



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: clerk@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 5th JANUARY 2026**.

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 5th January 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.

TOWN CLERK

DATED THIS 23rd DAY OF DECEMBER 2025

AGENDA AND BUSINESS

1. Welcome by Mayor
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest

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

- a) the item they have the Interest in

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

4. To APPROVE the Minutes of the Council Meeting held on 3rd November 2025
5. Reports from WSCC County and ADC District Councillors (if available)
6. Written Questions from Councillors
7. Adjournment for public question time and statements
8. To consider any written dispensation requests received from Town Councillors
9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 9.1 **Extraordinary Policy and Resources Committee Meeting of 30th October and the Meeting of 17th November 2025** with resolutions, recommendations and reports
(PLEASE NOTE: recommendations in relation to the Budget from the Minutes of 15th December 2025 will be considered under Agenda items 10 & 11)
- 9.2 **Planning and Licensing Committee Meetings of 4th, 25th November and 9th, 23rd December 2025** with resolutions, recommendations and reports
- 9.3 **Environmental and Leisure Committee Meeting of 10th November 2025** with resolutions, recommendations and reports
10. To Receive and Consider Minutes and Recommendations of **Policy and Resources Committee Meetings of 15th December 2025** with resolutions, recommendations and reports including: -
 - To consider the **BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2026/27**
11. To decide the amount for the **PRECEPT TO BE ISSUED FOR 2026/27**
12. 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
13. To note the List of Payments and Transfers made in October and November 2025 and to note the balances, bank reconciliations and financial reports (December 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)
14. To consider and agree any comments to be submitted in response to the government public consultation on proposals to reorganise local government across Sussex, including Arun District
15. To note the change in time to the Planning and Licensing Committee Meeting held on 23rd December 2025 - Min. 15.1 refers
16. To adopt the Bognor Regis Town Council Vision - Min. 124 refers
17. To further consider the membership of the Bognor Regis Town Hall Working

Party - Min. 9.2 of the Policy and Resources Committee Meeting held on 2nd June 2025 refers

18. To receive any updates on Regeneration in the Town including report from Cllr. Nash (if available)
19. Mayor's Report and duties undertaken
20. Town Crier's Report and duties undertaken
21. Reports from Representatives to other organisations
22. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
23. To receive Correspondence
24. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification
 - To note receipt of £15,000 Management fee from The Bognor Pier Company Ltd. (instalment for 2025)

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



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 3rd NOVEMBER 2025

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.32pm

97. 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.

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

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

99. 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.

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

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

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

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

Cllr. Stanley declared an Ordinary Interest in Agenda item 9.2, in relation to a planning application that potentially impacts his employer and stated that, if discussed, he would leave the room

Cllr. Wells declared an Disclosable Pecuniary Interest in Agenda item 9.3 in relation to one of the Youth & Young Persons Budget applications and stated that, if discussed, he would leave the room

100. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 8th SEPTEMBER 2025

The Minutes of the Council Meeting held on 8th September 2025 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

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

There were no updates from WSCC County or ADC District Councillors.

102. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

103. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

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

There were no written dispensation requests received from Town Councillors.

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

106. Extraordinary Policy and Resources Committee Meeting of 16th September, and the Meeting of 22nd September 2025

The Chair of the Committee, Cllr. Waterhouse reported.

Councillors formally congratulated Joanne Davis on becoming the new Town Clerk, and welcomed Max Hirst, the new Deputy Clerk. The work of the recently established Bognor Regis Town Centre Action Group and its Officers was commended, specifically the newly published Action Plan.

106.1 Members unanimously **RESOLVED** to **APPROVE** the Internal Audit Report for 2025/2026, noting that no actions were required by Members (Min. 85 refers).

106.2 Members unanimously **RESOLVED** to **ADOPT** the updated Treasury Management Policy, with the recommended amendments to enable the Deputy Clerk to act in the absence of the Town Clerk (Min. 87 refers).

106.3 Members unanimously **RESOLVED** to **AMEND** the CCLA Public Sector Deposit Fund mandate now that the new Deputy Clerk, Mr. Max Hirst had commenced their employment, including the removal of Mrs. Glenna Frost as an authorised signatory, to update the job title of Mrs. Joanne Davis to Town Clerk and to include Mr. Max Hirst, Deputy Clerk as an additional signatory to the account (Min. 88 refers).

107. Planning and Licensing Committee Meetings of 23rd September and 14th October 2025

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

108. Environmental and Leisure Committee Meeting of 15th September and the Extraordinary Meeting of 13th October 2025

The Chair of the Committee, Cllr. Batley reported.

Councillors discussed progress of finding permanent storage for Billy the Bulb and it was confirmed that an update would be provided at the upcoming meeting of the Environment and Leisure Committee on 10th November. Whilst comment was made about utilising Billy at events, as often as possible, Members were reminded that the availability of staff to transport Billy from storage to an event was a consideration, and that it was a requirement of the Town Council's insurance company that, when on static display, Billy must be fenced off and supervised at all times.

It was queried whether a representative of the Town Council should be appointed for the Bognor Regis Town Football Club, who had received funding of £10,000 from the Youth & Young Person's Budget 2025/2026. The Chair stated that whilst it was usual to appoint representatives to certain recipients of Grant Aid funding, this was not the case for the Youth & Young Person's Budget.

108.1 Members unanimously **RESOLVED** to **APPROVE** the appointment of Myra King and Patricia Downham to the Bognor Regis in Bloom Working Group (Min. 43.1 refers

108.2 Members unanimously **RESOLVED** to **APPROVE** the appointment of Mr. Phil Fortin as Tenant Representative (Re-Established Site) for the 2024-2025 allotments year.

109. 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'.

110. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN AUGUST AND SEPTEMBER 2025 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (OCTOBER NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION

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

111. TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2025 ACCOUNTS AND CONSIDER ANY ACTION IF REQUIRED

The Town Clerk's report, and receipt of the External Auditor's Certificate and Report, was **NOTED**.

Members unanimously **NOTED** the External Auditors limited assurance opinion 2024/25 which states that on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Also, that in relation to other matters not affecting their opinion which they wished to draw to the attention of the authority, there were none.

Members further unanimously **NOTED** the point raised in the associated correspondence suggesting that the Council document that no updates have been received to the Code of Conduct following the annual review by the LGA within their Minutes during each financial year.

112. TO NOTE THAT THE WSALC AGM AND CONFERENCE WILL TAKE PLACE ON TUESDAY 4th NOVEMBER 2025, AT THE AMEX STADIUM, BRIGHTON

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

Cllr. Wells stated he could not attend the AGM, as one of the Town Council's appointed representatives, and had given his apologies to the Town Clerk. It was confirmed that the Council's other representative, Cllr. Goodheart, would be in attendance.

113. TO NOTE THAT THE TOWN COUNCIL'S COMMUNITY WINTER RESILIENCE PLAN HAS BEEN UPDATED, AND SUBMITTED TO WSCC, FOR 2025/26

The Town Clerk's report, and the Resilience Plan attached, was **NOTED**.

It was unanimously **NOTED** that the Town Council's Community Winter Resilience Plan for 2025/26 had been updated and submitted to WSCC.

114. CLLR DROP-IN SURGERIES, INCLUDING TO RECEIVE ANY FEEDBACK FROM THE COUNCILLOR DROP-IN SURGERY HELD ON 19th SEPTEMBER 2025 AND TO CONSIDER A REQUEST FROM MEMBERS TO HOST A FURTHER COUNCILLOR DROP-IN SURGERY IN DECEMBER 2025

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

Following a brief discussion about whether to host a further Councillor Drop-In Surgery in December, whilst acknowledging the benefits of these engagement sessions, in considering the limitations in holding such events during the winter months, Members **DISAGREED** to hosting one in December. Instead, it was **AGREED** to review the dates for the next round of Councillor Drop-In Surgeries at the Council Meeting in January.

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

Cllr. Nash gave a verbal report to Members, a summary of which included: -

- The Regis Centre site was growing in scale with plans progressing for new facilities. Opening of the new Centre was currently anticipated around June/July next year.
- The new Premier Inn was progressing with an expected opening date in March/April 2026.

- Works on the Arcade had been delayed, with a planning decision deferred by Arun District Council.
- Hoardings were now in place at 2-4 Waterloo Square featuring Wayfinding designs and artwork created courtesy of a youth project, with the display being positively received.
- The 2-Hour Free Parking Scheme would remain unchanged with no increase in cost of purchasing.
- ADC's Accommodation Review is ongoing but should the Town Council be interested in acquiring Bognor Regis Town Hall then Cllr. Nash stated that they should make a decision sooner rather than later. He suggested that the Town Council write to ADC with an Expression of Interest in relation to the Town Hall, having formally decided to do so.

Extensive discussion took place regarding the potential acquisition of Bognor Regis Town Hall by the Town Council, and around the potential changes to local service delivery as ADC reviews use of its buildings. Members shared concerns about the lack of detailed information available to support decision-making in relation to the Town Hall, particularly around costs, service impacts and future asset transfer arrangements.

Cllr. Oppler declared an Ordinary Interest as a Member of ADC's Policy and Resources Committee

Councillors expressed strong views that Bognor Regis requires a continued municipal presence within the town centre. It was felt that the Town Hall remains an important public asset and civic location, particularly considering the number of residents who rely on face-to-face access to services. Whilst it had been suggested that a Community Hub in the Town could support the continued delivery of some services, Members stressed that no alternative venue had yet been proposed that could suitably replace the Town Hall.

Cllrs. Waterhouse and White briefly left the Meeting and then returned

Cllr. Nash suggested that the Town Council should call an Extraordinary Council Meeting to discuss their position in relation to the Town Hall, and any other ADC assets in Bognor Regis, and then communicate their wishes to ADC.

115.1 It was unanimously **AGREED** that a Members Briefing be arranged to fully consider the Town Hall and other ADC assets in Bognor Regis, prior to the submission of a formal Expression of Interest to ADC regarding the potential transfer of such assets.

115.2 Members further unanimously **AGREED** that authority be delegated to the Town Clerk, in consultation with the Mayor, to issue a formal written request to Arun District Council setting out the information required concerning the Town Hall and other local assets, whilst extending an invitation for ADC's Deputy Chief Executive, Karl Roberts, to meet with Members to discuss the viability of asset transfers.

116. MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

117. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

118. 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.

118.1 Cllr. Batley – Arun Supporting Families Locality Group.

Cllr. Batley advised that the next meeting of the Arun Supporting Local Families Locality Group would be the upcoming Thursday (6th November).

118.2 Cllr. Dawes – Chichester Chamber of Commerce.

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

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

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

120. TO RECEIVE CORRESPONDENCE

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

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

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

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

The Meeting closed at 7.59pm



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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING

HELD ON TUESDAY 30th OCTOBER 2025

PRESENT: Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 6.30pm

93. 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.

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

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

No apologies for absence were received from Cllr. Goodheart or Cllr. Smith and, therefore, their absence could not be approved.

95. DECLARATIONS OF INTEREST

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

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

- a) the item they have the Interest in
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- 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.

96. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

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

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

98. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 30th OCTOBER 2025, PRIOR TO THE POLICY AND RESOURCES COMMITTEE MEETING

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

The Committee **AGREED** to **RATIFY** the recommendation that the retired Town Clerk be remunerated for any work carried out from 1st October 2025 at the same hourly rate as previously employed, equivalent to SCP 62, capped at 25 days maximum, and that this arrangement and subsequent employment cease as of Friday 28th November 2025.

The Meeting closed at 6.33pm



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 17th NOVEMBER 2025

PRESENT: Cllrs: D. Dawes, S. Goodheart, F. Oppler, N. Smith,
Mrs. J. Warr, P. Wells and M. White

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 6.31pm

99. WELCOME BY CHAIR

In the absence of the Chair, Cllr. Waterhouse, the Vice-Chair, Cllr. Wells, took the chair.

The Chair welcomed everyone 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.

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

Apologies for absence were received from Cllrs. B. Waterhouse, J. Barrett and Mrs. G. Yeates, with the Clerk recommending that the reasons given were acceptable. These absences were therefore **APPROVED** by Members.

101. 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.

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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 at this time

102. TO APPROVE THE MINUTES OF THE MEETING HELD ON 22nd SEPTEMBER 2025, AND THE EXTRAORDINARY MEETING HELD ON 30th OCTOBER 2025

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 22nd September 2025, and the Extraordinary Meeting held on 30th October 2025, and these were signed by the Chair.

103. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

104. CLERK'S REPORT FROM PREVIOUS MINUTES

104.1 18th November 2024 - Min. 77.5 Cyber Insurance Renewal

The Town Council's annual Cyber Insurance has now been renewed at a cost of £504.00 plus £60.48 Insurance Premium Tax with a total premium of £564.48. This policy covers the period from 12th November 2025 to 9th August 2026, being only 10 months and now brings this policy in line with the Town Council's main insurance policy.

104.2 2nd June 2025 - Min. 8.1 UKSPF Bike Repair Stations Project

Whilst the placement of the Bike Repair Station in Hotham Park was determined by Arun District Council and reflected accordingly in the lease agreed with the Town Council, this particular station has since been relocated by Arun, to what is considered a safer, more practical position.

Whilst the new location is more sensible, it is not the demised area as outlined within the lease and this now needs resolving by way of Surrender & Regrant, rather than a Deed of Variation, with all costs to be covered by ADC.

105. TO RECEIVE THE TOWN FORCE REPORT

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

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

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for August and September 2025, was **NOTED**. The report for October had not been provided by the Bognor Regis BID in time for the meeting and its receipt and noting, therefore, **DEFERRED** to a future meeting.

107. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR SEPTEMBER AND OCTOBER 2025

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

Questions were raised regarding the high number of "routine visits." It was clarified that these constitute general visits not triggered by a specific incident. The terminology remains brief because the data originates from a spreadsheet format and the monthly report is compiled from more detailed weekly spreadsheets, which Councillors were welcome to inspect at the Town Hall. It was agreed to include a short explanatory paragraph in the next report to aid understanding.

Concern was expressed that certain figures, such as only seven recorded incidents of street drinking in the previous month, along with low statistics for theft and other issues, seemed unexpectedly low. Members noted that overall reporting volumes appear low given the challenging local environment.

Members suggested the addition of a shadow comparison graph showing data from both the BID Warden and the Council's Community Warden, with clear visual differentiation to ensure Members and the public could easily distinguish between the two services.

The Town Clerk informed those present that they had a meeting, the following week, with both the Council's and BID's Community Wardens, the District Council's Community Protection Officers, and the Sergeant and PCSOs from the Neighbourhood Police Team, which would provide an opportunity for improved collaboration and mutual understanding of roles and powers.

108. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETINGS HELD ON 18th SEPTEMBER AND 31st OCTOBER 2025

The Deputy Clerk's report, along with the Notes of the Action Group Meetings held on 18th September and 31st October 2025, were **NOTED**.

The Group was commended for bringing together partnership agencies, in what was considered a challenging environment. It was suggested that the Town Council should make provisions for additional staff resources to assist with the delivery of the Action Group's work, as was the case in relation to the Action Group in Littlehampton. This was a matter that had been considered by the Town Council, with discussions ongoing.

The need for continued pressure on partners, such as the police and Bognor Regis BID, was briefly mentioned with comment made around the operating hours of the BID's Warden, which is part-funded by the Town Council, particularly where they work hours that are not reflective of the opening hours of businesses in the Town Centre (i.e. starting at 6am and finishing mid-afternoon). The Chair of the Bognor Regis Town Centre Action Group suggested that this matter be raised with the BID.

109. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 17 REFERS

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

Cllr. Dawes declared an Ordinary Interest as a customer of Boom Community Bank

Councillors expressed their satisfaction that the scheme was functioning well, thanked Boom for their work and commended the organisation for its excellent, kind, and understanding customer service.

Members noted with disappointment that many applicants were ineligible, highlighting the wider issue of poverty within the community. In reviewing some declined applications, Councillors observed that it was difficult to see how individuals could resolve their financial challenges without risking loan sharks or criminal activity but stressed that this was not a criticism of the scheme itself. It was acknowledged that Boom adopts a careful and responsible approach to lending and seeks to avoid high-risk loans that would not be in the best interests of the individual, Boom, or the wider community. While the scheme is supporting a significant number of people, Members were saddened that more could not be helped. Officers confirmed that the primary reason for rejection was affordability.

110. TO CONSIDER SUBMITTING A REQUEST TO ARUN DISTRICT COUNCIL FOR A COMMUNITY GOVERNANCE REVIEW

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

Members discussed how a review would provide reassurance regarding parish boundaries, noting that greater clarity would help avoid future disagreement with neighbouring parishes and may present opportunities for improved local governance.

It was proposed, and seconded, that Hatherleigh Ward be brought back into Pevensey Ward, as had been the case some years ago. Members **RESOLVED** to **AGREE** that the Town Council formally submit a formal request to Arun District Council for a Community Governance Review, in relation to the Parish Wards of Hatherleigh and Pevensey, whilst making clear in the submission that there be no manipulation of Bognor Regis' boundaries.

111. TO NOTE THAT THE ANNUAL REVIEW OF THE TOWN COUNCIL'S HEALTH & SAFETY POLICY MANUAL HAS BEEN UNDERTAKEN, WITH NO CHANGES IDENTIFIED, WITH THE POLICY STATEMENT TO BE SIGNED BY THE CHAIR OF THE COMMITTEE

The Deputy Clerk's report, including the updated appended version of the Health & Safety Policy Manual, was **NOTED**.

Members also **NOTED** that the Policy Statement would be signed by the Chair of the Policy and Resources Committee.

112. FINANCIAL REPORTS INCLUDING: -

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

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

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

112.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of September and October 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**.

113. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

113.1 To ratify expenditure of £982.19 excluding VAT for 10 new event radios, chargers, a flight case, 4 x ear sets and the relating Ofcom License

Members unanimously **RATIFIED** the expenditure of £982.19 excusing VAT for 10 new event radios, chargers, a flight case, 4 x ear sets and the relating Ofcom License.

113.2 To ratify expenditure of £610.00 excluding VAT for the purchase of a Dell Pro Micro PC

Members unanimously **RATIFIED** the expenditure of £610.00 excluding VAT for the purchase of a Dell Pro Micro PC.

114. CORRESPONDENCE

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

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

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 18 (contractual).

116. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 7.18pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 4th NOVEMBER 2025

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, Miss. C. Needs, B. Waterhouse and M. White

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 4.03pm

95. 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.

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

Apologies for absence were received from Cllrs. S. Goodheart, P. Ralph and Mrs. G. Yeates, with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

97. 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. Miss. Needs and Mrs. Warr 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

98. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14th OCTOBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 14th October 2025 as an accurate record of the proceedings and the Chair signed them.

99. 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.

100. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous minutes.

101. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED, 10th, 17th AND 24th OCTOBER 2025

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

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

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

102. **TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS.**
ALSO, PREMISES LICENCE 122407: BOMBAY VALLEY - BAR & RESTAURANT, 8 - 10 YORK ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1LW AND PREMISES LICENCE 122402: O&R CATERING, LONDON ROAD CAR PARK, LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1BA

102.1 **Licensing Act 2003**

Premises: Bombay Valley – Bar & Restaurant, 8 – 10 York Road, Bognor Regis, West Sussex, PO21 1LW
Licence Number: 122407

The Committee noted the application for the supply of alcohol for consumption on and off the premises from 10:00 to 02:00, Monday to Saturday, and 10:00 to 23:00 on Sunday. Also, for Late Night Refreshments indoors and outdoors Monday to Saturday, from 23:00 to 02:00.

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

102.2 **Licensing Act 2003**

Premises: O&R Catering, London Road Car Park, London Road, Bognor Regis, West Sussex, PO21 1BA
Licence Number: 122402

The Committee noted the application for the sale or supply of alcohol for consumption on and off the premises from 10:00 to 21:00, Monday to Sunday.

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

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

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

104. **TO CONSIDER ARUN DISTRICT COUNCIL'S DRAFT CONSERVATION AREA CHARACTER APPRAISALS FOR ALDWICK ROAD AND BOGNOR REGIS WATERLOO SQUARE, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION**

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

In order to fully protect a conservation area, Arun District Council (ADC) should demonstrate an in-depth understanding of what makes its conservation areas special. This derives from an assessment of those elements that contribute or detract from it and is known as a Conservation Area Character Appraisal. The information contained in this appraisal is aimed at advising householders, property owners and developers when considering proposals in the conservation area. ADC will use it to assist it in its development management function i.e. in the determination of planning, advertisement and Listed Building Consent applications.

When considering the Draft Conservation Area Character Appraisals for Aldwick Road and Bognor Regis Waterloo Square, in general, Members felt that the appraisal sufficiently described the special character and qualities of the conservation areas and agreed with the recommended revisions to the existing conservation area boundary. Whilst agreeing that there was sufficient conservation guidance to guide development proposals, Members hoped to see Arun enforcing the principles of protecting the character of an area.

Members **RESOLVED** to **AGREE** that representation to the public consultation be submitted, reflecting the comments made.

105. CORRESPONDENCE

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

The Meeting closed at 4.44pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 4th NOVEMBER 2025**

(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 10th, 17th AND 24th OCTOBER 2025)

Please Note: There were no planning applications for Bognor Regis on List dated 24th October 2025

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

<u>BR/167/25/A</u> <u>Pavement o/s Iceland</u> 72-74 High Street Bognor Regis PO21 1SJ	<i>Removal of existing BT Phone Kiosk and installation of 1 No new BT Street Hub, incorporating 2 No digital 1.905m internally illuminated LCD advert screens.</i>	<i>Bognor Regis Town Council considered this application at the meeting held on 14th October 2025 (Min. 90.3 refers)</i>
<u>BR/156/25/PL</u> <u>45 High Street</u> Bognor Regis PO21 1RU	Construction of 6 No apartments to the rear. This application is in CIL Zone 4 (Zero Rated) as flats.	NO OBJECTION Whilst Members had no objection to this planning application, they were disappointed to receive this application after the work had commenced. This had not been referenced as a retrospective application on the form. A request has been made to ADC to share these comments with the applicant/agent.
<u>BR/158/25/PL</u> <u>45 High Street</u> Bognor Regis PO21 1RU	Mansard roof construction at third floor level to allow for 1 No. 2 bed apartment. This application is in CIL Zone 4 (Zero Rated) as flat.	NO OBJECTION
<u>BR/162/25/PL</u> <u>90 Aldwick Road</u> Bognor Regis PO21 2PD	Change of use from C1 (9 bed) (Bed and Breakfast) to a 9-bedroom, 9 occupant HMO (Sui Generis) with minor internal alterations. This application is in CIL Zone 4 (Zero Rated) as other development.	OBJECTION The proposal, due to the introduction of an additional HMO, will result in adverse harm to the character of the area and result in an imbalance of uses by the eroding of household types,

<p><i>BR/162/25/PL (Continued)</i> <i>90 Aldwick Road</i> <i>Bognor Regis</i> <i>PO21 2PD</i></p>		<p>contrary to criterion (a) of H SP4 of the Arun Local Plan.</p> <p>The provision of only 2 car parking spaces would 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.</p>
<p><u>BR/171/25/HH</u> <u>17 Annandale Avenue</u> Bognor Regis PO21 2ES</p>	<p>Single storey rear extension and single storey porch extension.</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 25th NOVEMBER 2025

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, S. Goodheart, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 4.05pm

106. 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.

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

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

108. 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. S. Goodheart, Mrs. Warr and Mrs. G. 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

109. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th NOVEMBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 4th November 2025 as an accurate record of the proceedings and the Chair signed them.

110. 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.

111. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

112. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31st OCTOBER AND 7th, 14th NOVEMBER 2025

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

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

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

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

There were no Premises License applications to be considered, nor representations to be ratified.

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

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

115. CIL UPDATE INCLUDING: -

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

115.1 To consider any CIL funded Community Project proposals received – Min. 23.2 refers

There were no applications to consider.

115.2 To carry out a review of the Town Council's CIL Spending List, deferred from the meeting held on 23rd September 2025 – Min. 82 refers

Members **AGREED** to add the Promenade Lights Project to the Town Council's CIL Spending List as per the Officer recommendation detailed within the report.

Members discussed the lighting on the bandstand located on the promenade, owned by Arun District Council. Members **AGREED** to add this potential future project, to improve the lighting, to the Town Council's CIL Spending List.

115.3 To note that the Town Council's CIL Annual Monitoring Report for 2024/25 has been submitted to ADC

Members **NOTED** that the Town Council's CIL Annual Monitoring Report for 2024/25 has been submitted to Arun District Council.

116. CORRESPONDENCE

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

Additional correspondence included: -

116.1 WSCC – Public Notice that Southdown Road, between the junctions of Wellington Road and Burnham Avenue, will be temporarily closed to all traffic commencing on 8th December 2025 for up to 5 days (it is estimated

to be completed on 12th December 2025) and is required for the safety of the public and workforce while Southern Water undertake sewage repairs. The restriction will be in place 24hrs a day. An alternative route will be signed on site but please visit <https://one.network/?tm=GB146283081> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Southern Water on 03303030368 who will be able to assist with scope of these works.

- 116.2 ADC - Notification has been received that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to Planning Application BR/139/25/PL (Land Outside 71A Aldwick Road, Bognor Regis, PO21 2NW - Installation of 1 No. New Communications Kiosk With Integrated Defibrillator), to which the Town Council's Planning and Licensing Committee objected at the meeting held on 2nd September 2025 (Min. 66.3 refers).
- 116.3 ADC - Notification has been received that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to Planning Application BR/154/25/PL (52 High Street, Bognor Regis, PO21 1SP - Installation of 1 No. New Communications Kiosk With Integrated Defibrillator And Illuminated Advertising Display), to which the Town Council's Planning and Licensing Committee raised no objection at the meeting held on 23rd September 2025 (Min. 79.3 refers).
- 116.4 ADC - Notification has been received that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse advertisement consent in relation to Planning Application BR/155/25/A (52 High Street, Bognor Regis, PO21 1SP - Installation Of 1 No. Illuminated Advertising Display Within Communications Kiosk With Integrated Defibrillator), to which the Town Council's Planning and Licensing Committee raised no objection at the meeting held on 23rd September 2025 (Min. 79.3 refers).
- 116.5 ADC – License Consultee Email Application Number 122550. An application for a Street Trading Consent was made to Arun District Council under the Local Government (Miscellaneous Provisions) Act 1982 by Bognor Regis Town Council.
- 116.6 Housing, Communities and Local Government Committee - Florence Eshalomi, Chair of the Housing, Communities and Local Government (HCLG) Committee has responded to the publication of the [latest official housing statistics](#), showing the slow pace of housing building.
- 116.7 Southern Water – The Environment Agency, the lead agency for the protection and enhancement of water quality in our country's waterways, has released its annual bathing water quality results.

The Meeting closed at 5.46pm

PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 25th NOVEMBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 31st OCTOBER, 7th AND 14th NOVEMBER

Please Note: there were no planning applications for Bognor Regis on List dated 14th November 2025

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

<u>BR/174/25/PL</u> <u>17 High Street</u> Bognor Regis PO21 1RJ	Conversion of vacant Class E building and erection of a first-floor extension to create 7 No. dwellings and a reduced Class E unit (resubmission following BR/72/25/PL). This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION Whilst Members have no objection to the proposals, they would like to see action taken to address the lack of openable windows, especially in the form of an overheating assessment. Additionally, they would like to see further information on how developers will be addressing flood risks.
<u>BR/185/25/L</u> <u>The Royal Norfolk Hotel</u> The Esplanade PO21 2LH	Listed building consent for the installation of 101 solar panels across roof.	OBJECTION As stated in NPPF para 215: - "Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use. Members are of the opinion that having panels on the front of the roof will harm the character and visuals of a historical heritage asset and, therefore, be contrary to the NPPF. The installation of 101 solar

BR/185/25/L (continued)
The Royal Norfolk Hotel
The Esplanade
PO21 2LH

panels across the roof, by reason of their appearance, together with the site's location would detract from the character and appearance of The Steyne Conservation Area. The proposal neither preserves nor enhances the appearance or character of the area and conflicts with policies HER DM3 and HER SP1 of the Arun Local Plan and Policy 1 of the Bognor Regis Neighbourhood Development Plan.

We would comment that without the panels on the front of the roof, the Town Council would not object to the application and appreciate measures designed to improve carbon neutrality.

BR/184/25/PL
The Royal Norfolk Hotel
The Esplanade
Bognor Regis
PO21 2LH

Installation of 101 solar panels across roof. This application affects the setting of listed buildings, affects the character and appearance of The Steyne, Bognor Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.

OBJECTION As stated in NPPF para 215: - "Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.

Members are of the opinion that having panels on the front of the roof will harm the character and visuals of a historical heritage asset and, therefore, be contrary to the NPPF. The installation of 101 solar

<p>BR/184/25/PL (continued) <i>The Royal Norfolk Hotel</i> <i>The Esplanade</i> <i>Bognor Regis</i> <i>PO21 2LH</i></p>		<p>panels across the roof, by reason of their appearance, together with the sites location would detract from the character and appearance of The Steyne Conservation Area. The proposal neither preserves nor enhances the appearance or character of the area and conflicts with policies HER DM3 and HER SP1 of the Arun Local Plan and Policy 1 of the Bognor Regis Neighbourhood Development Plan.</p> <p>We would comment that without the panels on the front of the roof, the Town Council would not object to the application and appreciate measures designed to improve carbon neutrality.</p>
<p><u>BR/180/25/HH</u> <u>23 Pinewood Gardens</u> <i>Bognor Regis</i> <i>PO21 2XB</i></p>	<p>Two storey side extension following demolition of existing garage, alterations to fenestration and vehicular crossover.</p>	<p>NO OBJECTION Whilst Members raised no objection to the proposals, comment was made that the location of the new dropped curb be considered, given the potential traffic issues that could be caused by the road closely adjacent and care home entrance that would be directly opposite.</p>
<p><u>BR/177/25/L</u> <u>The Pier</u> <i>The Esplanade</i> <i>Bognor Regis</i> <i>PO21 1SY</i></p>	<p>Listed building consent for the change of use of existing redundant storage building located at the South end of the pier to become a cafe/sauna.</p>	<p>NO OBJECTION The Town Council support the application, given its close alignment to Policy 8c of our Neighbourhood Development Plan which supports: -</p>

BR/177/25/L (continued)

The Pier

The Esplanade

Bognor Regis

PO21 1SY

"d) a range of sea and beachside facilities and uses such as restaurants, cafes..."

"e) a clear distinction between the pier's Victorian heritage and any 21st century additions."

We would comment that developers: - ensure the wood used is of good quality to ensure it lasts; consider anti-climbing mechanisms to avoid the jumping off of the building into the sea as has been seen previously; provide further clarity on the type of windows, and lighting to be used.

BR/176/25/PL

The Pier

The Esplanade

Bognor Regis

PO21 1SY

Change of use of existing redundant storage building located at the South end of the pier to become a cafe/sauna. This application affects the character and appearance of The Steyne, Bognor Regis Conservation Area, affects the setting of a listed building and is in CIL Zone 3 (Zero Rated) as other development.

NO OBJECTION The Town Council support the application, given its close alignment to Policy 8c of our Neighbourhood Development Plan which supports: -

"d) a range of sea and beachside facilities and uses such as restaurants, cafes..."

"e) a clear distinction between the pier's Victorian heritage and any 21st century additions."

We would comment that developers: - ensure the wood used is of good quality to ensure it lasts; consider anti-climbing mechanisms to avoid the jumping off of the building into the sea as has been seen previously; provide further

<p><i>BR/176/25/PL (continued)</i> <i>The Pier</i> <i>The Esplanade</i> <i>Bognor Regis</i> <i>PO21 1SY</i></p>		<p>clarity on the type of windows, and lighting to be used.</p>
<p><u>BR/190/25/HH</u> <u>12 Cavendish Road</u> Bognor Regis PO21 2JW</p>	<p>Single storey rear and side extensions.</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 9th DECEMBER 2025

PRESENT:

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

IN ATTENDANCE:

Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 4.04pm

117. 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.

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

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

119. 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. S. Goodheart, Mrs. J. Warr and Mrs. G. 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

Cllr. D. Dawes declared an Ordinary interest in Agenda Item 7 for application BR/203/25/PL and did not participate in debate or vote on the planning application

120. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25th NOVEMBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 25th November 2025 as an accurate record of the proceedings and the Chair signed them.

121. 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.

122. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

123. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21st AND 28th NOVEMBER 2025

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

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

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

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

There were no Premises License applications to be considered, nor representations to be ratified.

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

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

126. TO RATIFY ANY REPRESENTATIONS SUBMITTED IN RESPONSE TO THE DEFINITIVE MAP MODIFICATION ORDER (DMMO) FOR THE ADDITION OF A FOOTPATH FROM WHITFIELD CLOSE TO FELPHAM WAY

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

Members **AGREED** to **NOTE** that no comments were received by Members and therefore no representation was submitted to WSCC, on behalf of Bognor Regis Town Council, in relation to the Definitive Map Modification Order (DMMO) for the addition of a footpath from Whitfield Close to Felpham Way.

127. CORRESPONDENCE

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

Additional correspondence included: -

127.1 WSCC – Public Notice that Argyle Road, between the junctions of Canada Grove and West Street, will be temporarily closed to all traffic commencing on 4th December 2025 for up to 21 days (it is estimated to be completed on 5th December 2025) and is required for the safety of the public and workforce while Southern Water undertake CCTV & Jetting works to mitigate pollution. The restriction will be in place overnight only from 20:00 until 06:00. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Southern Water on 01634246720 who will be able to assist with scope of these works.

The Meeting closed at 4.56pm

PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 9th DECEMBER 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 21st AND 28th NOVEMBER 2025)

Please Note: there were no planning applications for Bognor Regis on List dated 21st November 2025

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

<u>BR/203/25/PL</u> <u>Trevali</u> Belmont Street Bognor Regis PO21 1LE	Change of use from C1 (guest house) to C2 (residential home for children). This application may affect the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/178/25/PL</u> <u>8 Madeira Parade</u> Madeira Avenue Bognor Regis PO22 8DX	Retention of external refrigeration unit/compressor to support the existing retail shop on rear of property. This application is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/200/25/HH</u> <u>186 Aldwick Road</u> Bognor Regis PO22 8DX	Detached double garage with dormer.	OBJECTION – Members object to this application for the following reasons: Impact on Local Character and Streetscape (NPPF Para 130) The proposed garage and office, positioned prominently in front of the dwelling, are considered excessively large, visually intrusive, and wholly out of keeping with the established character of Aldwick Road, where open frontages and dwellings set well back create a spacious streetscape. The development would dominate the

BR/200/25/HH (continued)
186 Aldwick Road
Bognor Regis
PO22 8DX

street scene and introduce an incompatible form of built development that conflicts with the prevailing pattern of single detached houses behind landscaped gardens.

Adverse Effect on Residential Environment and Privacy (NPPF Para 130)

The scale and siting of the proposed structure would result in an over-dominant and overbearing impact on neighbouring properties, reducing light, affecting outlook, and creating a physical barrier at odds with the open character of the area. Concerns are also raised regarding intensified activity associated with the enlarged hardstanding and constrained manoeuvring space, which could lead to vehicles reversing onto Aldwick Road, raising highway safety issues. The inclusion of WC facilities and potential for further installation suggests the building could be used more intensively than a simple home office.

Non-Compliance with the Established Building Line

By projecting forward of the existing dwelling and garage, the proposal disrupts the established building line and undermines the

BR/200/25/HH (continued)
186 Aldwick Road
Bognor Regis
PO22 8DX

consistent rhythm of properties along Aldwick Road. Members consider that approval would set an undesirable precedent for similar forward-built structures, further eroding the character of the area.

Negative Visual Impact (NPPF Paras 130 & 134)

The proposed building would be highly visible from Aldwick Road and, due to its scale and position, would detract from the appearance of Aldwick Road, giving the impression of two separate dwellings.

Lack of Sustainable or Sympathetic Design

The design fails to respect or complement the character of surrounding dwellings, including the Tudor-style architecture of the host property. The proposal does not demonstrate high-quality or context-appropriate design and therefore does not meet the expectations of the Local Plan or NPPF Paragraph 134.

Conservation Area Impact

As the site lies within the Aldwick Road Conservation Area, Members consider that the development neither preserves nor enhances its special architectural and historic

<p><i>BR/200/25/HH (continued)</i> <i>186 Aldwick Road</i> <i>Bognor Regis</i> <i>PO22 8DX</i></p>		<p>character. The introduction of a large, prominent structure to the front of the property would harm the area's visual coherence and is therefore contrary to conservation aims.</p>
<p><u>BR/199/25/HH</u> <u>49 Mons Avenue</u> Bognor Regis PO21 5JL</p>	<p>Single storey rear extension.</p>	<p>DEFER - The Committee resolved to DEFER considering this application in order to receive further clarification. This application will now be considered at the next meeting of the Planning and Licensing Committee on 23rd December 2025.</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 23rd DECEMBER 2025

PRESENT: Cllrs: J. Barrett, S. Goodheart, B. Waterhouse, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 10.36am

128. 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.

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

Apologies for absence were received from Cllrs. D. Dawes, Miss. C. Needs, P. Ralph and Mrs. J. Warr, with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

130. 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. S. Goodheart and Mrs. G. 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

131. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th DECEMBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 9th December 2025 as an accurate record of the proceedings and the Chair signed them.

132. 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.

133. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

134. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 5th AND 12th DECEMBER 2025

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

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

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

135. **TO FURTHER CONSIDER PLANNING APPLICATION BR/199/25/HH WHICH WAS DEFERRED FROM THE MEETING ON 9th DECEMBER 2025 IN ORDER TO SEEK FURTHER INFORMATION – MIN. 123.3 REFERS**

When considering this application at the Planning and Licensing Committee Meeting held on 9th December 2025, Members had requested that the Clerk seek further clarification in relation to the proximity of the proposed development to the border, and whether the District Council had adopted a policy relating to moisture that might arise from such developments (Min. 123.3 refers).

The Clerk reported that the District Council had confirmed that the proximity within the proposal was common in Householder applications across the District and that they were not aware of any Council Planning Policy that advises on damp moisture between two residential extensions.

Having considered the feedback from Arun District Council, Members **RESOLVED** to **AGREE** to raise **NO OBJECTION** in relation to Planning Application BR/199/25/HH.

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

There were no Premises License applications to be considered, nor representations to be ratified.

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

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

138. **CORRESPONDENCE**

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

Additional correspondence included: -

138.1 CPRE Sussex – The Council has received correspondence wishing the Town Council a Merry Christmas.

138.2 WSCC – Public Notice that High Street, between Upper Bognor Road Roundabout and the junction with Gloucester Road, will be temporarily closed to all traffic commencing on 7th January 2026 for up to 5 days (it is estimated to be completed on 8th January 2026) and is required for the safety of the public and workforce while Volker Highways conducts lining work on behalf of WSCC. An alternative route will be signed on site but

please visit <https://one.network/?tm=GB146826040> 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.

The Meeting closed at 11.18am

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

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

<p><u>BR/201/25/PIP</u> <u>Longbrook Pavillion</u> Hook Lane Bognor Regis PO22 8AT</p>	<p>Application for permission in principle for a minimum net gain of 0 dwellings to a maximum net gain of 8 No dwellings.</p>	<p>OBJECTION</p> <p>The proposal conflicts with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Flood Zone 3 / Future Flood Zone 3a and, whilst an FRA has been submitted, the applicant has not provided sufficient information to demonstrate that the proposal is not at risk of flooding both now and in the future, especially in regard to people and climate change, nor has sufficient detail of adequate flood defenses been provided.</p>
<p><u>BR/198/25/PL</u> <u>The Regis School Campus</u> Westloats Lane Bognor Regis PO21 5LH</p>	<p>Installation of a four-lane outdoor caged cricket net facility. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/204/25/T</u> <u>78 Kyoto Court</u> Bognor Regis PO21 2UL</p>	<p>Crown reduction to 1 No. Macrocarpa (T1) to leave an Easterly spread of 4m, crown lift to 2.5m from ground level.</p>	<p>NO OBJECTION</p>

<u>BR/205/25/S73</u> <u>10 Nelson Road</u> Bognor Regis PO21 2RY	Variation of condition 2 imposed under BR/46/25/HH relating to approved plans.	NO OBJECTION
<u>BR/208/25/S73</u> <u>1A Normanton Avenue</u> Bognor Regis PO21 2TX	Variation of condition 2 imposed under BR/49/25/HH relating to approved plans.	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 10th NOVEMBER 2025

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.49pm

56. 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.

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

No prior apology for absence was received from Cllr. P. Woodall and this could not, therefore, be approved.

58. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Cllr. Nash declared an Ordinary Interest in Agenda item 8 as a Member of the Economy Committee at Arun District Council

Cllr. Miss. Needs declared an Ordinary Interest in Agenda item 8 as a Member of Arun District Council

59. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 15th SEPTEMBER 2025, AND THE EXTRAORDINARY MEETING OF 13th OCTOBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 15th September 2025, and the Extraordinary Meeting of 13th October 2025, as accurate records and the Chair duly signed them.

60. 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.

61. CLERK'S REPORT FROM PREVIOUS MINUTES

61.1 3rd June 2024 - Min. 15 Policy and Resources Committee Meeting – Joint Art Project, Hotham Park Subway

The Committee Clerk described Project 39 as having morphed into "something amazing".

From the initial concept, Project 39 was described as a collective arts venture initiated, designed and created by children, youth and young people of Bognor Regis, to transform Hotham Park subway, and deter against ad hoc and indiscriminate graffiti, which had been problematic.

Young people, representing local schools and working with representatives from Artswork, Tiger Monkey UK Ltd, WSCC and BRTC, have produced artwork based on their interpretation of a promotional theme.

Until now the Committee Clerk, who had been tasked with progressing the project, had kept most of the project under wraps. Only a few had been given basic details.

The Committee Clerk considered it would be unfair to share images of proposed artwork and theme, to not diminish the impact, creativity and work of the young people. The Committee was informed that of the 400 art pieces submitted, 70 had been selected for inclusion in an array of collages.

The artwork was scheduled for opening on 28th November 2025, with the Mayor informed and invited to attend.

Once complete, the Committee Clerk would encourage all Members to visit and view the artwork of children, youth and young people of Bognor Regis.

61.2 15th September 2025 – Min. 42.4 Christmas Illuminations 2025 - Christmas Illuminations Working Group

The initial installation of display visuals are now complete, including Queensway, which previously, and until recently, the Committee Clerk thought at risk.

Second phase comprising:

- I. Siting of 3D motif – Nutcracker to Railway Station Square, and commando sockets to lighting columns in Queensway, are scheduled for 23rd November.
- II. Fitting of lights to Christmas trees, at various locations, are scheduled 24th November in readiness for the Switch-On event at 6pm on Saturday 29th November.

62. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 23rd SEPTEMBER 2025

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

There were no recommendations.

63. TO CONSIDER THE MOTION, DEFERRED BY COUNCIL, REGARDING A PRESENTATION ABOUT TOURISM AND INWARD INVESTMENT OPPORTUNITIES IN BOGNOR REGIS - MIN. 87 OF THE COUNCIL MEETING HELD ON 8th SEPTEMBER 2025 REFERS

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

Following extensive debate questioning what would be presented, devolution, past regeneration projects and the expectations, Members, in majority, **RESOLVED** to **AGREE** to a Members Briefing at 6pm on Monday 19th January 2026, (in relation to opportunities for Bognor Regis with inward investment, to support the development of tourism in the Town).

64. TO FURTHER CONSIDER THE FUTURE OF MASCOT BILLY THE BULB IN CONTEXT OF POTENTIAL FUTURE STORAGE ISSUES, DEFERRED FROM THE PREVIOUS MEETING - MIN. 41 REFERS

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

Following debate about image and future role, Members, in accepting re-purposing options were limited, unanimously **RESOLVED** to **AGREE**, the conditional storage offer from Reynolds Limited, under a year-to-year agreement, with reciprocal signage.

Further, Members unanimously **RESOLVED** to **AGREE**, that our Insurer's be informed, and policy be revised to negate Reynolds Limited from any loss or damage during the period of storage.

65. YOUTH AND YOUNG PERSONS BUDGET 2025/2026, INCLUDING: -

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

65.1 To further consider those decisions deferred from the Extraordinary Environmental and Leisure committee meeting held on 13th October 2025 - Mins. 55.4, 55.7 and 55.11 refer

65.1.1 Young People's Shop - To ascertain the level and use of the unrestricted Reserves (Min. 55.4 refers)

Members, accepting the unrestricted reserves, as clarified, were below that stipulated by the Town Council, unanimously **RESOLVED** to **AGREE** to award £3,000 previously agreed in principle.

65.1.2 West Sussex Fire & Rescue Service - To ascertain whether it was appropriate for the Town Council to fund another Council (Min. 55.7 refers)

Members unanimously **RESOLVED** to **AGREE** the award of £3,000 to West Sussex Fire & Rescue Service previously held in provision.

65.1.3 Resourceful Community Scrap Store – To seek confirmation of applied DBS checks (Min. 55.11 refers)

In debate, Members whilst acknowledging DBS checks were applied for, further stipulated, under due diligence, the funding of £1,072.50 be awarded, on condition and receipt of DBS Certification within the next 12 months. Otherwise, the funding be returned.

Members **RESOLVED to AGREE** that the funding of £1,072.50 be awarded, on condition and receipt of DBS Certification within the next 12 months.

65.2 To consider and agree either earmarking the underspend of £4,362.50 from the Youth & Young Persons Budget 2025/2026, or returning to General Reserves - Min. 55.12 refers

Members unanimously **RESOLVED to AGREE** the underspend of £4,362.50 be earmarked for the Young & Young Persons Budget 2026/27.

66. PROPOSALS AND REQUIRED BUDGETS FOR 2026/2027 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: ALLOTMENTS, BOGNOR REGIS IN BLOOM, PUBLICITY AND PROMOTION, AND YOUTH PROVISION

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

66.1 Members **AGREED** to **RECOMMEND** the 2026/2027 Allotments Competition budget be increased from £150 to £250 allowing for inflation and provision of prizes.

66.2 Members **AGREED** to **RECOMMEND** the Bognor Regis In Bloom Budget for 2026/2027 remain at £2,450, but redesignate the Environmental Projects of £1,000, to the Competition Expenses Budget. Thus, increasing the latter to £2,450 to enable provision of an external venue with in-house catering facilities for the 2026 In Blooms Award Evening, thereby reducing staff input time to a minimum.

For Environmental Projects, future budgetary provision would be via (a request to the Planning and Licensing Committee for funding from) the Town Council's CIL budget, as and when projects materialise.

66.3 Members **AGREED** to **RECOMMEND** that the 2026/2027 Publicity and Promotion Budget be increased from £7,000 to £7,500 to account for inflation and additional printing costs.

66.4 Members **AGREED** to **RECOMMEND** the 2026/2027 Youth & Young Persons Budget be set at £20,637.50 to enhance youth and young person's activities within the town, under a more exacting criteria, following the success of the Youth & Young Persons Budget campaign 2025/26. This figure, combined with the earmarked underspend from 2025/2026 of £4,362.50 would allow for overall funding of £25,000 in 2026/2027.

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

The Committee Clerk's report, detailing it had not been possible to submit representation on behalf of the Town Council in response to the one application owing to an insufficient number of Councillors responding to the request from the Committee Clerk, was **NOTED**.

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

68. CORRESPONDENCE

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

The Meeting closed at 7.42pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JANUARY 2026**

AGENDA ITEM 10 – TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE MEETING OF 15th DECEMBER 2025 INCLUDING: -

- **TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2026/27**

AGENDA ITEM 11 - TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2026/27

REPORT BY THE DEPUTY CLERK

FOR DECISION

Item 10

Please find below an excerpt from the Minutes of the Policy and Resources Committee Meeting of 15th December 2025 (Min. 123.10 refers), with the following recommendation to Council:

*Members unanimously **RESOLVED** to **RECOMMEND** to **COUNCIL** the draft Budget and set a Precept for 2026/2027 of £1,104,229, equivalent to a 1.61% increase on a Band D Equivalent property of £2.31 per annum (4.43pence/week).*

This recommendation followed consideration by Members of the Budget Summary including Revenue Expenditure and Revenue Income for 2026/27, a copy of which was circulated to Members prior to the meeting.

Members are therefore now invited to **RESOLVE** to **APPROVE** the recommended Draft Budget for 2026/27.

Item 11 - To decide the amount for the Precept to be issued for 2026/27

As noted above Members of the Policy and Resources Committee have recommended for the year 2026/27 the Precept amount of £1,104,229. (Budget Summary attached as **APPENDIX 1**).

DECISIONS

Members are invited to **RESOLVE** to **APPROVE** formal adoption of the recommended Income and Expenditure Budget for 2026/27.

To **RESOLVE** to **APPROVE** the Precept amount for 2026/27 of £1,104,229.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 15th DECEMBER 2025

PRESENT:

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

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
Mr. D. Kemp (DCK Accounting Solutions Ltd.) – via Zoom
Cllrs: R. Nash and Miss. C. Needs in the public gallery

The Meeting opened at 6.31pm

117. WELCOME BY CHAIR

The Chair welcomed everyone 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.

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

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

119. 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. Davis declared a Disclosable Pecuniary interest in Agenda item 10 and stated that she would leave the room during the discussion and vote

Clrs. Goodheart, Oppler, Mrs. Warr and Mrs. Yeates stated that as a Member of Arun District Council, they would not participate or vote in Agenda item 9 so to not prejudice them from participating or voting in Arun District Council discussions or decisions on the same subject matter

120. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17th NOVEMBER 2025

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 17th November 2025, and these were signed by the Chair.

121. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

122. ADJOURNMENT FOR TOWN COUNCILLORS NOT APPOINTED TO THIS COMMITTEE TO MAKE COMMENT AND ASK QUESTIONS ON THE DRAFT BUDGET PROPOSALS FOR 2026/2027

The Chair welcomed Mr. Kemp, from the Council's accounting firm DCK Accounting Solutions Ltd., to the meeting.

At the Chair's discretion, non-Committee Members seated in the public gallery were invited to speak, as and when, without the Meeting being adjourned

123. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2026/2027 INCLUDING ANY RECOMMENDATIONS FROM COMMITTEES; TO AGREE TO RECOMMEND TO COUNCIL THE DRAFT BUDGET PROPOSALS FOR 2026/2027 NOTING THE REQUIRED PRECEPT TO FUND THE AGREED BUDGET

The Town Clerk's report, including the statement regarding restrictions on voting under Section 106 of the Local Government Finance Act 1992, was **NOTED**.

All Members of the Council had received a hard copy of the draft Budget proposals, prior to the meeting, which had also included a Budget Summary, together with breakdowns of Income and Expenditure for the financial year ending 31st March 2027. These were prepared in liaison with the Town Council's Accountant and the Chair of the Policy and Resources Committee and based on the recommendations from the various Committee Meetings. Since the circulation of the hard copies, the Tax Base for 2026-27 had been received from ADC. Mr. Kemp verbally provided Members with an updated Budget Summary.

Whilst not a Member of the Committee, Cllr. Nash declared a Disclosable Pecuniary Interest in relation to his association with Southdowns Music Festival, who were recipients of Partnership Funding from the Town Council

Councillors raised a number of questions which were clarified as follows: -

- 123.1** Clarification was sought as to why the Town Council had a budget for street lighting. It was confirmed that the Town Council is responsible for approximately 40 streetlights, under a long-standing PFI contract with SSE. Following a query as to whether the lights were LED, which would reduce running costs, the Chair advised that this was something that could be looked into.
- 123.2** Members attention was drawn to a change in the draft proposals in relation to the budget provision for the BRTC Warden, which had been increased from £45,000 to £65,000, in line with the budget provided in 2025/2026 with a small contingency for inflation. However, as this was funded from the Economic Development Fund, this increase would not affect the bottom line.
- 123.3** Regarding Partnership Funding, the draft proposals included an increase of £20,000, taking the overall budget to £45,600. This would ensure that there were enough funds in the budget for existing Partnership Funding Agreements, whilst allowing for the Council to enter into new partnership agreements in 2026/2027.
- 123.4** It was noted that the Bognor Regis BID had requested a slight increase to the Town Council's funding contribution towards the Business Warden, from £16,683 to £17,367.

123.5 Whilst noting that the budgetary provision proposed for 2026/2027 towards the Arun Business Crime Reduction Partnership (BCRP) contribution was £6,000, it was further **NOTED** that Arun District Council had requested a commitment from the Town Council that this level of funding would continue into 2027/2028. It was unanimously **AGREED** to **RECOMMEND IN PRINCIPLE**, that this provision be made when considering the 2027/2028 Budget next year.

Whilst not a Member of the Committee, Cllr. Nash declared an Ordinary Interest as an Arun District Councillor

123.6 Following a query about funding for the potential future acquisition of community assets, such as Bognor Regis Town Hall, it was suggested that this could come from the Economic Development Fund.

123.7 It was clarified that the total expenditure, year to date, on maintenance and repair for the Bike Repair Stations was £261. It was noted that the station in Hotham Park had been relocated away from the Park Run route. A Member suggested that a budget of £500 should be included for Bike Repair Station maintenance in the 2026/2027 Budget proposals.

123.8 A separate budget line for horticultural work was queried. It was explained that, although most work is carried out by the Town Force, specific supplies must be purchased for these tasks, and staff hours are not accounted for within this budget line.

123.9 The Budget proposal highlights are detailed in **Appendix 1**, and reflect the items incorporated in the overall draft Budget provision to be recommended to the Council on 5th January 2026.

123.10 Members unanimously **RESOLVED** to **RECOMMEND** to **COUNCIL** the draft Budget and set a Precept for 2026/2027 of £1,104,229, equivalent to a 1.61% increase on a Band D Equivalent property of £2.31 per annum (4.43pence/week).

124. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) (CONTRACTUAL AND STAFFING)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda items 9 and 10 (contractual and staffing).

The non-Committee Members, Cllrs. Nash and Miss. Needs, left the Meeting

125. TO RECEIVE AN UPDATE AND RECOMMENDATIONS FROM THE BOGNOR REGIS TOWN HALL WORKING PARTY AND TO AGREE FURTHER ACTIONS

Cllrs. Goodheart, Oppler, Mrs. Warr and Mrs. Yeates stated that as a Member of Arun District Council, they would not take part in the discussion and would refrain from voting

The Chair briefed Members on the discussions held during the preceding meeting of the Bognor Regis Town Hall Working Party.

Cllr. Goodheart stated that despite having previously requested to be a Member of the Working Party, which had been approved at the Policy and Resources Committee Meeting held on 2nd June 2025 (Min. 9.2 refers), he had since decided to relinquish this position to avoid prejudicing himself from participating or voting in Arun District Council discussions or decisions on the same subject matter and had not attended the preceding meeting for this reason. It was **NOTED** that there were now two vacancies on the Bognor Regis Town Hall Working Party and that an item would be included on the Council Agenda for January, with a view to reviewing the membership.

Following discussion, it was **RESOLVED** to **APPROVE** the recommendation by the Working Party for Expressions of Interest, feasibility studies and public consultation as summarised in the confidential report attached to the file Minutes.

126. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 15th DECEMBER 2025

126.1 Members unanimously **AGREED** to **RATIFY** the recommendation of the Joint Consultative Sub-Committee (Staffing) made at the meeting held on 15th December 2025, as detailed in the confidential verbal report given by the Clerk, resulting in the progression of proposed changes to staff resources, with a report to be brought back to a future meeting.

Mrs. Davis redeclared her Disclosable Pecuniary Interest in relation to the next recommendation and left the Meeting

126.2 The Committee **AGREED** to **RATIFY** the recommendation that the discrepancy in the salary scale paid to the previous Deputy Clerk, between 1st January and 30th September 2025, be rectified with a back-dated payment to be funded from the appropriate budget.

The Meeting closed at 7.28pm

BUDGET PROPOSAL HIGHLIGHTS 2026-2027 **DECISIONS FOLLOWING COMMITTEE CONSIDERATION**

In addition to the various Committee recommendations made to the Policy and Resources Committee, other budget proposals identified were considered by the Committee as detailed below.

Provision has been made within the draft budget proposals to allow for the following: -

- An estimated 5% cost of living rise increase in salaries in 2026-2027
- An increase in Employers NI Contributions, following changes in the Government Budget, with a decrease in Superannuation
- Provision for Annual SCP Scale Point increases for eligible staff
- Changes in salary for a member of staff due to a promotion
- 1.61% increase in the Precept has been applied.

CIVIC ACTIVITIES

4065 - 102 Election Fees £20,000 in line with 2025 to cover estimated increased costs in 2027.

4204 - 102 CIIr. Allowances increased from £10,621 to £11,366 following notification from ADC of the increase in the Members Allowance owing to the staff salary pay award for 2025/26. This will be referred to the Policy and Resources Committee in the New Year for a decision as to whether to increase the Members Allowance accordingly.

PROJECTS AND EVENTS

4140 - 104 BRTC Warden currently funded from EDF (£62,288 contracted). Increase to £65,000, to allow for inflation.

GRANT AID

4765 - 107 BOOM Bank no additional provision made for next year to cover any shortfall. £795 has been identified which has been written off by Boom Bank as this is deemed uncollectable therefore funds of £24,585 were remaining within the scheme as notified to the P&R Committee in November 2025.

P&R PARTNERSHIP FUNDING

4702 - 108 BR BID Warden provision in the Town Centre increase from £16,683 to £17,367, following a request from the Bognor Regis BID.

4708 - 108 Partnership Funding provision of additional £20,000, on top of £21,000 in line with 2025/26, to cover Partnership Funding already committed with further funds available for new Partnership Agreements.

4712 - 108 BCRP Contribution provision of £6,000 for 2026/2027, with in principle agreement that it be recommended this provision continues into 2027/2028.

E&L PARTNERSHIP PROJECTS - 208 E&L RECOMMENDATIONS

4032 - 208 Publicity/Promotion budget increase from £7,000 to £7,500.

4401 - 208 Youth and Young Persons increase from £15,000 to £16,275.

4311 - 204 In Bloom Competition Expenses increase to £2,450.

4321 - 204 In Bloom Environmental Projects decrease from £1,000 to £0
(moved to Competition Expenses Budget (Budget neutral)).

4034 - 402 Allotments Competition Expenses increase from £150 to £250.

EVENTS - 301 P&R COMMITTEE EVENT OFFICER'S RECOMMENDATIONS

4745 - 301 Book Day Event £5,250.

4736 - 301 Proms in the Park £3,150.

4406 - 301 Hampshire Avenue Fun Week (Playdays) £5,250.

4737 - 301 Funshine Days £5,250.

4743 - 301 Halloween Event £4,200.

4749 - 301 Sunday Afternoon Concerts £3,150.

4748 - 301 Carols in the Park £2,625.

4746 - 303 Drive Through Time £5,250.

4000 - 306 Christmas Switch-On £6,300.

Bognor Regis Town CouncilOriginal Budget - Staff & other savings as currently proposedBudget SummaryYear Ended 31st March 2027

	<u>2025/26</u> Projected	<u>Budgeted</u> (Revised)	<u>2026/27</u> Proposed	<i>Budget Incr/Decr</i>
REVENUE EXPENDITURE				
Operational Services	824970	805362	853564	48202
Discretionary Spending	191973	177017	212965	35948
	<u>1016943</u>	<u>982379</u>	<u>1066529</u>	<u>84150</u>
INCOME				
Operational Services	96658	81760	86760	5000
Discretionary Spending	5285	0	0	0
	<u>101943</u>	<u>81760</u>	<u>86760</u>	<u>5000</u>
NET REVENUE EXPENDITURE	<u>915000</u>	<u>900619</u>	<u>979769</u>	<u>79150</u>
CAPITAL EXPENDITURE (NET)				
Loan Charges	89013	89013	89013	0
BPCL - Management Fees	-40000	-40000	-40000	0
Economic Development Fund	74000	74000	55000	
Capital Funding Provision	30000	30000	30000	0
Net Capital Expenditure	0	0	0	0
	<u>153013</u>	<u>153013</u>	<u>134013</u>	<u>0</u>
TOTAL NET EXPENDITURE	<u>1068013</u>	<u>1053632</u>	<u>1113782</u>	<u>79150</u> 5.71%
Financed as follows				
Reserves at 1st April	476750	481073	462780	
Reserves at 31st March	462780	481484	453227	**
				Reserves Surplus 208285
Used to Fund Expenditure	13970	-411	9553	
Precept Required	1054043	1054043	1104229	
TOTAL TAXATION FUNDING REQUIRED	1054043	1054043	1104229	
				50186 4.76%
				50186 4.76%
				50186
ADJUSTED BASIS			Advised	
Band D Equivalents		7352	7580	228 3.10%
Precept per Band D Equivalent (£/annum)		£ 143.37	£145.68	£2.31 1.61%
Precept per Band D Equivalent (p/week)		274.96	279.39	£0.0443 1.61%
NOTES				
** Recommended minimum reserve equal to 3 months net expenditure	228750	225155	244942	
Earmarked Reserves	31/03/2025 (Actual)	31/03/2026 (Projected)	31/03/2027 (Available)	
Rolling Capital Fund	205383	232512	262512	
Economic Development	394719	386431	355116	
Others (Incl unapplied grants)	132854	133759	115235	
	<u>732956</u>	<u>752702</u>	<u>732863</u>	
Check Sum		19746	-19839	

Bognor Regis Town Council**(Updated 22/12/2025)**

Original Budget - Staff & other savings as currently proposed

Budget Summary**Revenue Expenditure**

		<u>2025/26</u>		<u>2026/27</u>	<u>Budget</u>
		<u>Projected</u>	<u>Budgeted</u>	<u>Proposed</u>	<u>Incr/Decr</u>
			<u>(Revised)</u>		
<u>Operating Budgets (Net)</u>					
Administration	101	303570	308879	299684	-9195
Civic	102	45100	48437	48132	-305
Mayor's Charity Activities	103	123	0	0	
Projects and Events	104	208467	240855	234021	-6834
Town Force	105	113901	132406	159362	26956
Street Scene Enhanc't	110	24041	23541	24041	500
BRTC Asset Management	112	5000	1575	5000	3425
Horticultural	113	55673	56543	56343	-200
Markets	114	46580	-29400	2655	32055
Meteorological	202	9356	8481	9781	1300
In Bloom	204	1278	2450	2450	0
Roads & Streetlights	401	7753	7253	7753	500
Allotments	402	4128	4342	4342	0
Planning (General)	403	0	0	0	0
		<u>824970</u>	<u>805362</u>	<u>853564</u>	<u>48202</u>
<u>Discretionary Spending</u>					
Grant Aid	107	17000	17000	17000	0
P & R Partnership	108	45683	39683	66368	26685
Christmas Activities	207	44465	43965	44465	500
E & L Projects	208	24555	24805	30443	5638
Events	301-5	60270	51564	54689	3125
		<u>191973</u>	<u>177017</u>	<u>212965</u>	<u>35948</u>
<u>Net Revenue Expenditure</u>					
		<u>1016943</u>	<u>982379</u>	<u>1066529</u>	<u>84150</u>

Bognor Regis Town Council

(Updated 22/12/2025)

Original Budget - Staff & other savings as currently proposed

Budget SummaryRevenue Income

		<u>2025/26</u>		<u>2026/27</u>	
		<u>Projected</u>	<u>Budgeted</u>	<u>Proposed</u>	<u>Budget</u> <u>Incr/Decr</u>
			(Revised)		
<u>Operating Budgets (Net)</u>					
Administration	101	60000	40000	50000	10000
Civic	102	200	300	300	0
Mayor's Charity Activities	103	123	0	0	0
Projects and Events	104	0	0	0	0
Town Force	105	10660	20660	10660	-10000
Street Scene Enhanc't	110	5500	5000	5500	500
Horticultural	113	16300	13300	16300	3000
Markets	114	1300		1500	1500
In Bloom	204	50	0	0	0
Roads & Streetlights	401	0	0	0	0
Allotments	402	2525	2500	2500	0
Planning (General)	403	0	0	0	0
		<u>96658</u>	<u>81760</u>	<u>86760</u>	
<u>Discretionary Spending</u>					
Grant Aid	107	0	0	0	0
P & R Projects	108	0	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	5285	0	0	0
		<u>5285</u>	<u>0</u>	<u>0</u>	
<u>Revenue Income</u>		<u>101943</u>	<u>81760</u>	<u>86760</u>	<u>5000</u>

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JANUARY 2026**

**AGENDA ITEM 14 - TO CONSIDER AND AGREE ANY COMMENTS TO BE
SUBMITTED IN RESPONSE TO THE GOVERNMENT PUBLIC
CONSULTATION ON PROPOSALS TO REORGANISE LOCAL GOVERNMENT
ACROSS SUSSEX, INCLUDING ARUN DISTRICT**

REPORT BY THE DEPUTY CLERK

FOR DECISION

Members will be aware that the UK Government has launched a public consultation on proposals to reorganise local government across Sussex, including Arun District. The consultation seeks views on proposals to replace the current two-tier county and district council structure with single-tier unitary authorities.

The options under consideration for West Sussex include:

- Single Unitary Council for West Sussex: A single authority covering the entire county.
- Two Unitary Councils Model: Arun District grouped with Adur, Chichester, and Worthing as one unitary council; Crawley, Horsham, and Mid Sussex as another.
- Five Unitary Councils Model (Brighton & Hove proposal): Brighton & Hove City Council has suggested creating five unitary authorities across East Sussex, Brighton & Hove, and West Sussex.

The consultation invites comments on issues including:

- Service delivery and local impact, including continuity and quality of local services.
- Democratic representation, ensuring local voices and accountability are maintained.
- Financial and operational viability of any new arrangements.
- Local identity and community cohesion, including the role of town and parish councils.

The Town Council may wish to provide a response that:

- Supports a specific model
- Requests safeguards for local representation, including devolved committees or budgets
- Seeks clarification on service continuity both during and after the transition.

- Highlights the importance of parish and town council involvement in the new structure.

The Government consultation on local government reorganisation in West Sussex runs until 11.59pm on 11th January 2026.

An email was circulated to Members on 3rd December 2025 stating that individual responses could be submitted via the official government consultation page [West Sussex: Local government reorganisation - GOV.UK](#). However, should the Council wish to submit a corporate response, Members were asked to respond to the email circulated by 23rd December so that any comments could be collated for discussion at the Council Meeting in January.

DECISION

Following consideration of any comments received from Councillors, Members are invited to **AGREE** any representation to be submitted on behalf of Bognor Regis Town Council in response to the Government public consultation on proposals to reorganise local government across Sussex.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JANUARY 2026**

AGENDA ITEM 15 - TO NOTE THE CHANGE IN TIME TO THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23rd DECEMBER 2025 - MIN. 15.1 REFERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Annual Town Council Meeting held on 12th May 2025, unanimously resolved to agree that the start time of the Planning and Licensing Committee Meetings would remain at 4.00pm for the 2025/2026 Municipal Year (Min. 15.1 refers).

However, at the request of the Planning and Licensing Committee Members, the start time of the meeting held on 23rd December 2025 was amended to 10.30am.

DECISION

Members are asked to retrospectively **NOTE** the change in time to the Planning and Licensing Committee Meeting held on 23rd December 2025.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JANUARY 2026**

**AGENDA ITEM 16 - TO ADOPT THE BOGNOR REGIS TOWN COUNCIL
VISION – MIN. 124 REFERS**

REPORT BY THE DEPUTY CLERK

FOR DECISION

Discussions regarding the development and adoption of a Bognor Regis Town Council Vision have been ongoing since 2022, during which time a series of workshops have been held to explore priorities, aspirations, and long-term objectives for the town. These workshops have enabled Councillors to contribute their knowledge and perspectives, ensuring that the Vision (attached as **Appendix 1**) reflects both local needs and future ambitions.

The adoption of a formal Vision would place the Council in a significantly stronger position when submitting grant applications or expressions of interest for funding and assets. An agreed Vision provides a clear strategic framework, allowing external organisations and funding bodies to readily understand the Council's direction and to align their decision-making with the Vision's stated objectives, priorities, and outcomes. This clarity can strengthen the Council's case by demonstrating purpose, consistency, and long-term planning.

The Vision would cover the period up to 2035. Its objectives, priorities, and success measures have been developed by Councillors over previous years, drawing on collective experience and earlier discussions. Adopting the Vision would therefore formalise existing work, provide continuity across Council terms, and offer a clear roadmap to guide decision-making and investment over the coming decade.

DECISION

Members are asked to **AGREE** to **ADOPT** the Bognor Regis Town Council Vision.



Bognor Regis Town Council

A shared vision for a thriving, inclusive and sustainable coastal town

Foreword

"This Vision and Objectives document sets out a shared ambition for Bognor Regis - one that honours our heritage, celebrates our community, and looks boldly to the future. It will guide our actions and partnerships as we work together to deliver positive change for all who live, work and visit our Town."

Cllr. Mrs. Gill Yeates – Mayor of Bognor Regis

Vision Statement

"By 2035, Bognor Regis will be recognised as a thriving coastal destination that honours its heritage while embracing the future. The Town will be inclusive, vibrant and safe for all - a place where residents, businesses and visitors alike take pride in its identity and success. Through collaboration and innovation, Bognor Regis will celebrate its seaside character, champion sustainable growth, and create opportunities for all generations to flourish. Together, we will shape a Town that is welcoming, creative, and full of life - a true destination of choice on the South Coast."

Guiding Principles

By 2035;

- Bognor Regis will be recognised as a thriving destination that looks to the future whilst growing its economy and building on the past.
- It will be inclusive, vibrant, welcoming and safe for all, whether that be the independent traveller, a couple/partnership or family. Celebrating its coastal setting and all that this encompasses whilst being open to growth in the way of new fresh events and the use of the open spaces it has.
- Residents and businesses are proud to call Bognor Regis their home and ensure its success and growth by promoting its virtues, diversity and opportunities.
- The inclusion of young people will be paramount to the continuing success of the Town as they take on the torch to happiness and success for future generations.
- For the Town to become a brand which can be marketed successfully through positive messages thus ensuring continued quality spaces, experiences and visits for all ages to enjoy.
- To create an atmosphere and environment where new businesses can invest, established business can grow and opportunities for all are available.

Goals

A set of goals have been developed, which are categorised under 5 thematic streams of activity:

1. The development of a revitalised seafront that is increasingly attractive to visitors and residents and is integrated with the Town Centre.
2. The Town is increasingly accessible to all via a variety of different and well-signposted modes of transport.
3. The Town is fun, inclusive, welcoming to all and celebrates diversity.
4. Entertainment, sport, art and culture are actively promoted in a variety of venues and easily accessed spaces.
5. A number of structural changes have taken place to support the delivery of the proposed initiatives.

Objectives

We have developed 7 Objectives that if implemented will support the delivery of the Goals and Vision identified. The 7 Objectives are presented in no particular order of priority at this time.

Objective 1

By 2035, Bognor Regis will have completed a significant and phased programme of works to revitalise the beach and beachfront to become a significant and integral attraction for the Town. This will have been achieved through:

- a. The establishment of a joint Working Party to include representatives from relevant local government administration and other stakeholders, through partnership working and liaison, to review existing reports and develop an outline brief for the phased programme of work. Furthermore, to identify funding for relevant studies, to commission studies where necessary, and to provide overall programme direction. Working Party to be established, initial plans to be complete.
- b. To keep exploring funding opportunities to deliver the programme of works required to revitalise the beach and beachfront.
- c. Beach accessibility to be addressed through the appropriate mechanisms in at least 2 places.
- d. Enhancements to the esplanade to be available by, including bars/cafes and benches/seating areas.
- e. Enhanced beach protection, to promote marine life, to be delivered, and to work with other organisation sharing the same goal.
- f. An established programme of events and attractions are in place for the seafront.

Objective 2

By 2035, new toilets and changing facilities will be built and existing facilities refurbished to a good quality standard. They will be accessible across the Town, clearly signposted and open at appropriate times (including for late evening access if required). They will be well maintained and staffed as required.

- a. Will need to work with Arun District Council and the Bognor Regis BID to review existing provision and develop a funded plan.

Objective 3

By 2035, to protect the character of Bognor Regis Pier by engaging with the Pier's owner, and interested parties, to ensure the future use of the pier for the benefit of residents and visitors.

Objective 4

Ensure, by 2035, that the organisation of events in Bognor Regis, including working with others to develop new events, is simplified and streamlined through a review of current processes.

Objective 5

By 2035, Bognor Regis Town Council will have worked in association with Voluntary Action Arun & Chichester and the Bognor Regis BID to set up a scheme to attract and train volunteer Town Ambassadors, akin to the 'Games Makers' at the London 2012 Olympics. In preparation for this, a small group will be established to look at other schemes and assess the effectiveness and cost of these schemes.

- a. A Working Group to be established and Business Case/Plan to be available.
- b. Training in the provision of support including accessibility to be made available to Ambassadors and all businesses.

Objective 6

By 2035, the enhancement of Station Square and forecourt, to support a developing outside café/bar culture and different styles of markets.

- a. A Working Group including, West Sussex County Council, Arun District Council, Network Rail, British Transport Police, Bognor Regis BID and Bognor Regis Town Council to be created to review existing plans and develop a proposal for discussion.

Objective 7

By 2035, work to enhance the existing land train operating along the seafront, to be licenced to operate along the seafront and through the Town Centre connecting key sites. Bognor Regis Town Council to work with Arun District Council to identify the route, develop an appropriate long-term (visitor attraction) lease and licence arrangement and undertake the franchise procurement. In addition, Bognor Regis Town Council to maintain a watching brief in relation to the potential introduction of an approved, properly regulated, e-scooter/e-bike hire scheme.

**BOGNOR REGIS TOWN COUNCIL
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**AGENDA ITEM 17 - TO FURTHER CONSIDER THE MEMBERSHIP OF THE
BOGNOR REGIS TOWN HALL WORKING PARTY - MIN. 9.2 OF THE POLICY
AND RESOURCES COMMITTEE MEETING HELD ON 2nd JUNE 2025 REFERS**

REPORT BY THE DEPUTY CLERK

FOR DECISION

The Bognor Regis Town Hall Working Party, which makes recommendations to the Policy and Resources Committee, was established to: -

- work with Arun District Council, Officers, Engineers, Architects and other Partners and Agencies to determine the viability of any proposals relating to the Town Council and the future of Bognor Regis Town Hall
- give consideration to ways in which Bognor Regis Town Hall might be transformed into a multi-functioning building that is fit for purpose and of value to the Town Council and the community
- investigate means of achieving the necessary funding for costs associated with any proposals relating to the future of Bognor Regis Town Hall
- recommend any programme and budgets to Policy and Resources Committee
- promote the potential benefits that can be gained through partnership collaboration to all the community, as well as the economic growth impact to the town and the enhancement of regeneration through a successful outcome.

Although Cllr. Goodheart had put himself forward as a Member of the Working Party, with this appointment approved at the Policy and Resources Committee Meeting held on 2nd June 2025 (Min. 9.2 refers), he declared at the Committee Meeting held on 15th December 2025 that he would be relinquishing this position (Min. 125 refers). This, therefore, leaves two vacancies on the Working Party.

Members are reminded of an email that was circulated on 7th March 2025 to dual-hatted Members, with all other Members copied in, giving feedback from the Monitoring Officer heeding caution to those Members who sit both on the Town and District Council in deciding to what extent they choose to be involved in discussions about the Town Hall. The advice was to consider carefully where they want to be involved with decision-making in relation to the Town Hall – whether that is at the Town Council or the District Council. They also need to be mindful of how what they say in one arena may impact on their ability to take part in future decision-making in another arena.

DECISION

Members are invited to consider any nominees to join Cllrs. Dawes, Waterhouse and Wells on the Bognor Regis Town Hall Working Party and **RESOLVE** to **APPROVE** any new appointments to fill the two vacancies.

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AGENDA ITEM 19 - CIVIC DUTIES UNDERTAKEN BY MAYOR CLLR. MRS. GILL YEATES FROM 3rd NOVEMBER 2025 – 5th JANUARY 2026

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Sunday 09.11.25	:	BRTC Remembrance Sunday Service, War Memorial, Town Hall, Clarence Road, BR
Sunday 09.11.25	:	Friends of BR War Memorial Hospital Remembrance Sunday Service, BR War Memorial Hospital, Shripney Road, BR
Tuesday 11.11.25	:	BRTC Armistice Day Service, War Memorial Town Hall, Clarence Road, BR
Tuesday 18.11.25	:	Stonepillow 'Winter Appeal 2025 Launch', Waterhaven Place, Sandpiper Road, Chichester
Thursday 20.11.25	:	Opening of Bradshaw Lodge Care Home, Shripney Road, Bersted
Saturday 22.11.25	:	West Sussex Guitar Club Recital, Regis School of Music, Sudley Road, BR
Monday 24.11.25	:	Photo opportunity with recipients of Youth & Young Persons cheques, Council Chamber
Tuesday 25.11.25	:	Further photo opportunity with recipients of Youth & Young Persons cheques, Council Chamber
Thursday 27.11.25	:	'An Evening with Stonepillow', The Grace Centre, Terminus Road, Chichester
Friday 28.11.25	:	'Project 39' Unveiling and Reception, Hotham Park Underpass and 39 Youth Club, Hotham Park/Church Path, BR
Friday 28.11.25	:	'Ice Skating in the Park' Opening 2025, London Road Coach and Lorry Park, BR
Friday 28.11.25	:	<i>Deputy Mayor attended: Pam Evans' Christmas Lights Switch-On Fundraiser, Mornington Crescent, Felpham</i>

AGENDA ITEM 19

Saturday 29.11.25	:	Pagham United Reform Church 'Final Service', Pagham United Reform Church, Pagham Road, Pagham
Saturday 29.11.25	:	BRTC 'Big Switch at 6', Town Centre, BR
Sunday 30.11.25	:	Friends of Arundel Cathedral 'Christmas Pontifical Sung Vespers', Arundel Cathedral, Arundel
Thursday 04.12.25	:	Further photo opportunity with recipients of Youth & Young Persons cheques, BR Makerspace, Longford Road, BR
Saturday 06.12.25	:	BR Concert Band Christmas Concert 2025, St. Mary's Centre, Felpham
Sunday 07.12.25	:	BRTC Civic Service, St. Mary Magdalene Church, Bersted Street, BR
Monday 08.12.25	:	Arun & Chichester Citizens Advice AGM, The Assembly Room, Council House, Chichester
Tuesday 09.12.25	:	University of Chichester's Christmas Carol Service, Chapel of Ascension, University of Chichester, College Lane, Chichester
Wednesday 10.12.25	:	HMP Ford Carol Service, HMP Ford, Ford Road, Arundel
Sunday 14.12.25	:	BRTC Christmas Craft Market, London Road, BR
Thursday 18.12.25	:	Online Briefing on Government's Consultation on LGR (online)

Invites not Attended

Sunday 16.11.25	:	BR Sailing Club Compass Rose Memorial
Monday 15.12.25	:	Mayor of Chichester's 'At Home' event

**BOGNOR REGIS TOWN COUNCIL
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**AGENDA ITEM 20 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 3rd NOVEMBER 2025 – 5th JANUARY 2026**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Saturday 08.11.25	:	Hatherleigh Town Crier Competition, The Square, Hatherleigh, Devon
Tuesday 11.11.25	:	BRTC Armistice Day Service, War Memorial, Town Hall, Clarence Road, BR
Thursday 13.11.25	:	Presenting Town Crier of Great Dunmow with Coat & Proclamation Reading, The Saracens Hotel, Great Dunmow (private event)
Friday 21.11.25	:	Celebratory 10 th anniversary event for Grandad's Front Room CIC, High Street, BR (private event)
Saturday 29.11.25	:	BRTC 'Big Switch at 6', Town Centre, BR
Sunday 14.12.25	:	BRTC Christmas Craft Market, London Road, BR
Saturday 20.12.25	:	St. Pancras Corporation 129 th Annual Christmas Walk, Nag's Head, 3 Saint Pancras, Chichester (private event)

Engagements scheduled to be attended

None.

**BOGNOR REGIS TOWN COUNCIL
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AGENDA ITEM 22 - TO RECEIVE A REPORT FROM OFFICERS FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH MEETING WITH THE NEIGHBOURHOOD POLICING TEAM

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

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

The Town Clerk, Deputy Clerk and Cllr. Wells attended the online meeting held on 18th November 2025.

Inspector Wickings shared Force level and Divisional updates, including the setting of an ASB Action Plan as part of the government drive for a more local policing focus. Winter of Action (referred to as Safer Streets Winter) was starting at the beginning of December, which would involve increased patrols in those towns identified by the government, including Bognor Regis. Operation Sceptre took place in November which saw the seizure of knives, increased stop searches and foot patrols. E-Bike and E-Scooter days of action were planned to take place.

There were few parishes in attendance but, of those present, concerns raised included reference to a spate of shoplifting, minor issues with homelessness, and trapped wildlife on a development site. Cllr. Wells spoke of a spike in the level of aggression exhibited in the Town Centre during incidents of ASB, with the Clerk raising heightened levels of graffiti and the use of mopeds being driven on the roads, and in recreation grounds, without lights and pulling wheelies. Inspector Wickings stated that these matters would be mentioned to the Neighbourhood Policing Team.

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

Unfortunately, there were no appointed representatives from Bognor Regis Town Council available to attend the meeting on 18th December 2025.

**BOGNOR REGIS TOWN COUNCIL
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AGENDA ITEM 23 - CORRESPONDENCE

FOR INFORMATION

1. Sussex Alerts; Free digital confidence training – Circulated to all Councillors and on social media 11.11.2025
2. Office for National Statistics; Prioritisation of ONS statistics 12.11.2025
3. LGA Sustainability bulletin; November 2025 – Circulated to all Councillors 12.11.2025
4. Sussex Alerts; Washing Dirty Money – Circulated to all Councillors and on social media 12.11.2025
5. Sussex Alerts; ShopKind Campaign – Circulated to all Councillors and on social media 12.11.2025
6. NALC Chief Executive's Bulletin – Circulated to all Councillors 13.11.2025
7. WSCC e-newsletter: Getting ready for winter weather, support for unpaid carers, free weight management help and more – Circulated to all Councillors 13.11.2025
8. VAAC; Blue Horizon Networking event – Circulated to all Councillors 14.11.2025
9. The Sussex Police and Crime Commissioner; A bold step forward in smart, targeted policing – Circulated to all Councillors
10. Joshua Brown; Positive feed back for the Bike Repair Stations – Circulated to all Councillors 13.11.2025
11. ADC News Release: News release Unanimous cross-party support for motion to strengthen local enforcement – Circulated to all Councillors and on social media 14.11.2025
12. Sussex Alerts; Restorative Justice in Sussex – Circulated to all Councillors and on social media 16.11.2025
13. ADC News Release; Spread the festive cheer, with free pre-Christmas parking on Saturdays – Circulated to all Councillors 17.11.2025
14. GTR; Information about weekend closures affecting trains on the Brighton Main Line this autumn and winter – Circulated to all Councillors 17.11.2025
15. Pension Employers Services; MHCLG, Scheme Improvements, Access and Protections Consultation currently open 17.11.2025
16. Public Sector Network November newsletter 18.11.2025
17. NALC Events newsletter – Circulated to all Councillors 18.11.2025
18. Sussex Alerts; winter fuel payment scams – Circulated to all Councillors 18.11.2025
19. Rampion 2 Project Newsletter (September) resent, forwarded to rep Cllr Barrett and reserve Cllr Wells 19.11.2025
20. WSCC Cabinet; 22 October 2025 minutes – Circulated to all Councillors 19.11.2025
21. NALC Chief Executive's Bulleting; Circulated to all Councillors 20.11.2025
22. ACCA News; Strengthening Our Community – Circulated to all Councillors 20.11.202
23. WSCC News Release; Have your say on the future of local government in West Sussex – Circulated to all Councillors 20.11.2025
24. Sussex Alerts; Online safety advice, shopping and job seeking – Circulated to all Councillors and on social media 20.11.2025

AGENDA ITEM 23

25. Sussex Alerts; Sussex Police launch new violence against women and girls survey – Circulated to all Councillors and on social media 21.11.2025
26. The Sussex Police and Crime Commissioner; One weapon on our streets is one too many – Circulated to all Councillors 21.11.2025
27. Sussex Alerts; Sussex Alerts Hotspot Policing survey – Circulated to all Councillors and on social media 21.11.2025
28. CCCI November Events update – Circulated to all Councillors 25.11.2025
29. Sussex Alerts; November Fraud Newsletter – Circulated to all Councillors and on social media 25.11.2025
30. Heather Perrott; next international film at Picturedrome 'Close' – Circulated to all Councillors 27.11.2025
31. St Wilfrid's newsletter 27.11.2025
32. Office for National Statistics; November update 27.11.2025
33. NALC Chief Executive's Bulletin; Circulated to all Councillors 27.11.2025
34. The Sussex Police and Crime Commissioner; Speaking up for victims of stalking – Circulated to all Councillors 28.11.2025
35. Arun newsletter 28.11.2025
36. Sussex Alerts; Increased patrols to keep Sussex town centres safe this winter – Circulated to all Councillors and on social media 01.12.2025
37. Sussex Alerts; Sussex Police prepares to launch its Christmas crackdown on drink and drug-drivers – Circulated to all Councillors 01.12.2025
38. Sussex Alerts; December edition of Our News – Circulated to all Councillors and on social media 01.12.2025
39. WSCC Special edition eNewsletter; How we're using digital and AI to improve services across WSCC – Circulated to all Councillors 03.12.2025
40. NALC Chief Executive's bulleting – Circulated to all Councillors 04.12.2025
41. Louise Bareham; questionnaire as part of Master's in Public Leadership dissertation – Circulated to all Councillors 04.12.2025
42. CCCI December News & Events update – Circulated to all Councillors 04.12.2025
43. Sussex Alerts; Report Fraud service goes live – Circulated to all Councillors 04.12.2025
44. The Sussex Police and Crime Commissioner; Christmas crackdown on drink and drug-driving – Circulated to all Councillors 05.12.2025
45. WSCC News Release; Update statement regarding shipping containers coming ashore in West Sussex – Circulated to all Councillors and on social media 09.12.2025
46. SALC Newsletter; Winter 2025 – 09.12.2025
47. WSCC News Release; Grants now open to help improve mental health in West Sussex – On social media 09.12.2025
48. NALC Chief Executive Bulletin – Circulated to all Councillors 11.12.2025
49. Office for National Statistics; December issue 11.12.2025
50. CCCI December News & Events update – Circulated to all Councillors 11.12.2025
51. St Wilfrid's Hospice; Two stories, one lifeline – Circulated to all Councillors 12.12.2025
52. Paul Marshall WSCC; Government's consultation on proposals for local government reorganisation in West Sussex 12.12.2025
53. The Sussex Police and Crime Commissioner; Providing a safe start for people in crisis and recovery in Bognor – Circulated to all Councillors 12.12.2025

AGENDA ITEM 23

- 54.** Christmas e-card from Rustington Parish Council – Circulated to all Councillors 15.12.2025
- 55.** The Blakes Trust; Iron Maiden's Bruce Dickinson Visit to Sussex calling for Urgent Funds & Support to Restore William Blake's Former Home – Circulated to all Councillors 15.12.2025
- 56.** NALC events newsletter – Circulated to all Councillors 16.12.2025
- 57.** WSCC eNewsletter; Latest on major clean-up operation, urgent safety notice, flu vaccination update, could you be there for a child in care – Circulated to all Councillors 16.12.2025
- 58.** Sussex Alerts; Safe Online Christmas – Circulated to all Councillors and on social media 16.12.2025
- 59.** NALC Jobs Newsletter 17.12.2025
- 60.** CCCI; Chichester and Bognor Business Awards – Circulated to all Councillors 17.12.2025
- 61.** NALC Chief executive's bulletin – Circulated to all Councillors 18.12.2025
- 62.** WSCC Cabinet 2 December 2025 minutes – Circulated to all Councillors 18.12.2025
- 63.** WSCC eNewsletter; Merry Christmas from West Sussex County Council, how to contact us over the holidays, and more – Circulated to all Councillors 18.12.2025
- 64.** ARUN NEWSLETTER 60 – 19.12.2025
- 65.** WSCC News Release; Progress on recovering waste and shipping containers from West Sussex shoreline – Circulated to all Councillors and on social media 19.12.2025
- 66.** The Sussex Police and Crime Commissioner; T's the season to be kind – Circulated to all Councillors 19.12.2025
- 67.** Arun and Chichester Citizens Advice ;Season's Greetings and a Look Ahead – Circulated to all Councillors 19.12.2025
- 68.** Sussex Alerts Neighbourhood Watch; Christmas thanks and best wishes for 2026 – Circulated to all Councillors and on social media – 19.12.2025
- 69.** Stonepillow; Season's Greetings from Stonepillow – Circulated to Outside Reps, Cllrs Yeates and Barrett 22.12.2025
- 70.** Sussex Alerts; A Brief Introduction to Artificial Intelligence webinar – Circulated to all Councillors and on social media 22.12.2025
- 71.** Sussex Alerts Annual Cybercrime Survey – Circulated to all Councillors and on social media 23.12.2025
- 72.** St Wilfrid's Hospice; Wishing you a peaceful festive season – Circulated to all Councillors 23.12.2025

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AGENDA ITEM 24 - PICTUREDROME SITE UPDATE INCLUDING: -

- DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION
- TO NOTE RECEIPT OF £15,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (INSTALMENT FOR 2025)

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

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

Repair works to remedy damage to entrance - In the early hours of Sunday 30th November 2025, the cinema's entrance door (in Linden Road) was broken as a result of criminal damage. Whilst damage to the exterior of the building falls within the remit of the Landlord, to expedite matters, the Tenant paid to have the glass panel replaced at a cost of £160. These costs will be recharged and paid by BPCL.

Lightning Conductor Retesting - the annual testing of the Lightning Conductor on the Cinema was due in early November and has now been carried out. The cost of the test was £220, which was paid by BPCL, and the compliance certificate has also been received with no issues reported.

Landlord Site Visits - Whilst works continue to the interior of the building, the new Director has contacted the Tenant to advise that they, accompanied by the Town Force Manager, will be making monthly site visits to review the progress of the works.

TO NOTE RECEIPT OF £15,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (INSTALMENT FOR 2025)

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

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

DECISION

Members are asked to **NOTE** receipt of the £15,000 Management Fee received from The Bognor Pier Company Ltd. (Instalment for 2025).