vice-Chair of the Committees.

## **TOWN COUNCIL COMMITTEES**

### **POLICY AND RESOURCES COMMITTEE**

Mayor (Ex Officio)	(LD)	Mrs Gill Yeates (SUBJECT TO COUNCIL APPROVAL)
Deputy Mayor (Ex Officio)	(LD)	Paul Wells (SUBJECT TO COUNCIL APPROVAL)
	(LD)	John Barrett
	(LD)	Francis Oppler
	(LD)	Mrs Jeanette Warr
	(LD)	Bob Waterhouse
	(L)	Nigel Smith
	(L)	Michelle White

Nominations for Chair: **Bob Waterhouse**

Nominations for Vice Chair: **Paul Wells**

### **PLANNING AND LICENSING COMMITTEE**

	(LD)	John Barrett
	(LD)	Miss Claire Needs
	(LD)	Mrs Jeanette Warr
	(LD)	Bob Waterhouse
	(LD)	Mrs Gill Yeates
Vacancy	(LD)	
	(L)	Michelle White
Vacancy	(L)	

Nominations for Chair: **Jeanette Warr**

Nominations for Vice Chair:

### **ENVIRONMENTAL AND LEISURE COMMITTEE**

(formerly Events, Promotion & Leisure)

	(LD)	Kenton Batley
	(LD)	Miss Claire Needs
	(LD)	Paul Ralph
	(LD)	Matt Stanley
	(LD)	Mrs Jeanette Warr
	(LD)	Paul Wells
	(L)	Roger Nash
	(L)	Michelle White

Nominations for Chair: **Kenton Batley**

Nominations for Vice Chair:

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025**

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

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Following comments at the 2023 Annual Town Council Meeting, and to ensure a quicker more efficient process in making appointments last year, it was agreed that going forward, officers would contact Councillors who were currently appointed as representatives or reserves to 'outside' bodies, in advance of the meeting, to ascertain if they wished to continue in their positions.

The consensus at the Annual Town Council Meeting held on 13<sup>th</sup> May 2024, was that this was a much quicker and more concise way of moving this agenda item forward.

As such, officers have again, in preparation for this year's Annual Town Council Meeting, emailed Councillors to ascertain if they wish to uphold their current representative/reserve positions.

Any positions that become vacant, will be offered out, with interested Councillors asked to convey their wish to fill any vacancies to the Town Clerk, prior to the Annual Town Council Meeting, at which all non-contested positions will be decided en bloc.

With this in mind, please be advised that Cllr. Woodall wishes to step down from his representative role at the following two organisations, meaning each of these now have a vacancy for a representative, which will need to be filled:

- Arun Supporting Families Locality Group
- The 39 Club

Therefore, if any Member wishes to put themselves forward for consideration for the filling of any of the above now vacant positions, please do advise the Town Clerk as soon as possible.

Following their presentation prior to the Council Meeting on 10<sup>th</sup> March 2025, the Chichester Chamber of Commerce and Industry have confirmed that they are agreeable to a Town Councillor representative being appointed to the group. As this is a new appointment, the representative will be decided upon at the meeting, once any nominations have been put forward.

At the time of publishing this report, it is understood that the representatives and reserves appointed to each of the other outside body are proposed as per **Appendix 1** with vacancies for a representative or reserve to be appointed to the following organisations: -

## AGENDA ITEM 12

- Arun Supporting Families Locality Group – Representative appointment
- Bognor Regis Heritage & Arts Partnership Board - Representative appointment
- Chichester Chamber of Commerce & Industry – Representative and Reserve appointments
- Southdowns Music Festival - Reserve appointment
- The 39 Club – Representative appointment

Any representative/reserve roles which are contested, will be voted and agreed upon at the meeting, on an individual basis, as required.

When the organisations are written to, with details of their appointed Town Council representative, they will be asked to confirm the appointment with assurances given that invites and communications will be sent accordingly. Should any of the organisations respond to say that a representative is no longer required (excluding those in receipt of Town Council funding whereby it is conditional for them to be appointed a representative), then an update will be provided to Members at the next meeting.

All representatives attending meetings are kindly reminded to provide a brief written report for circulation to all Councillors, prior to Council Meetings.

### **DECISION**

To **AGREE** the appointed Councillor representatives to the 'Outside' Bodies for the 2025/2026 Municipal Year.

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

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

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

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025**

**AGENDA ITEM 13 – TO CONFIRM BANK SIGNATORIES**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

**BACKGROUND**

It was once again agreed at the Annual Town Council Meeting last year that all Town Councillors would be bank signatories, unless individual written notice had been given to the Clerk to the contrary. For administration purposes, Members need to reaffirm this decision for the coming year.

**MAYOR'S CHARITY ACCOUNT**

It is normal practice that the signatories on the Mayor's Charity Account are the Mayor, Deputy Mayor and Town Clerk, with any two of the three signatories being able to sign cheques.

Following the election of the new Mayor and Deputy Mayor at the meeting, amendments will need to be made to the signatories for this account, if applicable.

For administration purposes, the Council will need to confirm that the signatories on this account will be amended to reflect the newly elected Mayor and Deputy Mayor as signatories for their year in office (subject to their agreement at being signatories).

**RESOLUTIONS**

Members also need to approve that the Resolutions as detailed below will continue to apply for all Town Council accounts:

- The Co-operative Bank p.l.c. ('the Bank') shall continue as our bankers in accordance with our original account application, the Council being empowered by and acting within its constitution in giving this instruction
- The Bank shall be authorised to accept instructions from us in connection with the account(s) and the service, provided that the instructions are given and signed in accordance with the signing authority listed in the forms All New Account Signatories Section 2 Part C and Declaration Section 3 and shall be authorised to act on Instructions given by signatories/authorised users in accordance with the Account terms and conditions. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)



## AGENDA ITEM 13

- The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the forms All New Account Signatories Section 2 Part C and Declaration Section 3
- The Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our Account(s) (including the opening of new accounts), affairs or property, as shown in the forms All New Account Signatories Section 2 Part C and Declaration Section 3
- The Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions if required
- The Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations or Bye Laws if required
- The Bank shall be notified in writing of any change of Directors/Partners/Owners/Officials/Members
- The Bank shall be notified in writing of any change of Authorised User
- The Bank shall otherwise continue to operate our Account(s) in accordance with the signing authority as outlined in Section 2 Part C and Section 3
- The Bank shall be notified in writing of any overall change of control in the Council
- All signatories to the Account(s) are aged 18 or over
- No Directors/Partners/Signatories/Authorised Users have been subject to bankruptcy in the last six years
- No Directors/Partners/Signatories/Authorised Users have had County Court Judgments registered against them in the last six years.

### DECISIONS

**RESOLVE** that all Councillors would continue to be bank signatories, unless individual written notice expressing a wish not to be a signatory had been received previously by the Town Clerk.

**RESOLVE** that the signatories for the Mayor's Charity Account will be amended to reflect the newly elected Mayor and Deputy Mayor as signatories for their year in office (subject to their agreement at being signatories).

**RESOLVE** that the Resolutions as detailed will continue to apply for all Town Council accounts.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025**

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

Following substantial amendments and production of a re-formatted model Financial Regulations that was issued last year by the National Association of Local Councils (NALC), Members of the Policy and Resources Committee considered the amended document at their meeting held on 23<sup>rd</sup> September 2024 Min. 63 refers, and this was subsequently recommended to Council for adoption at the Meeting on 28<sup>th</sup> October 2024.

One of the changes to the Financial Regulations was the requirement to appoint a Member other than the Chair or Vice-Chair of the P&R Committee to verify the bank reconciliations for all accounts produced by the Responsible Financial Officer (RFO).

The Regulation FR 2.6 states as follows: -

*‘On a monthly basis, and at each financial year end, a member other than the Chair or Vice-Chair of Policy and Resources Committee shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Policy and Resources Committee’.*

Following adoption of the revised Financial Regulations by Council at the October meeting, Members were asked later in the meeting to consider this change and make the necessary appointment to satisfy this new requirement.

Prior to any decision being taken, the Town Clerk had suggested that to ensure that there was always a Member available when required, rather than making a single appointment, consideration be given to approving that verification of the bank reconciliations can be completed by any of the current bank signatories excluding the Chair or Vice-Chair of the Policy and Resources Committee appointed in any municipal year. This would then be reviewed on an annual basis at the Annual Town Council Meeting to seek ratification of its continuance for the following municipal year.

Members subsequently approved the Town Clerk’s suggestion, Min. 106 refers as detailed below: -

## AGENDA ITEM 14

Members **RESOLVED** to **APPROVE** that verification of the bank reconciliations be completed by any of the current bank signatories excluding the Chair or Vice-Chair of the Policy and Resources Committee, appointed in any municipal year.

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

### DECISIONS

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

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

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025**

**AGENDA ITEM 15 - TO NOTE THE CALENDAR OF MEETINGS FOR 2025/2026 (ATTACHED) INCLUDING TO AGREE THE START TIME OF PLANNING AND LICENSING COMMITTEE MEETINGS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

In general, all meetings of the Council start at 6.30pm, unless otherwise stated on the Calendar of Meetings for 2025/2026 (attached to this report as **Appendix 1**).

However, for the past couple of years Planning and Licensing Committee Meetings have been held at 4pm to achieve a higher attendance rate from Members.

This was last considered at the Annual Town Council Meeting held on 13<sup>th</sup> May 2024, where Members agreed that Planning and Licensing Committee Meetings, scheduled for the 2024/2025 municipal year, would continue to start at 4pm (Min. 12.1 refers).

The Allotments Sub-Committee Meetings are usually held at 5.30pm prior to the Environmental and Leisure Committee Meetings. However, with the membership of the Sub-Committee and co-opted members being appointed at the first meeting of the Environmental and Leisure Committee following the Town Council's Annual Meeting, the first Allotments Sub-Committee Meeting (in June) is a standalone meeting, beginning at 6.30pm.

**DECISIONS**

Members are invited to **NOTE** the Calendar of Meetings for 2025/2026.

Members are asked to **AGREE** to the continuation of a 4pm start time, for Meetings of the Planning and Licensing Committee for 2025/2026.

## **Bognor Regis Town Council CYCLE OF MEETINGS 2025/2026**

**(All meetings begin at 6.30pm- unless otherwise stated)**

### **May 2025**

Monday	12 <sup>th</sup>	May	ANNUAL TOWN COUNCIL MEETING
Monday	19 <sup>th</sup>	May	Environmental and Leisure C'ttee
Tuesday	20 <sup>th</sup>	May	Planning and Licensing C'ttee <b>(4pm)</b>

### **June 2025**

Monday	2 <sup>nd</sup>	June	Policy and Resources C'ttee
Monday	2 <sup>nd</sup>	June	SPECIAL COUNCIL
Tuesday	10 <sup>th</sup>	June	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	16 <sup>th</sup>	June	Allotments Sub-C'ttee

### **July 2025**

Tuesday	1 <sup>st</sup>	July	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	7 <sup>th</sup>	July	COUNCIL MEETING
Monday	14 <sup>th</sup>	July	Environmental and Leisure C'ttee
Tuesday	22 <sup>nd</sup>	July	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	28 <sup>th</sup>	July	Policy and Resources C'ttee

### **August 2025**

Tuesday	12 <sup>th</sup>	August	Planning and Licensing C'ttee <b>(4pm)</b>
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### **September 2025**

Tuesday	2 <sup>nd</sup>	September	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	8 <sup>th</sup>	September	COUNCIL MEETING
Monday	15 <sup>th</sup>	September	Environmental and Leisure C'ttee
Monday	22 <sup>nd</sup>	September	Policy and Resources C'ttee
Tuesday	23 <sup>rd</sup>	September	Planning and Licensing C'ttee <b>(4pm)</b>

### **October 2025**

Tuesday	14 <sup>th</sup>	October	Planning and Licensing C'ttee <b>(4pm)</b>
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### **November 2025**

Monday	3 <sup>rd</sup>	November	COUNCIL MEETING
Tuesday	4 <sup>th</sup>	November	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	10 <sup>th</sup>	November	Allotments Sub-C'ttee <b>(5.30pm)</b>
Monday	10 <sup>th</sup>	November	Environmental and Leisure C'ttee
Monday	17 <sup>th</sup>	November	Policy and Resources C'ttee
Tuesday	25 <sup>th</sup>	November	Planning and Licensing C'ttee <b>(4pm)</b>

### **December 2025**

Monday	8 <sup>th</sup>	December	Policy and Resources C'ttee (Budget)
Tuesday	9 <sup>th</sup>	December	Planning and Licensing C'ttee <b>(4pm)</b>
Tuesday	23 <sup>rd</sup>	December	Planning and Licensing C'ttee <b>(4pm)</b>

### January 2026

Monday	5 <sup>th</sup>	January	COUNCIL MEETING (Precept)
Tuesday	13 <sup>th</sup>	January	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	19 <sup>th</sup>	January	Environmental and Leisure C'ttee
Monday	26 <sup>th</sup>	January	Policy and Resources C'ttee

### February 2026

Tuesday	3 <sup>rd</sup>	February	Planning and Licensing C'ttee <b>(4pm)</b>
Tuesday	24 <sup>th</sup>	February	Planning and Licensing C'ttee <b>(4pm)</b>

### March 2026

Monday	9 <sup>th</sup>	March	COUNCIL MEETING
Monday	16 <sup>th</sup>	March	ANNUAL TOWN MEETING OF ELECTORS
Tuesday	17 <sup>th</sup>	March	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	23 <sup>rd</sup>	March	Environmental and Leisure C'ttee
Monday	30 <sup>th</sup>	March	Policy and Resources C'ttee

### April 2026

Tuesday	7 <sup>th</sup>	April	Planning and Licensing C'ttee <b>(4pm)</b>
Tuesday	28 <sup>th</sup>	April	Planning and Licensing C'ttee <b>(4pm)</b>

### May 2026

Monday	11 <sup>th</sup>	May	ANNUAL TOWN COUNCIL MEETING
Monday	18 <sup>th</sup>	May	Environmental and Leisure C'ttee
Tuesday	19 <sup>th</sup>	May	Planning and Licensing C'ttee <b>(4pm)</b>

### June 2026

Monday	1 <sup>st</sup>	June	Policy and Resources C'ttee
Monday	1 <sup>st</sup>	June	SPECIAL COUNCIL
Tuesday	9 <sup>th</sup>	June	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	15 <sup>th</sup>	June	Allotments Sub-C'ttee
Tuesday	30 <sup>th</sup>	June	Planning and Licensing C'ttee <b>(4pm)</b>

### July 2026

Monday	6 <sup>th</sup>	July	COUNCIL MEETING
Monday	13 <sup>th</sup>	July	Environmental and Leisure C'ttee
Tuesday	21 <sup>st</sup>	July	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	27 <sup>th</sup>	July	Policy and Resources C'ttee

### August 2026

Tuesday	11 <sup>th</sup>	August	Planning and Licensing C'ttee <b>(4pm)</b>
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### September 2026

Tuesday	1 <sup>st</sup>	September	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	7 <sup>th</sup>	September	COUNCIL MEETING
Monday	14 <sup>th</sup>	September	Environmental and Leisure C'ttee
Monday	21 <sup>st</sup>	September	Policy and Resources C'ttee
Tuesday	22 <sup>nd</sup>	September	Planning and Licensing C'ttee <b>(4pm)</b>

### October 2026

Tuesday	13 <sup>th</sup>	October	Planning and Licensing C'ttee <b>(4pm)</b>
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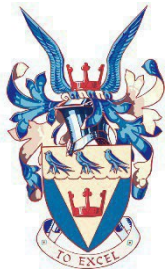
**November 2026**

Monday	2 <sup>nd</sup>	November	COUNCIL MEETING
Tuesday	3 <sup>rd</sup>	November	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	9 <sup>th</sup>	November	Allotments Sub-C'ttee <b>(5.30pm)</b>
Monday	9 <sup>th</sup>	November	Environmental and Leisure C'ttee
Monday	16 <sup>th</sup>	November	Policy and Resources C'ttee
Tuesday	24 <sup>th</sup>	November	Planning and Licensing C'ttee <b>(4pm)</b>

**December 2026**

Monday	7 <sup>th</sup>	December	Policy and Resources C'ttee (Budget)
Tuesday	8 <sup>th</sup>	December	Planning and Licensing C'ttee <b>(4pm)</b>
Tuesday	22 <sup>nd</sup>	December	Planning and Licensing C'ttee <b>(4pm)</b>

April 2025



# BOGNOR REGIS TOWN COUNCIL

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

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

**HELD ON MONDAY 10<sup>th</sup> MARCH 2025**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Deputy Clerk)  
Mrs. R. Vervecken (Civic & Office Manager)  
1 member of the public

***Prior to the Meeting, a one-minute silence was held in memory of Town Councillor and former Mayor, Jim Brooks***

***The Meeting opened at 6.35pm***

### **142. 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.

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

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

No apologies were received from Cllr. Stanley, whose absence, therefore, was not approved.

### **144. DECLARATIONS OF INTEREST**

Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should



redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

Members and Officers should make their declaration by stating:

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

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

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

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

***Cllrs. Batley, Nash, Miss. Needs, Oppler, Mrs. Warr and Mrs. Yeates all declared an Ordinary Interest in Agenda item 19 as Arun District Councillors***

**145. TO APPROVE THE MINUTES OF THE COUNCIL MEETING (PRECEPT) HELD ON 6<sup>th</sup> JANUARY 2025**

The Minutes of the Council Meeting (Precept) held on 6<sup>th</sup> January 2025 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

**146. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS (IF AVAILABLE) (EXCLUDING ANY UPDATES ON REGENERATION WHICH WILL BE COVERED UNDER A LATER AGENDA ITEM)**

The Town Clerk had received apologies from Cllr. McDougall, an Arun District Councillor, who was unable to attend the meeting, but had no updates to report. He hoped that other Town Councillors, who were also District Councillors, could report any significant updates, if relevant.

**147. WRITTEN QUESTIONS FROM COUNCILLORS**

There were no questions from Councillors.

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

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

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

There were no written dispensation requests received from Town Councillors.

**150. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)****151. Policy and Resources Extraordinary Committee Meeting of 13<sup>th</sup> January and the Meeting of 27<sup>th</sup> January 2025**

The Chair of the Committee, Cllr. Waterhouse, reported.

**151.1 Min. 121 refers - Recommendation to approve the 2025/26 Annual Audit Plan**

Members unanimously **RESOLVED** to **APPROVE** the 2025/26 Annual Audit Plan.

**151.2 Min. 122 refers - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2024/2025**

Members unanimously **RESOLVED** to **APPROVE** the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2024/2025. The Action Plan will be signed by the Mayor, as Chair of the Council, and by the Town Clerk.

**151.3 Min. 130 refers - Recommendation to adopt the Constitution, as proposed, without any further suggested changes**

Members unanimously **RESOLVED** to **APPROVE** the adoption of the Constitution, as proposed, without any further suggested changes.

**151.4 Min. 136.1 refers - To note the adoption of the updated Local Government Pensions Scheme (LGPS) Employer's Discretion Policy**

Members unanimously **NOTED** the adoption of the updated Local Government Pensions Scheme (LGPS) Employer's Discretion Policy.

Cllr. Waterhouse took the opportunity to thank Officers for their work in reviewing and updating these documents.

**152. Planning and Licensing Committee Meetings of 14<sup>th</sup> January, 4<sup>th</sup> and 25<sup>th</sup> February 2025**

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

A Councillor spoke of their concern at the recently submitted London Road planning applications to install telephone kiosks here, as considered by Members of the Planning and Licensing Committee at their meeting of 25<sup>th</sup> February, to which they had raised no objection. He reminded Members that the intention had been to declutter London Road, to allow ample space for events and markets. Some considerable work had gone into clearing this pedestrianised area, and the Councillor was disappointed that these planning applications had been submitted, which would seemingly undo some of this work.

Whilst others agreed with the sentiments expressed, the importance of having the defibrillators, that were provided with each kiosk, installed around the Town, alongside promotional advertising boards, was also highlighted.

**153. Environmental and Leisure Committee Meeting of 3<sup>rd</sup> February 2025**

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

**154. 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'.

**155. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN DECEMBER 2024 AND JANUARY 2025 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (FEBRUARY NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION**

The Council unanimously **RESOLVED** 'to note the payments and transfers made in December 2024 and January 2025 and to note the balances, bank reconciliations and financial reports (February not yet available) and outturn and approval of the contents and their publication'.

**156. TO NOTE THE DEATH OF SERVING TOWN COUNCILLOR, JIM BROOKS, AND TO RATIFY A DONATION OF £100 TO ST WILFRID'S HOSPICE IN HIS MEMORY**

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

Members unanimously **RESOLVED** to **APPROVE** the donation of £100 to St Wilfrid's Hospice in memory of Town Councillor and former Mayor, Jim Brooks.

Members took the opportunity to express their sadness as this loss, as well as to share their fond memories of Jim as a colleague and a friend, recalling the huge advocate he was for Bognor Regis and how dearly the Town and those around him would miss him.

The Town Clerk had received notification that a by-election has been called for Marine ward, to take place on Thursday 24<sup>th</sup> April. Once a timetable has been established, this will be shared with Town Councillors.

**157. TO NOTE A RETRACTION OF THE POINT RAISED IN THE ASSOCIATED CORRESPONDENCE RELATING TO THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31<sup>st</sup> MARCH 2024 ACCOUNTS – MIN. 100 REFERS**

The Town Clerk's report advising that the original letter received from the External Auditor's, providing their report and concluding the Town Council's review incorrectly stated that "insufficient information was provided with the intermediate testing supporting data submitted for review with regards to minutes evidencing the discussion points raised on the external audit report. The parish council should in future ensure that all necessary supporting information is provided with their annual submission" was **NOTED**.

Following clarification by the Clerk, the External Auditor had now confirmed that the information contained in the above paragraph had been factually incorrect and therefore was retracted. This was unanimously **NOTED**.

**158. ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL PROCEDURES AND PRACTICES**

The Town Clerk's report, including the Statement of the Town Council's Internal Controls appended, was **NOTED**. Following a review, Members unanimously **RESOLVED** that the Town Council's internal control procedure and practices are adequate and operating effectively.

**159. TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR 2025/26 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2025**

Cllr. Wells was nominated by Cllr. Oppler and seconded by Cllr. Mrs. Warr.

With there being no other nominations, Members unanimously **RESOLVED** to **RECOMMEND** to the Annual Town Council Meeting, that Cllr. Wells be elected to the office of Deputy Mayor for 2025/26.

**160. TO RECEIVE ANY UPDATES ON REGENERATION IN THE TOWN (IF AVAILABLE)**

A dual-hatted Councillor was pleased with the regeneration projects underway in the Town, including the wayfinding project signage which is

coming to fruition, and the Alexandra Theatre improvements, currently running to schedule. He spoke highly of a presentation given recently regarding plans for The Arcade which are due to be completed in two years' time and cited the appointment of a Town Market Officer, by the Town Council, as a positive step. Improvements at Waterloo Square will be discussed at the upcoming ADC Economy Committee Meeting on 1<sup>st</sup> April and any updates will be provided following this.

**161. TO RECEIVE THE NOTES OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS MEETING HELD ON 28<sup>th</sup> JANUARY 2025**

The Town Clerk's report, and the Notes of the ADALC Meeting held on 28<sup>th</sup> January 2025, was **NOTED**.

**162. TO NOTE THAT A MEMBERS BRIEFING WILL BE HELD ON 12<sup>th</sup> MARCH AT 6PM TO DISCUSS THE FOLLOWING: - ANY RESPONSE BY THE TOWN COUNCIL TO THE GOVERNMENT'S CONSULTATION IN RELATION TO THE PROPOSAL FOR A MAYORAL COMBINED AUTHORITY FOR SUSSEX AND BRIGHTON; THE TOWN COUNCIL'S VISION; ADC SERVICES AND ASSETS FOR WHICH THE TOWN COUNCIL MAY WISH TO SUBMIT AN EXPRESSION OF INTEREST AS PART OF FUTURE CONSULTATIONS AROUND DEVOLUTION**

The Town Clerk's report including notification of the Members Briefing was unanimously **NOTED**.

**163. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. S. GOODHEART, SECONDED BY CLLR. D. DAWES (DEFERRED FROM THE PREVIOUS MEETING – MIN. 133 REFERS) – FUTURE OF BOGNOR REGIS TOWN HALL**

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

*“Bognor Regis Town Hall - Cllr. Dawes and I are presenting this Motion to the Council because we believe that at some date in the future, BRTC will have the opportunity to acquire the Town Hall when ADC decides to relinquish its responsibilities and put it on the market. This Motion is to make sure the Town Council is ready for this scenario and is in a good position to engage with ADC and negotiate a favourable deal, as the building is Listed and is a community asset which should be gifted to BRTC. Hopefully, you will support this Motion, in principle, and we can all participate in the discussion that will follow. In preparation for this, I believe we should explore the many different opportunities for which we could use the building both now, and in the future. Setting up a Members/Officers Working Party might be the best vehicle to build up a programme of ideas and uses for the building.*

- *A small budget will be needed to cover the cost of pulling a team together*
- *Working Party to work out the items to be on the agenda and to create a working schedule*
- *Engage a professional grant finder/writer to apply for lottery*

*funding etc.*

- *Engage a structural engineer to enable us to understand what the building needs, to make it fit for purpose – cost implications*
- *Engage an architect/designer*
- *There are many trusts that can be approached which support Listed buildings*
- *Consider incorporating new works to transform the building into a multi-functioning building*
- *Need to be able to earn an income from the building*

***This Motion will give every Member the chance to show support for BRTC to acquire an incredible asset for the Town's future – The Town Hall."***

Members briefly discussed the timing of this Motion, given the current local government reorganisation. A dual-hatted Councillor conceded that the significant overhaul meant that much of the District Council's time was currently being 'swallowed up', including the consideration of their assets.

Another Councillor, whilst appreciating the current situation, expressed concern that with the speed that devolution is moving forward, this may be the Town Council's 'last chance' to gain ownership of the Town Hall. With this matter having been raised with ADC over a year ago, he felt that ownership of the listed building should be treated differently to ADC's other assets, and made a 'top priority', stating that he would be writing a letter to the CEO of ADC emphasising this.

The Town Clerk confirmed that ADC had adopted their Community Asset Transfer Policy, giving them the mechanism to transfer assets, but explained there was still a process to follow. With the Members Briefing to discuss, amongst other things, ADC services and assets for which the Town Council may wish to submit an Expression of Interest taking place on Wednesday 12<sup>th</sup> March (Min. 162 refers), the Town Clerk advised the issue of the Town Hall may be appropriately included within these discussions. She reminded Councillors about the Monitoring Officers' advice to those who sit on both the Town and District Councils, which they should be mindful of following.

Whilst it was agreed by those present that the timing of discussing finer details including the formation of a Working Party at this meeting may not be right, in part, due to the absence of the proposer of the Motion, Cllr. Goodheart, the need to make some progress was clear.

A Councillor suggested and it was **AGREED** by those present, that the formation of a Working Party to discuss and move forward this Motion relating to the Town Hall, be **DEFERRED** to the next Policy and Resources Committee Meeting.

**164. TO RECEIVE AN INVITATION FROM ARUN DISTRICT COUNCIL TO THE ARUN FLOOD FORUM MEETING IN APRIL, AND TO AGREE THE TOWN COUNCIL REPRESENTATIVE**

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

Members were pleased to hear that an invitation to this Forum was being extended to parishes in areas affected by flooding, including Bognor Regis Town Council, which had been requested some 14 months ago. Noting that this was on a rotational basis, Cllr. Wells expressed an interest in becoming the representative, should there be no other nominations. Cllr. Mrs. Yeates explained that she sits on the Forum as a District Councillor and sometimes in her capacity as a Bersted Parish Councillor, whilst always trying to also represent areas affected in Bognor Regis.

Another Councillor queried whether the Mayor and Deputy Mayor should be the representatives attending, as stated in the accompanying report. The Town Clerk confirmed that as the Deputy Mayor in her role as a District Councillor already has a seat on the Forum, another representative may be chosen, in case the Mayor is unable to attend to represent BRTC.

Those present concurred that every opportunity for engagement and inclusion in discussions on this important subject should be taken, and after discussion it was **AGREED** that Cllr. Miss. Needs as Mayor should be the Town Council's representative, with Cllr. Wells appointed as 'reserve representative', should the Mayor be unable to attend the meeting.

**165. TO RECEIVE ANY FEEDBACK FROM THE ONLINE COMMUNITY OPEN FORUM HELD ON 30<sup>th</sup> JANUARY 2025 AND CONSIDERATION OF DATES FOR FUTURE ONLINE COMMUNITY OPEN FORUMS AND COUNCILLOR DROP-IN SURGERIES**

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

A Member who had been present at the Online Community Open Forum advised that despite trying to 'kick start' discussions with relevant talking points prevalent to the Town, no questions or engagement from the public were forthcoming, making it challenging to continue to live stream for the full hour, as had been agreed at the previous meeting (Min. 134 refers).

Many spoke of various interactions with members of the public, who had stated a preference for face-to-face communication with their Town Councillors, through the Councillor Drop-In Surgeries.

A Councillor, who also works in the Town Centre, suggested contacting local businesses, including cafes, who may be interested in hosting these Surgeries, possibly providing a more informal and relaxed setting for members of the public to speak to Councillors. He further suggested the use of feather flags to advertise these events and draw public interest.

In the meantime, Members unanimously **AGREED** that community engagement events be organised as follows: -

Thursday 10<sup>th</sup> April 2025 (11am)  
(Easter Holidays)

London Road Precinct  
(northern end)

Tuesday 8<sup>th</sup> July 2025 (1.30pm)

London Road Precinct  
(southern end)

Friday 3<sup>rd</sup> October 2025 (midday)

Bognor Regis Railway Station

**166. 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**.

**167. MAYOR'S REPORT AND DUTIES UNDERTAKEN**

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

The Mayor expressed her enjoyment of all the events she had attended and further reported that preparations for the Town Council's Civic Reception to be held on Thursday 27<sup>th</sup> March 2025, were well underway.

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

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

**169. 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.

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

**169.2 Cllr. Mrs. Yeates** - Arun District Association of local Councils (ADALC); Bognor Community Meetings; Bognor Regis Heritage and Arts Partnership Board.

**170. TO NOTE THE WRITTEN REPORT FROM THE BLAKE COTTAGE TRUST (CIRCULATED TO COUNCILLORS) AND TO CONSIDER INVITING A REPRESENTATIVE FROM THE TRUST TO GIVE A PRESENTATION TO MEMBERS, PRIOR TO THE START OF A FUTURE COUNCIL MEETING**

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

A Councillor spoke briefly on some recently received good news for the Trust, who those present agreed were undertaking positive work for the area, in the restoration of the cottage.

Members unanimously **AGREED** to invite a representative from the Trust to give a presentation to Members, and further **AGREED** both the 7<sup>th</sup> July and 8<sup>th</sup> September Council Meetings be offered as opportunities for this. Officers will advise Councillors, in due course, on which date the presentation shall take place.



**171. TO RECEIVE CORRESPONDENCE**

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

**172. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION, AGM OF THE BOGNOR PIER COMPANY LTD. – TO ADOPT THE ACCOUNTS YEAR ENDED 31<sup>st</sup> DECEMBER 2024 AND TO NOTE THE DIRECTOR'S REPORT****172.1 Director's report, any urgent actions taken for ratification**

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

**172.2 AGM of the Bognor Pier Company Ltd. – to adopt the accounts Year Ended 31<sup>st</sup> December 2024 and to note the Director's report**

Members **RESOLVED** to **ADOPT** the accounts for Year Ended 31<sup>st</sup> December 2024 and **NOTED** the Director's report.

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

The Committee unanimously **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 30 (contractual).

**174. PICTUREDROME SITE UPDATE – CONFIDENTIAL BUSINESS**

Members **NOTED** the Town Clerk's confidential report previously circulated to Members.

Members **NOTED** the proposed monthly budget for 2025 for The Bognor Pier Company Ltd. which has been based on the estimated rental income for the year.

The Town Clerk gave a verbal report on her most recent communication with the tenant, regarding the renovations, which included photos of screen three for Members' information.

Members spoke positively about the renovations, including the much improved outside area of the building, which Town Force had been working hard on in recent months, and would continue to do as the weather gets drier. They expressed hope that despite the delays experienced, improvements would be completed very soon.

***The Meeting closed at 7.31pm***



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON MONDAY 31<sup>st</sup> MARCH 2025**

### **PRESENT:**

Cllr. B. Waterhouse (Chair); Cllrs: S. Goodheart (during Min. 141), Miss. C. Needs, N. Smith, P. Wells, P. Woodall and Mrs. G. Yeates

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Deputy Clerk)  
Miss. K. Fitzpatrick (Events Officer) (until Min. 145)  
1 Member seated in the public gallery  
3 members of the public

*The Meeting opened at 6.30pm*

### **137. 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.

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

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

### **139. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

***Cllr. Wells declared an Ordinary Interest as a BID Levy payer, and in the Bognor Regis Heritage & Arts Partnership Board's Puppet Party event***

**140. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27<sup>th</sup> JANUARY 2025**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 27<sup>th</sup> January 2025 and these were signed by the Chair.

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

***The Chair adjourned the Meeting at 6.32pm***

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

- 141.1** *"Does the Chairman share my pleasure that Town Force celebrates its Quarter Century in 2025 and that the vision of Past Mayor Cllr Roger Nash who proposed this has born such positive fruit over these years? Also, will he understand my satisfaction that, as his predecessor in 2000, I was able to find savings that enabled not only the staffing and operation of Town Force but also an extra member of staff for the Clerk's Office whilst, at the same time, reducing the Precept?"*

***Cllr. Goodheart arrived at the Meeting***

In response, the Chair confirmed their shared satisfaction in relation to the Council's Town Force team, whose achievements are observed daily.

The member of the public was congratulated on the savings achieved, that enabling staff recruitment, with which they were involved.

**141.2** *"The Combined Mayoral Bid for the 3 Sussex Authorities is proceeding, various ideas are in place for unitaries to replace the current West Sussex County and District Councils. As yet, there is no form guidance from central government about the future of parish-level councils, though this is likely to be forthcoming soon, but this is no good reason to delay Council consideration of the opportunities which will be on offer when it is obvious that the current state of parishing in Arun leaves much to be desired and is unlikely to meet standards for best interaction with the new system.*

*It is clear that e.g. Horsham will seek a parish council, Worthing also is likely, which means that their Town Councils would serve their total populations. At this time, the parishing situation in Arun is that of 24 parishes, only 3 have councils where all members are voted-for, and the wholly unacceptable truth is that under 20% of serving parish councillors are voted-for, the rest are either uncontested or coopted.*

*These latter not-voted-for councillors control between them around £2.5 million of residents' money every year. This is a huge and unacceptable democratic deficit., a cosy club. One also that is open to e.g. far-right groups infiltrating the parish system without being voted for as has occurred in a nearby rural parish.*

*As progress is made on upper-tier reorganisation and devolution, surely now is the time to start to engage in consideration of viable, democratic, voted-for parish councils which will be acceptable in terms of engagement with the new Combined Mayoral and Unitary structures.*

*Arun has the power to consider parishing arrangements, this Council should not heed the notion that we can wait - that was the same advice the Council had in 2000 re Town Force, what a mistake that would have been for the Town."*

The Chair stated that parishing arrangements were not the remit of the Town Council. The Chair and Vice-Chair had attended a Parish Briefing on Devolution, and local government reorganisation, earlier that day and were led to believe that further guidance on the matter was expected in July 2025 within which more reference to parish councils would be included.

**141.3** *"Will the Committee/BRTC be examining which assets now held by Arun could be transferred to Town ownership including the Town Hall, Hotham Park, The Regis Centre, Westloats recreation ground, Bognor Regis Youth and Community Centre, The 39 Club and more."*

It was confirmed, by the Chair, that the Town Council was considering these matters, with the likelihood that a Working Party would be

established as discussions with Arun District Council commence. Reference was also made to the Community Asset Transfer Policy recently adopted by Arun.

- 141.4** A Member seated in the public gallery spoke of the newly appointed Business Crime Reduction Partnership (BCRP) Manager, and the hope that crime reporting would improve as a consequence, and of the need for Warden provision in the Town Centre to be coordinated, including data sharing and coverage. On the advice of the Clerk, it was suggested that the Member formally request that this matter be considered by the Policy and Resources Committee at a future meeting. It was further suggested that the BCRP Manager be invited to give a presentation to the Committee.

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

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

**142.1 27<sup>th</sup> January 2025 - Min. 115.4 UKSPF Bike Repair Stations Project**

Members were updated at the previous meeting that the legal documentation with regard to the leases to allow for these to be installed on ADC land was almost complete with the final Hotham Park Car Park lease due to be signed off by the Clerk and returned to ADC for countersigning and completion shortly. This has now been executed. Installation of the Bike Repair Stations was undertaken by Town Force and a press release issued promoting the project. Unfortunately, subsequent to installation the Bike Station on the land adjacent to Rock Gardens has been vandalised with all but one of the tools stolen resulting in replacement tools needing to be purchased. Having contacted the supplier regarding costs it appears that the carriage charge for replacement tools is excessive so further investigation into this is required.

**142.2 27<sup>th</sup> January 2025 - Min. 119 Potential sites in Bognor Regis for Event Organisers to use for storage**

Following further discussion regarding this matter at the previous meeting, there was a proposal that Officers should write again to ADC and WSCC to enquire about available land they might have on their estate portfolio, whilst also looking into the cost of storage containers to be placed on such land.

It was further proposed that whilst writing to ADC, both the Leader of the Council and Director of Growth be included and that the pathway for the Town Council to secure assets of the district council be explored ahead of any Devolution.

It was unanimously **AGREED** that, prior to letters being written to ADC and WSCC, Members email the Town Clerk identifying assets in Bognor Regis that should be the focus of any future correspondence. Despite the

Deputy Clerk emailing Members of the Committee on 12<sup>th</sup> February 2025 reminding them of this requirement, no assets have been identified to the Clerk to date to enable progression of this further.

**142.3 27<sup>th</sup> January 2025 - Min. 129 Partnership Funding Bognor Regis Seafront Lights (Illuminate Event)**

Members ratified the funding to be awarded to Bognor Regis Seafront Lights (Illuminate Event) over a three-year period commencing with funding of £5,000 for Year 1 at their January meeting. Bognor Regis Seafront Lights were notified of the award, and the following response has been received: -

*"Thanks to the Town Council for its generosity in supporting this exciting event. However, we are concerned about additional costs associated with the event that have become more apparent as it was investigated further. As the cost therefore maybe greater than the Council's offer, any additional costs would fall to our own funds which we are not willing to agree to. It could be that additional sponsorship from elsewhere might be able to be sought; simultaneously we are also looking if there may be cheaper providers out there which would help.*

*Thus, in summary, we think it best to somehow 'park this' until I am able to firm up more details and then hopefully come back to you. I don't want to bank your cheque if it might not happen this year."*

The funding will therefore be moved to Earmarked Reserves until further information becomes available from BRSFL.

**142.4 27<sup>th</sup> January 2025 - Min. 129 Partnership Funding Bognor Pier Trust C.I.C. for Bognor Regis Puppet Festival**

Members also ratified the funding to be awarded to Bognor Pier Trust C.I.C. for Bognor Regis Puppet Festival over a three-year period commencing with funding of £3,919.15 for Year 1 at their January meeting. Bognor Pier Trust C.I.C. were notified of the award, and the following response has been received: -

*"Thank you, that is fantastic news for the 2025 Event and going forward.*

*I am pleased to say that Lenny the Lion puppet / ventriloquist act will be making an appearance. He was a TV hit in the 60s and has been acquired by one of the puppeteers who performs at the Event.*

*He should be a great attraction for the children."*

**142.5 27<sup>th</sup> January 2025 - Min. 129 Partnership Funding Bognor Regis Carnival Association**

Members further ratified the funding to be awarded to Bognor Regis Carnival Association for the Carnival event over a three-year period commencing with funding of £4,500 for Year 1 at their January meeting.

Bognor Regis Carnival Association were notified of the award, and the following response has been received: -

*"Thanks so much for this email. Carnival are delighted with the Partnership and will as always promote the Town fully."*

Partnership Funding Agreements had previously been sent to all of the funding recipients for their agreement and signing. Once returned these will be countersigned by the Clerk with one copy being returned to the various organisations for their records.

#### **142.6 27<sup>th</sup> January 2025 - Min. 134 Provision of Community Warden Cover in the Town Centre for 2025-2026**

Members will note the update on progress later in the meeting under Agenda item 20 where it is reported that owing to the length of time that was required to advertise the contract on the Government website Find a Tender it has been necessary to arrange for a month's cover for April through the BR BID's contract with SWL Security as had been done in December 2024. The total tender amount for the new service has therefore been adjusted accordingly and the contract period reduced to 11 months.

The cost for the April cover will be £5,208 excluding VAT for the month based on the requirements of 7 days a week. This will once again be invoiced to the Bognor Regis BID and recharged to the Town Council for reimbursement, as had been done in December 2024. This will be referred to the next meeting to enable this expenditure to be ratified.

Provision will be for 8 hours a day to include both the Bank Holidays. A slightly different shift pattern to the BID's warden is also being implemented with Monday to Thursday 10am to 6pm, Friday and Saturday 12noon until 8.00pm so as to cover the early nighttime economy when people are coming out hopefully in the good weather to the bars and restaurants and Sunday 11am to 7pm again to provide cover for the early nighttime economy as we start to go into the warmer weather.

#### **142.7 18<sup>th</sup> November 2024 - Min. 91 Provision of Warden Cover in the Town Centre for December 2024**

Members are asked to Note that on receipt of the invoice from the Bognor Regis BID for the provision of the additional warden for the month of December 2024, the original amount quoted for the cover had been reduced from the amount previously reported of £4,649.28 excluding VAT to £4,408.80. This difference relates to a day and a half when there was no additional cover provided.

#### **142.8 3<sup>rd</sup> June 2024 - Min. 7.4 Bognor Regis Heritage Arts & Partnership Board (BRHAPB) Partnership Funding**

Members will recall that in 2024 it was agreed to support the Bognor Regis Heritage & Arts Partnership Board (BRHAPB) by entering into a

three-year Funding Agreement. The BRHAPB Year 1 Funding Review has now been received from the Chair of Bognor Pier Trust C.I.C. who administer the funding and its activities. A copy of the Funding Review provided will be circulated to Members of the Committee in due course for their information.

**142.9 28<sup>th</sup> October 2024 - Council Min. 102 Presentations to Councillors from various organisations**

Members may recall that it was agreed previously to invite presentations from: - Bognor, Poole, Worthing Leisure Ltd – to share the future plans for Bognor Regis Pier; Chichester Chamber of Commerce – in relation to the member benefits that the Chamber can bring to Bognor Regis and Bishop Tufnell Ce (Aided) Primary School – to receive a presentation from students on sewage issues. Two of the three presentations have now taken place, however despite trying to make arrangements with the Primary School to fix a date for their presentation, this has not been possible and would therefore not be progressing.

**142.10 2<sup>nd</sup> September 2024 - Council Min. 73.2 Parking issues outside of Bognor Regis Town Hall**

Following Members request to ADC to consider policing the parking outside the front of the Town Hall, as landowners, with ticketing hopefully acting as a deterrent, ADC have confirmed the introduction of parking enforcement within this area is being implemented to resolve the unauthorised parking. Although it was planned to commence this on 1<sup>st</sup> April, this has been delayed until 1<sup>st</sup> May to enable time for appropriate signage and communications to members of the public to take place. Repainting of the markings to show the dedicated spaces including disabled parking was undertaken today with the front barriered off over the weekend to ensure that the area remained free of vehicles so as not to impede these works.

The parking enforcement contractors have confirmed they operate a 24/7 service and will be undertaking regular patrols throughout the day and on weekends. ADC has advised that if anyone is attending the Town Hall for longer than the free parking time, alternative longer stay parking is available within the Regis Centre car park. Members will therefore need to be mindful of this and park in the car park when attending evening meetings to ensure that they do not receive a fine for unauthorised parking.

Members are also advised that following the proposal to remove the historic parking space dedicated for use by the Town Clerk in the parking area outside the Town Hall, it has now been confirmed that this space will be retained, although this will be located in an alternative position.



**143. TO RECEIVE AN UPDATE FROM THE EVENTS OFFICER ON THE EVENTS PROGRAMME FOR 2025 INCLUDING: - TO NOTE THE INTRODUCTION OF A ROAD CLOSURE FEE, BY ADC, AND TO CONSIDER MAKING ADDITIONAL BUDGETARY PROVISION TO ACCOMMODATE THIS UNFORESEEN EXPENDITURE**

The Events Officer's report was **NOTED**.

Members **RESOLVED** to **AGREE** to vire the £800.00 budget previously identified for the Clowns International Funday over to the Funshine Days.

Members unanimously **RESOLVED** to **AGREE** that expenditure of up to £400, towards the cost of road closure admin fees for 2025, be funded from the Earmarked Reserves of the ADC/Grant Aid match-funding.

The Events Officer was commended for their work, for which positive feedback was regularly received by Members.

**144. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2024**

The Event Officer's report was **NOTED**.

Members **NOTED** the finances for the main Town Council events in 2024 and furthermore, unanimously **RATIFIED** the overspend of £1,544.73.

*The Events Officer left the Meeting*

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

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

Members congratulated the Town Force team on the work that they had carried out on the Picturedrome cinema building.

**146. TO RATIFY RELEASE OF 2025-2026 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 2 OF 3), SOUTHDOWNS MUSIC FESTIVAL (YEAR 2 OF 3), BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (YEAR 2 OF 3), BOGNOR PIER TRUST CIC (YEAR 1 OF 3), BOGNOR REGIS CARNIVAL ASSOCIATION (YEAR 1 OF 3), BOGNOR REGIS SEAFRONT LIGHTS ILLUMINATE EVENT (YEAR 1 OF 3), AND BOGNOR REGIS BID FOR TOWN CENTRE WARDEN**

*Cllr. Wells declared an Ordinary interest in the Bognor Pier Trust CIC*

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

- 146.1** Members requested that more information be sought from Arun District Council, responsible for the CCTV, in terms of what the Town Council's funding was paying for and who has access to the footage.

Release of the Partnership Funding for 2025-2026 of £2,000 for CCTV, as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.2** Release of the Partnership Funding for 2025-2026 of £4,500 for Bognor Regis Seafront Lights (BRSFL) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.3** Release of the Partnership Funding for 2025-2026 of £8,000 for Southdowns Music Festival (SMF) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.4** Release of the Partnership Funding for 2025-2026 of £2,000 for Bognor Regis Heritage & Arts Partnership Board (BRHAPB) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.5** Release of the Partnership Funding for 2025-2026 of £3,919.15 for Bognor Regis Pier Trust CIC (BRPT) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.6** Release of the Partnership Funding for 2025-2026 of £4,500 for Bognor Regis Carnival Association (BRCA) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.7** Release of the Partnership Funding for 2025-2026 of £5,000 for Bognor Regis Seafront Lights Illuminate event (BRSFLI) (year 1 of 3- year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

As detailed earlier, under Minute 142.3, following concerns raised by BRSFL in relation to increasing costs for the Illuminate event, the funding will be moved to Earmarked Reserves until further information becomes available from BRSFL.

- 146.8** Release of the Partnership Funding for 2025-2026 of £16,683 for Town Centre Warden (in partnership with BR BID), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

**147. TO CONSIDER THE INTERNAL AUDIT REPORT 2024/25 (INTERIM UPDATE)**

The Town Clerk's report, and the Internal Audit Report 2024/25 (Interim Update), was **NOTED**. The Clerk was thanked for the solid amount of work undertaken with the Internal Audit.

Noting that no actions are required, Members unanimously **AGREED** to **RECOMMEND** the Internal Audit Report 2024/25 (Interim Update) to Council for **APPROVAL**.

**148. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 11<sup>th</sup> MARCH 2025 AND AGREE ANY NEXT STEPS**

The Town Clerk's report, and the Notes of the ADC/BRTC Liaison Meeting held on 11<sup>th</sup> March 2025, was **NOTED**.

Comment was made that an elected representative should be in attendance at the Liaison Meetings, and Arun's CEO, as had been the case in the past. Members were reminded that the new format for Liaison Meetings had been as directed by the new CEO and that Members were welcome to raise issues with the Clerk to raise on their behalf, or directly with Arun in their capacity as dual-hatted Councillors, where relevant.

Members **AGREED** to ask Arun to reconsider and allow for an elected representative to participate in the Liaison Meetings, with the CEO and Leader of Arun also in attendance.

**149. TO REVIEW THE USE OF VARIABLE DIRECT DEBITS, STANDING ORDER MANDATES AND BACS PAYMENTS AS REQUIRED UNDER 7.9, 7.10 AND 7.11 OF THE FINANCIAL REGULATIONS**

The Town Clerk's report was **NOTED**, and Members unanimously **APPROVED** the continued use of the listed Direct Debits, Standing Order Mandates and other recurring payments.

**150. TO CONSIDER A RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE THAT THE REMAINING BALANCE OF £2,324.20, THAT HAD BEEN REALLOCATED FOR THE COMMITTEE TO USE TOWARDS FUNDING FOR CORREX BOARDS, BE PUT BACK INTO GENERAL RESERVES AND REALLOCATED TO THE TOWN MARKET OFFICER FOR USE IN EVENTS AND PROMOTIONAL MATERIALS (MIN. 78 OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 3<sup>rd</sup> FEBRUARY 2025 REFERS)**

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

Members unanimously **RESOLVED** to **AGREE** that the remaining balance of £2,324.20, intended to be used for Correx boards, be put back into

General Reserves and reallocated to the budget for the new Town Market Officer for use in events and promotional materials.

**151. TO CONSIDER THE MOTION, DEFERRED BY COUNCIL, REGARDING THE FORMATION OF A WORKING PARTY RELATING TO THE FUTURE OF BOGNOR REGIS TOWN HALL, AND TO AGREE ITS MEMBERSHIP AND TERMS OF REFERENCE (MIN. 163 OF THE COUNCIL MEETING HELD ON 10<sup>th</sup> MARCH 2025 REFERS)**

The Town Clerk's report, including the proposed Terms of Reference for the Working Party appended to the report, was **NOTED**.

Having **NOTED** the advice of the Monitoring Officer in relation to dual-hatted Councillors, Members **AGREED** to the formation of a Working Party in relation to the future of Bognor Regis Town Hall with the membership to include 5 Members and, if additional Members come forward expressing a wish to be part of the Working Party, that named substitutes be included in the Terms of Reference. Nominations included Cllrs. Goodheart, Waterhouse and Wells and it was agreed to offer places on the Working Party to non-Committee Members with all nominations brought to the June Meeting for a final decision on the membership.

It was further **AGREED** to **RECOMMEND** to **COUNCIL** the proposed Terms of Reference for the Working Party, without any suggested amendments.

**152. TO RECEIVE THE REPORT FROM THE HEALTH & SAFETY INSPECTION OF THE TOWN COUNCIL OFFICES AND TOWN FORCE LOCK-UP UNDERTAKEN BY WORKNEST ON 10<sup>th</sup> MARCH 2025**

The Town Clerk's report, and the attached 2025 Health & Safety Inspection Safety Action Plan for the Town Hall and Town Force Lock-Up, was **NOTED**.

**153. EARMARKED RESERVES - CONSIDERATION OF RETURN TO GENERAL RESERVES OF ANY EMR'S IDENTIFIED BY THE CLERK AS NO LONGER BEING REQUIRED AND THEIR POSSIBLE ALTERNATIVE USES**

The Town Clerk's report, and the list of the Town Council's Earmarked Reserves as at 27<sup>th</sup> March 2025 attached, was **NOTED**.

Members unanimously **RESOLVED** that funds held in Earmarked Reserves as identified by the Town Clerk, which are no longer required for the specified purpose, be returned to General Reserves.

It was further unanimously **RESOLVED** that, having returned these funds to General Reserves, £10,000 be reallocated to the Election Fund (322) to assist with the costs of the forthcoming By-election with the balance remaining being reallocated to the Economic Development Fund

to help to replenish various funds being expended in 2025-2026 from this EMR, for example funding of the new Community Warden Service provision and additional funding of the Youth and Young Persons Budget.

In relation to the remaining balance of the 2022-23 ADC Matchfunding Grant, following the reduction by £400 as detailed in the report, Members unanimously **RESOLVED** that this be reallocated instead to the new Town Market Officer's budget to use for events in the Town Centre in line with the original purpose of these funds.

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

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

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

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

**156. COMMUNITY WARDEN SERVICE INCLUDING: - TO NOTE THE PROCESS FOR THE PROCUREMENT OF A COMMUNITY WARDEN SERVICE IN THE TOWN FOR 2025-2026; TO NOTE THAT AN EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE WILL BE HELD AT 6.30PM ON MONDAY 14<sup>th</sup> APRIL 2025 TO CONSIDER AND AGREE THE AWARD OF THE CONTRACT**

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

Members unanimously **NOTED** the process for the procurement of a Community Warden Service in the Town for 2025-2026, as detailed in the report, and further **NOTED** that an Extraordinary Meeting of the Policy and Resources Committee will be held at 6.30pm on Monday 14<sup>th</sup> April 2025 to consider and agree the award of the contract.

**157. COUNCILLORS' ALLOWANCES INCLUDING: – TO CONSIDER WHETHER TO INCREASE COUNCILLORS' ALLOWANCES UP TO A MAXIMUM OF £688.40 PER ANNUM (EQUATING TO 10% OF THE DISTRICT BASIC ALLOWANCE) OR WHETHER THIS SHOULD REMAIN UNCHANGED – MIN. 115.5 REFERS; TO CONSIDER WHETHER ANY INCREASE, SHOULD THIS BE AGREED BE BACKDATED TO 1<sup>st</sup> APRIL 2024 IN LINE WITH THE DISTRICT COUNCIL'S BASIC ALLOWANCE OR COMMENCE FROM 1<sup>st</sup> APRIL 2025; TO NOTE THAT ANY INCREASE IN THE COUNCILLORS' ALLOWANCE WILL RESULT IN A BUDGET OVERSPEND UNTIL THE BUDGET CAN BE AMENDED NEXT YEAR**

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

Members **RESOLVED** to **APPROVE** an increase to the Councillors' Allowance to the limit of £688.40 per annum, equating to 10% of the District Council's Basic Allowance, in line with the recommendation by the District Independent Remuneration Panel (IRP) payable from 1<sup>st</sup> April 2025. Whilst agreeing to the increase, Members unanimously **DISAGREED** that this should be backdated to 1<sup>st</sup> April 2024.

It was **NOTED** that, in agreeing the increase to the Councillors' Allowance, this would result in a budget overspend until the budget can be amended next year.

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

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

**158.1 To ratify expenditure of £962.50 excluding VAT for a replacement sink unit, water heater and pressure reducing valve at the Town Force Lock-up**

Members **RATIFIED** expenditure of £962.50 excluding VAT for a replacement sink unit, water heater and pressure reducing valve at the Town Force Lock-up.

**158.2 To ratify expenditure of £398.00 for 4 x replacement LED light fittings to be supplied and fitted at the Town Force Lock-up**

Members **RATIFIED** expenditure of £398.00 for 4 x replacement LED light fittings to be supplied and fitted at the Town Force Lock-up.

**158.3 To ratify expenditure of £719.25 excluding VAT for removal of the cold water storage tank within the ceiling void at the Town Force Lock-up and reconnection of the pipework to the mains water supply. Also to fit new basin taps in the toilets**

Members **RATIFIED** expenditure of £719.25 excluding VAT for removal of the cold water storage tank within the ceiling void at the Town Force Lock-up and reconnection of the pipework to the mains water supply. Also to fit new basin taps in the toilets.

**158.4 To ratify expenditure of £2,280 excluding VAT for new computer and laptops**

Members **RATIFIED** expenditure of £2,280 excluding VAT for new computer and laptops.

**159. FINANCIAL REPORTS INCLUDING: -**

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

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

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

- 159.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 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**.

- 159.3 To ratify the use of a BACS payment to cover expenditure of £4,391.58 including VAT for the purchase of 3 seafront showers funded from the Town Council's CIL receipts**

Members **RATIFIED** the use of the BACS payment as detailed.

**160. CORRESPONDENCE**

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

**161. 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 items 17, 24 and 25 (contractual).

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

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

**163. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 31<sup>st</sup> MARCH 2025**

The Committee **AGREED** to **RATIFY** the recommendation that the Committee Clerk's hours be increased from 12 per week to 15, effective 14<sup>th</sup> April 2025.

***The Meeting closed at 7.49pm***



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON MONDAY 14<sup>th</sup> APRIL 2025**

### **PRESENT:**

Cllr. B. Waterhouse (Chair); Cllrs: S. Goodheart,  
Miss. C. Needs, F. Oppler, N. Smith, P. Wells, P. Woodall  
and Mrs. G. Yeates

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Deputy Clerk)  
Chloe Jones (ADC Business Crime Reduction Partnership  
Manager) (part of meeting)  
Miriam Nicholls (ADC Business and Economy Manager)  
(part of meeting)  
1 Member seated in the public gallery  
1 member of the public

*The Meeting opened at 6.30pm*

### **164. 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.

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

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

### **166. DECLARATIONS OF INTEREST**

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

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

- a) the item they have the Interest in



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

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

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

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

*Cllr. Wells declared an Ordinary Interest as a member of the Business Crime Reduction Partnership scheme through his business*

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

*The Chair adjourned the Meeting at 6.32pm*

A Member seated in the public gallery spoke of the benefits of the Community Warden service to be provided by the Town Council, and his desire, as the owner of a business in the Town Centre, to see clear communication and coordination between the Community Warden and the Business Warden who he felt, in order to achieve this, should both come under the auspices of the Town Council.

#### **168. PRESENTATION FROM THE NEW ADC BUSINESS CRIME REDUCTION PARTNERSHIP (BCRP) MANAGER ON WHAT ARUN BCRP INVOLVES AND ITS POSITIVE IMPACT ON BUSINESS IN THE TOWN CENTRE**

The Chair welcomed Chloe Jones, ADC BCRP Manager, and Miriam Nicholls, ADC Business and Economy Manager, to the meeting.

The BCRP Manager shared slides with those present and explained the role of the Manager, the work carried out with partnership agencies, the

disc system, and the working relationship with and training offered to businesses in Littlehampton and Bognor Regis.

The role requires the administration of the disc system and the subsequent reporting to relevant authorities. In the first few weeks since taking on the role, the BCRP Manager had been focusing on getting to know local businesses and encouraging them to use disc consistently.

Questions from those present included: -

Q: Who is on the BCRP Management Board for Bognor Regis?

A: BCRP Members will be asked to nominate Board Members in due course.

Q: What is causing the gap between anecdotal reporting and police records?

A: Police aren't aware of a lot of what businesses are witnessing primarily because of a lack of consistent reporting. It is acknowledged that a perceived lack of action in response to reporting has created apathy amongst some businesses in using disc and this is something that the BCRP Manager is addressing and hopes to change the mindset, with assurance being given that action will be taken.

Q: The Town Council is not currently a member of the BCRP. With the provision, by the Town Council, of a Community Warden, how does that work in terms of data sharing with the BCRP?

A: As the Town Council are not a funding partner of the BCRP, the Community Warden could not have access to disc. Data protection and protocols ties disc down to businesses and partners.

Q: The Town Council part funds, with the BID, the Business Warden, who has access to disc, so why is the Town Council not considered to be a 'funding partner'?

Q: Does disc reporting go through to the Police to identify 'hot spots'?

A: Any disc reports of crime get passed to the Police. More reports from an area will often see funding follow.

*The Chair thanked Chloe and Miriam for their time and they left the Meeting*

*Meeting reconvened at 7.13pm*

**169. 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 items 7, 8 and 9 (contractual).

**170. COMMUNITY WARDEN SERVICE - TO CONSIDER AND AGREE THE AWARD OF THE CONTRACT - MIN. 156 REFERS**

The Town Clerk's confidential report, and the appendix detailing the evaluation results of the tender bids received, was **NOTED**.

**170.1** Members were reminded that a budget of £65,000 had been agreed to provide a Community Warden from 1<sup>st</sup> April 2025 for 12 months. However, as reported at the March meeting (Min. 156 refers), owing to delays arising from the procurement process, the Town Council had made a one-off payment to provide a Warden for the month of April with the tender contract amended to 11 months and the budget reduced to reflect this. It was confirmed that the tender bids received were all within the maximum budget of £60,000 plus VAT.

**170.2** Discussion took place about the revelation, from a question put to the BCRP Manager earlier in the meeting, that the Town Council's Community Warden would not apparently be granted access to disc because the Town Council were not deemed to be a 'funding partner'. Questions arose around what level of contribution the Town Council would be required to make as a BCRP funding partner, and what level of contribution other funding partners are making.

The four dual-hatted Councillors present at the meeting offered to jointly write to the Chief Executive Officer and Leader of the Council of Arun, in asking that the Town Council's prohibition in accessing disc be reconsidered. This action was unanimously **AGREED**.

**170.3** Members unanimously **RESOLVED** to **AGREE** the award of the Contract for the provision of the Bognor Regis Community Warden Service commencing 1<sup>st</sup> May 2025 to 31<sup>st</sup> March 2026 to Tender Bid 1.

**171. TO CONSIDER AND AGREE THE CO-ORDINATION OF WARDEN PROVISION IN BOGNOR REGIS INCLUDING DATA SHARING AND COVERAGE – MIN. 141.4 REFERS**

Having noted the sentiments expressed by Cllr. Dawes, there was a shared agreement that the best way in which effective co-ordination of the new Community Warden and the current Business Warden could be achieved would be through a single line of management and reporting for both Wardens. Given that the Town Council's Community Warden contract had been awarded to the same service provider as that used by the BID for the Business Warden, there was a degree of optimism that this level of co-ordination could be achieved.

It was unanimously **AGREED** that, once further discussions had taken place with ADC around the Town Council's access to disc, the Clerk would discuss with the relevant parties ways in which the co-ordination of both the Community Warden and Business Warden in Bognor Regis could be achieved.

*The Deputy Clerk left the Meeting*

**172. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 14<sup>th</sup> APRIL 2025**

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: -

- That the status quo should be retained, with no dissolution of The Bognor Pier Company Ltd. at this time.
- That the position of Director of The Bognor Pier Company Ltd. should remain as part of the roles and responsibilities of the new Town Clerk as well as Director of the dormant company Bognor Regis Ltd. as is currently the position.
- That the scale range for the new Clerk be amended to SCP 53-58 with a final decision being taken on which starting SCP point would be applicable to the appointment within that range once a suitable candidate has been found and subject to their experience.
- The increase in the Deputy Clerk's salary, who is remunerated as a percentage of the salary for the new Clerk, be approved.
- That a Task and Finish Group be set up to work with the Clerk on the preparation of various draft documents for the recruitment process.
- The appointment of Cllrs. Waterhouse, Wells and Mrs. Yeates to the Task and Finish Group be approved.

*The Meeting closed at 7.58pm*



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON WEDNESDAY 7<sup>th</sup> MAY 2025**

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

**IN ATTENDANCE:** Mrs. G. Frost (Town Clerk)  
Mrs. R. Vervecken (Civic & Office Manager)

*The Meeting opened at 6.37pm*

### **173. 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.

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

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

### **175. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

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

**176. 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.

**177. 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 (staffing), it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d).

**178. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 7<sup>th</sup> MAY 2025**

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: -

- That the number of Policy and Resources Committee Members to be seated on the interview panel for the Town Clerk interview process be reduced from five Members plus the Mayor, as currently stated in the Policy and Resources Committee Terms of Reference, to four Members plus the Mayor.
- That to enable a balanced representation of the political standing of Bognor Regis Town Council, the interview panel should be made up

of 3 x Liberal Democrats (Mayor, Chair and Vice-Chair), 1 x Labour representative and 1 x Independent representative of the Policy and Resources Committee. The final decision on inclusion of an Independent representative would be made once agreement had been reached regarding the allocation of their seats at the Annual Town Council Meeting on 12<sup>th</sup> May 2025.

- That the job description, person specification and advert proposed, with a minor addition to the wording relating to assets, be adopted in relation to the recruitment of a new Town Clerk.
- That the process for interview in relation to the recruitment of a new Town Clerk as suggested, that had been used by other councils supported by West Sussex Association of Local Councils (WSALC), be used.
- That a budget of £300 be set, to be funded from General Reserves, for the provision of catering for the two-day interview process for applicants, subject to the final number of applicants being invited to interview.
- That the topic for the presentation by candidates would be *'describe the challenges and opportunities facing the Town Council over the next three years'*.

***The Meeting closed at 6.59pm***



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON TUESDAY 18<sup>th</sup> MARCH 2025**

**PRESENT:** Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, S. Goodheart (until Min. 186) and B. Waterhouse

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

*The Meeting opened at 4.01pm*

### **178. 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.

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

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

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

### **180. 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. Warr stated that as Members of Arun District Council, they will 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***

**181. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25<sup>th</sup> FEBRUARY 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 25<sup>th</sup> February 2025 as an accurate record of the proceedings and the Chair signed them.

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

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

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

**183.1 4<sup>th</sup> June 2024 – Min. 24 Review of the Town Council's Community Infrastructure Levy (CIL) Spending List**

At the Planning and Licensing Committee Meeting held on 4<sup>th</sup> June 2024, Members were invited to review the Council's current CIL Spending List, consider the viability of the projects previously included, and suggest any projects to be omitted or added to the Spending List. Members agreed for all existing projects to remain and that initiatives addressing community safety, such as the provision of Emergency Bleed Control kits be added to the list.

A bleed control kit, in a locked cabinet, can be purchased for approximately £425 plus VAT.

Following a request from a member of the public, the Town Council applied for funding from the Sussex Police Property Act Fund towards to provision of an Emergency Bleed Control kit in Bognor Regis Town Centre. Our application was unsuccessful but feedback from the police suggested that the application be resubmitted under the banner of a charity or CIC. Grandads Front Room kindly agreed to support the Town Council with the resubmission and the application has been successful with £200 being awarded.

**184. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21<sup>st</sup>, 28<sup>th</sup> FEBRUARY AND 7<sup>th</sup> MARCH 2025**

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

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

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

**185. TO RECEIVE DETAILS OF PLANNING APPLICATION WSCC/010/25 (NYEWOOD CHURCH OF ENGLAND JUNIOR SCHOOL, BRENT ROAD, WEST SUSSEX, BOGNOR REGIS, PO21 5NW) AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

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

Having considered the application for the continued siting and use of a temporary classroom building, as previously permitted under planning application WSCC/043/15/BR, Members **AGREED** to submit **NO OBJECTION** in response to planning application WSCC/010/25.

**186. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 120860: ROSSO BEVERAGES LTD., SELF STORAGE SPACE 5, DURBAN ROAD, BOGNOR REGIS, WEST SUSSEX, PO22 9RZ**

*Cllr. Goodheart gave his apologies and left the Meeting*

**186.1 Licensing Act 2003**  
**Premises: Rosso Beverages Ltd., Self Storage Space 5, Durban Road, Bognor Regis, West Sussex, PO22 9RZ**  
**Licence Number: 120860**

The Committee noted the Premises Licence application for the supply of

alcohol for consumption off the premises from Monday to Sunday between 09:00hrs and 18:00hrs.

Preferring to see a named responsible person, rather than a premises, applying for a Premises Licence, concerns were raised around whether the company owning the site, Storage Mart, were aware of and agreeable to one of the units being used for the distribution of alcohol. With this in mind, Members **RESOLVED** to **OBJECT** to the Premises Licence being granted.

- 186.2** In view of the short timescale for response, Members **NOTED** receipt of the following application for consideration: -

**Local Government (Miscellaneous Provisions) Act 1982**

**Premises: Terry's Donuts, Street Record, London Road, Bognor Regis**

**Licence Number: 120997**

The Committee noted the application for an Annual Street Trading Consent – Individual Trader, to sell hot dogs, doughnuts, jacket potatoes, ice cream, hot and cold drinks.

Members **RESOLVED** to raise **NO OBJECTION** to the Annual Street Trading Consent – Individual Trader being granted.

- 187. 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.

- 188. COMMUNITY INFRASTRUCTURE LEVY (CIL) INCLUDING: TO CARRY OUT A QUARTERLY REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST, DEFERRED FROM THE PREVIOUS MEETING (MIN. 173.1 REFERS); TO CONSIDER AND AGREE THE INTRODUCTION OF AN APPLICATION FORM FOR LOCAL GROUPS SEEKING FUNDING TO APPLY TO HAVE THEIR PROJECT INCLUDED IN THE TOWN COUNCIL'S CIL SPENDING LIST**

The Deputy Clerk's report, including the Town Council's current CIL Spending List that was attached, was **NOTED**.

- 188.1** Having received notification, earlier in the meeting, that £200 towards to cost of an Emergency Bleed Control kit had been secured, Members were asked to consider agreeing to funding the remaining costs (in the region of £225 plus VAT) from CIL monies, as this project was one included on the CIL Spending List. During discussions, it was suggested that additional funding be ringfenced to allow for restocking the kit's supplies, should the need arise

Suggestions for locations at which the kit could be installed, on sites in the Town Centre that were accessible to the public at all times, included ADC's public conveniences in Bedford Street, or the external wall of Morrisons, also in Bedford Street.

Members **RESOLVED** to **AGREE**, in principle, that expenditure of £625 for the purchase of an Emergency Bleed Control kit, to be installed in Bognor Regis Town Centre, be funded from the Town Council's CIL monies with the surplus ringfenced to replenish the kit's supplies when required. It was **NOTED** that installation would be subject to the landowner's consent.

**188.2** Having reviewed the Council's current CIL Spending List, Members **AGREED** to make no amendments at this time and to carry out the next quarterly review of the list at the Committee Meeting to be held on 10<sup>th</sup> June 2025.

**188.3** Members considered asking the community to put forward project ideas that will benefit Bognor Regis, to be delivered by the Town Council or the applicant themselves, on which CIL receipts could be spent. It was **AGREED** that an application form for local groups seeking funding, to have their project included in the Town Council's CIL Spending List, and guidelines/criteria to support applications, should be drafted and presented for consideration at the next Committee Meeting.

## **189. CORRESPONDENCE**

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

Additional correspondence included: -

**189.1** WSCC - Public Notice that The Esplanade, Bognor Regis, will be temporarily closed to all traffic, from the junction with Clarence Road to junction with Lennox Street, commencing on 10<sup>th</sup> March 2025 for up to 5 days (it is estimated to be completed on 15<sup>th</sup> March 2025). This closure is required for the safety of the public and workforce while Landbuild, on behalf of West Sussex County Council, undertakes the construction of carriageway speed ramps and associated resurfacing and line marking. The restriction will be in place overnight only from 20:00 until 06:00. An alternative route will be signed on site but please visit <https://one.network/?tm=142372601> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact West Sussex County Council on 01243 642105 who will be able to assist with scope of these works.

**189.2** WSCC - Notification that WSCC have awarded 2 new highways maintenance contracts which start on 1<sup>st</sup> April 2025. More information is available - [West Sussex County Council awards highways maintenance contracts - West Sussex County Council](#) . Further information about the contracts will be available in the Highways, Transport and Planning April e-newsletter.

**189.3** WSCC - Notification that a diary of Parish Briefings is being planned for the year ahead, details of which will be communicated in due course.

**189.4** ADC - Notification that planning application BR/2/25/PL (20 Sudley Road,

Bognor Regis, PO21 1EU), to which the Town Council objected, is expected to be determined by ADC's Planning Committee on 26<sup>th</sup> March 2025.

**189.5** ADC - Notification that planning application BR/236/24/PL (Bognor Regis Football Club, Nyewood Lane, Bognor Regis, PO21 2TY), to which the Town Council raised no objection, is expected to be determined by ADC's Planning Committee on 26<sup>th</sup> March 2025.

**189.6** WSCC – Public Notice that Market Street, Bognor Regis, will be temporarily closed to all traffic commencing on 13<sup>th</sup> March 2025 for a maximum of 21 days. It is anticipated that works will be completed on 13<sup>th</sup> March 2025. The emergency road closure is required for the safety of the public and workforce while Openreach undertakes 'Safe access to roadbox/overhead Structure to localise and repair damage to cable, affecting multiple customers with loss of or poor service'. The restriction will be in place from 10:00hrs until 23:59hrs. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians within the closed area. For information regarding this closure please contact Openreach 0800 023 2450 who will be able to assist with scope of these works.

***The Meeting closed at 4.51pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 18<sup>th</sup> MARCH 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 21<sup>st</sup>, 28<sup>th</sup> FEBRUARY AND 7<sup>th</sup> MARCH 2025)**

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

<p><a href="#"><u>BR/21/25/PL</u></a>  <a href="#"><u>St Marys Roman Catholic School</u></a>            Glamis Street            Bognor Regis            PO21 1DJ</p>	<p>Extend the height of existing brick boundary wall by adding a 1.2m high green twin mesh fence, to sit above existing wall between the boundary of the school field and Hotham Park. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/30/25/HH</u></a>  <a href="#"><u>178 Aldwick Road</u></a>            Bognor Regis            PO21 2YQ</p>	<p>Rear and side single storey extension, replacement porch extension and conversion of the second floor loft space with facing dormer extension.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/32/25/PL</u></a>  <a href="#"><u>Trevali Lodge</u></a>            31 Aldwick Road            Bognor Regis            PO21 2LN</p>	<p>External changes, amendments to fenestrations and re-building the garden wall. This application is in CIL zone 4 (zero rated as other development), may affect the setting of listed buildings and may affect the character and appearance of the Aldwick Road, Bognor Conservation Area.</p>	<p><b>NO OBJECTION</b></p>



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON TUESDAY 8<sup>th</sup> APRIL 2025**

### **PRESENT:**

Cllrs: J. Barrett, D. Dawes, P. Ralph, B. Waterhouse,  
P. Woodall and Mrs. G. Yeates

### **IN ATTENDANCE:**

Mrs. J. Davis (Deputy Clerk)  
3 members of the public (part of the meeting)

*The Meeting opened at 4.05pm*

### **190. 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.

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

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

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

### **192. 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. 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***

#### **193. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18<sup>th</sup> MARCH 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 18<sup>th</sup> March 2025 as an accurate record of the proceedings and the Chair signed them.

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

***The Chair adjourned the Meeting at 4.07pm***

Members of the public spoke about their objections to Planning Application BR/48/25/PIP (Rabbit Island, Rear of 84 Brooks Lane, Bognor Regis, PO22 8ND - Application for permission in principle for minimum and maximum net gain of a 3-pitch traveller caravan site).

***The Chair reconvened the Meeting at 4.23pm***



## 195. CLERK'S REPORT FROM PREVIOUS MINUTES

### 195.1 18<sup>th</sup> March 2025 – Min. 186.1 Premises Licence application number 120860 (Rosso Beverages Ltd., Self Storage Space 5, Durban Road, Bognor Regis, West Sussex, PO22 9RZ)

An Email was received by the Deputy Clerk, on 20<sup>th</sup> March 2025, from the Licensing Officer at ADC in response to the Town Council's objection to the Premises Licence being granted on the following grounds: -

*Preferring to see a named responsible person, rather than a premises, applying for a Premises Licence, concerns were raised around whether the company owning the site, Storage Mart, were aware of and agreeable to one of the units being used for the distribution of alcohol. With this in mind, Members **RESOLVED** to **OBJECT** to the Premises Licence being granted.*

Whilst noting the Town Council's objection, this was rejected by ADC as it did not conform to the requirements as laid down by the Licensing Act 2003. A 'valid' representation is one that can show the application does not promote one or more of the four licensing objectives under the Act: - The Prevention of Crime and Disorder; The Prevention of Public Nuisance; Public safety; The protection of Children from Harm.

The Licensing Officer advised that, in respect of the application, both Environmental Health and Sussex Police contacted the proposed operator during the representation period and agreed a raft of conditions to be placed on the licence. Those conditions include the fact that the unit will only be used as a storage facility and no sales or public visits will be allowed. The licence was subsequently issued.

## 196. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 14<sup>th</sup>, 21<sup>st</sup> AND 28<sup>th</sup> MARCH 2025

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

**196.2** The Committee noted that representation had been received from a member of the public in objection to Planning Application BR/48/25/PI (Rabbit Island, Rear of 84 Brooks Lane, Bognor Regis, PO22 8ND - Application for permission in principle for minimum and maximum net gain of a 3-pitch traveller caravan site).

**196.3** The Committee noted that no representations had been received from neighbouring parishes, in respect of these applications.

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

**197. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 121058: BUTLIN'S SKYLINE LIMITED, BUTLIN'S, UPPER BOGNOR ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1JJ**

**197.1 Licensing Act 2003**

**Premises: Butlin's Skyline Limited, Butlin's, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1JJ**

**Licence Number: 121058**

The Committee noted the application to vary the Premises Licence to: - permit the sale of alcohol from 0900 to 0400 the following morning, 7 days a week, from SKYLINE EATS for consumption on and off the premises with the premises being permitted to open 24 hours a day, 7 days a week; permit the sale of alcohol from 0900 to 0400 the following morning, 7 days a week, from TREATS for consumption off the premises with the premises being permitted to open 24 hours a day, 7 days a week.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted.

**197.2** In view of the short timescale for response, Members **NOTED** receipt of the following application for consideration: -

**Local Government (Miscellaneous Provisions) Act 1982**

**Premises: Bognor Market Street Record, London Road, Bognor Regis**

**Licence Number: 121184**

The Committee noted the application for an Annual Street Trading Consent – Individual Trader. There was disappointment at the lack of detail provided with the application, in relation to trading times and goods sold. In the event that the application was for the trader who operates in the recess next to 2B London Road, Members asked that something be done to clear the graffiti from this site.

In considering the application, Members **RESOLVED** to raise **NO OBJECTION** to the consent being granted.

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

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

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

- Licence Application Number: 121082 - Friends Coffee and Bakery, 12 Station Road, Bognor Regis, West Sussex, PO21 1QE.

Owing to the short turnaround time allowed to respond to the Licensing Authority, Members of the Planning and Licensing Committee were canvassed for their opinion via email in relation to Pavement Licence application number 121082.

Members **RATIFIED** the representation submitted to Arun District Council, by the Town Clerk under their Delegated Authority, stating that the Town Council had **NO OBJECTION** in relation to the Pavement Licence (No. 121082) for Friends Coffee and Bakery being granted.

**199. TO RECEIVE DRAFT PROPOSALS FOR A COMMUNITY INFRASTRUCTURE LEVY (CIL) APPLICATION FORM, AND SUPPORTING DOCUMENTS, AND TO AGREE ITS ADOPTION (MIN. 188.3 REFERS)**

Owing to the number of proposed documents presented to the Committee, it was the Officer recommendation that hard copies be distributed to Members and that the matter be placed on the next agenda, to allow them the time for proper consideration.

Members **AGREED** to **DEFER** consideration of adopting a Community Infrastructure Levy (CIL) application form until the next meeting.

**200. TO RECEIVE DETAILS OF WSCC'S POST-16 TRANSPORT POLICY STATEMENT 2025 TO 2026, AND THE PROPOSED INTRODUCTION OF A POST-19 TRANSPORT POLICY**

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

Having considered the consultation documents, Members **AGREED** that any comments in response to the Post-16 Transport Policy Statement 2025 to 2026, and the proposed introduction of a Post-19 Transport Policy, should be submitted to WSCC individually by the deadline of 20<sup>th</sup> April 2025.

**201. CORRESPONDENCE**

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

Additional correspondence included: -

- 201.1** ADC - Notification that Bognor Regis Town Council will receive CIL receipts of £6,426.53 in the April payment period.
- 201.2** WSCC - Highways, Transport and Planning - News and Updates, 31<sup>st</sup> March 2025. Emailed to Committee Members.
- 201.3** Rampion 2 Offshore Wind Farm Case Team, National Infrastructure Planning - Notification of the publication of the Secretary of State's decision and statement of reasons and the Order granting development consent in relation to application by Rampion Extension Development Limited for an Order Granting Development Consent for the Rampion 2 Offshore Wind Farm Project. Circulated to Committee Members via email.
- 201.4** Rampion Extension Development Ltd - Notification that the Secretary of

State for Energy Security & Net Zero, Rt Hon Ed Miliband, awarded consent for the Rampion 2 Offshore Wind Farm, and that hard copies of the Development Consent Order (DCO) can be found on the Rampion 2 page at the Planning Inspectorate website [Rampion 2 Offshore Wind Farm - Project information](#), which also includes the approved Land Plans and Statement of Reasons. From 24<sup>th</sup> April 2025, hard copies of these documents will be available around West Sussex, including at Littlehampton Library Monday - Friday 9am-5pm, and Saturday 10am-4pm. Circulated via email to Members.

- 201.5** ADC - Details of a public engagement event in relation to plans to regenerate The Arcade, Bognor Regis, to be held on Thursday 10<sup>th</sup> April 2025, between 2pm and 6pm, in Unit 6, The Arcade.
- 201.6** WSCC – Public Notice that Bedford Street, between the junctions with High Street and London Road, will be temporarily closed to all traffic commencing on 25<sup>th</sup> April 2025 for up to 5 days (it is estimated to be completed on 25<sup>th</sup> April 2025) and is required for the safety of the public and workforce while Southern Water undertakes a daytime road closure to repair a carriageway frame and cover. The restriction will be in place daytime only from 09:00 until 16:00. An alternative route will be signed on site but please visit <https://one.network/?tm=141951859> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Cappagh Browne on behalf of Southern Water on 0330 303 0368 who will be able to assist with scope of these works.
- 201.7** ADC Travellers Update – Notification of approximately 30 caravans/motorhomes at Rosemead Park in Littlehampton. West Sussex County Council will be inspecting the site on behalf of Arun District Council.
- 201.8** Email from member of the public in relation to Planning Application BR/48/25/PIP (Rabbit Island, Rear of 84 Brooks Lane, Bognor Regis, PO22 8ND - Application for permission in principle for minimum and maximum net gain of a 3-pitch traveller caravan site). Circulated to Committee Members on 7<sup>th</sup> April 2025.

***The Meeting closed at 5.26pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 8<sup>th</sup> APRIL 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 14<sup>th</sup>, 21<sup>st</sup> AND 28<sup>th</sup> MARCH 2025)**

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

<p><a href="#"><u>BR/36/25/A</u></a> <a href="#"><u>Bognor Regis Sports Ground</u></a> Hawthorn Road Bognor Regis PO21 2UW</p>	<p>Installation of 6 No. non-illuminated board signs.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/39/25/HH</u></a> <a href="#"><u>34 Crescenta Walk</u></a> Bognor Regis PO21 2XS</p>	<p>Demolition of detached single garage. Rear and side single storey extension.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/249/24/PL</u></a> <a href="#"><u>27 Argyle Road</u></a> Bognor Regis PO21 1DZ</p>	<p>Change of use from dwelling house (Class C3) to a 7-bed House in Multiple Occupation (HMO) (Sui Generis). This application is in CIL Zone 4 and is CIL Liable, as dwellings.</p>	<p><b>OBJECTION</b> In the same way that Arun refused planning permission for BR/111/24/PL – 8 Argyle Road, Bognor Regis), the HMO would result in a proliferation and overconcentration of such uses in an area with an Article 4 direction which removed permitted development rights for C3 to C4 changes. The additional HMO would result in harm to the character of the area due to the number of such uses contrary to policy HSP4 a) of the Arun Local Plan.</p> <p>Furthermore, despite the comments from WSCC Highways, it is the belief of locally elected Councillors that the lack of car parking spaces would</p>

BR/249/24/PL (continued) 27 Argyle Road Bognor Regis PO21 1DZ		contribute to the generation of excessive parking demands causing harm to the amenity of the area contrary to policy HSP4 (b) of the Arun Local Plan.
<a href="#"><u>BR/24/25/HH</u></a> <a href="#"><u>15 Roman Fields</u></a> Bognor Regis PO21 1AG	Single storey front, side and rear extensions, conversion of garage to habitable use and installation of new ramps, following the demolition of existing 2 No. outbuildings.	<b>NO OBJECTION</b>
<a href="#"><u>BR/42/25/CLE</u></a> <a href="#"><u>The Bognor Makerspace</u></a> 58-60 Longford Road Bognor Regis PO21 5XA	Lawful Development Certificate for the existing use of ground floor as offices, meeting rooms, craft making area and carpentry area, scrap material (fabric and craft materials) and art making area; mezzanine floor used for storage of equipment, large meeting room used for fabric workshops and other skill training. This application is in CIL Zone 4 (Zero Rated) as other development.	<b>SUPPORT</b> Members spoke favourably of the services delivered by The Bognor Makerspace and were keen to support the Lawful Development Certificate being granted. Comment was made about the provision of fire escapes being suitable for the existing use.
<a href="#"><u>BR/41/25/PL</u></a> <a href="#"><u>Flat 2</u></a> <a href="#"><u>33 Highfield Road</u></a> Bognor Regis PO22 8PD	Replacement of windows.	<b>NO OBJECTION</b>
<a href="#"><u>BR/46/25/HH</u></a> <a href="#"><u>10 Nelson Road</u></a> Bognor Regis PO21 2RY	Single storey rear extension, new car port, side boundary wall, front gates and vehicular access, following the demolition of existing integral garage and conservatory.	<b>NO OBJECTION</b>
<a href="#"><u>BR/48/25/PIP</u></a> <a href="#"><u>Rabbit Island</u></a> <a href="#"><u>Rear of 84 Brooks Lane</u></a> Bognor Regis PO22 8ND	Application for permission in principle for minimum and maximum net gain of a 3-pitch traveller caravan site.	<b>OBJECTION</b> Firstly, Members would call into question the description of works for planning application BR/48/25/PIP, advertised as "Application for permission in principle for minimum and maximum net gain of a 3-pitch traveller caravan site".

*BR/48/25/PIP (continued)*  
*Rabbit Island*  
*Rear of 84 Brooks Lane*  
*Bognor Regis*  
*PO22 8ND*

To be clear, on a Gypsy and Traveller site, a 'pitch' is a designated area of land intended to accommodate a single family, typically including space for a mobile home, touring caravan, parking, and an amenity block. From the plans submitted, it would appear that each 'pitch' will accommodate a mobile home, a touring caravan and 2 parking spaces - with there being no mention of an amenity block, communal or otherwise. One can only assume that the proposed site would include mains water, sewerage and electricity as a minimum, but it begs the question as to where sewerage and grey waste from the touring caravans would go, since there is no chemical waste disposal evident on the plans submitted.

Whilst it is acknowledged that the applicant has stated that an FRA has not yet been submitted, but that this "would form part of the subsequent technical details applications", it is difficult to image how the applicant will demonstrate that the development will not be at risk of flooding both now and in the future. Failing to do so would conflict with Arun Local Plan Policy W DM2, the NPPF and associated guidance in

*BR/48/25/PIP (continued)*  
*Rabbit Island*  
*Rear of 84 Brooks Lane*  
*Bognor Regis*  
*PO22 8ND*

that the site lies in Flood Zone 3. Policy W DM2 of the Arun Local Plan 2011-2031 (LP) aims for development in areas at risk from flooding, identified on the latest Environment Agency (EA) flood risk maps and the Council's Strategic Flood Risk Assessment (SFRA), to only be permitted where all of its criteria have been met, including that a site specific flood risk assessment demonstrates that the development will be safe, including access and egress.

LP Policy W DM2 is in line with the National Planning Policy Framework (Framework), which states that inappropriate development in areas at risk from flooding (whether existing or future) should be avoided, and that where development is necessary in such areas, it should be made safe for its lifetime. Single storey residences on the site would not provide an elevated refuge area in the event of flooding and we have seen all too often how easily mobile homes/static caravans at Riverside Caravan Centre, located next to the same waterway as the proposed



*BR/48/25/PIP (continued)*  
*Rabbit Island*  
*Rear of 84 Brooks Lane*  
*Bognor Regis*  
*PO22 8ND*

development site, are engulfed by flood water.

The Framework aims to take into account all sources of flood risk and the current and future impacts of climate change and seeks a site-specific flood risk assessment for all development within Flood Zones 2 and 3. The site is within undefended fluvial Flood Zone 2 and undefended tidal Flood Zone 3. So, the proposal would be at high risk from flooding during its lifetime.

The siting of the mobile homes are such that it has unneighbourly and significantly adverse impacts on the amenities of the occupiers of the neighbouring properties to the northwest (2-12 Whitfield Close) by way of appearing overbearing and oppressive, and causing harmful overlooking, in contradiction with Policies D DM1 and QE SP1 of the Arun Local Plan, the Arun Design Guide and relevant parts of the NPPF.

The site by virtue of its size and shape, is considered unsuitable to satisfactorily accommodate 3-pitches, consisting of 3 mobile homes, 3 touring caravans and 6 parking spaces, without damaging

<p><i>BR/48/25/PIP (continued)</i>  <i>Rabbit Island</i>  <i>Rear of 84 Brooks Lane</i>  <i>Bognor Regis</i>  <i>PO22 8ND</i></p>		<p>the character of this established residential area. The proposal would therefore result in an unduly cramped and unneighbourly form of development which would be detrimental to the character and amenities of the surrounding residential area, contrary to policy D DM1 of the Arun District Local Plan, the Arun Design Guide and relevant parts of the NPPF.</p> <p>As an application for Permission in Principle (an alternative way of obtaining planning permission) the first stage establishes whether a site is suitable in-principle. For the reasons stated above, the proposed use of this piece of land as a 3-pitch traveller caravan is deemed unsuitable and would be in conflict with the policies identified within the Arun Local Plan. It cannot be satisfactorily demonstrated by the applicant that there are material considerations that outweigh the development plan policy objections and thereby justify the grant of planning permission in principle.</p>
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# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON TUESDAY 29<sup>th</sup> APRIL 2025**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mrs. J. Davis (Deputy Clerk)

*The Meeting opened at 4.03pm*

### **202. 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.

### **203. 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 **APPROVED** by Members.

### **204. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

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

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

**205. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8<sup>th</sup> APRIL 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 8<sup>th</sup> April 2025 as an accurate record of the proceedings and the Chair signed them.

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

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

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

There was nothing to report.

**208. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> APRIL 2025**

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

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

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

**209. 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.

**210. 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.

**211. TO CONSIDER ANY FEEDBACK RECEIVED IN RELATION TO DRAFT PROPOSALS FOR A COMMUNITY INFRASTRUCTURE LEVY (CIL) APPLICATION FORM, AND SUPPORTING DOCUMENTS, AND TO AGREE ITS ADOPTION (MIN. 199 REFERS)**

Following the distribution of the proposed CIL application form and supporting documents to all Committee Members, in both hard copy and electronic format, Members considered the feedback received and **AGREED** to make certain amendments to the terms and conditions.

It was further **AGREED** to **DEFER** the adoption of the CIL application form and supporting documents to allow one week for further feedback to be provided to the Clerk. Committee Members would then be asked to agree to any further amendments, by email, after which the documents would go live, and the application window opened. The adoption of the final versions will be ratified at the next Committee Meeting.

**212. CORRESPONDENCE**

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

Additional correspondence included: -

- 212.1** WSCC - Notification that planning permission has been granted in relation to Planning Application WSCC/010/25 (Nyewood Church of England Junior School, Brent Road, Bognor Regis, PO21 5NW - Siting and use of temporary classroom building).
- 212.2** ADC - Notification that Planning Application BR/249/24/PL (27 Argyle Road, Bognor Regis, PO21 1DZ - Change of use from dwelling house (Class C3) to a 7-bed House in Multiple Occupation (HMO) (Sui Generis)), to which the Town Council objected, is expected to be determined by ADC's Planning Committee at the meeting to be held on 8<sup>th</sup> May 2025.
- 212.3** ADC Traveller Update Team – Notification that Travellers have gained access to West Park in Aldwick on 25<sup>th</sup> April 2025. West Sussex County Council (who undertake duties on ADC's behalf for unauthorised

encampments on Arun District Council land) have been made aware and will take action as appropriate. The Police have also been made aware.

- 212.4** Housing, Communities and Local Government Committee - The Housing, Communities and Local Government (HCLG) Committee holds a one-off evidence session on Tuesday 29<sup>th</sup> April 2025 examining aspects of the current Planning and Infrastructure Bill with the Local Government Association and planning experts. The bill would make changes to the law around planning and infrastructure to support ambitions in the government's [Plan for Change](#). These ambitions include delivering 1.5 million homes and deciding 150 nationally significant infrastructure projects (NSIPs).

***The Meeting closed at 5.26pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 29<sup>th</sup> APRIL 2025  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> APRIL 2025)**

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

<a href="#"><u>BR/45/25/HH</u></a> <a href="#"><u>18 Mons Avenue</u></a> Bognor Regis PO21 5JN	Drop kerb.	<b>NO OBJECTION</b>
<a href="#"><u>BR/47/25/PL</u></a> <a href="#"><u>10 Nelson Road</u></a> Bognor Regis PO21 2RY	Demolition of existing garage and erection of 1 No. 2-bed chalet bungalow (self-build), close up existing gateway and addition of new gateway. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.	<b>NO OBJECTION</b>
<a href="#"><u>BR/53/25/HH</u></a> <a href="#"><u>5 Russell Terrace</u></a> Glencathara Road Bognor Regis PO21 2SE	Conversion of garage to habitable use and alterations to fenestration with front balcony.	<b>NO OBJECTION</b>
<a href="#"><u>BR/55/25/PD</u></a> <a href="#"><u>26-28 Sudley Road</u></a> Bognor Regis PO21 1ER	Prior notification under Schedule 2, Part 3, Class MA for a change of use from offices to 6 No self-contained flats.	<b>NO OBJECTION</b>
<a href="#"><u>BR/50/25/PL</u></a> <a href="#"><u>Milton Lodge</u></a> <a href="#"><u>192 Hawthorn Road</u></a> Bognor Regis PO21 2UX	Change of use from supported living accommodation to 10 No. residential units (Use Class C3), proposed rear extension following demolition of detached building, fenestration changes and associated works. This application is in CIL Zone 4 (Zero Rated) as other development.	<b>NO OBJECTION</b>
<a href="#"><u>BR/49/25/HH</u></a> <a href="#"><u>1A Normanton Avenue</u></a> Bognor Regis PO21 2TX	Removal of existing roof and building an extension to the front and a new first floor extension within the pitched roof including 1 No. front and 1 No. rear dormer. Alterations to fenestration. Demolition of	<b>NO OBJECTION</b>

	conservatory. New highway access and vehicle crossover.	
<a href="#"><u>BR/56/25/HH</u></a> <a href="#"><u>30 Madeira Avenue</u></a> Bognor Regis PO22 8DB	Demolition and replacement of garage with small extension in its area and creation of habitable space above, changes to depth of upper first floor front window, addition of 2 No. roof windows to existing building and PV panels on South elevation.	<b>NO OBJECTION</b>





# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 24<sup>th</sup> MARCH 2025**

### **PRESENT:**

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

### **IN ATTENDANCE:**

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

*The Meeting opened at 6.30pm*

### **80. 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.

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

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

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

### **82. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

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

**83. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 3<sup>rd</sup> FEBRUARY 2025**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 3<sup>rd</sup> February 2025, as an accurate record of the proceedings and the Chair duly signed them.

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

***The Chair adjourned the Meeting at 6.33pm***

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

A Member seated in the public gallery cited a proposal by Arun District Council to plant 30,000 trees and asked if this could be referred to the Bognor Regis In Bloom Working Group as an agenda item.

Additionally, the Member repeated the perceptible lack of advertising, administration and seating in relation to the seafront bandstand. These same issues were previously raised in the earlier meeting of 3<sup>rd</sup> February 2025, with the seating having historical significance. Cllr. Nash, in reply, suggested that Arun may look favourably at Bognor Regis Town Council taking over the bandstand, particularly in context of the anticipated local government reorganisation.

Finally, the Member referenced the legacy of Cllr. J. Brooks, synonymous, amongst other projects, with beach access, and asked if such access could be dedicated in his memory? Cllr. Nash advised that the Southdowns Music Festival, in September 2025, would be looking at dedicating a memorial stage to Cllr J. Brooks.

***The Chair reconvened the Meeting at 6.38pm***

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

**85.1 9<sup>th</sup> September 2024 - Min. 42 Production of Events Leaflet 2025**

30,000 leaflets for the Events season 2025 had now been received. The Events Officer and Committee Clerk attended The Great Sussex Way's Leaflet Exchange event, at Chichester College, on Wednesday 19<sup>th</sup> March 2025. Officer feedback was that the dynamics of the Exchange have changed, and that the actual exchange of leaflets was nominal. At a cost of £75 plus VAT to attend, Officers queried whether the Exchange offers value for money and whether BRTC's attendance fulfils its primary objective. Therefore, it was recommended that, in future, traditional methods of delivering the Events Leaflet via Town Force and/or a distribution company be adhered to.

**85.2 4<sup>th</sup> November 2024 - Min. 56 Nomination of The Alexandra Theatre as an Asset of Community Value**

The nomination of the Theatre as an Asset of Community Value was submitted to Arun via their website on 11<sup>th</sup> February 2025. A subsequent email from Arun stated that the nomination was not accepted "at present", requesting significant and detailed additional information. This was submitted as an addendum, via email on 18<sup>th</sup> March 2025. A further response from Arun is awaited.

**85.3 4<sup>th</sup> November 2024 - Min. 61 Christmas Illuminations Contract 2025-2027**

An onsite meeting took place on 3<sup>rd</sup> March 2025, with Event Power Engineering and Enerveo to determine a solution to the power supply issue in Queensway. Options discussed included the installation of feeder pillars and commando sockets on lamp post columns. These would be deemed as additional works, and potentially funded from Rolling Capital, as one-off infrastructure improvement. Discussion was also had around the type of Christmas illuminations to be displayed in Queensway, such as string lights beneath the building canopies or motifs attached to lamp post columns, as displayed along Aldwick Road, which would be funded as part of the Christmas Lights contract. It was noted that quotations for the different styles of illuminations may be in excess of the tender costs previously agreed.

Additionally, the eight potential lamp post columns identified in Queensway, on which motifs could be attached, will require Certificates of Non-

Destructive Testing for the mandatory Third-Party Attachment application with Enerveo. Quotes for this work are estimated to be around £1,086 plus VAT for which a budget will need to be identified, should the works be required.

**85.4 3<sup>rd</sup> February 2025 – Min. 77 Letter to Arun District Council in relation to Promenade Bandstand Lights**

Letter sent to Nat Slade, Group Head of Technical Services at ADC, on 11<sup>th</sup> February 2025, copied to Dawn Hudd (Chief Executive), Philippa Dart (Director of Environment & Communities), Karl Roberts (Director of Growth) and Ian Hazle (Project Manager – Asset Review, Property, Estates & Facilities). With no response received, a reminder letter was sent on 10<sup>th</sup> March 2025. A response from Nat Slade is awaited.

Unofficially, courtesy of the Senior Surveyor, Property & Estates, via email confirmation of 3<sup>rd</sup> March 2025, to our Deputy Clerk, Arun are looking to engage the "*original tiler*" to enable specialist floor tile access in conjunction with electrical works. The Town Clerk and Deputy Clerk also raised the issue of lighting on the bandstand directly with Karl Roberts at the Liaison Meeting held on 11<sup>th</sup> March 2025.

**85.5 Appointment of Vice-Chair to the Environmental and Leisure Committee**

For information, and advice, the Clerk reminded those present that the Town Council's Standing Orders mandate that the appointment of a Vice-Chair, together with Chair and Members for committees, takes place at the Annual Town Council Meeting in May. As this is the last Committee Meeting of the municipal year, a Vice-Chair will not, therefore, be appointed to replace Cllr. Jim Brooks until the Annual Town Council Meeting on 12<sup>th</sup> May 2025.

**86. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 18<sup>th</sup> FEBRUARY 2025 INCLUDING:**

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The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis In Bloom Working Group Meeting held on 18<sup>th</sup> February 2025, was **NOTED**.

**86.1 Recommended expenditure of £3.70 plus VAT - for Kelvedon Wonder pea seeds, to be funded from the 2024/2025 Competitions Budget (Min. 5.3 refers)**

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £3.70 plus VAT for Kelvedon Wonder pea seeds, to be funded from the 2024/2025 Competitions Budget.

**86.2 Recommendation that the balance of £435.06 in the Competitions Budget (less expenditure of £3.70 as noted above) be earmarked for new trophies (Min. 6 refers)**

Members unanimously **RESOLVED** to **RATIFY** the balance of £435.06 in the Competitions Budget (less expenditure of £3.70 as noted above) be earmarked for new trophies.

**86.3 Recommendation that the £1,000 in the Environmental Projects Budget be earmarked for the 'Tree Stump Timeline' project (Min. 6 refers)**

Members unanimously **RESOLVED** to **RATIFY** the £1,000 in the Environmental Projects Budget be earmarked for the 'Tree Stump Timeline' project.

**86.4 Recommendation that the £72 in the Fundraising Budget raised at the 2024 Awards Evening be added to the Fundraising Earmarked Reserves to fund future Awards Evening events (Min. 6 refers)**

Members unanimously **RESOLVED** to **RATIFY** £72 in the Fundraising Budget raised at the 2024 Awards Evening be added to the Fundraising Earmarked Reserves to fund future Awards Evening events.

**87. TO RATIFY EXPENDITURE OF £260 PLUS VAT FOR 'WELCOME TO BOGNOR REGIS' WINDOW STICKER**

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

Members unanimously **RESOLVED** to **RATIFY** expenditure of £260 plus VAT for the 'Welcome to Bognor Regis' vinyl window sticker, to be funded from the remaining Publicity and Promotion Budget 2024/2025 earmarked for general promotion throughout the year.

The Committee Clerk, in a post report update, advised Members that the invoice for design development costs of £140 had since been received and that this expenditure would need to be ratified at the next Committee Meeting scheduled 19<sup>th</sup> May 2025.

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

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

The Committee Clerk reported that no Public Events licence applications had been received, since the previous meeting of 3<sup>rd</sup> February 2025.

**89. YOUTH AND YOUNG PERSONS BUDGET 2025/2026 INCLUDING:-**

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

**89.1 To note that a review of the guidelines/criteria, funding policy and application form, will be carried out upon completion of the Policy and Resources Committee's review of Grant Aid**

Members **NOTED** that the review of the three documents for the Youth & Young Persons Budget, will align with the review of Grant Aid funding by the Policy and Resources Committee scheduled for 2<sup>nd</sup> June 2025.

Thus, the earliest meeting date, and opportunity for review, by the Environmental and Leisure Committee is 14<sup>th</sup> July 2025, unless an Extraordinary Meeting is called immediately after 2<sup>nd</sup> June 2025.

**89.2 To agree that upon receipt of applications, whether these are to be considered: en bloc at a specified date, ad hoc, or a combination of both with a nominal reserve identified from within the budget for late/ worthy causes**

Members, in debating the arguments and counter arguments for the two primary alternatives, **AGREED** to consider applications to the Youth and Young Persons Budget 2025/2026 en bloc with a deadline date proposed in mid-July 2025 to incentivise applicants, offering a fair and efficient process. Applications would be considered at an Extraordinary Meeting with a view to funding being awarded late July/early August 2025.

**90. CORRESPONDENCE**

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

***The Meeting closed at 7.05pm***

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025**

**AGENDA ITEM 23 – TO RECEIVE ANY FEEDBACK FROM THE COUNCILLOR DROP-IN SURGERY HELD ON 10<sup>th</sup> APRIL 2025 AND TO NOTE A CHANGE OF DATE FOR THE SURGERY DUE TO TAKE PLACE ON FRIDAY 3<sup>rd</sup> OCTOBER 2025 AT BOGNOR REGIS RAILWAY STATION (MIN. 165 REFERS)**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

At the Councillor Drop-In Surgery held on 10<sup>th</sup> April 2025, from 11am until 1pm, at London Road Precinct (northern end), the following were in attendance: -

BRTC Councillors: D. Dawes, Miss. C. Needs, P. Wells and Mrs. G. Yeates  
BRTC Officers: Mrs. J. Davis (Deputy Clerk), Mrs R. Vervecken (Civic and Office Manager) and Mr. M. Douglas (Town Market Officer)

Approximately 30 members of the public engaged with the Councillors present. Free pea and sunflower seeds were handed out, along with copies of the newly published 2025 Events leaflet. A summary of the issues discussed, comments made, and questions asked included: -

- Increased levels of crime recently, particularly within the Town Centre and during the evening
- Antisocial behaviour at other 'hotspots' such as at the railway station
- Speeding traffic in some areas, including by South Bersted C of E School in Church Lane
- Members of the homeless community sitting by cash machines (ATMs) in the Town Centre
- Lack of bus shelters on one side of Downview Road in Felpham
- Large amounts of litter in Clifton Road and by the railway station
- Concerns regarding Waterloo Square Bowling Club, which a resident had heard may be closing due to expensive costs to upkeep

At the Council Meeting held on 10<sup>th</sup> March 2025 (Min. 165 refers), Members agreed to hold a further two Councillor Drop-In Surgeries on the following dates at the following locations, subject to landowner permissions: -

- Tuesday 8<sup>th</sup> July 2025 at 1.30pm in London Road precinct (southern end)
- Friday 3<sup>rd</sup> October 2025 at midday at Bognor Regis Railway Station

## AGENDA ITEM 23

After contacting the newly appointing Bognor Regis Railway Station Manager to seek permission for Friday 3<sup>rd</sup> October, we have been advised that this is not possible due to a previously arranged engagement on the site. It is therefore proposed to rearrange this Councillor Drop-In Surgery to Friday 19<sup>th</sup> September 2025, at the same time, 12pm- 2pm.

### DECISION

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



## **AGENDA ITEM 24**

### **BOGNOR REGIS TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING – 12<sup>th</sup> MAY 2025**

#### **AGENDA ITEM 24 - TO RECEIVE ANY UPDATES ON REGENERATION IN THE TOWN INCLUDING REPORT FROM CLLR. NASH**

##### **REPORT BY THE TOWN CLERK**

##### **FOR INFORMATION**

In the absence of a written report from dual-hatted Councillors at the time of publishing this report, verbal reports around any updates on regeneration in the Town will be invited from them at the meeting under this agenda item.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025**

**AGENDA ITEM 25 - CIVIC DUTIES UNDERTAKEN BY OUTGOING MAYOR  
CLLR. MISS. CLAIRE NEEDS FROM 10<sup>th</sup> MARCH - 12<sup>th</sup> MAY 2025**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Sunday 16.03.25	:	Chichester Festival for Music, Dance & Speech 'Gala Concert', Minerva Theatre, Oaklands Park, Chichester
Thursday 20.03.25	:	<i>Deputy Mayor attended: The Regis School 'Big Sing 2025', The Regis School, Westloats Lane, BR</i>
Tuesday 25.03.25	:	<i>Deputy Mayor attended: The Regis School 'Science Fair 2025', The Regis School, Westloats Lane, BR</i>
Thursday 27.03.25	:	BRTC Civic Reception, 'Seasons', BR Town Football Club, Nyewood Lane, BR
Friday 28.03.25	:	<i>Deputy Mayor attended: West Sussex Fire &amp; Rescue 'GRIT Youth Programme Pass Out', BR Fire Station, West Meads Drive, BR</i>
Sunday 06.04.25	:	BR Methodist Church 100 <sup>th</sup> Anniversary Service, BR Methodist Church, Waterloo Square, BR
Tuesday 15.04.25	:	Photo opportunity with BR Carnival Assoc. re. Partnership Funding, Council Chamber, Town Hall
Thursday 24.04.25	:	<i>Deputy Mayor attended: Mayor of Littlehampton's Thank You Reception, Soul Kitchen &amp; Bar, Pier Rd, Littlehampton</i>
Tuesday 29.04.25	:	Photo opportunity with BR Puppet Party re. Partnership Funding, Council Chamber, Town Hall

**Engagements scheduled to be attended**

Thursday 08.05.25	:	BRTC VE Day 80 <sup>th</sup> Anniversary Beacon Lighting, Seafront Beacon, BR Seafront
Saturday 10.05.25	:	<i>Deputy Mayor attended: Felpham Village Conservation Society VE Day 80 Event, Village Memorial Hall, Vicarage Lane, Felpham</i>
Saturday 10.05.25	:	<i>Deputy Mayor attended: West Sussex Guitar Club, Regis School of Music, Sudley Rd, BR</i>
Monday 12.05.25	:	Photo opportunity with outgoing Mayor's chosen charity, Council Chamber, Town Hall

**Invites not Attended**

Bersted Parish Council 'Chair's Reception'

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025**

**AGENDA ITEM 26 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH  
FROM 10<sup>th</sup> MARCH – 12<sup>th</sup> MAY 2025**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Sunday 16.03.25	:	Chichester Festival for Music, Dance & Speech 'Gala Concert', Minerva Theatre, Oaklands Park, Chichester
Thursday 27.03.25	:	BRTC Civic Reception, 'Seasons', BR Town Football Club, Nyewood Lane, BR
Saturday 26.04.25	:	Opening of 'Plant 2 Plate' Food Festival, Horsham Town Centre
Wednesday 30.04.25	:	Article published in 'Woman's Weekly' Magazine on involvement in VE Day-80 Commemorations (shared on social media)
Wednesday 30.04.25	:	Article published in 'The Telegraph' Newspaper on involvement in VE Day-80 Commemorations (shared on social media)

**Engagements scheduled to be attended**

Thursday 08.05.25	:	BRTC VE Day 80 <sup>th</sup> Anniversary Beacon Lighting, Seafront Beacon, BR Seafront
Saturday 10.05.25	:	Recording of Proclamation to play at Felpham Village Conservation Society VE Day 80 Commemorative Event, Village Memorial Hall, Vicarage Lane, Felpham
Saturday 10.05.25	:	Ilminster Town Crier Competition, Market Square, Ilminster



**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 12<sup>th</sup> MAY 2025**

**AGENDA ITEM 28 - TO RECEIVE A REPORT FROM OFFICERS  
FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH  
MEETING WITH THE NEIGHBOURHOOD POLICING TEAM**

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

**Arun Parish (Sussex Police) Meeting held on 18<sup>th</sup> March 2025**

Both Cllr. Wells and the Deputy Clerk participated in the online meeting held on 18<sup>th</sup> March 2025, hosted by Inspector Ross Wickings from the Arun Neighbourhood Policing Team (NPT).

Inspector Wickings advised that the NPT review was ongoing with recommendations expected in April 2025. PCSOs will be designated the powers to issue Community Protection Notices (CPNs) which are considered by the Police as a useful antisocial behaviour tool. Confidential operational updates and staffing updates were also shared (Members are reminded that if they wish to know further details then they are to contact the Deputy Clerk).

Updates and issues raised by representatives from the various Arun parishes centred around low-level antisocial behaviour and abandoned vehicles.

Cllr. Wells. questioned what operations were being proposed for Bognor Regis. As a local business owner, he explained the volatile situation arising from some members of the street community setting up in town. It was felt that Bognor Regis still seemed to be lacking in Police Officers patrolling the area. Frustration was running high amongst businesses trying to operate in a sometimes-hostile environment, who no longer knew where to go with this ongoing problem that they believed was affecting footfall in the Town Centre. The ASB Enforcement Team Leader from ADC advised that the Housing Options team were working hard, with partnership agencies and outreach workers to address the situation. Inspector Wickings stated that an Officer was looking into how the police respond to reports around the street community but invited emails to be sent directly to him, when these issues happen, and he would look into them as quickly as possible. Attention was drawn to the issue of rough sleeping in shop doorways which are deemed as private land and must be dealt with by the landowner, rather than the police or ADC. The point was made that being homeless wasn't an offence, but it was acknowledged that it did not create the right perception. Assurances were given that work would continue to address these issues with support offered to businesses, to include the involvement of the new BCRP Manager.

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

Whilst the Deputy Clerk was in attendance, Cllr. Wells had given apologies for absence from the online meeting held on 17<sup>th</sup> April 2025, hosted by Inspector Ross Wickings from the Arun Neighbourhood Policing Team (NPT).

Inspector Wickings shared that the NPT review recommendations were expected by the end of the month. Following the fatal stabbing in Bognor Regis on 4<sup>th</sup> April 2025 a suspect had been charged and remanded in custody. Following the incident, the police carried out community engagement, particularly with the community involved.

With very few attendees present at the online meeting, updates and issues raised by representatives from the various Arun parishes were limited but included unauthorised encampments, speeding traffic, shoplifting and graffiti.

On behalf of Cllr. Wells, the Deputy Clerk asked Inspector Wickings whether there would be a heightened presence of police in Bognor Regis over the Easter Weekend given that last year there was trouble in the Town Centre involving the same youths that later carried out a violent incident at Barnham Railway Station on Easter Sunday. Inspector Wickings advised that officers had been tasked with specific engagement events over the Easter weekend but that there was nothing additional planned.

*The next meeting is scheduled to take place on Monday 19<sup>th</sup> May 2025 and Members are asked to contact either Cllr. Wells or the Deputy Clerk with any issues that they would like raised.*

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025**

**AGENDA ITEM 29 - CORRESPONDENCE**

**FOR INFORMATION**

1. St Wilfrid's Hospice; Fill a bag event 29 & 30<sup>th</sup> March – Circulated to all Councillors 24.03.2025
2. WSCC News Release; Have your say on health and wellbeing in West Sussex – Circulated to all Councillors and on social media 24.03.2025
3. Copy of correspondence to Cllr from ADC monitoring officer regarding Code of Conduct issue 26.03.2025
4. NALC Chief Executive's Bulletin – Circulated to all Councillors 27.03.2025
5. WSCC Have your say on health and wellbeing in West Sussex – Circulated to all Councillors 27.03.2025
6. Office for National Statistics; March newsletter 27.03.2025
7. Heather Perrott; Next International film being shown at Picturedrome – Circulated to all Councillors 27.03.2025
8. Arun Newsletter 27.03.2025
9. ADC Youth survey – Circulated to all Councillors and on social media 27.03.2025
10. Bognor Pier Company Ltd Building insurance paperwork 28.03.2025
11. West Sussex Mind 28.03.2025
12. Fraud Newsletter March – Circulated to all Councillors and on social media 28.03.2025
13. The Sussex Police and Crime Commissioner; Sussex boat funded by recovered criminal assets – Circulated to all Councillors 28.03.2025
14. WSCC Event Cancellation and Non-Attendance Policy – Circulated to all Councillors 29.03.2025
15. NALC Jobs newsletter 31.03.2025
16. Sussex Alerts Sussex Police Monthly Bulletin; Arun – Circulated to all Councillors and on social media 01.04.2025
17. NALC Events newsletter - Circulated to all Councillors 01.04.2025
18. CCLA Market update 02.04.2025
19. VAAC Meet the Funders event – Circulated to all Councillors 02.04.2025
20. NALC Chief Executive's Bulletin – Circulated to all Councillors 03.04.2025
21. Arun and Chichester Citizens Advice; Spring newsletter – Circulated to all Councillors 03.04.2025
22. Boom Community Bank: Notice Of Our Annual General Meeting 03.04.2025
23. GTR Sunday 6 April; Travel information for Brighton Marathon – Circulated to all Councillors and on social media 03.04.2025
24. Invitation: 28 April Community Partnerships – online forum 03.04.2025
25. HCLG Committee: Evidence session on 8 April – Funding and Sustainability of Local Government Finance – Circulated to all Councillors 03.04.2025
26. Positioning the CCLA Investment Funds through a Trade War – Circulated to all Councillors 04.04.2025
27. The Regis News 04.04.2025
28. NALC Jobs newsletter 04.04.2025
29. The Sussex Police and Crime Commissioner; Sussex scheme continues to tackle anti-social behaviour – Circulated to all Councillors 04.04.2025
30. St Wilfrid's Hospice; Newsletter – Circulated to all Councillors 07.04.2025



## **AGENDA ITEM 29**

- 31.** ADC Engagement invitation 10.04.2025 event update on plans for regeneration of The Arcade in Bognor Regis – Circulated to all Councillors 07.04.2025
- 32.** ADC travellers update Littlehampton – Circulated to all Councillors 07.04.2025
- 33.** Sussex Alerts; Buying Tickets Safely Online – Circulated to all Councillors 07.04.2025
- 34.** GTR Major engineering work will affect Southern services between Havant and Southampton Central for nine days – Circulated to all Councillors and on social media 07.04.2025
- 35.** NALC Events newsletter – Circulated to all Councillors 08.04.2025
- 36.** Letter of support from Mayor of Bognor Regis, following request from Saint Wilfrid Church, to add weight to potential future grant requests to allow development of existing church hall into the 'Hope Centre' 08.04.2025
- 37.** CCLA Investment Management – The Good Investor April 2025
- 38.** NALC Chief Executive's Bulletin – Circulated to all Councillors 10.04.2025
- 39.** WSCC Residents' eNewsletter; Easter fun and events galore – Circulated to all Councillors 10.04.2025
- 40.** VAAC E-bulletin – Circulated to all Councillors 10.04.2025
- 41.** The Sussex Police and Crime Commissioner; Neighbourhood Policing Success in Hastings – Circulated to all Councillors 11.04.2025
- 42.** WSCC Cabinet Meeting for 29 April 2025 cancelled – Circulated to all Councillors 11.04.2025
- 43.** Letter from 4Sight Vision Support thanking BRTC for their most recent Grant Aid award – Circulated to all Councillors 11.04.2025
- 44.** NALC Jobs newsletter 14.04.2025
- 45.** St Wilfrid's Hospice - help protect the future of hospice care – Circulated to all Councillors 15.04.2025
- 46.** WSCC April Environment & climate change newsletter – Circulated to all Councillors 15.04.2025
- 47.** GTR Train service changes over Easter weekend – Circulated to all Councillors and on social media 15.04.2025
- 48.** Parish Online Newsletter 17.04.2025
- 49.** NALC Chief Executive's Bulletin – Circulated to all Councillors 17.04.2025
- 50.** The Sussex Police and Crime Commissioner; Celebrating Volunteer Police Cadets – Circulated to all Councillors 17.04.2025
- 51.** NALC Jobs Listings 21.04.2025
- 52.** WSCC news release Marking the 80th anniversary of VE Day – Circulated to all Councillors 23.04.2025
- 53.** NALC Chief Executive's Bulletin – Circulated to all Councillors 24.04.2025
- 54.** VAAC Volunteer's Week Picnic 2025 – Circulated to all Councillors 24.04.2025
- 55.** ADC news release – residents survey 2025 – Circulated to all Councillors and on website and social media 24.04.2025
- 56.** ADC news release - The Yellow Fish Campaign comes to Arun – Circulated to all Councillors and on website and social media 24.04.2025
- 57.** The Sussex Police and Crime Commissioner; Stalking Awareness Week – Circulated to all Councillors 25.04.2025
- 58.** NALC Jobs newsletter 28.04.2025
- 59.** WSCC Highways, Transport and Planning Newsletter – Circulated to all Councillors 30.04.2025
- 60.** Clerks & Councils Direct Magazine – May 2025 issue 01.05.2025
- 61.** NALC Chief Executive's Bulletin – Circulated to all Councillors 01.05.2025

## **AGENDA ITEM 29**

- 62.** WSCC The Big Fix returns to West Sussex this May – here's how to get involved – Circulated to all Councillors 01.05.2025
- 63.** Sussex Alerts Sussex Police Fraud Newsletter April 2025 – Circulated to all Councillors and on social media 01.05.2025
- 64.** WSCC Here's your bus ticket to wheely good news – Circulated to all Councillors 01.05.2025

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 12<sup>th</sup> MAY 2025**

**AGENDA ITEM 30 - PICTUREDROME SITE UPDATE INCLUDING: -**

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS**

**DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

**Balance Sheet for The Bognor Pier Company Ltd.** - a copy of the detailed Balance Sheet up to and including 31<sup>st</sup> March 2025 has been copied to Councillors for information under separate cover.

**Town Force Works** - visit on 12<sup>th</sup> December to check buckets in tower at the Picturedrome cinema at a total cost of £33 plus VAT. Also, extensive refurbishment works to the external elements of the Picturedrome building during January and February at a total cost of £5,360.97 plus VAT. Additional refurbishment works carried out during March at a total cost of £2,882.37 plus VAT and again in April at a total cost of £1,066.00 plus VAT. These works were all funded by BPCL.

**Buildings Insurance** - details of the insurance renewal have been received and the premium that was due on 20<sup>th</sup> April 2025 is noted as £12,875.56 inclusive of the Insurance Premium Tax and the policy administration fee. A further £109.70 for Commercial Legal Expenses Cover was also due in addition. The total of £12,985.26 has therefore been paid by The Bognor Pier Company Ltd. Details of the renewal premium will be passed to the tenant and will be apportioned between the various sites on a monthly basis.

**External decoration** - further to the report made at the previous meeting exterior painting works have continued at the Picturedrome cinema making significant improvements to the exterior appearance of the building as can be seen from the photos below. Unfortunately, an issue with the Council's cherry picker has resulted in works at the site being put on hold temporarily until the vehicle is back in service.

Several of the paving slabs to the left of the building have also had to be replaced owing to them being cracked and broken in some areas.





**AGENDA ITEM 30**





**TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS**

It is necessary to confirm the bank signatories for The Bognor Pier Company Ltd.

**DECISION**

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