BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
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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 7th SEPTEMBER 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 7th September from members of the public not able to attend the meeting in person will be read by the Chair during this adjournment.

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

DATED THIS 28th DAY OF AUGUST 2026 **TOWN CLERK**

AGENDA AND BUSINESS

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

b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest

c) the nature of the Interest

d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote

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

4. To APPROVE the Minutes of the Town Council Meeting held on 6th July and the Extraordinary Meeting held on 27th July 2026

5. Reports from WSCC County and ADC District Councillors (if available)

6. Written Questions from Councillors

7. Adjournment for public question time and statements

8. To consider any written dispensation requests received from Town Councillors

9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)

9.1 **Policy and Resources Extraordinary Committee Meeting of 29th June (deferred from the previous meeting – Min. 54 refers) and the Committee Meeting of 27th July 2026** with resolutions, recommendations and reports, including: -

- Recommendation to adopt the Artificial Intelligence (AI) Policy, Training and Development Policy, Social Media Policy and Working from Home Policy, as proposed, without any further suggested changes - Min. 63 refers

9.2 **Planning and Licensing Committee Meetings of 30th June (deferred from the previous meeting – Min. 55 refers), 21st July and 11th August 2026** with resolutions, recommendations and reports

9.3 **Environmental and Leisure Committee Meeting of 13th July 2026** with resolutions, recommendations and reports

10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary

11. To note the List of Payments and Transfers made in June and July 2026 and to note the balances, bank reconciliations and financial reports (August not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ http://www.bognorregis.gov.uk (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)

12. To note the response from Arun District Council in relation to the letter sent by the Town Council concerning the Brewers Fayre building (Min. 66 refers)

13. Notice of Motion (S.O. 9.0) proposed by Cllr. J. Barrett - Present & Future Development of Tourism in the Bognor Regis area

"This is an opportunity for all members of BRTC to register their support or concerns regarding the future plans of ADC on this important seafront site Brewers Fayre). A recorded vote at the end of the item is requested, to judge whether members are in favour. If the vote is favourable, the Clerk will be asked to send the Motion to ADC Chief Executive Dawn Hudd, Deputy Chief Executive Karl Roberts, ADC Council Leader Cllr. Martin Lury, Economy Committee Chair Cllr. Roger Nash, Vice-Chair Cllr. James Walsh, and all BRTC members.

Furthermore, that Karl Roberts be invited to attend a question-and-answer session at the Town Hall to respond to the matters raised by members and address their concerns. If ADC were to respond to this Motion, we would all have a better understanding of their plans to develop a tourism destination on the seafront.

Various suggestions on what could happen on the Brewers Fayre site have been made by an ADC/BRTC councillor and BRTC members are asked whether they are in favour of its demolition.

This Motion seeks answers from ADC to the following questions, regarding the Brewers Fayre building: -

- ***Please confirm if any plans are underway and, if so, are copies of these plans available? Is this in preparation of the Alexandra Arts Centre opening?***
- ***Please confirm that a working party will be set up to oversee the extra unscheduled work.***
- ***Please confirm that all the required works will be completed before the building is handed over. BRTC councillors would like to request a copy of the schedule.***
- ***Does ADC believe that Bognor can become a genuine holiday resort with private investment in major elements that are proven to attract tourists?***
- ***Would ADC support another nationally branded hotel in Bognor?***
- ***Would ADC support a multi-use recreation building, which could include a 1200 seat theatre?***
- ***Are ADC testing the market for all these types of development?***
- ***With local government currently going through the biggest change in its history, devolution will affect all sectors of local government. As BRTC we need to be developing working relationships with our future authorities & do what we can for the future of Bognor Regis. Is ADC already fostering these working relationships with other authorities in the region?***

We request that Bognor Regis Town Council resolves to request that Arun District Council: -

1. ***Reviews the matters of the Motion and provides a written response to this Council setting out ADC's positions on these matters.***
2. ***Engages with BRTC, local residents, and relevant stakeholders before any final decisions are made.***
3. ***Provides a named point of contact for on-going liaison with the BRTC Clerk.***
4. ***Reports back to this Council within one month with progress updates and the next steps.***

If members vote in favour, we further resolve to delegate authority to the Town Clerk to write formally to the Chief Executive and Leader of Arun District Council enclosing this Motion and requesting that the matter be placed before the appropriate committee, portfolio holder, or officer for consideration."

14. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
15. To consider the development of a Business Plan including the establishment of a Working Party
16. To consider Arun District Council's Community Governance Review Programme, and to agree any comments to be submitted in response to the

second consultation

17. To receive any feedback from the Councillor Drop-In Surgeries held on 28th May and 22nd August 2026
18. To consider Arun District Council's request for a financial contribution towards the loss of parking revenue arising from the increase in the Parking Disc Scheme from two hours to three hours
19. To receive any updates on Regeneration in the Town including report from Cllr. Nash (if available)
20. To note the External Auditor's Certificate and Report year ending 31st March 2026 Accounts and consider any action if required
21. Mayor's Report and duties undertaken
22. Town Crier's Report and duties undertaken
23. Reports from Representatives to other organisations
24. To receive Correspondence
25. Picturedrome Site update including: -
    - Director's report, any urgent actions taken for ratification
26. To resolve to move to Confidential Business (S.O. 3d) - (contractual)
27. Confidential Picturedrome Site Update Director's Report, any urgent actions taken for ratification

Agenda item **27** will contain confidential items and require a resolution to exclude public & press.

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

BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 6th JULY 2026

PRESENT:

Mayor: Cllr. P. Ralph; Cllrs: K. Batley, J. Barrett, P. Botterill, D. Dawes (until Min. 67), S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, N. Smith, M. Stanley, Mrs. J. Warr, P. Wells, M. White and P. Woodall

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
First Cadet Nevaeh Kane (Mayor's Cadet) (part of meeting)
Cllr. Elizabeth Meadows (WSCC Councillor for Bognor Regis East) (part of meeting)
2 members of the public

The Meeting opened at 6.33pm

43. WELCOME BY MAYOR

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

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

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

45. DECLARATIONS OF INTEREST

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

Members and Officers should make their declaration by stating:

a) the item they have the Interest in

b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest

c) the nature of the Interest

d) if it is an Ordinary Interest whether they intend to leave the meeting for the discussion and vote

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

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

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

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

46. TO APPROVE THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 11th MAY AND THE SPECIAL COUNCIL MEETING HELD ON 1st JUNE 2026

The Minutes of the Annual Town Council Meeting held on 11th May and the Special Council Meeting held on 1st June 2026 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

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

Members welcomed Cllr. Elizabeth Meadows, West Sussex County Councillor for Bognor Regis East.

Cllr. Meadows thanked the Council for the invitation to attend the meeting and expressed a wish to receive feedback on her report to ensure the information provided met the Town Council's expectations.

Cllr. Meadows spoke about settling into the various aspects of her role, including meeting with local stakeholders and addressing a range of issues raised by local residents.

The Chair thanked Cllr. Meadows for the report and suggested that, in future, the report be emailed to the Town Clerk who would then circulate to Councillors, allowing them the opportunity to digest its contents prior to the meeting and subsequently ask any questions.

Cllr. Meadows invited any questions but there were none.

The Meeting was adjourned at 6.45pm owing to the sounding of the emergency alarm and the building evacuated. The Meeting reconvened at 6.51pm

48. WRITTEN QUESTIONS FROM COUNCILLORS

Cllr. Woodall put the following written questions to the Mayor:

Following on from your Extraordinary Policy and Resources meeting on the 29th June 2026, when I spent time in the Public Gallery, the decision was made that the screening of the Football final would be shown IF England get through to the final. It was pointed out from the report by the Deputy Clerk that should England NOT get through to the final then the event would not been screened and BRTC could lose deposits paid or even full balances. Would it not still be worth screening the event even if England do not get through as I'm sure that people would still like to watch the final whoever is playing plus we wouldn't risk losing money which I'm sure the Electorate wouldn't be happy about.

The Mayor invited Members to consider the options before them. Discussion included the merits of proceeding with the screening regardless of England's participation, balancing the potential community benefit against the financial implications.

Following discussion, it was **RESOLVED** that the event would not proceed if England did not reach the Final.

49. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 7.11pm

A representative from the Bognor Regis Heritage & Arts Partnership Board, seated in the public gallery, offered to answer any questions regarding Agenda item 13 relating to proposed changes to the blue plaque scheme. They stated that the changes aimed to include buildings that have formed an important part of Bognor Regis' history.

Cllr. S. Goodheart declared an Ordinary Interest as a Member of the Bognor Regis Heritage & Arts Partnership Board

Cllr. P. Wells declared an Ordinary Interest as a member of the Heritage Trust

It was clarified that the Scheme would reference places where historical buildings used to stand, and not just current buildings.

The Chair reconvened the Meeting at 7.18pm

50. It was **RESOLVED** to vary the order of business to take Agenda item 13 next.

51. TO CONSIDER A REQUEST FROM THE BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD TO MAKE CHANGES TO THE BLUE PLAQUE SCHEME

The Deputy Clerk's report, including the proposed changes highlighted in Appendix 1, was **NOTED**.

Members expressed warm support for the proposed changes to the Blue Plaque Scheme. Members therefore **AGREED** to the suggested changes to the Blue Plaque Scheme as suggested by the Bognor Regis Heritage & Arts Partnership Board. The Board representative thanked the Council for its ongoing support.

Cllr. Woodall left the Meeting

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

There were no written dispensation requests received from Town Councillors.

Cllr. Woodall returned to the Meeting

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

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'.

54. Policy and Resources Extraordinary Committee Meeting of 18th May, Committee Meeting of 1st June, and the Extraordinary Committee Meeting of 29th June 2026

The Chair of the Committee, Cllr. Wells, reported. The Minutes of the Extraordinary Committee Meeting of 29th June 2026 were not available and were therefore **DEFERRED** to the next meeting.

54.1 Recommendation to adopt the Terms of Reference for the Policy and Resources Committee; Joint Consultative Sub-Committee (Staffing); Bognor Regis Town Hall Working Party; Bognor Regis Town Centre Action Group; Environmental and Leisure Committee; Allotments Sub-Committee; Bognor Regis In Bloom Working Group and Planning and Licensing Committee - Min. 16 refers

A question was asked as to why Public Event Licenses did not fall under the remit of the Planning and Licensing Committee, rather than the Environmental and Leisure Committee, given the former's more frequent meetings. It was clarified by the Town Clerk that given that Public Event Licenses require a 5-day turnaround from consultees, it would not make a positive difference in opportunities for Councillors to respond and, given the existing Terms of Reference for the Environmental and Leisure Committee, removing any area of responsibility would diminish the Committees viability even further.

Members **RESOLVED** to **ADOPT** the Terms of Reference for the Policy and Resources Committee; Joint Consultative Sub-Committee (Staffing); Bognor Regis Town Hall Working Party; Bognor Regis Town Centre Action Group; Environmental and Leisure Committee; Allotments Sub-Committee; Bognor Regis In Bloom Working Group and Planning and Licensing Committee, without amendments. Cllr. Stanley **ABSTAINED** from voting and asked that this be noted.

54.2 Recommendation that the Internal Audit Report 2025/2026 (Final Update) be approved - Min. 17 refers

Noting that no actions are required, Members unanimously **RESOLVED** to **APPROVE** the adoption of the Internal Audit Report 2025/2026 (Final Update).

54.3 Recommendation that the Risk Management Policy be adopted without any amendments following the annual review - Min. 26 refers

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

54.4 Recommendation to adopt the Flag Flying Policy, Legionella Policy, Volunteering Policy and Whistleblowing Policy, as proposed, without any further suggested changes - Min. 29 refers

Members unanimously **RESOLVED** to **ADOPT** the Flag Flying Policy, Legionella Policy, Volunteering Policy and Whistleblowing Policy, as proposed, without any further suggested changes.

55. Planning and Licensing Committee Meeting of 28th April (deferred from the previous meeting), the Extraordinary Committee Meeting of 6th May, and the Committee Meetings of 19th May, 9th and 30th June 2026

The Chair of the Committee, Cllr. Mrs. Warr reported. The Minutes of the Committee Meeting of 30th June 2026 were not available and were therefore **DEFERRED** to the next meeting. There were no recommendations to Council.

56. Environmental and Leisure Committee Meeting of 18th May 2026

The Chair of the Committee, Cllr. Batley reported.

56.1 Recommendation to ratify the appointment of the following Co-Opted Members to the Allotments Sub-Committee: Mr. P. Goodchild, Mr. C. Penfold, Mrs. L. Russell and Mr. P. Fortin (Allotment Tenant Representatives) - Min. 8.1 refers

Members unanimously **RESOLVED** to **APPROVE** the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell and Mr. Phil Fortin (Re-Established Site) as Tenant Representatives for the 2026-2027 allotments year.

56.2 Recommendation to ratify the appointment of the following Co-Opted Members of the Bognor Regis In Bloom Working Group: Mrs. G. Edom, Ms. P. Keane, Mrs. S. Teverson, Mrs. P. Downham, Mr. B. Jackson, Mr. E. Fane, Mr Jones-McFarland, Ms. King and Ms. E. Thorne - Min. 8.2 refers

Members unanimously **RESOLVED** to **APPROVE** the co-option of Mrs. G. Edom, Ms. P. Keane, Mrs. S. Teverson, Mrs. P. Downham, Mr. B. Jackson, Mr. E. Fane, Mr. Jones-McFarland, Ms. King and Ms. E. Thorne as Members of the Bognor Regis In Bloom Working Group for 2026-2027.

57. 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'.

58. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN APRIL AND MAY 2026 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (JUNE NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION

The Council unanimously **RESOLVED** 'to note the payments and transfers made in April and May 2026 and to note the balances, bank reconciliations and financial reports (June not yet available) and outturn and approval of the contents and their publication'.

59. TO NOTE CHANGES TO THE CALENDAR OF MEETINGS FOR 2026 AND 2027 - (MIN. 15.1 OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 12th MAY 2025, AND MIN. 17 OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 11th MAY 2026 REFERS

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

The additional Allotments Sub-Committee meeting to be held on Monday 4th January 2027, at 5.30pm; the change to the start time of the Planning and Licensing Committee meeting on 22nd December 2026 to 10.30am instead of 4pm; and the change to the start time of the Planning and Licensing Committee meeting on 21st December 2027 to 10.30am instead of 4pm, were unanimously **NOTED** by Members.

60. TO NOTE ANY CHANGES TO THE CODE OF CONDUCT – MIN. 111 OF COUNCIL MEETING HELD 3rd NOVEMBER 2025 REFERS

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

Members unanimously **NOTED** that there have been no updates to the Code of Conduct in the 2025/26 financial year.

61. TO NOTE CHANGES TO THE REPRESENTATIVES TO OUTSIDE BODIES 2026/27 – MIN. 13 REFERS

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

Members unanimously **NOTED** that Bognor Community Meetings has been removed from the Town Council's list of Representatives to Outside Bodies for 2026/27.

Cllrs. Batley, Dawes and Miss. Needs left the Meeting

62. TO CONSIDER A REQUEST FROM THE CHAIRPERSON OF BLAKE COTTAGE TRUST FOR THE TOWN COUNCIL TO WRITE A LETTER OF SUPPORT IN RELATION TO THEIR LATEST RESTORATION PROJECT

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

Cllr. Dawes returned to the Meeting

Members unanimously **AGREED** to **DELEGATE** to the Town Clerk to write a corporate letter of support on behalf of the Town Council to aid Blake Cottage Trust's funding application.

63. TO CONSIDER INVITING REPRESENTATIVES FROM ARUN ARTS LTD TO DELIVER A PRESENTATION TO MEMBERS ON THE PROGRESS OF THE THEATRE AND TO AGREE ANY ARRANGEMENTS AS NECESSARY

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

Members expressed support in inviting and establishing a closer relationship with Arun Arts Ltd. There was agreement that the Town Clerk would also request that Members be allowed to visit the site when safe to do so.

Cllrs. Batley and Miss. Needs returned to the Meeting

Members unanimously **AGREED** to invite representatives from Arun Arts Ltd to deliver a presentation to Members as part of a Members Briefing, on either the 12th or 13th August 2026, on the progress of the theatre, with Officers making the necessary arrangements in liaison with the Vice-Chair of Arun Arts Ltd.

64. TO NOTE THAT NO RESPONSE TO THE GOVERNMENT'S LATEST LOCAL GOVERNMENT REORGANISATION CONSULTATION WAS SUBMITTED, ON BEHALF OF THE TOWN COUNCIL, OWING TO AN INSUFFICIENT NUMBER OF COUNCILLORS RESPONDING TO THE REQUEST FROM THE TOWN CLERK

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

Members unanimously **NOTED** that no response to the government's Local Government Reorganisation consultation was submitted owing to an insufficient number of Councillors responding to the Town Clerk's request for comments.

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

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

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

Members received an update on current regeneration and development projects across the town.

Arun District Council had agreed to introduce a three-hour parking period in Bognor Regis car parks, with no increase to the cost of parking discs for the remainder of the District Council's lifetime.

Members were advised that progress continued on the Alexandra Theatre, Arcade and Marine Quarter projects, together with ongoing negotiations regarding Waterloo Square. Members also noted that Greggs was due to occupy the former Santander premises with various planning permissions regarding signage having been submitted.

It was noted that negotiations relating to the future of the Town Hall remained ongoing. Also, that demolition of the Brewer's Fayre building remained a possibility. Members expressed shock and immediately raised questions regarding the future of the Brewer's Fayre site.

Members **RESOLVED** to write to Arun District Council in relation to the future of the Brewer's Fayre building, asking them to explain short-term plans to make the area more presentable, and long-term plans for redevelopment, and to request that a Members' Briefing be arranged for the District Council to provide an update on these matters.

67. TO RECEIVE THE NOTES OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS MEETING HELD ON 12th MAY 2026 – MIN.14 REFERS

Cllr. Dawes left the Meeting

The Deputy Clerk's report, including the Notes of the ADALC Meeting held on 12th May 2026 as Appendix 1, were **NOTED**.

68. MAYOR'S REPORT AND DUTIES UNDERTAKEN

The Civic & Office Manager's report on the Mayor's activities was **NOTED**.

Members expressed their thanks and appreciation for a successful Drive Through Time event and the work of Officers and Town Force in making it so.

69. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The Civic & Office Manager's report on the Town Crier's activities was **NOTED**.

70. 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.

70.1 **Cllr. White** – Bognor Regis Heritage & Arts Partnership Board, 39 Club

70.2 **Cllr. Woodall** – Arun Business Crime Reduction Partnership Board, Southdowns Music Festival, Bognor Regis Carnival Association

70.3 **Cllr. Mrs. Yeates** – Arun District Association Local Councils (ADALC), Bognor Regis Heritage & Arts Partnership Board

70.4 Cllr. Batley reported that the last meeting of Arun Supporting Families had been cancelled. However, he would be attending a 'Cradle to Career' seminar in July.

71. TO RECEIVE CORRESPONDENCE

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

72. PICTUREDROME SITE UPDATE INCLUDING: -

72.1 Director's report, any urgent actions taken for ratification
The previously circulated Director's report was **NOTED**, with the actions taken, and expenditure **RATIFIED**.

Members requested that the Town Clerk raise with the Tenant, at their next meeting, that better signage be put in place to indicate the temporary entrance on Linden Road. Mention was also made about some rubbish outside of the cinema, which the Clerk would look into.

The Meeting closed at 8.11pm

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MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS HELD ON MONDAY 27th JULY 2026

PRESENT: Mayor: Cllr. P. Ralph; Cllrs: J. Barrett, P. Botterill, D. Dawes, N. Smith, P. Wells, M. White and P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
Mr. D. Kemp (DCK Accounting Solutions Ltd.)

The Meeting opened at 8.29pm

73. 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.

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

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

75. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

There were no declarations of Interest

76. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

77. 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 6 (contractual).

78. TO RECEIVE A REPORT REGARDING A POTENTIAL PROPERTY ACQUISITION AND TO AGREE FURTHER ACTIONS

Members received the recommendations of the Policy and Resources Committee (Min. 69 of the meeting held on 27th July 2026 refers), following its consideration of the recommendations of the Bognor Regis Town Hall Working Party (Min. 5 of the meeting held on 29th July 2026 refers).

Members **RESOLVED** to **AGREE** the recommended Business Plan and formal offer for the acquisition of Bognor Regis Town Hall by the Town Council.

Members **AGREED** that Delegated Authority be given to the Town Clerk to send the proposed letter, detailing the formal offer, to the Chief Executive of Arun District Council, alongside the approved Business Plan.

The recommended membership of the Town Council’s negotiating party, should discussions progress with the District Council, was **AGREED** with the Chair of the Bognor Regis Town Hall Working Party to be included.

Cllr. White **ABSTAINED** from all proposals and asked that this be noted.

The Meeting closed at 8.33pm

BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING HELD ON MONDAY 29th JUNE 2026

PRESENT: Cllr. P. Wells (Chair), Cllrs: J. Barrett, P. Botterill, D. Dawes (from Min. 41), F. Oppler, N. Smith, Mrs. J. Warr and M. White

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
1 Member sat in the public gallery

The Meeting opened at 6.34pm

37. 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.

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

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

Apologies for absence were not received from Cllr. S. Goodheart, therefore, this absence could not be approved.

39. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

There were no declarations of Interest

40. ADJOURMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Member seated in the public gallery did not wish to raise any questions nor make a statement, therefore the meeting was not adjourned.

Cllr. Dawes arrived at the Meeting

41. TO RECEIVE AN UPDATE ON MARKETS IN THE TOWN CENTRE AND AGREE ANY NEXT STEPS

The Deputy Clerk's report, and the summary of options available from market providers attached, was **NOTED**.

Members considered the proposals presented. Having sought assurances from Officers around the experience and reputation of each provider, comment was made around the possibility that occasional markets would draw more people in whereas regular markets could be at risk of buyer lethargy.

Clarification was sought on the anticipated number of stalls, with the question asked as to how arrangements could complement the BID's existing market provision. The London Road Precinct was considered as a potential location for the occasional markets on a Saturday, however, it was noted that the BID has a licence to operate a market here on this day. Officers were asked to determine whether there was any scope with this option.

Members **RESOLVED** to **AGREE** that Company C be invited to deliver the Town Council's themed markets and that Officers continue to engage with Company B for a potential regular market provision, with a report to be brought back to a future meeting. It was also **AGREED** that Officers write, out of courtesy, to the Bognor Regis BID updating them on the Town Council's plans in relation to market provision in the Town Centre.

42. TO RECEIVE AN UPDATE IN RELATION TO THE PROPOSAL FOR A BIG SCREEN EVENT TO BE BROADCAST, SHOULD ENGLAND MAKE IT INTO THE FIFA WORLD CUP FINAL IN JULY 2026, AND AGREE ANY NEXT STEPS – MIN. 154 REFERS

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

Members expressed disappointment that there had been significant opposition from licensed premises within the town, to the proposal to hold a public screening in the Town Centre. It was felt that there was likely to be considerable public demand for a screening, should England reach the FIFA World Cup Final. Furthermore, those wishing to come together collectively, such as families with young children, may not wish to gather in pubs but would prefer to do so in an outdoor space.

Having noted the Events Manager's suggestion to relocate the screening from the Town Centre, to West Park (subject to Arun District Council's approval), and in further noting the concerns raised by them in relation to the additional resources required, Members **RESOLVED** to **AGREE** that the previously agreed budget of £3,000 be increased to £5,000, funded from General Reserves, to enable the Big Screen event to go ahead, should England make it into the World Cup Final on Sunday 19th July 2026.

43. 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 item 8 (staffing) and Agenda item 9 (contractual).

44. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 29th JUNE 2026

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

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

44.1 That, with the proposed job description having been recommended for approval, the services of the retiring Town Force Supervisor be retained through recruitment to a part-time (22.5 hours per week) horticultural role, commencing 1st October 2026, remunerated on a starting annual salary of between Pay Scale SCP 8 (£26,824) and SCP 9 (£27,254) (pro rata).

Members wished to put on record their sincere thanks for the excellent work that the member of staff had delivered over their many years with the Council.

44.2 That the resulting vacancy for Town Force Supervisor, effective 1st October 2026, be advertised internally utilising the job description proposed and recommended at a salary ranging between Pay Scale SCP 16 (£30,518) and SCP 23 (£34,434).

44.3 That the Town Council's contractual employer notice period be amended to one month for the first four years following the successful completion of probation, with the notice period increasing thereafter in line with the statutory minimum entitlement.

44.4 That the Allotments and In-Bloom Officer's contracted hours be increased from 15 hours per week to 18 hours for a six-month trial period.

45. **TO RECEIVE AN UPDATE AND ANY RECOMMENDATIONS FROM THE BOGNOR REGIS TOWN HALL WORKING PARTY AND TO AGREE FURTHER ACTIONS – MIN. 160 REFERS**

Cllr F. Oppler and Mrs. J. Warr declared an Ordinary Interest as Members of Arun District Council and stated they would take no part in discussions or vote

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

There were no recommendations.

The Meeting closed at 7.35pm

BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 27th JULY 2026

PRESENT:	Cllr. P. Wells (Chair), Cllrs: J. Barrett, P. Botterill, D. Dawes, S. Goodheart, P. Ralph, N. Smith, Mrs. J. Warr, 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.) (part of meeting) 1 Member sat in the public gallery 1 member of the public

The Meeting opened at 6.30pm

46. 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.

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

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

48. 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. Wells and Dawes declared an Ordinary Interest as a BID Levy payer

49. TO APPROVE THE MINUTES OF THE MEETING HELD ON 1st JUNE 2026, AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 29th JUNE 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 1st June 2026, and the Minutes of the Extraordinary Meeting held on 29th June 2026, and these were signed by the Chair.

50. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Neither the member of the public, nor the Member, seated in the public gallery wished to ask any questions, or make any statements. The meeting, therefore, was not adjourned.

51. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

52. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MAY AND JUNE 2026

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

It was **FURTHER NOTED** that, unfortunately, the Bognor Regis BID had been unable to provide the monthly BID Community Warden reports for May nor June 2026 in time for the meeting. Members therefore unanimously **AGREED** to **DEFER** the noting of these reports to the next meeting.

Members raised concerns regarding the continued irregular absences of the BID Community Warden within the town centre, noting the valuable role the position had previously played in providing a visible presence, supporting businesses, reporting issues, and acting as a link between traders and partner agencies. Members considered that the lack of this resource had been noticed by businesses and had contributed to concerns about the overall management and safety of the town centre.

Members also expressed concern over a perceived reduction in visible police presence within Bognor Regis. It was felt that the lack of regular patrols was having a detrimental impact on public confidence, particularly in the town centre, and that greater engagement between Sussex Police, the Town Council and local businesses was needed to address ongoing issues.

Cllr. Mrs. Warr briefly left the Meeting before returning

Members unanimously **AGREED** to write to Sussex Police expressing the Council's concerns regarding police visibility and engagement within the town, and to invite a representative to attend a future meeting of Full Council to discuss these matters.

53. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR MAY AND JUNE 2026

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 June 2026, was **NOTED**.

It was **NOTED** that no Community Warden report had been provided for May 2026, as the Community Warden had only been operational for one week during the month owing to issues surrounding the tendering of the Community Warden service (Min. 8 refers).

54. REPORT ON TOWN CENTRE ISSUES INCLUDING: - ANY REPORT ON MEETING WITH THE BID MANAGEMENT BOARD; UPDATE IN RELATION TO LETTER SENT TO DEPUTY CEO OF ARUN DISTRICT COUNCIL IN RELATION TO ROUGH SLEEPING IN LONDON ROAD PRECINCT – MIN. 25 REFERS

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

Members considered the response received from Arun District Council regarding concerns over rough sleeping in London Road, particularly in the vicinity of the Halifax branch. Whilst noting the information provided, Members remained concerned about the ongoing impact on the town centre, including the effect on nearby businesses, residents and visitors.

Following discussion, it was unanimously **AGREED** that the Town Council write to Halifax to raise its concerns regarding the ongoing issues of rough sleeping outside the premises and to encourage the bank to engage with the relevant agencies to help address the situation.

55. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 28th MAY 2026

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 28th May 2026, was **NOTED**.

56. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 23rd JUNE 2026 AND AGREE ANY NEXT STEPS

The Deputy Clerk's report, along with the Notes of the ADC/BRTC Liaison Meeting held on 23rd June that had previously been circulated to Councillors, was **NOTED**.

57. TO RECEIVE THE TOWN FORCE REPORT

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

Members wished to record their thanks to the Town Force team for their continued hard work, particularly in relation to the recent installation of bunting in the town centre.

58. TO NOTE THAT BOGNOR REGIS WAS NOT AMONGST THOSE SHORTLISTED, BY THE DEPARTMENT FOR CULTURE, MEDIA AND SPORT, FOR UK TOWN OF CULTURE 2028 – MIN. 17 REFERS

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

Members noted with disappointment that Bognor Regis had not been shortlisted by the Department for Culture, Media and Sport for UK Town of Culture 2028.

Members wished to place on record their sincere thanks to Officers, in particular the Town Clerk, and all partner organisations involved in preparing and submitting the bid, recognising the considerable time, effort and collaboration that had gone into the application.

59. TO CONSIDER A RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE THAT THE REMAINING BALANCE OF £1,463.57 IN THE 2025/2026 PUBLICITY AND PROMOTION BUDGET BE EARMARKED FOR SIMILAR USE IN THE 2026/2027 FINANCIAL YEAR (MIN. 12 OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 18th MAY 2026 REFERS)

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

Members unanimously **RESOLVED** to **AGREE** that the remaining balance of £1,463.57 in the 2025/2026 Publicity and Promotion Budget be earmarked for similar use in the 2026/2027 financial year.

60. **FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2025, DEFERRED FROM THE MEETING HELD ON 1st JUNE 2026 (MIN. 28 REFERS)**

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

Members unanimously **NOTED** the finances for the Town Council events of 2025, and **RATIFIED** the overspend of £18.89.

61. **TO CONSIDER THE PROVISION OF AN E-BIKE FOR THE COMMUNITY WARDEN (MIN. 78 REFERS)**

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

Members considered the proposal for the provision of an e-bike for use by the Community Warden. It was noted that an e-bike could enable the Warden to travel more quickly between wards while still allowing them to easily dismount and engage with members of the public or respond to incidents as required.

During discussion, Members acknowledged the wider issues surrounding the misuse of e-bikes. However, other Members emphasised the distinction between legal, pedal-assisted e-bikes and illegal modified vehicles, noting that these should not be conflated.

The Town Clerk provided further clarification on the report and advised Members of the Community Warden's views regarding the potential operational drawbacks of an e-bike, including a restricted ability to engage the public on foot and difficulty in efficiently securing the bike when responding to incidents.

Whilst Members **AGREED IN PRINCIPLE** to the provision of an e-bike for the Community Warden it was **AGREED** to **DEFER** consideration of the proposal pending further operational feedback from the Community Warden. Officers were requested to bring the matter back as part of the wider review of the Community Warden contract and tender arrangements due to be considered in November, at which point Members would determine whether an e-bike should be included within the new specification.

Cllrs. Mrs. Warr and Smith voted **AGAINST** the proposal to defer and asked that this be noted.

62. **TO RECEIVE AN UPDATE ON MARKETS IN THE TOWN CENTRE AND AGREE ANY NEXT STEPS (MIN. 41 REFERS)**

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

Following a further verbal update from the Deputy Clerk, together with recommendations from Officers, Members reviewed the current position regarding future market provision.

After discussion, Members unanimously **AGREED** that Officers continue discussions with Company B regarding the delivery of market provision for 2027, whilst also progressing discussions with Company C in relation to establishing a more frequent farmers' market.

In addition, Members requested that Officers continue efforts to secure a provider for a 2026 Christmas Market, including reopening discussions with Company A. Should this not prove possible, Officers were asked to investigate the feasibility of the Town Council delivering the event in-house.

63. <u>TO FURTHER CONSIDER UPDATES TO THE SOCIAL MEDIA POLICY, TRAINING AND DEVELOPMENT POLICY AND WORKING FROM HOME POLICY, DEFERRED FROM THE PREVIOUS MEETING (MIN. 29 REFERS) AND TO CONSIDER THE ARTIFICIAL INTELLIGENCE (AI) POLICY</u>

The Deputy Clerk's report, including the relevant appendices, was **NOTED**.

Members were reminded that the Social Media Policy, Training and Development Policy and Working from Home Policy had been deferred from the previous meeting pending updates (Min. 29 refers).

Members highlighted the usefulness of an Artificial Intelligence (AI) Policy in today's society and considered that the policy would need reviewing annually to keep abreast of technological advances.

Members also requested that the provision of social media training for Councillors be explored. It was unanimously **AGREED** that the Town Clerk would email all Councillors to ascertain the level of interest before any further arrangements were considered.

Members unanimously **AGREED** to **RECOMMEND** to Council the adoption of the Social Media Policy, Training and Development Policy, Working From Home Policy and Artificial Intelligence (AI) Policy as attached and without amendment.

64. <u>ROLLING CAPITAL PROGRAMME INCLUDING: -</u>

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

64.1 To ratify expenditure of £2,940 excluding VAT for 3 x Dell Pro 16 Laptops

Members unanimously **RATIFIED** expenditure of £2,940 excluding VAT for 3 x Dell Pro 16 Laptops.

64.2 To ratify expenditure of £877.49 excluding VAT for a PVC Marquee Tent
Members unanimously **RATIFIED** expenditure of £877.49 excluding VAT for a PVC Marquee Tent.

65. FINANCIAL REPORTS INCLUDING: -

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

65.1 To note Committee I&E Reports for the month of June 2026 - previously copied to Councillors
Members **NOTED** receipt of the financial reports for the month of June 2026.

65.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of May and June 2026, 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**.

66. CORRESPONDENCE

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

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

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda items 23 and 24 (contractual).

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

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

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

Cllrs. Goodheart, Mrs. Warr and Mrs. Yeates declared an Ordinary Interest as Arun District Council Members and declared that they would not participate in discussion nor vote, and would leave the room

Members received the recommendations of the Bognor Regis Town Hall Working Party. There followed a discussion, during which guidance was sought from the Town Council's Accountant, Mr. Kemp.

Members **RESOLVED** to **APPROVE** the Business Plan and formal offer proposed by the Working Party and **RECOMMEND** them to Council.

Members **AGREED** to **RECOMMEND** to Council that Delegated Authority be given to the Town Clerk to send the proposed letter, to which minor amendments had been discussed and agreed, to the Chief Executive of Arun District Council, detailing the formal offer alongside the Business Plan.

Membership of the Town Council's negotiating party, should discussions progress with the District Council, was **RECOMMENDED** to Council.

Cllr. White **ABSTAINED** from all proposals and asked that this be noted.

The Meeting closed at 8.28pm

BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 30th JUNE 2026

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, P. Botterill, Miss. C. Needs, P. Ralph, M. White, P. Woodall, and Mrs. G. Yeates

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

The Meeting opened at 4.01pm

28. 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.

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

Apologies for absence were not received from Cllr. S. Goodheart, therefore, this absence could not be approved.

30. 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. C. Needs, 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

31. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th JUNE 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 9th June 2026 as an accurate record and the Chair signed them.

32. 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.

33. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

34. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 5th, 12th AND 19th JUNE 2026

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

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

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

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

There were no Premises License applications to be considered.

36. 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.

37. TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO PORTSMOUTH WATER'S DROUGHT PLAN CONSULTATION

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

Members **AGREED** to **DEFER** the item to the next meeting, allowing Councillors further time to consider and comment on the proposed Drought Plan before submitting a corporate response.

38. CORRESPONDENCE

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

The Meeting closed at 4.46pm

PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 30th JUNE 2026 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 5th, 12th AND 19th JUNE 2026)

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

BR/96/26/A **Highway Verge** Westbound side Upper Bognor Road	Retention of 1 No. non illuminated free standing town boundary sign.	**NOT CONSIDERED** The Committee resolved not to consider this application, as this application had been made by the Town Council.
BR/92/26/A **Pavement outside Poundland** 36-38 London Road Bognor Regis	Installation of 1 No. internally illuminated new BT Street Hub, incorporating 2 No. digital 75" LCD advert screens.	**OBJECTION** Members object to the application as the proposed internally illuminated digital advertisement display, by reason of its siting in close proximity to existing street furniture and its scale and illumination, would introduce additional visual clutter within the street scene of London Road. The advertisement would appear as a visually obtrusive feature, detracting from the surrounding shopfronts and resulting in demonstrable harm to the character of the locality and the visual amenity of the Town Centre. The proposal is therefore contrary to Policies D DM1 (Design) and D SP1 (Place Making) of the Arun Local Plan 2011–2031 and fails to satisfy the requirements of the Town and Country

BR/92/26/A (continued) *Pavement outside Poundland* *36-38 London Road* *Bognor Regis*		Planning (Control of Advertisements) (England) Regulations 2007, which require regard to be had to the interests of amenity and public safety.
BR/91/26/PL **Pavement outside Poundland** 36-38 London Road Bognor Regis	Installation of 1 No. internally illuminated new BT Street Hub, incorporating 2 No. digital 75" LCD advert screens. This application is in CIL Zone 4 (Zero Rated) as other development.	**OBJECTION** Members object to the application as the proposed BT Street Hub, by reason of its siting in close proximity to existing street furniture and within a busy commercial frontage, would result in additional clutter within the street scene of London Road. The kiosk would form a visually obtrusive and unduly dominant feature, detracting from the surrounding shopfronts and resulting in demonstrable harm to the character of the locality and the visual amenity of the Town Centre. Furthermore, by introducing a substantial structure within the public footway, the proposal has the potential to reduce the effective pedestrian environment. The proposal is therefore contrary to Policies D DM1 (Design), D SP1 (Place Making) and T SP1 (Sustainable Transport) of the Arun Local Plan 2011–2031 and the design objectives of the National Planning Policy Framework.

BR/94/26/A **Highway verge** Rear of Carousel Court Hampshire Avenue Junction Bognor Regis	Retention of 1 No. non illuminated free standing town boundary sign.	**NOT CONSIDERED** The Committee resolved not to consider this application, as this application had been made by the Town Council.
BR/99/26/PL **78 Aldwick Road** Bognor Regis PO21 2PE	Shop front modernisation. This application is in CIL Zone 4 (Zero Rated) as other development.	**NO OBJECTION**
BR/78/26/HH **15 West Street** Bognor Regis PO21 1SP	Replace front and rear windows with like for like style, double glazed windows and replace the doors of the property with Accoya timber frame doors, including a door lite on the rear door. Replace rear garden fencing and replacement of the rear wall outdoor lights with sensor lights. Replace the rainwater gutter and fascia board to the front elevation with like for like. Alterations to property manhole and removal of concrete in garden. This application may affect the character and appearance of the The Steyne, Bognor Conservation Area.	**NO OBJECTION** Members had no objection, but requested that officers and the applicant consider the representation made by the Arun Conservation Area Advisory Panel and consider changing the design of the front door.
BR/102/26/A **42 High Street** Bognor Regis PO21 1SP	3 No. internally illuminated fascia signs, 2 No. internally illuminated projecting signs.	**NO OBJECTION**
BR/107/26/A **52 High Street** Bognor Regis PO21 1SP	1 No internally illuminated lightbox (back lit poster display which will be static and changed periodically) to shop front. This application is in CIL Zone 4 (Zero Rated) as other development.	**NO OBJECTION** Members had no objection, but ask that a condition be included to prevent the lighting being left on overnight.

BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 21st JULY 2026

PRESENT: Cllrs: J. Barrett, P. Botterill, S. Goodheart, Miss. C. Needs, P. Ralph (until Min. 49), M. White, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)
Mr. M. Jacobs (West Sussex County Council, Western Area Highway Manager) (part of meeting)
10 members of the public

The Meeting opened at 4.06pm

39. WELCOME BY CHAIR

Due to the Chair, Cllr. Mrs. J. Warr not being in attendance, the Vice-Chair, Cllr. M. White 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.

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

There were no apologies for absence.

Apologies for absence were not received from Cllr. Mrs. J. Warr and could not, therefore, be approved.

41. 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, Miss. C. Needs, 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

42. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30th JUNE 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 30th June 2026 as an accurate record and the Chair signed them.

43. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Meeting was adjourned at 4.09pm

As per the Council's Standing Orders, multiple members of the public were each given two minutes to make statements and/or ask questions of the committee, up to the maximum total time allowed of 15 minutes.

Each member of the public spoke in relation to application BR/82/26/PL – 63 Annandale Avenue. All speakers objected to the application, expressing concerns that the proposal represented overdevelopment of the site and would be out of keeping with the surrounding area. Whilst acknowledging that the existing dwelling does require redevelopment, they considered the scale of the proposal to be excessive and harmful to the established character of the area. Concerns were also raised regarding the design and massing of the development, the reduction in natural light to neighbouring properties, the loss of garden space, and the proposed removal of the existing hedge and tree. Objections were also made to the parking survey, with speakers stating that it had been undertaken during early morning hours when parking demand was significantly lower and therefore did not accurately reflect the parking situation during the day.

The Chair thanked the members of the public for their statements and assured them that their comments would be taken into account when the Committee considered the application later in the meeting.

The Meeting was reconvened at 4.20pm

44. TO WELCOME MARK JACOBS, WESTERN AREA HIGHWAY MANAGER, FROM WSCC TO DISCUSS AND CONSIDER ANY FURTHER ACTION IN RELATION TO THE SOUTHERN END OF GLOUCESTER ROAD WALL – MIN. 13 & 20 REFERS

Members welcomed back Mark Jacobs, Western Area Highway Manager, WSCC. Mark attended the meeting of the Planning and Licensing Committee on 9th June 2026 to address concerns related to repeated vehicle strikes on the Gloucester Road Wall. It was agreed that the Town Council would work with WSCC Highways Officers to develop proposals for a Community Highway Scheme for consideration within the next year. Also, Mark be invited to attend a future meeting of the Committee to provide an update following further investigation of the site (Min. 13 and 20 refers).

Having looked into the problems associated with the Gloucester Road Wall, Mark recommended that the Town Council submit an application for a Traffic Regulation Order (TRO) and a Community Highway Scheme (CHS).

Members **AGREED** that Town Council Officers, in consultation with the Chair, would continue to work with WSCC Highways Officers to develop proposals for a Traffic Regulation Order, and a Community Highway Scheme for submission at the next available opportunity.

45. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

46. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 26th JUNE AND 3rd, 10th JULY 2026

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

46.2 The Committee noted that a representation had been received from a member of the public in respect of application BR/82/26/PL, 63 Annandale Avenue.

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

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

47. <u>TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 123435: CAFÉ CENTRAL, 46A LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PY AND PREMISES LICENSE 123411: SYRUPS, 9-11 STATION ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1QD</u>

Due to an administrative error, the Pavement Licence application for Licence 123435: Café Central, 46A London Road, Bognor Regis, West Sussex, PO21 1PY was incorrectly listed as a Premises License, and was instead considered under Agenda item 10

47.1 Licensing Act 2003
Premises: Syrups, 9-11 Station Road, Bognor Regis, West Sussex, PO21 1QD
Application Number: 123411
The Committee noted the application for a Premises License for the sale of alcohol from 10:00 – 23:00 Monday to Sunday, for consumption on the premises.

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

48. <u>TO CONSIDER ANY PAVEMENT LICENSE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS</u>

48.1 Business and Planning Act 2020
Premises: Café Central, 46A London Road, Bognor Regis, West Sussex, PO21 1PY
Application Number: 123435
The Committee noted the application for a Pavement License.

Members **RESOLVED** to raise **NO OBJECTION** to the Pavement License being granted.

49. <u>TO CARRY OUT A REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST, DEFERRED FROM THE MEETING HELD ON 9th JUNE 2026 – MIN. 25 REFERS</u>

Cllr. P. Ralph left the Meeting

Members were reminded that the periodic review of the Town Council's CIL Spending List had been deferred from the meeting held on 9th June 2026 (Min. 25 refers).

Members had been invited to submit suggestions for inclusion ahead of the meeting. One Member had proposed a project to install additional recycling bins within the Town. Coincidentally, Officers had also brought forward a similar proposal for the installation of "Belly Bin" units, following a request from the Bognor Regis Town Centre Action Group.

Members discussed the merits of the proposal, including the potential incorporation of fishing net recycling bins and suitable locations, such as Hotham Park and the Sunken Gardens. It was agreed that further investigation would be undertaken at the appropriate time to determine the most suitable types of bins to be installed and their potential locations.

Although the Bognor Regis Town Centre Action Group had requested up to £9,000 of CIL funding towards the project, whilst Members were supportive of the proposal in principle, they agreed that it should be added to the CIL Spending List at this stage rather than committing funding immediately, mindful of the Town Council's current financial commitments and the need to retain flexibility for future priorities.

Members therefore **AGREED** to include a project for bins (including "Belly Bins", recycling bins and fishing net recycling bins) on the Town Council's CIL Spending List.

50. TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO PORTSMOUTH WATER'S DROUGHT PLAN CONSULTATION, DEFERRED FROM THE MEETING HELD ON 30th JUNE 2026 – MIN. 37 REFERS

Members **AGREED** to **DEFER** consideration of the item to the meeting of 11th August 2026, with the Deputy Clerk to canvass Members by email in advance of the meeting to enable the Committee to ratify the draft corporate response.

51. CORRESPONDENCE

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

Additional correspondence included: -

51.1 WSCC – Public Notice that Sylvan Way will be temporarily closed to all traffic from 2nd July 2026 for up to 21 days (it is estimated to be completed on 3rd July 2026) and is necessary to ensure the safety of both the public and the workforce while Volker Highways on behalf of West Sussex County Council undertakes an emergency road closure due to subsidence. The restriction will be in place 24hrs. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Volker Highways on

01243 642105 who will be able to assist with scope of these works.

51.2 WSCC – Public Notice that Marshall Avenue will be temporarily closed to all traffic from 2nd July 2026 for up to 21 days (it is estimated to be completed on 2nd July 2026) and is necessary to ensure the safety of both the public and the workforce while Volker Highways on behalf of West Sussex County Council undertakes carriageway patching. The restriction will be in place daytime only between 09:30 and 15:30. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Volker Highways on 01243 642105 who will be able to assist with scope of these works.

51.3 WSCC – Notice was received regarding the ongoing gas works on Chichester Road, that the planned reopening of The Boulevard and subsequent closure of Lethaby Road would be delayed from 8am, Monday 6th July to 8am, Tuesday 7th July.

51.4 Correspondence from Cllr. Gary Markwell – WSCC Councillor for Bersted, raising urgent concerns regarding the ongoing works on Chichester Road and issues with surrounding road closures.

51.5 WSCC – Public Notice that Park Road will be temporarily closed to all traffic from 16th July 2026 for up to 21 days (it is estimated to be completed on 16th July 2026) and is required for the safety of both the public and the workforce while Southern Water undertake a full length liner installation. The restriction will be in place daytime only between 09:00 and 16:00. 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 01403 282841 who will be able to assist with scope of these works.

51.6 WSCC – Public Notice that Highcroft Avenue will be temporarily closed to all traffic from 10th August 2026 for up to 5 days (it is estimated to be completed on 14th August 2026) and is required for the safety of both the public and the workforce while Southern Water undertake pipe repair works. The restriction will be in place 24hrs. An alternative route will be signed on site but please visit https://one.network/? tm=GB150040113 for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Southern Water on 07710096526 who will be able to assist with scope of these works.

51.7 WSCC – Notice was received of a reported pothole on the footpath of Felpham Way. Stakeholders were advised that contractors were aware and scheduling works and that a further update would be shared once available.

51.8 ADC – An upcoming consultation on the review and renewal of Arun's Public Space Protection Order (PSPO) for dogs, will commence on 15th July 2026 and run to 29th July 2026.

51.9 Action in Rural Sussex - Summer 2026 Newsletter including the appointment of a new CEO and recent events.

51.10 Correspondence was received from a resident ahead of the Planning and Licensing Committee Meeting on 21st July 2026, objecting to planning application BR/82/26/PL.

51.11 Housing, Communities and Local Government – The HCLG Chair's response to the news that the Government had delayed its response on the leasehold reform bill.

51.12 Housing, Communities and Local Government – An inquiry has been launched on revitalising high streets including the proliferation of "unwanted" retail and services – such as new betting shops, vape shops and fake barbers – and the impact they have on high streets and community pride.

51.13 Housing, Communities and Local Government – The Committee has written to the Housing Minister regarding cases of homeowners facing unreasonable demands for retrospective consent and large sums of money.

The Meeting closed at 5.55pm

PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 21st JULY 2026 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 26th JUNE, 3rd AND 10th JULY 2026)		
BR/101/26/PL **42 High Street** Bognor Regis PO21 1SP	Installation of plant and new shopfront. This application is in CIL Zone 4 (Zero Rated as other development.	**NO OBJECTION**
BR/82/26/PL **63 Annandale Avenue** Bognor Regis PO21 2ET	Demolition of the existing dwellinghouse and associated buildings, and the construction of a three-storey building comprising 9 No. self-contained flats with associated landscaping, refuse storage, bicycle storage and parking spaces. This application is in CIL Zone 4 (Zero Rated) as other development.	**OBJECTION** Members object to the application for the following reasons: **Scale, Bulk, Massing and Harm to the Character of the Area (Arun Local Plan Policies D SP1, D DM1; NPPF Paragraph 135)** Whilst Members acknowledge that flatted development exists within the wider locality, the principle of apartments in this location is not, in itself, the primary concern. Members consider that the proposed three-storey building, by virtue of its scale, bulk, massing and siting, represents an excessive form of development that would appear unduly dominant within the street scene. The proposal would replace a single dwelling with a

BR/82/26/PL (continued) *63 Annandale Avenue* *Bognor Regis* *PO21 2ET*		substantially larger building which has also been brought forward within the site, reducing the established setback from the highway and increasing its visual prominence. This impact would be further exacerbated by the proposed removal of the existing tree and hedgerow along the site frontage, which currently provide important soft landscaping and visual screening. The resulting development would fail to respect the established pattern of development and would appear incongruous and overbearing when viewed from Annandale Avenue, causing harm to the character and appearance of the area. The proposal is therefore contrary to Policies D SP1 and D DM1 of the Arun Local Plan and paragraph 135 of the National Planning Policy Framework, which require development to respond positively to local character, scale, massing and appearance. **Overdevelopment of the Site and Impact on Residential Amenity (Arun Local Plan Policy D DM1; NPPF Paragraph 135(f))**

BR/82/26/PL (continued) *63 Annandale Avenue* *Bognor Regis* *PO21 2ET*		Members consider that the proposal represents an overdevelopment of the site through the replacement of a single dwelling with a nine-unit apartment building. The scale, footprint and intensity of the proposed development would result in an overly dominant form of development which has the potential to create an unacceptable impact upon neighbouring residential properties through overlooking, loss of light, overshadowing and an overbearing presence. The proposal is therefore contrary to Policy D DM1 of the Arun Local Plan and paragraph 135(f) of the National Planning Policy Framework, which seek to ensure a high standard of amenity for existing and future occupiers. **Surface Water Drainage and Flood Risk (Arun Local Plan Policies W DM3, ECC SP1; NPPF Paragraphs 181–182)** Members note and support the objection raised by Arun District Council's drainage engineers. Insufficient information has been provided to demonstrate that the

BR/82/26/PL (continued) *63 Annandale Avenue* *Bognor Regis* *PO21 2ET*		proposed drainage strategy would adequately manage surface water runoff or prevent increased flood risk during extreme weather events. Until these concerns have been satisfactorily addressed, Members consider that the proposal fails to demonstrate that it can be delivered without increasing flood risk either on or off the site. The proposal is therefore contrary to Policies W DM3 and ECC SP1 of the Arun Local Plan and the flood risk objectives of the National Planning Policy Framework. **Biodiversity and Protected Species (Arun Local Plan Policies ECC SP1, ECC DM1; NPPF Paragraphs 193 and 194)** Members note and support the objection submitted by Arun District Council's Ecology Officers regarding the absence of sufficient information relating to Biodiversity Net Gain and the potential installation of bat roosts. The application has failed to adequately demonstrate that biodiversity will be conserved and enhanced or that protected species will not be adversely affected by the proposed development. Members

BR/82/26/PL (continued) *63 Annandale Avenue* *Bognor Regis* *PO21 2ET*		consider that these matters should be fully resolved before planning permission is granted. The proposal is therefore contrary to Policies ECC SP1 and ECC DM1 of the Arun Local Plan and paragraphs 193 and 194 of the National Planning Policy Framework, which seek to protect and enhance biodiversity. **Parking and Highway Safety (Arun Local Plan Policies T SP1, D DM1; NPPF Paragraphs 116 and 135)** Members note that the proposed development does not provide the level of parking required under the Council's adopted parking standards. Whilst a parking survey has subsequently been submitted in an attempt to demonstrate sufficient on-street parking capacity, Members do not consider the survey provides a robust or representative assessment of parking demand. The survey was undertaken during the early hours of the morning (approximately 1:00am and 5:00am), when parking patterns are unlikely to reflect peak demand associated with visitors in the area,

BR/82/26/PL (continued) *63 Annandale Avenue* *Bognor Regis* *PO21 2ET*		including medical staff and visitors to local businesses. Members therefore question whether the survey accurately demonstrates the availability of on-street parking during periods when demand is at its highest. Furthermore, the photographic evidence accompanying the survey appears to show a number of vehicles parked wholly on the footway. Members are concerned that this suggests existing parking pressures already result in inappropriate parking practices and that reliance on such apparent capacity would be likely to exacerbate parking stress within the surrounding area. Accordingly, Members are not satisfied that the development has demonstrated adequate parking provision or that it would not result in increased on-street parking to the detriment of highway safety, pedestrian accessibility and residential amenity. The proposal is therefore considered contrary to Policy T SP1 of the Arun Local Plan and paragraphs 116 and 135 of the National Planning Policy Framework, which seek to ensure

BR/82/26/PL (continued) *63 Annandale Avenue* *Bognor Regis* *PO21 2ET*		that development provides safe and suitable access arrangements and does not give rise to unacceptable impacts on highway safety or the quality of the public realm.
BR/109/26/HH **8 Greenwood Avenue** Bognor Regis PO22 9EN	Construction of single storey rear extension to replace existing conservatory.	**NO OBJECTION**
BR/115/26/HH **32 Pevensey Road** Bognor Regis PO21 5NU	First floor extension.	**NO OBJECTION**
BR/122/26/T **13 Normanton Avenue** Bognor Regis PO21 2TU	Crown reduction of 1 no. English Oak (T1) to leave a height of 10-13m and spread of 13-14m.	**NO OBJECTION**

BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 11th AUGUST 2026

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

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)
2 members of the public

The Meeting opened at 4.00pm

52. 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.

53. 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 unanimously **APPROVED** by Members.

54. 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

55. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 21st JULY 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 21st July 2026 as an accurate record and the Chair signed them.

56. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Meeting was adjourned at 4.04pm

A member of the public raised concerns regarding the late opening hours of various licensed premises located at the eastern end of the High Street. It was felt that permitted opening hours had become progressively later, resulting in increased disturbance to nearby residents.

Whilst The William Hardwicke and Punch & Judy were praised for the management of their respective premises, concern was expressed that, once customers leave the premises at around 3.00–4.00am, the resulting noise and disturbance impacts residents living in the area.

The member of the public also raised concerns regarding a perceived lack of enforcement of Public Spaces Protection Orders (PSPOs) in that part of the town centre.

The Committee sympathised with the concerns raised and confirmed that these would be recorded in the Minutes. However, the member of the public was encouraged to also raise the matter directly with Arun District Council, as the local Planning and Licensing Authority, particularly in relation to the opening hours and associated disturbance.

The Meeting was reconvened at 4.10pm

57. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

58. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 17th, 24th AND 31st JULY 2026

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

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

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

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

There were no Premises License applications to be considered.

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

60.1 Business and Planning Act 2020
Premises: London Road Coffee Shop Ltd, 6 - 8 London Road, Bognor Regis, West Sussex, PO21 1PY
Application Number: 123602
The Committee noted the application for a Pavement License to place 11 tables with 40 chairs directly outside of the premises.

Members **RESOLVED** to raise **NO OBJECTION** to the Pavement License being granted.

61. TO RATIFY ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO PORTSMOUTH WATER'S DROUGHT PLAN CONSULTATION, DEFERRED FROM THE MEETING HELD ON 21st JULY 2026 – MIN. 50 REFERS

Members were reminded that at the previous meeting, it had been agreed that the Deputy Clerk would canvass Members via email for their responses to Portsmouth Water's Drought Plan Consultation for ratification at the meeting (Min.50 refers).

After responses had been received from two Members, and further discussion, it was **AGREED** to **RATIFY** the response with minor amendments following feedback from Members. In summary, the Town Council were supportive of the steps set out by Portsmouth Water in delivering their Drought Plan.

62. CORRESPONDENCE

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

Additional correspondence included: -

62.1 WSCC – Public Notice that Brazwick Avenue will be temporarily closed to all traffic from 20th August 2026 for up to 5 days (it is estimated to be completed on 21st August 2026) and is necessary to ensure the safety of both the public and the workforce while Volker Highways on behalf of West Sussex County Council undertakes carriageway patching works. The restriction will be in place daytime only between 09:00 – 15:30. An alternative route will be signed on site but please visit https://one.network/?tm=GB151179505 for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Volker Highways on 01243 642105 who will be able to assist with scope of these works.

The Meeting closed at 4.54pm

PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 11th AUGUST 2026 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 17th, 24th AND 31st JULY 2026)

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

BR/120/26/PL **17 High Street** Bognor Regis PO21 1RJ	Change of use of bank to office accommodation to include changes to the front facade and to the ground floor doors. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.	**NO OBJECTION**
BR/123/26/A **17 High Street** Bognor Regis PO21 1RJ	Installation of 1 No. fascia sign.	**NO OBJECTION**
BR/53/26/PL **57 Queensway** Bognor Regis PO21 1QN	Demolition of existing brick-built garages, removal of canopy structure, remediation of contaminated land and construction of 18 No. flats over 3 storeys (resubmission following BR/67/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats. RE-ADVERTISED	**NO OBJECTION** Whilst Members are supportive of the proposed planning application on this site, they would like for ADC to review the viability assessment to determine whether an increased level of affordable housing can be achieved, in partial compliance with Policy AH SP2 of the Arun Local Plan, rather than none at all. If permitted, the Town Council would like to see the development offset with an improved lighting scheme in the alleyway that runs behind the site from Queensway to Bedford Street to reduce the level of

		antisocial behaviour associated with this location and to improve perceptions of safety. Members also wished to see a pitched roof incorporated into the design, as this would be more in keeping with the character and appearance of the surrounding area, with solar panels installed on the roof.
BR/95/26/A **Highway verge between Hawthorn Road and Aldwick Road** Bognor Regis	Retention of 1 No. non illuminated free standing town boundary sign.	**NO COMMENT** The Committee resolved not to consider this application, as this application had been made by the Town Council.

BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 13th JULY 2026

PRESENT: Cllr. K. Batley (Chair); Cllrs: P. Botterill, D. Dawes (from Min.8), R. Nash, Miss. C. Needs, F. Oppler, P. Ralph, Mrs. J. Warr, M. White, and P. Woodall

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

The Meeting opened at 6.30pm

17. 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.

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

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

19. 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.

There were no declarations of Interest

20. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 18th MAY 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Environmental and Leisure Committee Meeting held on 18th May 2026, as an accurate record and the Chair duly signed them.

21. 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.

At this point in the meeting, a Member mentioned a recent Which? report citing Bognor Regis as the worst seaside town in Britain. It was suggested that this could be included as an Agenda item at the next meeting.

22. CLERK'S REPORT FROM PREVIOUS MINUTES

22.1 2nd April 2026 – Min. 7.4 Bunting London Road Precinct and High Street

The installation of bunting was currently in progress and due for completion the week commencing 20th July 2026. This included the reestablishment of multi-coloured bunting in place of the recent Pride bunting for the Pride Month of June at the High Street junction with London Road. Also being installed was the zig-zag reconfiguration on London Road, as requested by members following the fixing of new catenary plates, and an extension to bunting in Station Road and London Road (north).

22.2 18th May 2026 – Min. 6 To Receive an Update in Relation to the Seafront Bandstand and any Possible Asset Transfer

For the information of Members, it was updated that any potential transfer of the Seafront Bandstand would continue, as previously, under the ongoing discussions at the Town Council's Liaison Meetings with Arun District Council, with appropriate updates made to the Policy and Resources Committee.

22.3 Arun District Council Initiative – Local Cycling & Walking Infrastructure Plan

Members were informed that the original consultation dates had been changed, now running from Monday 29th June 2026 to Sunday 9th August 2026. Roadshow dates, locations and venues are available. As is a copy of the Members Briefing sides, as presented on 9th June 2026.

23. <u>TO FURTHER CONSIDER THE APPOINTMENT OF THE ONE REMAINING VACANCY ON THE BOGNOR REGIS IN BLOOM WORKING GROUP, DEFERRED FROM THE PREVIOUS MEETING - MIN. 8.2 REFERS</u>

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

No nomination was forthcoming.

Members thus **AGREED** to **DEFER** the vacancy until such time as a Member comes forward.

24. <u>YOUTH AND YOUNG PERSONS BUDGET 2026/2027 INCLUDING: -</u>

The Committee Clerk's report, including the attached appendices for the Funding Policy and Application form, was **NOTED**.

24.1 To review the guidelines/criteria, funding policy and application form, and amend if required, deferred from the previous meeting – Min. 13.1 refers

Following a review of both the funding policy and application form, Members **AGREED** minor amendments to replace "adopted policy" and "Child Protection policy" with "Safeguarding policy". Respectively, funding policy under "The Application", and application form - item 8.

With the agreed changes to the documents incorporated, Members **AGREED** to **APPROVE** the Funding Policy and Youth and Young Persons application form for use in 2026/2027.

24.2 To agree the date of an Extraordinary Environmental and Leisure Committee Meeting to consider applications en bloc, deferred from the previous meeting – Min. 13.2 refers

As previously agreed, applications to the Youth and Young Persons Budget 2026/2027, would be considered en-bloc, in mid-July 2026, with funding awarded at an Extraordinary Meeting to be held late July/early August 2026 (Min. 13.2 refers).

After further consideration of timescales, it was **AGREED** that a deadline date for receipt of all applications, be set for 5pm on Friday 7th August 2026, with an Extraordinary Meeting of the Committee to take place at 6.30pm on Tuesday 18th August 2026.

25. TO AGREE DELIVERY OF A YOUTH VOICE INCLUDING PROPOSED GOVERNANCE ARRANGEMENTS AND POSSIBLE BUDGETARY REQUIREMENTS WITH ANY APPROPRIATE RECOMMENDATIONS TO BE MADE TO THE POLICY AND RESOURCES COMMITTEE – MIN. 86 REFERS

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

Members **DISAGREED** with advancing the original proposal, citing limitations of resources, and agreements made 3 years previous to enhance the Youth and Young Persons budgetary provision.

Members, in debate, unanimously **AGREED IN PRINCIPLE** an alternative proposal, whereby the Youth providers lead and facilitate the Youth Voice and report back to the Environmental and Leisure Committee, either in person or by email, at 3-monthly intervals, the collective projects proposed or undertaken.

Further, Members unanimously **AGREED** that the Town Council would not assume responsibility for the organisation, management or funding of Youth Voice, including the dedication of Officer time.

26. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 3rd JUNE 2026

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis In Bloom Working Group Meeting held on 3rd June 2026, was **NOTED**.

There were no recommendations.

27. ALLOTMENTS SUB - COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 15th JUNE 2026 INCLUDING: -

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

27.1 Recommended expenditure of £69.97 excluding VAT for all-weather combi padlocks (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers

Members unanimously **RESOLVED** to **RATIFY** expenditure of £69.97 excluding VAT for all-weather combi padlocks (charged to the Gravits Lane Maintenance Budget).

27.2 Water Rates at allotments Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £441.86 excluding VAT (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers
Members unanimously **RESOLVED** to **RATIFY** expenditure of £441.86 excluding VAT for Water rates at allotments Gravits Lane between 22nd October 2025 to 30th April 2026 (charged to the Gravits Lane Maintenance Budget).

27.3 Water Rates at allotments R/O Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £695.02 excluding VAT (charged to the Gravits Lane Maintenance Budget) – Min. 7 Refers
Members unanimously **RESOLVED** to **RATIFY** expenditure of £695.02 excluding VAT for Water rates at allotments R/O Gravits Lane between 22nd October 2025 to 30th April 2026 (charged to the Gravits Lane Maintenance Budget).

27.4 Water Rates Actual Reading at allotments Gravits Lane for the period 1st April 2026 to 19th May 2026 - £103.99 excluding VAT (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers
Members unanimously **RESOLVED** to **RATIFY** expenditure of £103.99 excluding VAT for Water rates actual reading at allotments Gravits Lane between 1st April 2026 to 19th May 2026 (charged to the Gravits Lane Maintenance Budget).

27.5 Water Rates Actual Reading at allotments R/O Gravits Lane for the period 1st April 2026 to 19th May 2026 - £175.64 excluding VAT (charged to the Gravits Lane Maintenance Budget) – Min. 7 refers
Members unanimously **RESOLVED** to **RATIFY** expenditure of £175.64 excluding VAT for Water rates actual reading at allotments R/O Gravits Lane between 1st April 2026 to 19th May 2026 (charged to the Gravits Lane Maintenance Budget).

28. <u>TO RATIFY EXPENDITURE FROM THE PUBLICITY AND PROMOTION BUDGET 2026/2027 INCLUDING: -</u>

The Committee Clerk's report including the attached appendix was **NOTED**.

28.1 £181.66 excluding VAT for Rainbow Pattern Bunting (Min. 7.4 refers)
Members unanimously **RESOLVED** to **RATIFY** expenditure of £181.66 excluding VAT for procurement of Rainbow Pattern Bunting to be funded from Publicity and Promotions Budget 2026/27.

28.2 £113.16 excluding VAT for Multi-Coloured Bunting in the Town Centre (Min. 7.4 refers)

Members unanimously **RESOLVED** to **RATIFY** expenditure of £113.16 excluding VAT for Multi-Coloured Bunting to be funded from Publicity and Promotions Budget 2026/27.

28.3 £61.00 excluding VAT for PVC banner promoting the Town Council's mascot, Billy The Bulb (Min. 74.4 refers)

Members unanimously **RESOLVED** to **RATIFY** expenditure of £61.00 excluding VAT for PVC banners to be funded from Publicity and Promotions Budget 2026/27.

29. 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 representations made on behalf of the Town Council in response to the two applications received, was **RATIFIED**.

30. CORRESPONDENCE

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

The Meeting closed at 6.59pm

BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,
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MINUTES OF THE EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON TUESDAY 18th AUGUST 2026

PRESENT: Cllr: K. Batley (Chair); Cllrs: P. Botterill, D. Dawes (from Min. 32), R. Nash, P. Ralph, Mrs. J. Warr and M. White

IN ATTENDANCE: Mr. M. McLaughlin (Committee Clerk)
Mr. B. Handley (Event Duty Officer)
2 members of the public

The Meeting opened at 6.31pm

31. 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.

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

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

No prior apologies for absence were received from Cllr. M. Stanley or P. Woodall and these absences could not, therefore, be approved.

33. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Cllr. Batley declared an Ordinary Interest in Agenda item 5 regarding the applicant 39 Club, owing to a family connection, and stated that he would neither take part in the discussion nor vote on this application

Cllr. Nash declared an Ordinary Interest in Agenda Item 5 regarding applicants Bognorphenia and Rox Music & Arts and stated that he would take part in the discussion and vote

Cllr. White declared an Ordinary Interest in Agenda Item 5, regarding the applicant 39 Club, as the Town Council Representative, stating that she would take part in the discussion and vote. Cllr. White also declared an Ordinary Interest in Agenda Item 5, regarding the applicant Bognor Regis Youth & Community Centre, as knowing one of the Trustees, and stated she would neither take part in the discussion nor vote on this application

34. <u>ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS</u>

The Meeting was adjourned at 6.35pm

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

A member of the public, referencing the Alexandra Arts Centre asked a series of questions, enquiring to; the indicators used to evaluate and measure success, how the theatre would distinguish itself from other cultural and regeneration projects, and the eventual estimated economic impact of the theatre.

Cllr. Nash, who is also Chair of Arun District Council's Economy Committee, comprehensively answered these questions summarising and referring the individual to information that exists in the public domain.

The Meeting was reconvened at 6.42pm

35. CONSIDERATION OF YOUTH & YOUNG PERSONS BUDGET 2026/2027 APPLICATIONS – MIN. 24.2 REFERS

The Committee Clerk's report, which was not available to publish ahead of the meeting (attached as **Appendix 1**), was **NOTED**.

It was summarised that nine applicants had applied for a total of £36,590.12. The Youth & Young Persons Budget 2026/2027 was confirmed as £25,000, which included an earmarked underspend of £4,362.50 from the 2025/2026 budget.

Members considered the applications received with regard given to the criteria set and awarding policy.

Members, having debated the various applications given the significant oversubscription of funding requests, **AGREED** the awarding of the Youth & Young Persons Budget 2026/27, as summarised and attached to the Minutes as **Appendix 2**.

The Meeting closed at 7.10pm

BOGNOR REGIS TOWN COUNCIL
EXTRAORDINARY MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE – 18th AUGUST 2026

AGENDA ITEM 5 - CONSIDERATION OF YOUTH & YOUNG PERSONS BUDGET 2026/2027 - MIN. 24.2 REFERS

REPORT BY THE COMMITTEE CLERK **FOR DECISION**

BACKGROUND

At the Environmental and Leisure Committee Meeting of 13th July 2026, Members agreed that a deadline date for receipt of all applications to the Youth & Young Persons Budget 2026/2027, be set for 5pm on Friday 7th August 2026, with an Extraordinary Meeting of the Committee to take place at 6.30pm on 18th August 2026 (Min. 24.2 refers).

The application and funding stream, as previously, was promoted on the Town Council's website.

The total budget available is £25,000, including an earmarked underspend of £4,362.50 from the Youth & Young Persons Budget 2025/2026.

At the time of closing, 9 (nine) applications had been received, collectively totalling £36,590.12.

Members were subsequently invited to view the confidential supporting documents corresponding to each application in person at the Town Hall, the week commencing 10th August 2026, to allow sufficient time for consideration and ask questions of the Committee Clerk.

APPLICATIONS RECEIVED

39 Youth Club – funds requested - £6,000

Introduction

Provides young people of age ranges, 9-18, up to 25 with SEND (Special Educational Needs and Disability), with free and inclusive weekly activities, offering a safe and supportive environment, where young persons can socialise, access trusted adults, and partake in a range a structured activities.

Reason for Funding Request

Fund IT equipment inclusive of 2x laptops, 4x tablets and 1x desktop, all with Windows 11, as specifically requested by the Young Persons, to enable additional research, homework, and importantly, write CV's and applications for college or university.

Bognorphenia – funds requested - £3,000

Introduction
Bognorphenia Singers, supports young people, of 6-16 age range, who are neurodiverse, with learning disabilities, low self-confidence, or have experienced trauma through music and a programme of songs, self-selected and chosen, to strengthen wellbeing, singularly and collectively, and support future work opportunities.

Reason for Funding Request
Support, free weekly music opportunities, and events for young persons of 6-16 age range, inclusive of all abilities, with either learning disabilities or those who have experienced trauma.

Bognor Regis Youth & Community Centre – funds requested - £3,000

Introduction
Support children, young persons and families, of different backgrounds and abilities through a provision of free or low-cost activities and services in a safe community space to progress and achieve their own personal goals through joint projects and mentoring.

Reason for Funding Request
Support a new initiative "Girls Who CAN". A monthly creative wellbeing programme supporting young women aged 10–18 who experience anxiety, isolation, neurodiversity-related challenges, self-harm, and suicidal thoughts. Through structured, trauma-informed creative sessions.

The programme, of 10 months, helps girls regulate emotions, build confidence, and reconnect with peers in a safe, supportive environment.

Making Theatre Gaining Skills – funds requested - £5,000

Introduction
An arts training enterprise offering young people, of all abilities, including those with mental health issues or learning difficulties, opportunities in pop-up theatre ranging from professional work experience and creative skills training.

Reason for Funding Request
Support and contribute to the proposed 5th Bognor Puppet Festival scheduled for 29th May to 4th June 2027, at three venues: Alexandra Arts Centre, Bognor Library and Bognor Makerspace.

Target age range is 2-10, offering a mix of ticketed and free shows (4 number), plus walkabout shows, to enhance accessibility for all.

Rox Music & Art – funds requested - £3,000

Introduction
Aim, to advance the education of individuals and groups in developing their artistic potential to both perform and exhibit through the promotion of arts in the community, providing opportunities and experience.

Reason for Funding Request
Fund the fixed annual rental of current equipment storage facility shipping container, used primarily by Rox, and by others, to deliver community arts and cultural events, either as stand alone, or in partnership with Bognorphenia and South Downs Music Festival, generating tourism and revenue into the town.

Rox Music & Arts, strives to provide young people with hands on experience in a professional environment, and to aspire to artistic development.

Saltwater Creations – funds requested - £1,450

Introduction
Deliver community-based activities to connect participants, with themselves, others and the environment.

Provides young people aged 4-25, with a mix of face-to-face, experiential, lived experience, arts workshops and activities based, and inspired by, the local coast and ocean – outdoor environments.

Reason for Funding Request
Deliver 10 number free sessions, up to 20 people per session, over the next 12 months, at local and participating youth clubs, schools and community / public venues, offering beach-based art, craft workshops, beach clean and beach junk workshops.

South Coast Skate Club – funds requested - £2,700

Introduction
Provide access to positive activity, and support physical and mental wellbeing, for young persons of differing backgrounds, and social standing.

Reason for Funding Request
Fund free skateboarding activities: Comprising 14 two-hour lessons, and 2 four-hour training sessions, with refreshments, at Rock Gardens Skate Park, during the holiday periods. Aim, to support and work with circa 12-18 children per session equating to 216 children in total.

South Coast Sports Coastal – funds requested - £10,000

Introduction
Deliver activities and opportunities for children and young people, by removing the barriers to participation and support minority, inactive and disadvantaged groups, in partnership with other likeminded organisations and delivery partners.

Reasons for Funding Request
In total, £10,000 to support two primary activities:

1. £5,000 to provide "active opportunities, work experience and voluntary training opportunities" to 11-16 age range.

Operating from The Phoenix Centre, offering initially "digital badges", and if "earnt" through diligence, paid tangible work opportunities, via local partners, gaining Safeguarding qualifications and life skills, in leadership, women's health and sports.

Intention, provide a free lunch during holiday periods in partnership with UK Harvest.

2. £5,000 to continue support of high level SEND pre-school community. Providing activities and physical literacy development via partnerships with local nurseries and the Phoenix Centre in holiday and term times**.**

Young Persons Shop – funds requested - £3, 440.12

Introduction

Offers free and confidential emotional and mental health services to those aged 11 to 25, at various local centres including The 39 Club, Bognor Regis Youth & Community Centre, and Chichester Centre.

Reasons for Funding Request

Offer two initiatives - Counselling Service, and Wellbeing Programme.

1. Counselling Service, delivered by trained Youth Worker or Counsellor comprise of 3-hour weekly Emotional Support sessions, offered as a drop-in session, without charge, during term time after school between 3:30-6:30pm, at The 39 Club, until end of March 2027, enabling participants to talk though and share, a range of emotional issues, ranging from anxiety, self-harm, isolation, body image, eating disorders, etc.

2. Wellbeing Programme offers free holistic sports and outdoor workshops including boxing, skateboarding, paddleboarding, PT, yoga and sailing.

DECISION

A total of £35,590.12 has been requested from the 9 applicants.

From the total £25,000 available in the Youth & Young Persons Budget 2025/26, Members are asked to **AGREE** what level of funding to award, if any, to the applicants listed below:

- 39 Youth Club?
- Bognorphenia?
- Bognor Regis Youth & Community Centre?
- Making Theatre Gaining Skills?
- Rox Music & Art?
- Saltwater Creations?
- South Coast Skate Club?
- South Coast Sports Coastal?
- Young Persons Shop?

Extraordinary Environmental and Leisure Committee 18th August 2026
Agenda item 5 - Appendix 2

Item	**Applicant**	**Fund Requested Youth & Young Persons Budget 2026/27**	**E&L Decision of Youth & Young Persons Budget 2026/27**	**Comments**
1	39 Club	£6,000.00	£3,500.00	
2	Bognor Regis Youth & Community Centre	£3,000.00	£2,500.00	
3	Bognorphenia	£3,000.00	£2,500.00	
4	Making Theatre Gaining Skills	£5,000.00	£4,000.00	
5	Rox Music & Art	£3,000.00	£3,000.00	
6	Saltwater Creations CIC	£1,450.00	£1,450.00	
7	South Coast Skate Club CIC	£2,700.00	£2,200.00	
8	South Coast Sports Coastal CIC	£10,000.00	£2,500.00	
9	Young Persons Shop	£3,440.12	£3,350.00	
	Total Funds Awarded		£25,000.00	
	Unallocated against Budget		£0.00	

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
7th SEPTEMBER 2026

AGENDA ITEM 12 - TO NOTE THE RESPONSE FROM ARUN DISTRICT COUNCIL IN RELATION TO THE LETTER SENT BY THE TOWN COUNCIL CONCERNING THE BREWERS FAYRE BUILDING (MIN. 66 REFERS)

REPORT BY THE DEPUTY CLERK **FOR DECISION**

Following the Council Meeting of 6th July 2026, Members resolved to write to Arun District Council in relation to the future of the Brewer's Fayre building, asking them to explain short-term plans to make the area more presentable, and long-term plans for redevelopment, and to request that a Members' Briefing be arranged for the District Council to provide an update on these matters (Min. 66 refers).

A response was subsequently received from Karl Roberts, Deputy CEO of Arun District Council, on 5th August: -

"Thank you for your email and accompanying letter.

In response I would state that the council has yet to make any formal decisions yet concerning the future of this building. It is anticipated that will happen in September when the relevant committee will have the opportunity to consider the options. Any comments made by any district councillor on this matter in advance of that meeting are therefore purely speculative and do not form the official position of the council.

As far as any possible briefing is concerned the intention is to undertake public consultation on the long term plans for the site and there will be an opportunity for the Town Council to comment at this time. Actually what form that will take will be determined as part of developing the consultation event. Regarding what happens in the short term your councils comments are noted. I will respond further on this matter once the committee have made their decisions."

Arun District Council's Economy Committee are due to meet on 10th September 2026 at which Members will consider the future of the former Brewers Fayre pub under Agenda item 8 (the report for which, published with the Agenda by Arun, is attached as **Appendix 1**).

Members attention is drawn to the next Agenda item under which a Motion, relating to the Brewers Fayre site, will be considered.

DECISION
Members are asked to **NOTE** the response received from Arun District Council in relation to the letter sent by the Town Council concerning the Brewers Fayre building.

Arun District Council

REPORT TO:	**Economy Committee – 10 September 2026**
SUBJECT:	**Future of former Brewers Fayre Pub – Bognor Regis**
LEAD OFFICER:	**Karl Roberts – Deputy Chief Executive**
LEAD MEMBER:	**Councillor Nash, Chair of Economy Committee**
WARDS:	**Hotham**

CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:

Demolishing the former Brewers Fayre building and providing a new entertainment building is a key part of the Regis Quarter vision presented to Economy Committee in July 2024 which also includes the adjacent theatre, Bognor Regis Arcade, Premier Inn hotel and redevelopment of the Regis Centre car park site, to create a new cultural hub & leisure quarter for Bognor Regis. The vision includes better connecting town and beach by enhancing the links between high street retail areas and the promenade via public realm and leisure facilities.

DIRECTORATE POLICY CONTEXT:

The Council has a responsibility to bring forward regeneration activity across the district where possible. The regeneration of the Regis Car Park and the former Brewers Fayre building would provide significant social and economic benefit to the town. Both would provide significant job creation during construction and after completion and would increase the offer to residents and visitors during unfavourable weather and expand the spaces available for indoor community and visitor use and provide a public event venue for larger events and activity spaces for visitors.

FINANCIAL SUMMARY:

In July 2024 Committee approved the drawdown of funding from the West Sussex Business Rates Pool of £800k to deliver a scheme to redevelop the former Brewers Fayre Public House site to the end of RIBA stage 3. It was anticipated that the scheme would then be ‘put on hold’. Given Local Government Reorganisation this would become an investment decision for the new Unitary. As a result, there is a need to identify an interim solution for the site.

It is expected that £414k will have been spent by the end of RIBA2. If we don’t proceed with RIBA 3 a £386k underspend could be reallocated to offset some of the interim solution costs, however, this may not be permitted by the Arun Growth Deal Panel, if this is the case the balance of funding may have to be returned.

There is no funding for any interim solution and if we are unable to redirect the unspent funding then the funding gap is even greater. A revenue scheme will need to be funded from council reserves whilst a capital scheme could be funded from borrowing, however this will create an ongoing revenue cost over the life of the loan. To illustrate, to borrow £1m over a period of 40 years would cost £70k pa.

1. PURPOSE OF REPORT

1.1 Firstly to determine, having regard to the decisions made in July 2024, whether the council should continue to proceed to RIBA stage 3 (production of detailed layout and resolution of issues between architectural and structural components plus seek planning permission), for this project or seek to use the funding released to mitigate the cost of short-term options. Secondly, the report seeks to determine what the short-term future of the site should be from the identified options.

2. RECOMMENDATIONS

2.1 The Committee is asked to approve either:

a) That work should proceed to the end of RIBA Stage 3 including public consultation and the submission of a planning application and then it is put on hold; or

b) That work is put on hold at the end of RIBA stage 2 (architect designs and sketches based on project brief) and explore whether the released funds could be diverted to deliver short-term actions set out below.

2.2 This Committee agrees to **recommend to the Policy & Resources Committee and Full Council** that a capital budget of £1.2m funded by borrowing be included in the council's capital programme for delivery of option 1 - the demolition of the building, undertaking remedial works and landscaping/public realm works to create a temporary event/performance space.

2.3 This Committee notes that planning permission has been applied for to demolish and create a new temporary multi use public space in case that option is selected.

3. EXECUTIVE SUMMARY

3.1 This report provides an update on the work authorised by the committee to undertake feasibility study (RIBA stage 2) on the redevelopment of the former Brewers Fayre pub. It is important to note that the resolutions in July 2024 did not commit the council to deliver the project. That will ultimately be a decision for any new unitary authority that succeeds this council. The report also seeks committee agreement as to the future of the building in the short term.

4. DETAIL

4.1 In July 2024 the Economy Committee considered a report exploring the regeneration options for this site (former Brewers Fayre pub) and the wider work which was being undertaken looking at the regeneration options for the Regis Centre Car Park adjacent. The minutes of the meeting are set out below in Appendix A and these have formed the basis of the work that has been done since and has led to this report.

4.2 It has taken longer than expected to get to this point because of delays in securing the funding to undertake the work from the West Sussex Business Rate Pool and then undertaking the necessary procurement.

4.3 The report appended at Appendix B is the feasibility study (RIBA stage 2) that has been undertaken. In the procurement of the contract a pause was inserted to review whether further work on progressing the commission to complete RIBA Stage 3 (seek planning permission) should occur. Permission to proceed to RIBA stage 3 was contained within the previous set of approvals (see Appendix A) but given that this council won't be delivering a new facility without external funding the committee may wish to cease work on the future scheme at the end of stage 2 and instead explore diverting the available funds into one of the options identified for the future of the existing building (see below).

4.4 The brief has been to develop a new venue which could either run independently or in association with the Alexandra Arts Centre (AAC). The aim is to create a year-round tourism and leisure offering that sustains a vibrant local community which enhances and extends the public use of Place St Maur, provides flexible and adaptable spaces to cater for a wide range of performance types and revenue streams and include a destination restaurant and bar with elevated views of the seafront.

4.5 The feasibility study has developed a scheme with over 4,000 m2 of gross internal floor area, that provides for about 1,100 person standing capacity at ground floor with additional space in the form of a balcony which could also provide flexible seating arrangements. In addition to the restaurant, it is also proposed to provide new public toilets and relocate the changing places toilet from the AAC.

4.6 The enlarged footprint means that the cost of delivering the scheme has increased to circa £29 million (originally, the estimated cost was about £20m) plus risk allowance and professional fees. Furthermore, by incorporating the space of the current public toilets the building is brought closer to the new hotel. As a consequence, the space between the two buildings would slightly reduce meaning the mixed-use scheme previously designed for the car park adjacent would need to be marginally stepped back from the notional building line. Therefore, a natural consequence of supporting this scheme would be to require a rethinking of the redevelopment proposals for the car park.

4.7 The public consultation referred to in the minutes has not taken place yet because given the size of the footprint of the proposed building (and the potential impact upon any redevelopment of the car park adjacent) and it was felt prudent to seek committee support for the emerging scheme before commencing any public engagement.

4.8 Should the committee support the emerging scheme then the intention would be to undertake appropriate public engagement to inform and undertake the preparation and submission of a planning application for the scheme. It is important to stress that this council will not be undertaking the delivery of such a scheme because there is no agreed funding in place and it wouldn't be achieved in the remaining time of this authority.

4.9 However, a key decision that the committee is invited to make is what action (if any) the council should undertake in respect of the existing building before any major redevelopment takes place. The building is currently being used as the site office/welfare/compound/storage for the contractors undertaking the theatre works.

4.10 Generally, the external appearance of the building and its immediate environs is poor and therefore some action is deemed appropriate given its location on the seafront. The cost of any improvements is outside the scope of the main theatre project and therefore there is a potential budget provision to be considered.

4.11 The report details the main options which are (option 1) demolition and creating a new temporary outdoor event/performance space or (option 2) mothball the building by adding hoardings) or (option 3) light refurbishment to seek a 'meanwhile use' of the site. As might be expected there are pros and cons with each option.

4.12 An important factor to consider in deciding which option to choose is ensuring that the impact upon the existing theatre is kept to an absolute minimum, particularly noise and vibration considerations once the theatre is operational again. Ideally any works which might give rise to those issues should be completed before the theatre is operational.

Options Evaluation Summary Table

4.13 In line with the council's Project Portfolio Management (PPM) Framework all the available options below have been evaluated.

Committee Report Summary - Brewers Fayre Site Short Term 'Interim' Options Evaluation - Aug 2026

Options		Costs (ROM)			Success Criteria					
Options for the whole site until the longer-term option can be delivered.		One Off Cost Est. Subject to change	On-going Cost	Value for Money	Improves the aesthetic & usability of space & supports vision (priority)	Can deliver before the Spring Opening (May 27)	Party Wall fixed & preps site for long-term (3-5yrs) re: demolish	Avoids ongoing maintenance & Security costs, Businesss Rates	Avoid Anti Social (ASB) behaviour	Potential income generation
Do Nothing	Leave the site derelict and unused – not safe & compliant	N/A	£50k+		Unusable & unsightly	As it is now	No demolition/no party wall fix	£50k pa Business Rates on empty building	Empty building could attract ASB	N/A
Do Minimum	a. Mothball the site (Option 2)	£1.13mn	£50k+		Unusable, but less unsightly	6-9 months tbc	No demolition/no party wall fix	£50k pa Business Rates on empty building	Empty building could attract ASB	N/A
	b. Demolish & Hoard	c. £1.04mn	Low		Unusable, but less unsightly	3-6 months tbc	Demolition complete & party wall fixed	£50k pa saving & low maintenance costs	Empty site could attract ASB	N/A
Do More	Demolish & create a temporary event/performance space (Option 1) by landscaping	£1.2mn	Low		Improved public realm, usable & attractive	6 months tbc Depends on min. landscaping and very fast delivery	Demolition & party wall fixed Need to demolish landscaping in 3-5 yrs time	£50k pa saving & low maintenance costs	Likely to deter ASB	Seasonal temp commercial uses (coffee & food carts etc.)
Do Most	Light Refurbishment to seek a 'meanwhile' use of the site (Option 3)	£4.25mn	High		Temp. inside events space	12-24 months tbc matters less because no demolition	Deals with party wall but would need to demolish building in 3-5yrs time	£50k Business Rates and all costs until let	Likely to deter ASB	Short-term rental or lease possible but risk interest could be limited

Recommendation: Because a usable, attractive 'outdoor performance' space is the priority criteria, then Option 1 - Demolish and create a temporary event/performance space by landscaping delivers the 'best value for money' interim solution. With permission, costs of up to c.£400k could be offset by redirecting Business Rates Pool funding (unspent RIBA3 funding).

4.14 Leaving the site derelict is not a safe and compliant option and has not therefore been considered further. The three main options available for the existing site in the short term are as follows:

1. Demolish and create a temporary event/performance space.
2. Mothball the site
3. Light refurbishment to seek a 'meanwhile' use for the site.

Each of these is addressed in turn with the overall costs set out in table A below.

Table A – Anticipated costs of each Option including 15% contingencies/risk and optimism bias and 15% professional fees

Option	Cost (£)
Option 1 - Demolish and create a temporary event/performance space	£1.20 million
Option 2 – Mothball the site	£1.13 million
Option 3 - Light refurbishment to seek a 'meanwhile' use for the site	£4.25 million

Option 1 Demolish and create a temporary event/performance space

4.15 Given that the committee has previously supported the demolition of this building in the long term the issue is whether the building should be demolished as soon as the current contractors have finished with it as a compound. Demolishing the building avoids ongoing maintenance and security costs, and the need to pay business rates £49k per annum, but does require the southern end of the theatre to be provided with a new outer facing as it is currently an internal wall. A decision at this time would be optimal to facilitate decisions with the current contractor on a coordinated approach to the interfaces with the Theatre – including the flank wall, the waterproofing/insulation, the site set up and access routes

4.16 The site then would offer the opportunity to become a de facto extension of Place St Maur with the opportunity for informal activities/events with the southern wall of the theatre providing a backdrop. Such an arrangement would also importantly provide a much better setting for the theatre, esplanade and general area.

4.17 In this option there may also be opportunity to add seasonal temporary commercial uses (coffee and food carts etc) to generate income either by direct council operation or via licencing space and charging rent to independent operators occupying the temporary landscaped area.

4.18 The costs are roughly equally divided between demolition/make good and the landscaping works.

4.19 Overall, demolition would constitute an important first step towards the delivery of the overall project.

Option 2 Mothball the site

4.20 In this option, the works undertaken to the outside of the building would be minimal, with windows boarded and some form of long-term hoarding similar to but more durable than that at Waterloo Square. An empty building would present security, arson, safety and Anti-Social Behaviour risks and require maintenance and compliance costs. Unless the mothballing was for a defined short period it is consequently considered necessary to install a powered intruder and fire alarm system. The party wall would also need to be upgraded in terms of thermal and fire rating. The roof covering is in poor condition and water ingress risks affecting and damaging the adjoining refurbished Alexandra Arts Centre. The costs therefore include an allowance for roofing works to prevent this. In this scenario the council would still be responsible for paying business rates on the empty building and a contribution to the local BID and retain statutory compliance and maintenance liabilities.

A variant on this mothballing option which was to demolish the building, build a new outer facing to the theatre and then hoard the site was also considered. Although it would reduce ongoing business rates and maintenance liabilities, the construction costs would not be significantly different from option 1, the site would not provide amenity and would remain unsightly with risk of ASB for an unknown period of time.

Option 3 Light refurbishment to seek a ‘meanwhile’ use for the site

4.21 In this final option the proposal is to leave the building standing and to undertake works sufficient to allow the building to be used by other users until such time as its demolition is required to facilitate the construction of the new facility. This is the most expensive option. This cost should be treated with a significant degree of caution as it’s based on available information only. A ‘meanwhile’ use may require further internal structural and acoustic works which would either have to be borne by the council or the operator.

4.22 A potential operator of the ‘meanwhile’ use will need to factor in the length of the lease available against the level of investment required. The greater the level of investment the longer the length of the lease required. This is likely to lead to a tension with any plans to demolish and build the new facility. There is risk associated with obtaining a suitable tenant, and the ongoing management of meanwhile use types is likely to be resource intensive.

5. CONSULTATION

5.1 Councillors have had two briefings in April and September 2026. Further public consultation will be undertaken as set out above at paragraph 2.1.

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1 The feasibility study has considered a range of options for the new building and the scope of what could be delivered. This report has also set out the main options available for the short-term future of the building.

7. COMMENTS BY THE DIRECTOR OF RESOURCES & SECTION 151 OFFICER

7.1 Other than RIBA stage 3 design work, none of the options set out in paragraph 4 are funded. It should be noted that the Business Rates Pool funding was awarded for a specific purpose and any proposal to redirect the uncommitted balance towards alternative interim measures would require the agreement of the relevant funding body. There is no guarantee that such approval would be granted and, if not, any unspent funding may need to be returned.

7.2 Any additional revenue expenditure costs would need to be met from revenue reserves or identified from within existing revenue budgets. The table in paragraph 4.13 indicates the potential financial impact of each option on the revenue budget. The demolition option (recommendation 2.2) would remove future liabilities associated with maintaining an empty building and may also eliminate or reduce the ongoing business rates liabilities, subject to the applicable rating treatment of the cleared site.

7.3 If expenditure can be capitalised, it could be funded from borrowing. However, borrowing gives rise to ongoing revenue implications through debt repayment and interest costs. For example, borrowing £1.2 million over 40 years would result in an annual financing cost of approximately £70k per annum, although actual costs would vary depending on prevailing interest rates and treasury management arrangements at the time borrowing is undertaken. These costs are currently unfunded.

7.4 Given the uncertainty surrounding Local Government Reorganisation and the fact that any substantive redevelopment scheme would fall to the successor authority to consider, Members should carefully consider the affordability, value for money and strategic benefits of committing further expenditure beyond that required to safeguard the site and maintain an appropriate appearance for this prominent seafront location.

8. RISK ASSESSMENT CONSIDERATIONS

8.1 In terms of the proposed new building it must be stressed that there is no guarantee that external funding will become available to fund its delivery. However, that will be a consideration for any new unitary authority.

8.2 In the short term, the main risks are the absence of an agreed funding package for the options identified and their affordability to the council. Should the demolition be agreed then there are operational risks associated with securing the works in a manner which fits with the decanting of the building by the theatre contractors and the opening of the theatre.

8.3 If the ‘meanwhile use’ option is chosen then there is no guarantee that an operator will be secured and therefore any improvement works could be abortive costs.

8.4 The option to mothball the site raises the prospect of ASB and ongoing structural deterioration which might also impact on the theatre as well incurring ongoing costs to the council.

9. COMMENTS OF THE ASSISTANT DIRECTOR OF GOVERNANCE, PEOPLE & PERFORMANCE & MONITORING OFFICER

9.1 Section 1 of the Localism Act 2011 provides the Council with the general power of competence to do anything that individuals generally may do, subject to statutory restrictions. This provides the Council the power to consider the recommendations in this report in relation to the former Brewers Fayre site.

9.2 In exercising its functions, the Council is also subject to the general duty of Best Value under section 3 of the Local Government Act 1999 and must make arrangements to secure continuous improvement in the way in which functions are exercised, having regard to economy, efficiency and effectiveness.

9.3 Under part three of the Council’s Constitution, the Economy Committee has delegated responsibility for functions in relation to land and property, and major Regeneration projects. Part three, section 4.5, paragraphs 3 and 9 respectively that the Economy Committee may recommend financial implications beyond agreed budgets arising from delivery of the commercial strategy to the Policy & Resources Committee and may make recommendations to Full Council in relation to major regeneration projects, including land and property. Paragraph 11 also provides the Committee specific functions in relation to major regeneration projects, including agreement to consult on certain stages of plans/ proposals.

9.4 Within these delegated functions the Economy Committee may determine whether the project should proceed to the end of the RIBA stage 3, including the submission of a planning application, or cease at the end of RIBA Stage 2 with the released funds diverted to the identified short-term actions set out in the body of this report.

9.5 The Economy Committee is asked to agree that public consultation be undertaken on the enlarged scheme. Under public law consultation principles, consultation should be undertaken while proposals are still at a formative stage and consultation responses should be conscientiously taken into account when the Council subsequently considers how proposals should be progressed.

9.6 The report proposes that the Economy Committee recommend to the Policy & Resources Committee and Full Council that capital budget be allocated for the proposed demolition, remedial works and landscaping/ public realm works. Any such allocation of capital budget will therefore be subject to the necessary approvals in accordance with the Council’s Constitution, including the Financial Procedure Rules.

9.7 The report also recommends that the Economy Committee agree to the submission of a planning application for the proposed demolition and creation of a new events area. Any planning application will be subject to the applicable planning and other statutory requirements and will be determined separately through the Council's regulatory planning process.

9.8 Any contracts for works, services or supplies required to implement an option approved by the Committee must be procured in accordance with the Council's Contract Standing Orders and the Procurement Act 2023.

10. PEOPLE SERVICES IMPACT

10.1 There is no direct impact arising from this report other than both strands of the project will need to be project managed.

11. HEALTH & SAFETY IMPACT

11.1 There is no direct impact arising from this report.

12. PROPERTY & ESTATES IMPACT

12.1 The main consideration relates to whether one of the options which retains the building in the short term is chosen. If the recommended option in 2.2 is not agreed and the building is not demolished, there will be an ongoing liability to manage the building. Management of repair responsibilities and landlord obligations associated with this building will be challenging to deliver within existing resource. Any new building will need to consider the impacts arising from Martyn's Law (anti-terrorism).

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 The proposed future building will need to consider such issues in the detailed design work. The proposal to create new public toilets with disabled facilities is considered a positive outcome. In the short term the demolition option is likely to have a neutral impact as will the mothballing option. For the meanwhile use option consideration will need to be given to such considerations in any investment plans for the structure e.g.: accessibility.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 There is a significant amount of embedded carbon in the existing building but it doesn't lend itself to modern operational requirements. The building is nearly fifty years old. A replacement building would give the opportunity to take a net zero approach.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 The main concern is for the potential for ASB if the existing building is mothballed.

16. HUMAN RIGHTS IMPACT

16.1 There is no direct impact arising from this report

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 There is no direct impact arising from this report

CONTACT OFFICER:

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BACKGROUND DOCUMENTS*:*

(Public Pack)Agenda Document for Economy Committee, 08/07/2024 18:00

Appendix B - RIBA 2 report

Appendix A

Minutes from Economy Committee – 8.7.24

2.1 The Committee notes the content of the reports attached as appendices.

2.2 The Committee supports the principle of demolishing and redeveloping the former Brewers Fayre Public House as a multi-use venue with other uses intended to support the visitor economy, and to be likely cojoined to the (by then) refurbished and extended Alexandra Theatre building.

2.3 The Committee supports the following in furtherance of delivering 2.2 above.

a. That the preference is for any new facility to be operated in conjunction with the updated Alexandra Theatre and a detailed business case be prepared on basis of this as the preferred option.

b. That public consultation on the proposed project be undertaken to inform (c) below.

c. That the details of a preferred scheme be developed to secure the completion of RIBA stage 3 (securing Planning Permission).

d. That the cost of undertaking the work listed at (b) and (c) above, including the funding of a project officer be drawn from any funding allocated from the West Sussex Business Rate Pool to the Arun Growth Deal (subject to the agreement of West Sussex County Council as a co-signatory to the Arun Growth Deal).

e. That the Committee delegate to the Director of Growth authority to draw down the funding identified above and commission any necessary external work necessary to deliver the above in accordance with the Councils rules on procurement.

2.4 That officers be asked to seek (and bid where necessary) for external funding to deliver the required capital funding for the project listed above.

2.5 The Committee supports the principle of redeveloping the Regis Centre Car Park to deliver a mixed-use development of Leisure, retail, workspace, food & drink, public realm, car parking and holiday accommodation.

2.6 The Committee supports the following in furtherance of delivering 2.5 above.

a. That the Council undertake soft market testing to determine the commercial appetite to deliver a scheme similar to that illustrated in the vision document.

b. That public consultation on the proposed project be undertaken.

c. That the details of a preferred scheme be developed further to support the preparation of a further report regarding the options for the potential delivery of the agreed vision.

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ROYAL HALL

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STAGE 2 REPORT

Replacement of the former Brewers Fayre building with a Performing Arts Venue at
Royal Hall, The Esplanade, Bognor Regis PO21 1BL

485-OBA-XX-XX-R-A-3002-P03

For Arun District Council
19 Aug 2026

OB ARCHITECTURE + RIDGE

BOGNOR REGIS

OB Architecture are award winning designers for contemporary buildings and landscapes. Our projects are underpinned by thorough site analysis and a thoughtful, collaborative and responsible approach to design.

We enjoy taking projects from start to finish, working closely with our clients, local councils, the public, builders and crafts people, to maximise the potential of sites, and provide flexible accommodation for the future.

This project presents an opportunity to expand Place St Maur's cultural offering, with a new music and comedy venue that works alongside the Alexandra Arts Centre to increase visitor numbers, boost the local economy and contribute to the regeneration of Bognor Regis.

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

The project is for a 1100 capacity venue which will primarily be used for music and comedy events.

Performances will be run independently of the Alexandra Arts Centre, but joint management of the venues and shared back of house facilities are anticipated. The rooftop is given over to a restaurant and bar, with independent access from street level.

The estimated Gross Internal Area (GIA) of the venue is 4,165 sqm.

The plans demonstrate that the brief can be delivered on the site, including for the re-provision of the Regis Car Park public toilets.

The design has been developed in consultation with Plann (theatre consultant), Ridge (structure and MEP engineers and cost advice), and Theatre Projects (acoustics).

The principle matters to be resolved early in Stage 3 are the brief for the restaurant and the servicing and Regis Car Park access options. Stage 3 will also include developed designs and coordination of the structure, MEP systems, facades and internal fit out.

PURPOSE & SCOPE

This report has been prepared by OB Architecture on behalf of Arun District Council (ADC). It summarises the Stage 2 Concept Design for a new performing arts centre on the site of the former Brewers Fayre on Place St Maur in Bognor Regis, the coordination completed in Stage 2 and the items to be resolved in Stage 3.

The report has been prepared as a design update for ADC. Funding for the later stages and construction is yet to be secured. A full planning application will be submitted at the end of Stage 3.

The team require ADC approval to progress with Stage 3.

INTRODUCTION

01 INTRODUCTION

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DEVELOPMENT CONTEXT

The Royal Hall project is a key part of the wider regeneration of 'Regis Quarter'.

Regis Quarter includes The Arcade (planning granted), Place St Maur (refurbishment complete), The Alexandra Arts Centre (construction underway), Regis Car Park Site (vision prepared), and Premier Inn (construction underway).

Regis Quarter aims to improve Bognor Regis's tourism and leisure offering, creating a year-round attraction that improves footfall to the area and sustains a vibrant local community.

Royal Hall is an important part of the wider development because of its location at the intersection of Place St Maur and the Esplanade/ waterfront.

The proposals will tie the surrounding developments together and act as a local landmark visible up and down the beach.

Map data ©2025 Google Earth

01 INTRODUCTION

PROJECT AIMS

The aims for the project are to deliver a new performing arts venue and rooftop which:

1. Together with the The Alexandra Arts Centre, establish Place St Maur as the centre of a new Cultural Hub for Bognor Regis
2. Compliment The Alexandra Arts Centre's offering and is attractive to be run by a single operator
3. Enhance and extend public use of Place St Maur
4. Provide flexible and adaptable space to cater for a wide range of performance types and revenue streams
5. Is profitable within 2 years of opening

Specific aims for the rooftop are to create:

6. A destination restaurant and bar with elevated views of the waterfront
7. A space which is capable of being run independently from the main venue

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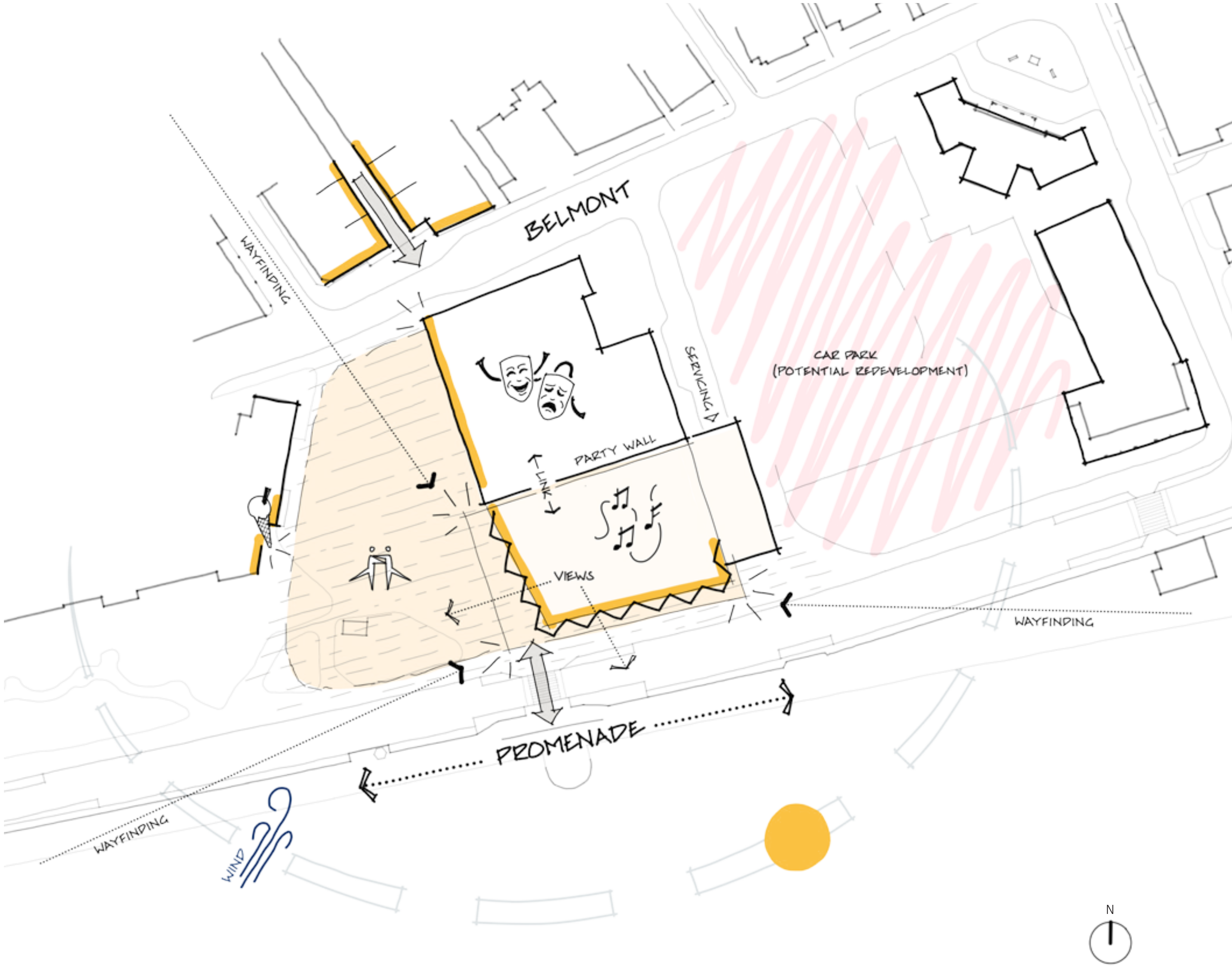

03 BRIEF

BRIEF

The 'Project Aims' given on the previous page were developed by the design team into a working brief during Stage 1 of the project.

For the full brief refer to the Stage 1 Report (April 2026), which includes an Outline Brief (reproduced on the following pages), an Indicative Space Planning Schedule, and a set of Working Plans.

The brief has not changed in Stage 2 of the project, but it was confirmed that the public toilets will be re-provided within the new building.

A detailed restaurant brief remains in abeyance. In the interim, Savills have provided outline advice indicating that the unit should be roughly 3,500 sqft (325 sqm).

The Royal Hall @ Alexandra Arts Centre
Outline Brief

plann

Background	
1	The Regis Centre opened in 1980. It was originally included the 357 seat Alexandra Theatre, 2 studios and a small foyer. This connected through to the Royal Hall on the front of the building.
2	The Royal Hall was originally used as a large event/assembly space: for music recitals, large dinners, conferences, weddings.
3	The 1996 Whitbread PLC took a lease on the building from Arun District Council (ADC) and converted the Royal hall to a pub and annexed it from the Regis Centre.
4	The Regis Centre has since been run by Arun Arts under a sub lease from Whitbread PLC. Arun Arts have provided a diverse programme with strong links to community use.
5	In 2022 Arun District Council received a substantial Levelling up Funding and developed a scheme to refurbish the Theatre, increase its capacity to just under 400 seats and provide 5 new fully supported dance/rehearsal spaces coalescing around an attractive double height foyer spilling out onto the recently developed Place St Maur.
6	In order to facilitate the build Whitbread Plc. surrendered their lease and moved from the building in 2024. The Pub is currently used to house the welfare facilities for the contractor.
7	The newly refurbished Alexandra Arts Centre is due to open Winter 2026.
8	ADC have now commissioned a design team to review the options for the pub with an aim to reinvent the Royal Hall facility as a modern and complimentary performance space of scale to the newly refurbished Arts Centre.
9	As part of the development there is an aspiration for a restaurant space to be located above the Hall to be commercially leased by a 3rd Party.
10	It is expected that the new hall demise becomes connected to the Arts Centre and is run by one operator and making the most of the economy of scale this will bring to the building, with FOH and BOH links, and a shared Stage Door.
Briefing Assumptions	
11	**Main Space** The main space will provide a large capacity performance hall providing either seating or standing for a range of uses from live music, comedy, ballroom & conferencing
12	The capacity of the hall should be circa 1000+ standing and 750-800 seated. A circle should be provided for either standing or seating and/or a mixture of both.
13	The space should be fully accessible to all locations. The seating could be a mixture of fixed and loose depending on capacity studies.
14	Above stage a mother grid arrangement fitted with internal motors for flying capability to facilitate quick turnarounds above stage.
15	In the audtorium , two smaller mothergrids to be provided above the seating area for front of house rigging.
16	It is expected that the hall should be fitted with house lighting and PA rigs from which incoming shows/performers enhance as required.

The Royal Hall @ Alexandra Arts Centre
Outline Brief

17	The hall floor should be at ground/foyer level. Stage height and scene dock height should be at loading bay height/back of a truck. A means of transferring equipment from stage to hall level must be provided, as well as lift access between BOH and FOH.
18	One Lighting and one show calling/audio description box to be provided at rear circle level. Sound position to be located centrally at rear stalls built into the bleacher but to move spearately to the seating.
19	Options to house show bars / merchandise areas within the performance space should be considered. These can be provided by way of portable bar units designed to operate both inside the auditorium and the foyer. Stowage options when not in use should be developed.
20	The Royal Hall needs to be acoustically isolated box from both the restaurant above but also the adjacent theatre and studios.
21	It is envisaged, the main space is to be mainly used for music and comedy events however it should also be able to be set up as a conference space. Careful consideration to the speed and workforce required to turn the format around.
	Front of House Spaces (FOH)
22	A fully accessible ground floor and first floor foyer should be provided with views out to the sea-front wrapping around the main performance space.
23	A large continuous "speed" bar should be provided at each level supplemented by mobile bars as above (note 17)
24	Ample provision of WCs on both levels, to Yellow Book & Part T Standards.
25	Customers lift access to all levels. Ideally two FOH lifts required. (Consider existing provision in theatre as reserve if necessary)
26	Open and direct connections to the theatre's foyer and daytime café space should be provided both for daily use and whole site conferencing.
27	Provision of 2no. hospitality / multi-use spaces connected to the Royal Hall activity with servery options in each.
28	The Hall should have its own entrance externally to cater for simultaneous performance in both spaces, however, during non performance time it could be access via the theatre foyer. Consider entrances onto Place for security and queuing purposes
29	The daytime use of the foyer/s should be considered and options explored.
30	A ground level finishing event kitchen to be provided to cater for hospitality and events. A full banqueting facility is not currently being considered due to space restrictions.
31	Clear security and search area at entrance doors. Bag checks areas to be external to the building. External queue management must be considered
	Rear of House Spaces (BOH)
32	A large rear dock should be provided for storage and stage support this should accommodate workshops immediately off it and have level access to both stage and hall floor.
33	The dock should be able to cater for the simultaneous loading or unloading for 2no 40ft trailers.
34	The stage door shall be shared with the Alexandra Theatre and connections should be provided linking the two spaces. The size of stage door to be increased commensurate with the increased activity.

The Royal Hall @ Alexandra Arts Centre
Outline Brief

35	The current rear of house provision in the Alexandra should be able to be deployed flexibly between the two spaces, especially the chorus dressing rooms which could have separate access from either side.
36	In addition to this the Royal Hall should have the ability to house up to 10 comfortably at lit dressing room positions. This should be provided over 3 rooms sized for varying occupancy.
37	A laundry provision to be provided to be a shared facility between the two performance spaces.
38	Storage for any removed seating and staging needs to be provided without the need for lifting.
39	Supplementary office space should be provided for technical and operational staff to compliment the provision already in the theatre.
40	Dry and chilled storage should be provided with easy access from service yard and cellar connection to the bars
	Servicing
41	Load into main dock to allow for 2 x 40ft trucks at any one time. The access to this must be wide enough to allow a simultaneous get in/out of 1no. 40ft truck from the theatre. Dock levellers to be provided
42	The service yard must cater for independent waste storage from the entire site including the 3rd Party restaurant tenant. Consideration must be given to allow sufficient space for F&B deliveries and waste collection during get-in times.
43	Careful consideration of the movement of trucks into the service road and the manoeuvring required to get them into position
44	Consideration of noise suppression of late night get outs by way of canopy or an enclosure etc. to ensure the core activity does not impact local residents.
	Restaurant
45	A significant m2 shell and core should be provided at level 2 of the building with both independent access from the street/promenade level and servicing access from the rear of the building. The shell should be sufficiently sized to allow for independent WCS, Kitchen and storage facilities. (Cover numbers TBC?)
46	It is currently envisaged as a stand alone operation but consideration to internal links to the main hall spaces should be considered to allow servicing between one and the other.
	Public Toilets
47	The public toilets current sites to the south west of the building will need to be re-provided as part of the scheme.
48	The existing changing places WC in the newly refurbished Theatre will need to also move to this provision to allow the connection through to the theatre.

ARCHITECTURE

03

VISION

The vision (originally prepared in 2024) is for a new, highly-visible, uplifting, multi-purpose performing arts venue with flexible performance and hospitality spaces, and a destination restaurant with elevated views of the sea and promenade. It will run an inspiring arts programme which compliments the Alexandra Arts Centre, and brings to life this underused and hugely important site at the very heart of the Regis Quarter regeneration project.

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Key Stats:

- Venue: 750 seated, 1100 standing & seated
- Restaurant : c. 80 covers + terrace
- GIA: 4165 sqm

01 Outdoor events to animate Place St Maur
02 The taste of summer
03 Drinks with a view (Skybar, Paris)
04 Live music (Hindley Street Music Hall, Adelaide)
05 Fresh sea air (Bognor Regis)

Reference Images

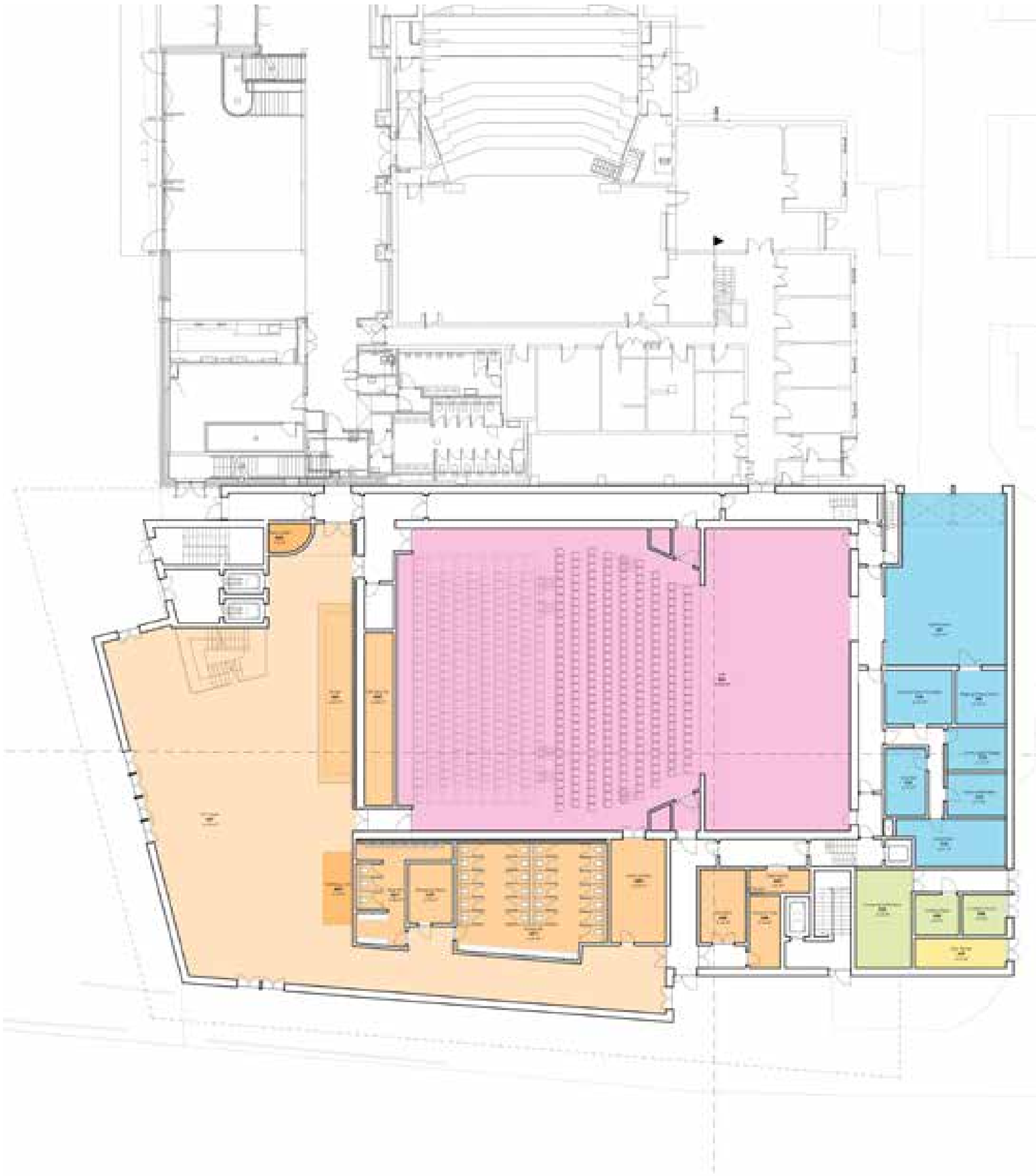
04 DESIGN DEVELOPMENT

Page 84

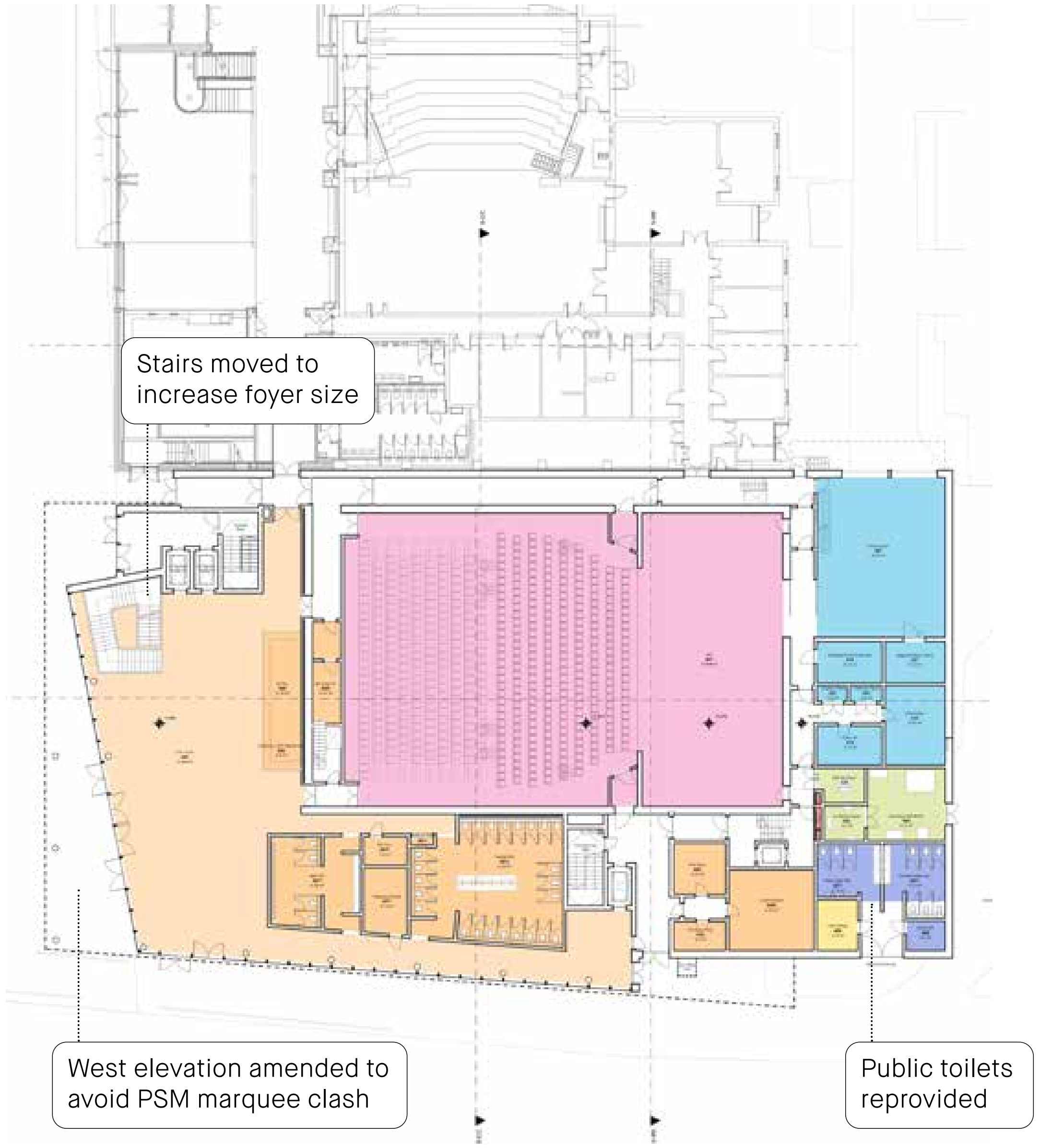
SUMMARY OF DESIGN DEVELOPMENT

- West elevation resized to avoid clash with Place St Maur's temporary marquee position
- New public toilets included in south east corner of the building, accessed from The Esplanade
- Feature stairs moved to increase useable area in the main foyer space
- MEP coordination of risers, supply and extract strategy for main hall, and primary service runs
- Structural coordination of super structure
- Escape stairs repositioned to suit MEP coordination and fire escape strategy
- Additional hospitality suite included (L01)
- Preliminary restaurant layout revised (L02)
- Levels amended to suit structural and MEP coordination
- Elevations developed

STAGE 1



STAGE 2



Ground Floor Plans (Stages 1-2) | NTS

04 DESIGN DEVELOPMENT

Page 85

RESTAURANT OPTIONS

The second floor of the building is envisaged as a destination restaurant. Savills have suggested 3,500 sqft is optimum.

We have considered maximising the footprint of the building to provide two restaurants with a shared 'front door' and lifts. Despite the benefits of the additional floorspace and increased pull that two units would provide, it was discounted for the following reasons:

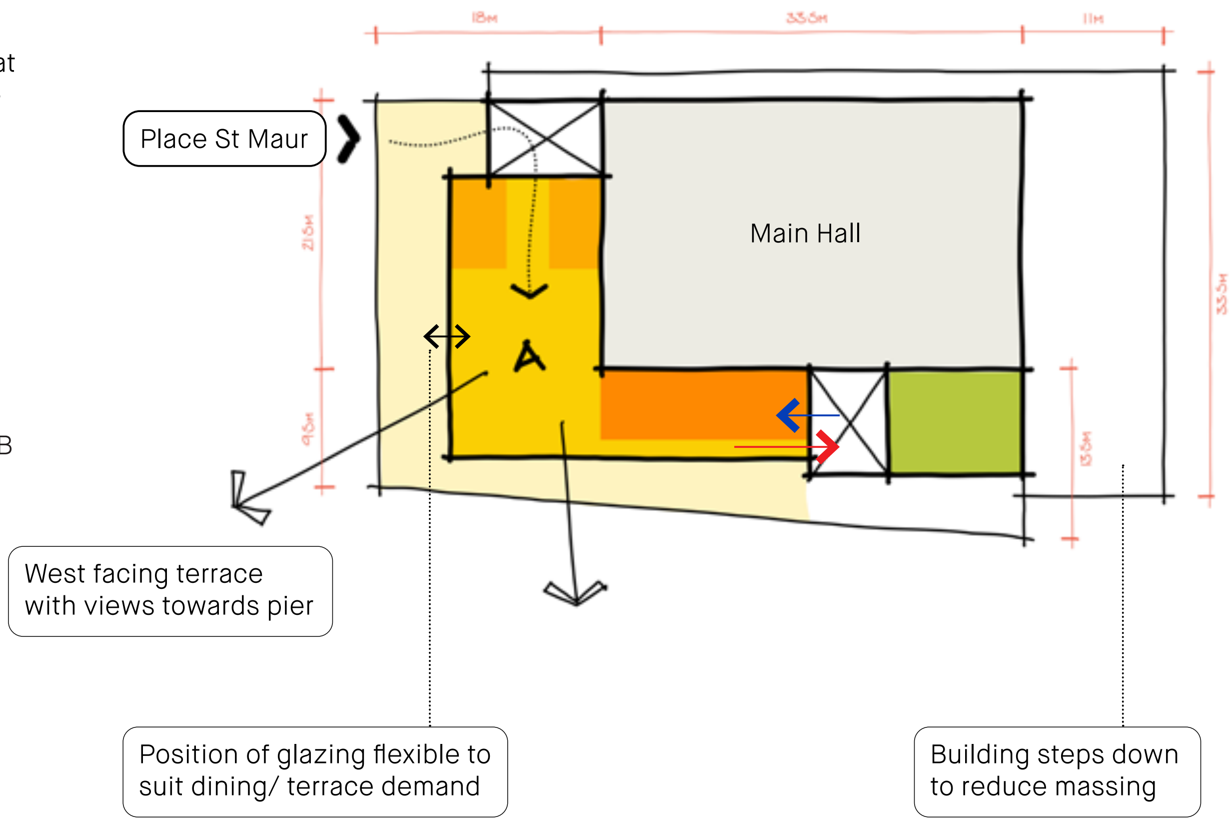
- Increases height and massing of the building on east elevation
- Increases capital construction cost
- Restaurant access via Esplanade instead of Place St Maur (lower footfall, more isolated)
- Restaurant servicing/ unloading is preferable from the Esplanade
- Complex servicing and escape route for Unit B
- Less generous terrace for unit A

KEY

- Dining
- Kitchen
- WCs
- Terrace
- Plant
- Main Hall
- Access
- Escape route
- Servicing

OPTION 1 - SINGLE RESTAURANT

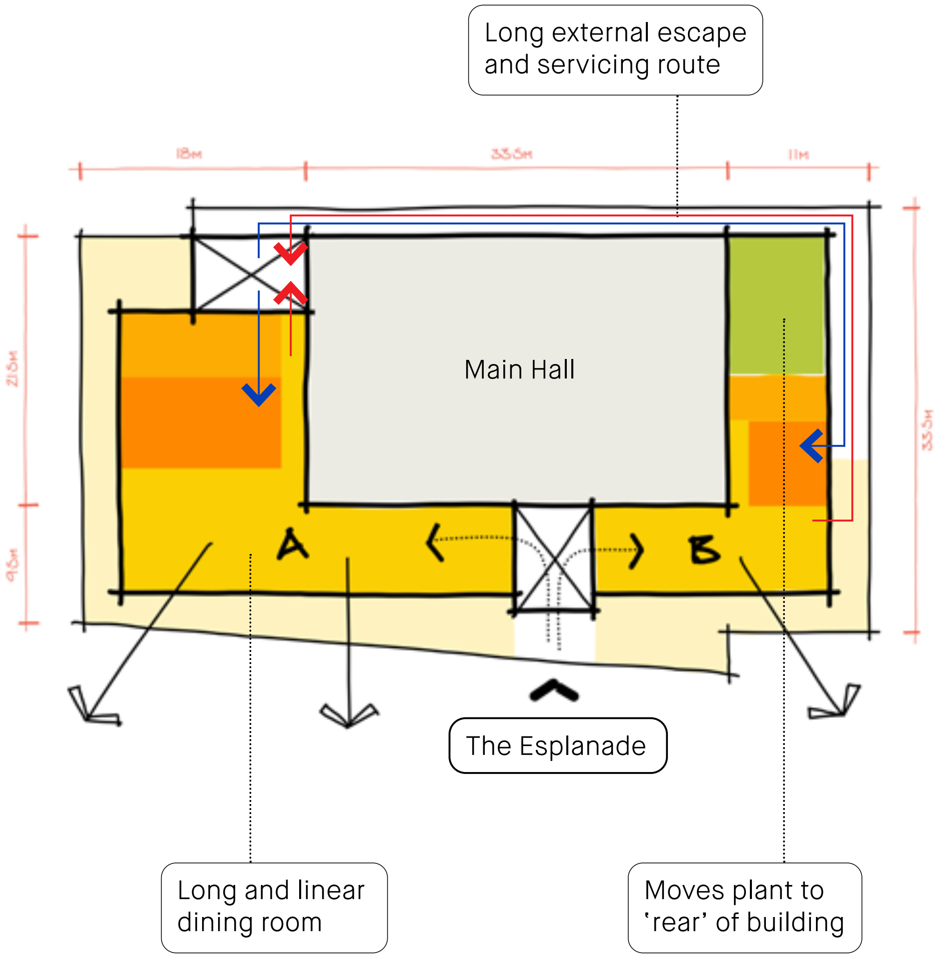
UNIT A
c. 350 sqm



OPTION 2 - TWO RESTAURANTS

UNIT A
c. 400 sqm

UNIT B
v 175 sqm



Second Floor Plan Layout Options | NTS

05 SITE PLAN

ACCESS STRATEGY

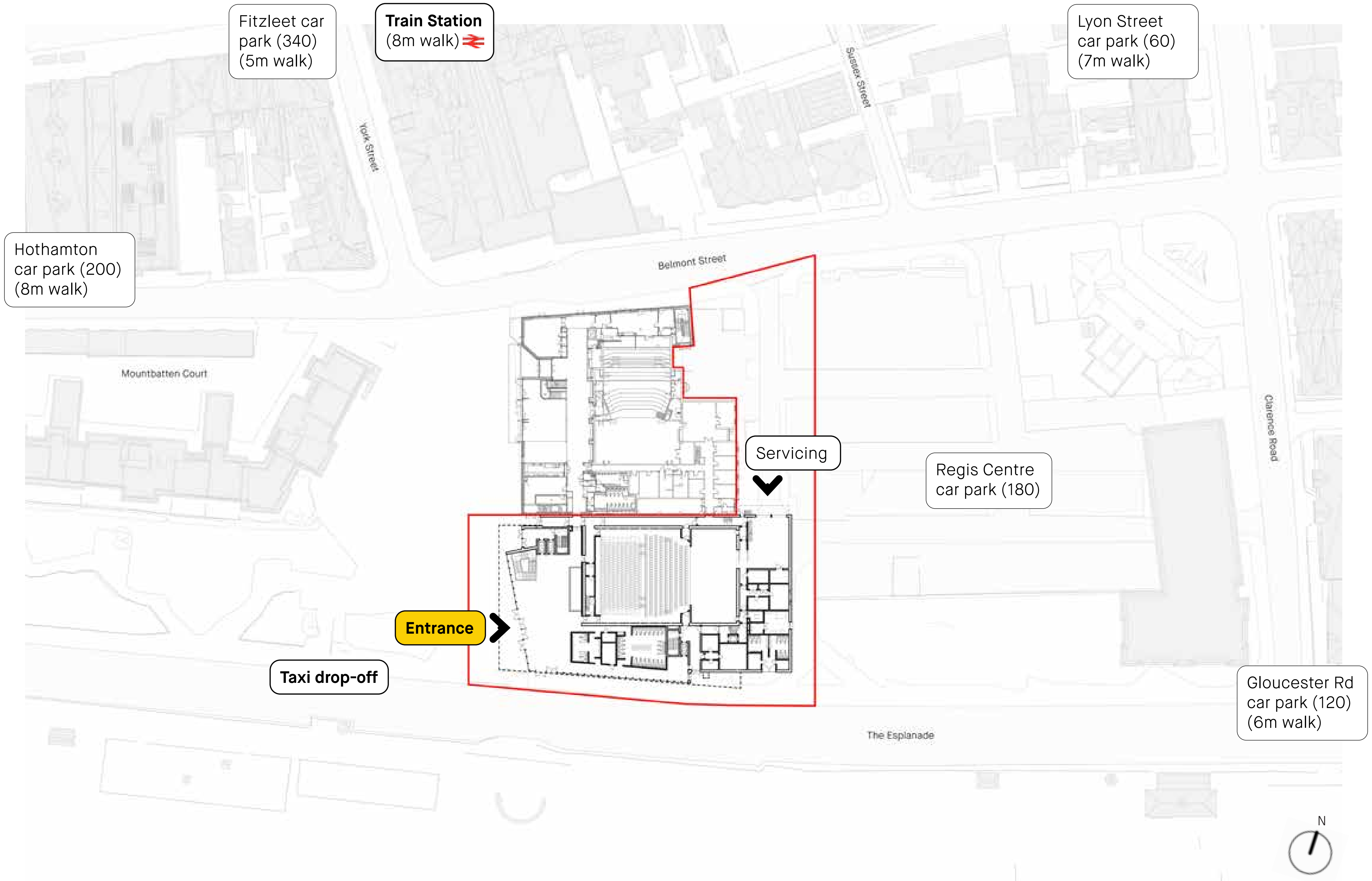
Royal Hall is well served by train (Bognor Regis is an 8m walk), and five local car parks with a combined capacity of c. 900 spaces.

The building will be serviced via a new service yard, accessed from Belmont Street. Creating the yard necessitates replanning the Regis Centre car park access - the intention is to do this whilst retaining the parking capacity. Tracking for the yard and the car park is underway.

A new taxi drop zone will be created as part of the proposals, with level access provided to the main entrance, foyer and hall via Place St Maur.

A full transport needs assessment will be completed to support the planning application.

Page 86



1:1000 at A3

05 GROUND FLOOR PLAN

GROUND FLOOR PLAN

The foyer fronts Place St Maur and the Esplanade and provides level access to the main hall, which has a level floor for flexible seating arrangements

Stage access is via Belmont Street and what is currently the car park access road. An enclosed service yard will be created to service the Royal Hall and The Alexandra Arts Centre. The stage and back of house facilities are set 1.2m above the ground floor level.

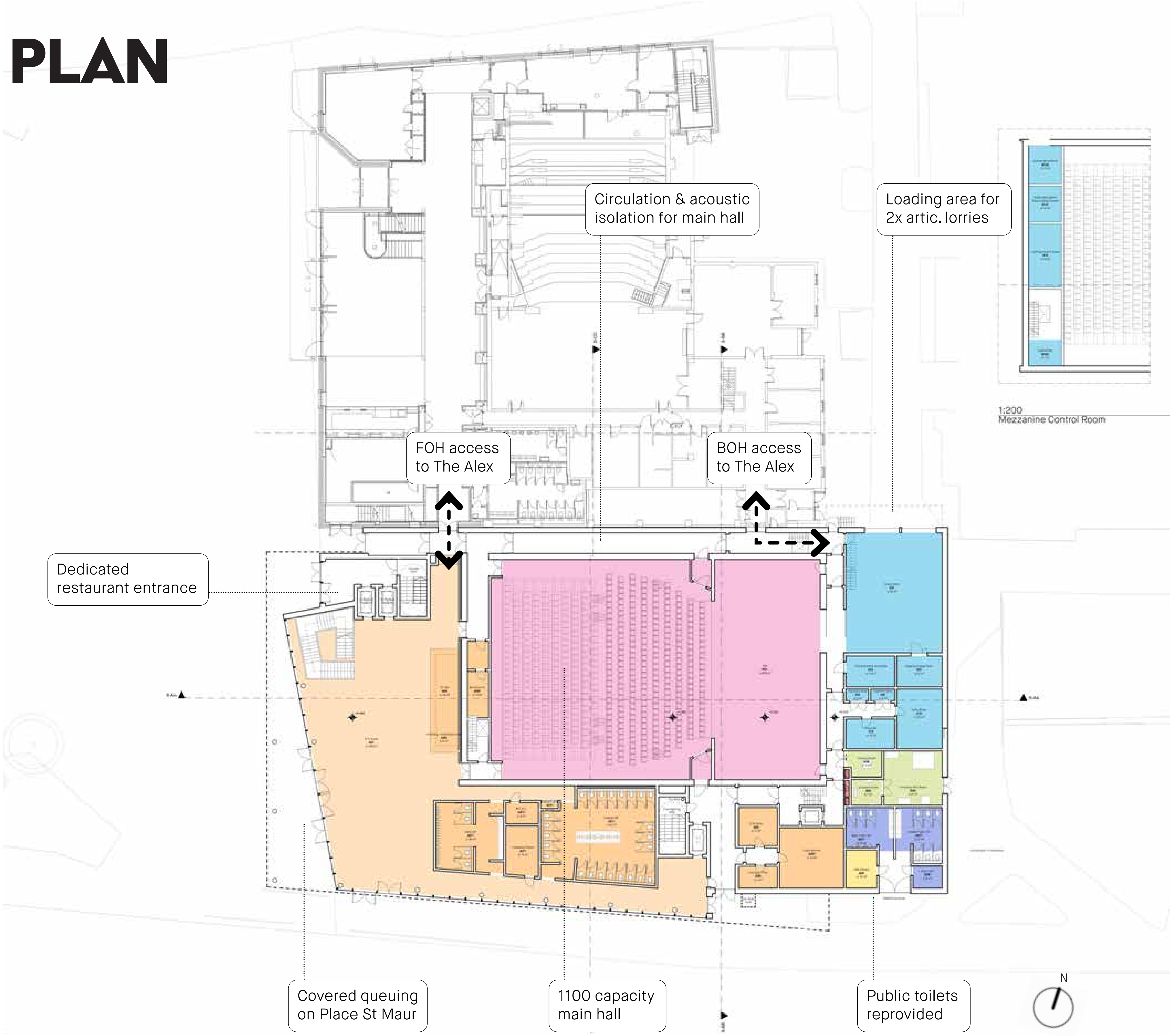
Front and back of house connections are provided to the Alexandra Arts Centre, with the Changing Places WC reprovided in the Royal Hall.

A dedicated entrance from Place St Maur serves the second floor restaurant.

New public toilets are provided in the south east corner of the building, replacing the existing Regis Car Park facilities.

KEY

- Front of House
- Main Space
- Stage Support
- Offices
- Plant
- Restaurant



1:400 at A3

05

VISITOR EXPERIENCE

Creating exceptional visitor experience is key to the venue's success, and the building is designed to support this, with generous entrances, an inviting foyer, clear wayfinding, quality amenities, great acoustics and a good view of the stage.

ACCESS & EGRESS

Level routes are provided into the building and the main hall, and three lifts provide access to the upper levels, ensuring that the building is fully accessible. Egress routes have been developed in association with GF FSE to provide safe escape in the means of fire.

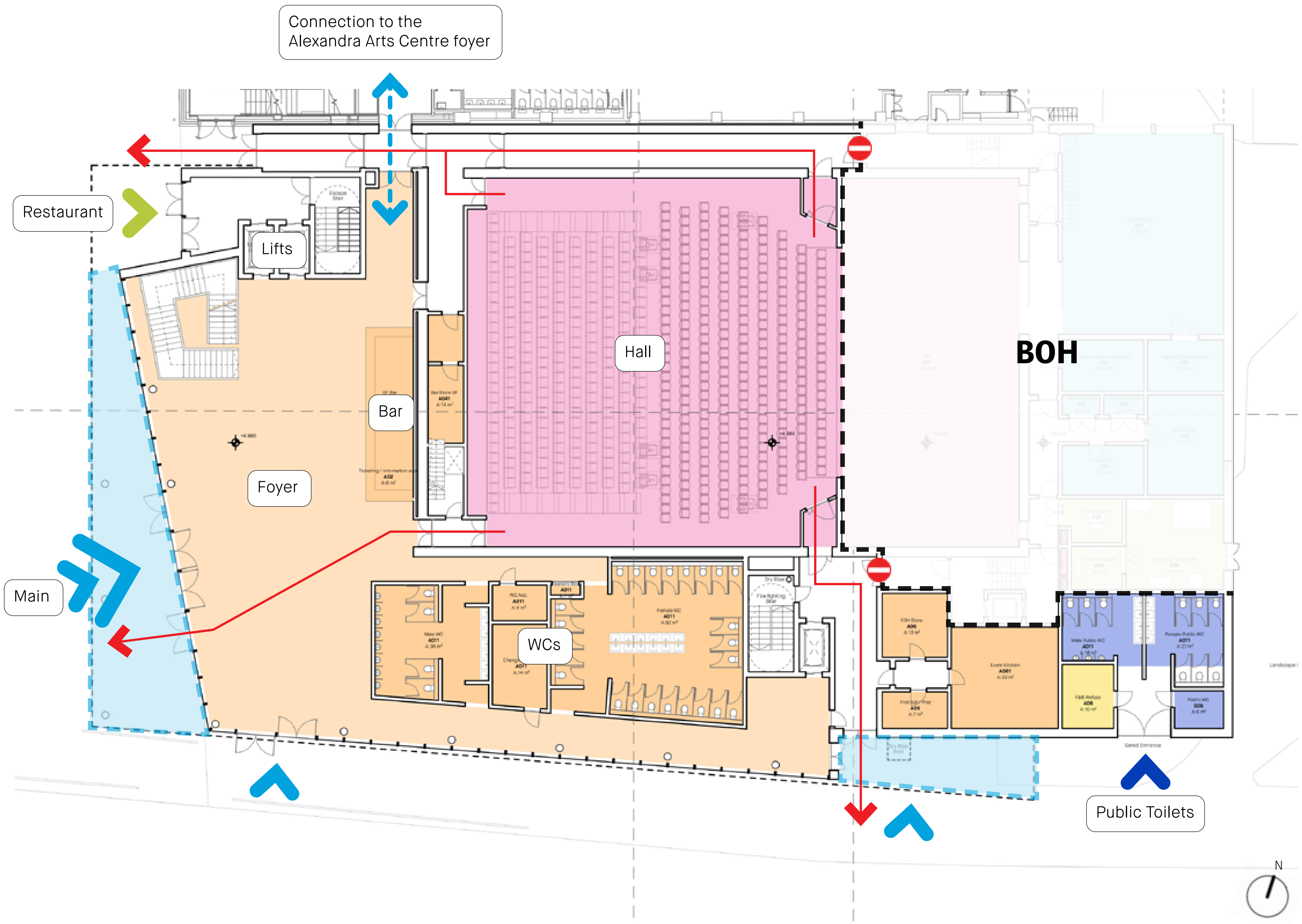
SECURITY & CROWD MANAGEMENT

The venue falls into the 'Enhanced Tier' under Martyn's Law and requires proportionate security measures. Place St Maur (and the main entrance) are already protected by vehicle barriers. A large covered area in front of the main entrance allows for external queuing and bag checks.

A security specialist will be appointed in Stage 3 to review the security and crowd management strategies, CCTV positions and glazing specification.

KEY

- Main entrance
- Secondary entrance
- Restaurant entrance
- Public WC entrance
- Covered queuing and bag check area
- Escape route
- Controlled access point



1:400 at A3

05 BACK OF HOUSE

ARTISTS & PRODUCTION

The Back of House areas and Stage are raised 1.2m above the Ground Floor level, ensuring good sight lines for the audience and performers, and easy unloading/ loading from articulated lorry trailers. Speed of changeover has been prioritised as the venue is likely to put on a large number of travelling one night shows. Platform lifts are provided either side of the stage for equipment trolleys.

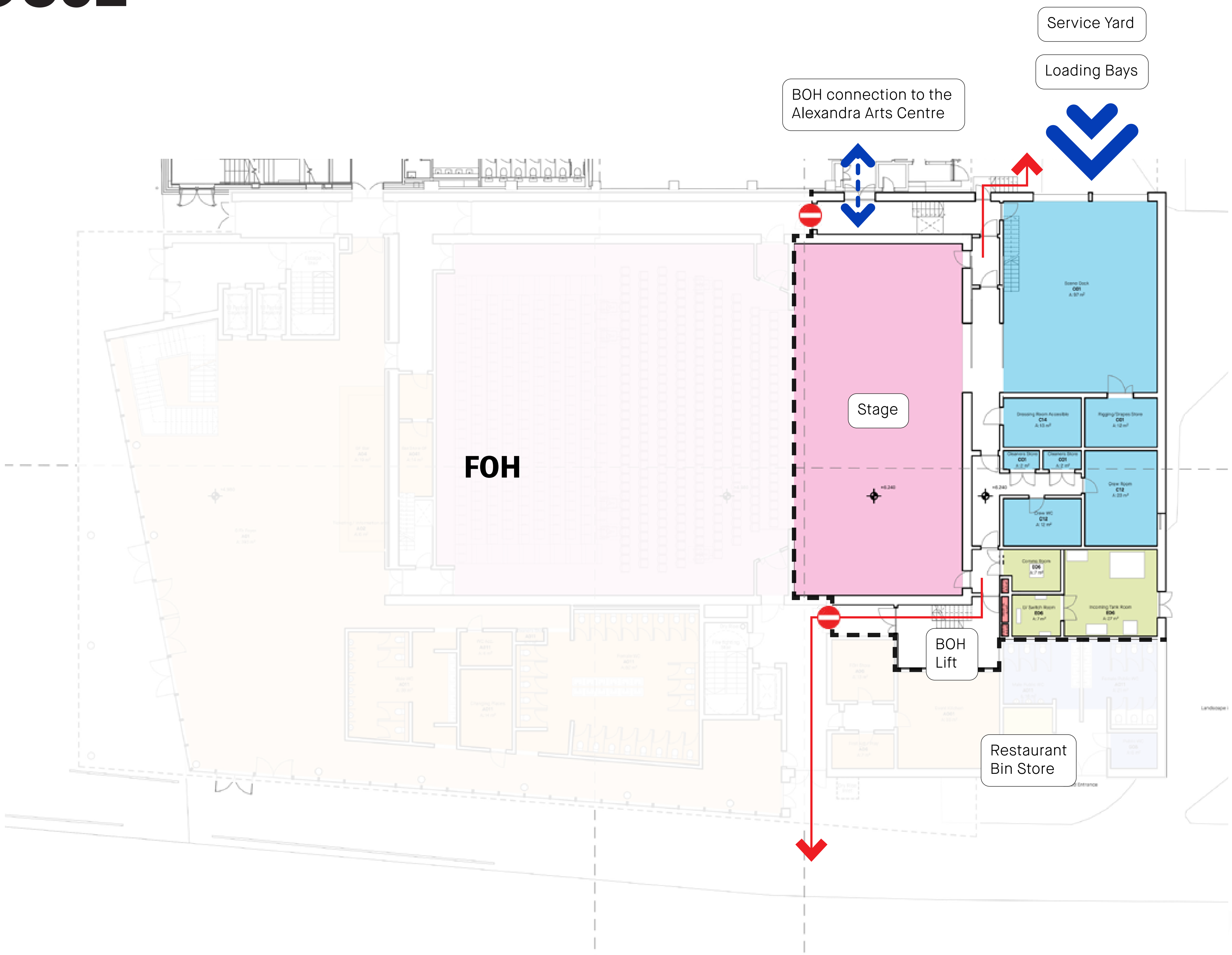
Stage level accommodation includes the Scene Dock, Stores, Accessible Dressing Room, Crew Room and Crew WC. The remainder of the dressing rooms and other back of house accommodation is provided on the first floor.

SERVICING & WASTE

The building is serviced via a secure, gated service yard accessed off Belmont Street. The yard serves The Royal Hall and Alexandra Arts Centre. The Royal Hall has two covered loading bays for simultaneous change overs.

Bins for the Royal Hall will be stored in the service yard. The restaurant has a dedicated bin store which is collected from the Esplanade.

Page 89



1:400 at A3

05 FIRST FLOOR PLAN

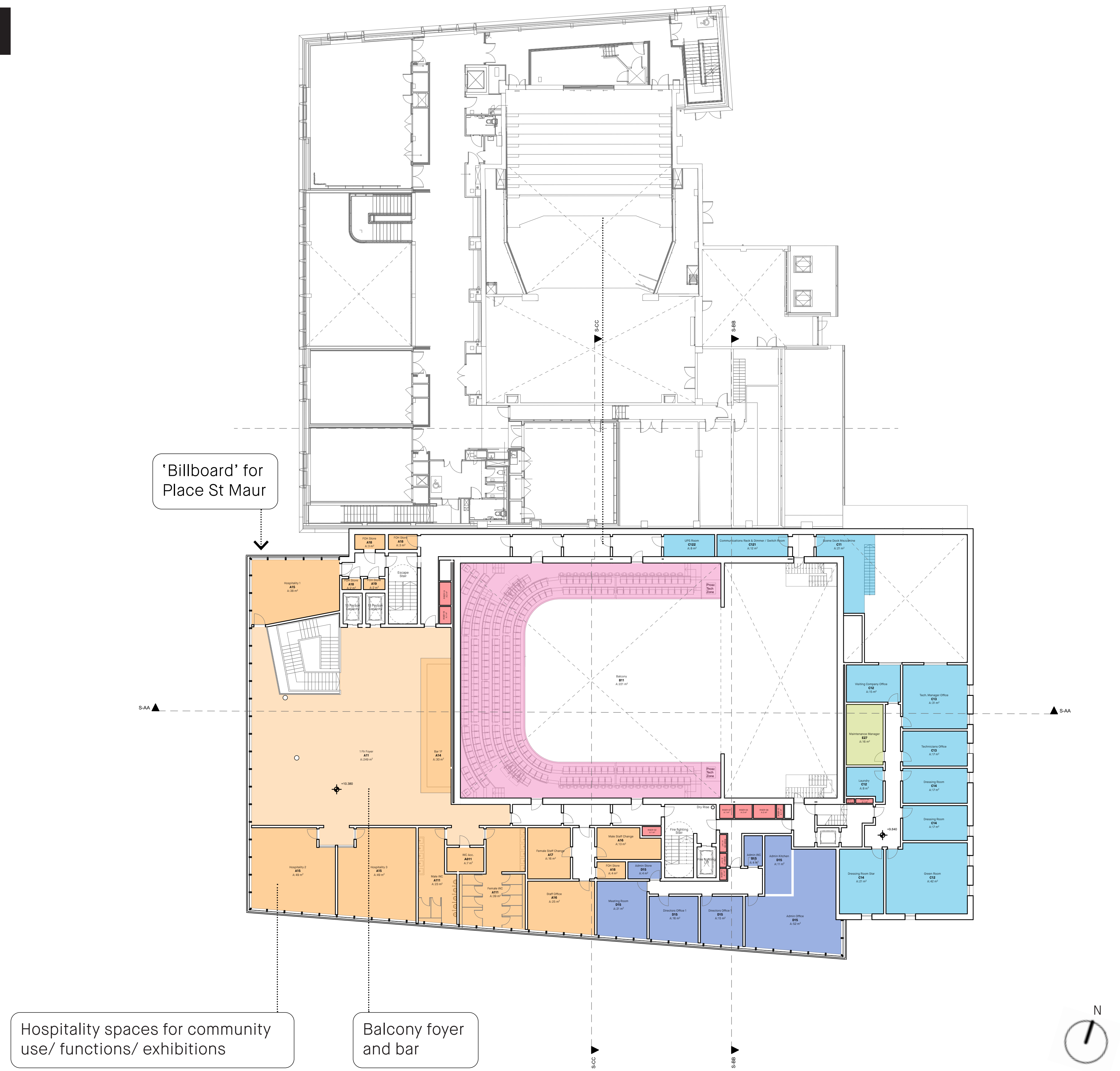
FIRST FLOOR PLAN

A seated balcony and foyer increase the capacity of the main hall. Hospitality rooms benefit from elevated views of the seafront and improve the venue's flexibility and hospitality offering to maximise revenue streams.

Additional back of house spaces are located behind the stage.

The upper levels of the venue are wrapped with a metal screen which provides opportunities for advertisement and promotion.

Page 90



KEY

- Front of House
- Main Space
- Stage Support
- Offices
- Plant
- Restaurant

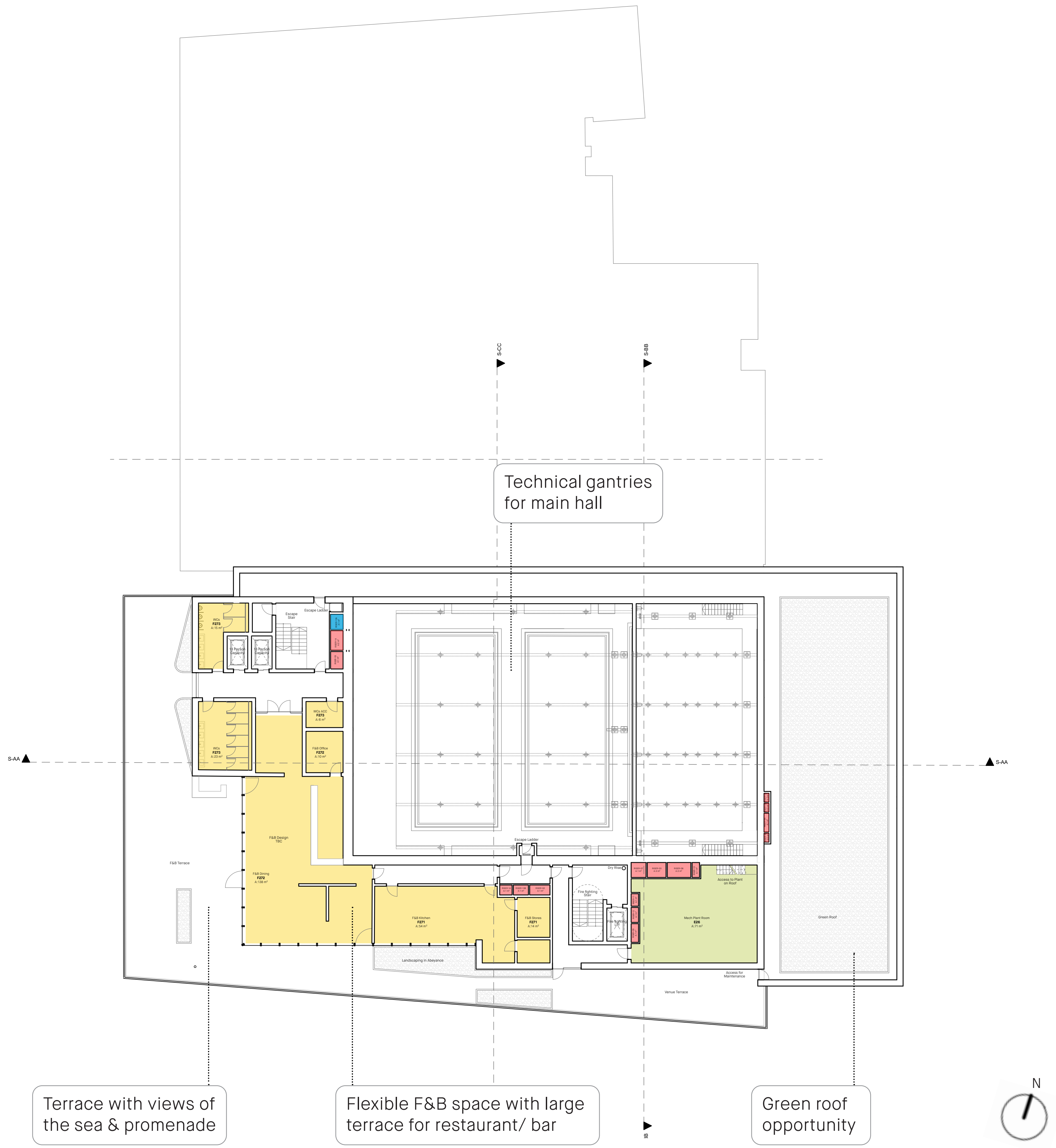
1:400 at A3

05 SECOND FLOOR PLAN

SECOND FLOOR PLAN

A rooftop restaurant/ F&B venue benefits from a dedicated entrance at street level, elevated views and a large south west facing terrace.

The restaurant brief will be developed at the next stage, to determine size and likely operators etc.



KEY

- Front of House
- Main Space
- Stage Support
- Offices
- Plant
- Restaurant

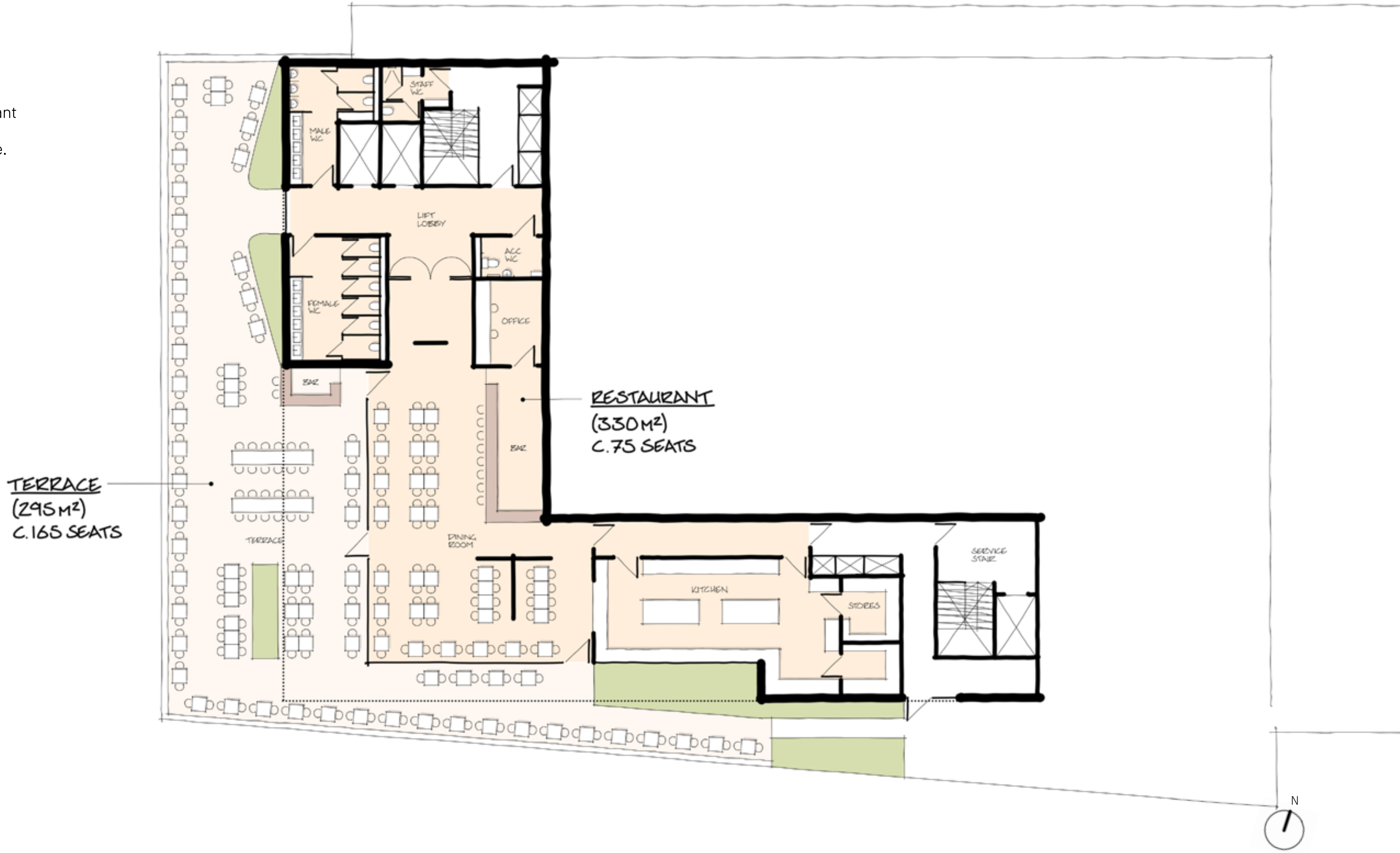
1:400 at A3

05 RESTAURANT LAYOUT

INDICATIVE LAYOUT

Indicative layout option for the rooftop restaurant and terrace. Potential operator and brief requirements to be confirmed at the next stage.

Page 92



KEY

- Restaurant
- Outdoor Terrace
- Feature Planting

1:200 at A3

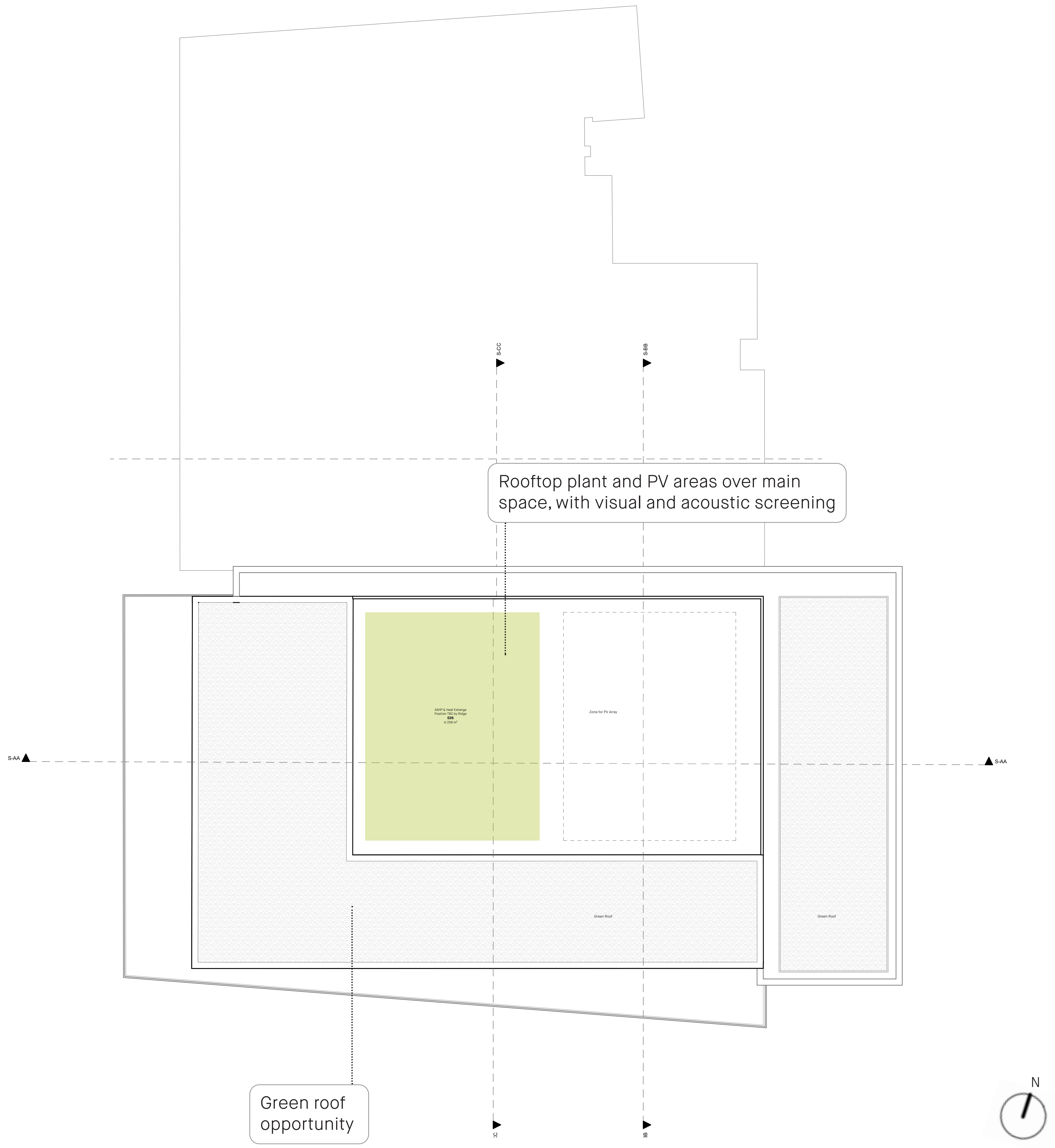
05 ROOF PLAN

ROOF PLAN

Plant equipment and photovoltaic arrays are located in a fully screened enclosure on the roof above the main hall.

Opportunities for marine tolerant green roofs will be explored at the next stage to improve local biodiversity.

Page 93



KEY

- Front of House
- Main Space
- Stage Support
- Offices
- Plant
- Restaurant

1:400 at A3

05 BASEMENT PLAN

BASEMENT

The plans include a small stage basement primarily for the convenient storage of rostra and seating. The basement is accessed via the Back of House stair at the south east corner of the hall. A forestage elevator provides easy access between the hall and the stores.

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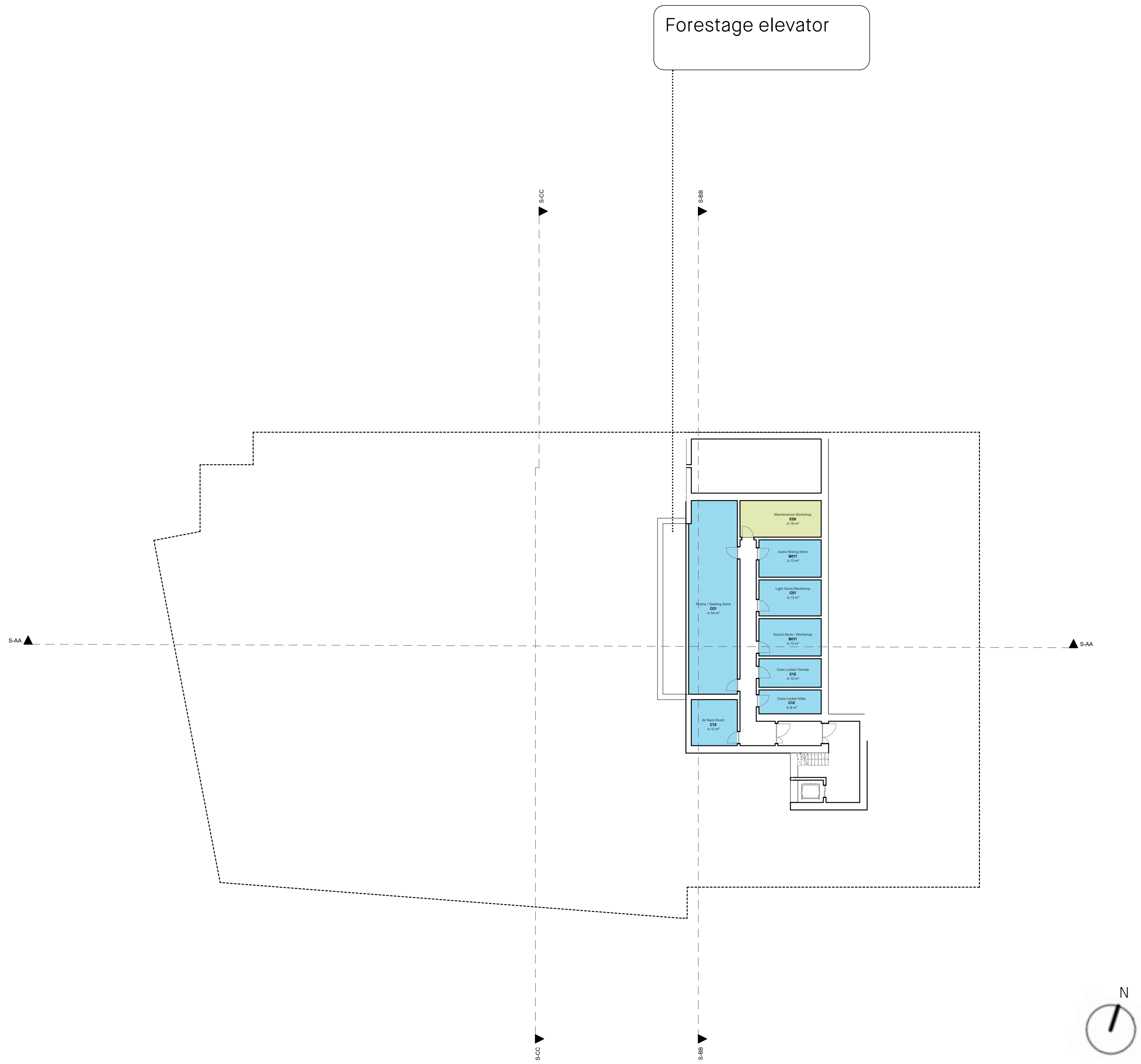

KEY

- Front of House
- Main Space
- Stage Support
- Offices
- Plant
- Restaurant

1:400 at A3

06 SECTIONS

SECTIONS

The sections show the relationship between the main hall and the support spaces.

Located in the centre of the plan, the main hall is enclosed by two levels of ancillary spaces, including the foyer on the west elevation, the back of house facilities on the east elevation, and the hospitality rooms, toilets and staff offices on the south elevation. The north elevation is flanked by the Alexandra Arts Centre.

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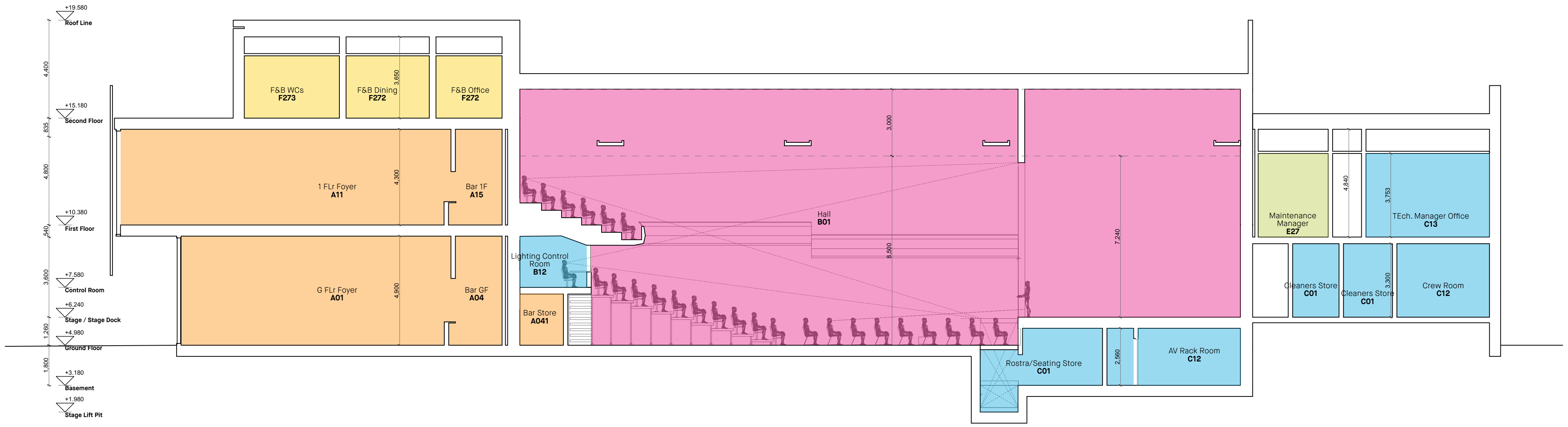
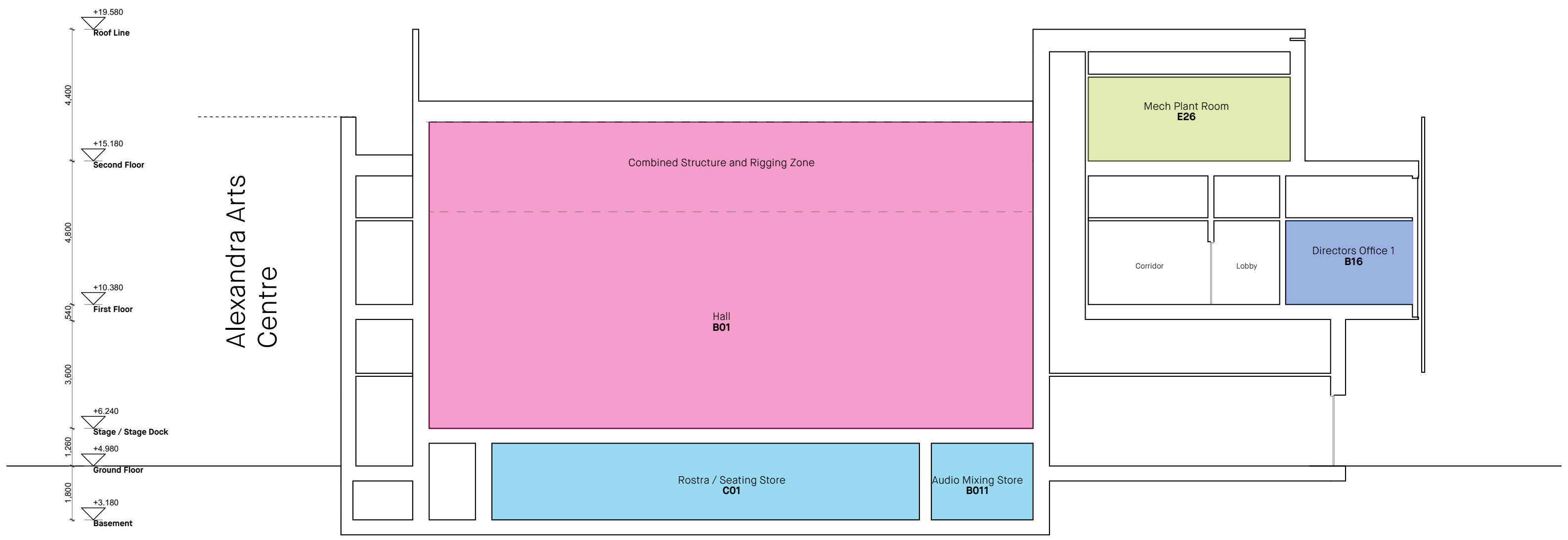


Section A-A



Section B-B

KEY

- Front of House
- Main Space
- Stage Support
- Offices
- Plant
- Restaurant

1:250 at A3

07 ELEVATIONS

APPEARANCE

The design of the buildings draws on elements of Bognor Regis's Regency heritage, to create a contemporary architecture which feels appropriate and grounded in the history of the town.

A sinusoidal metal veil cloaks the building, offering protection from the sun and wind, and invoking the ornate metalwork and subtle curves of the town's Regency architecture and waves on a calm day.

The veil wraps a transparent facade which animates the waterfront, welcomes the public, provides shelter, displays the building's programme, and enhances Place St Maur all year round.

MATERIALS & CHARACTER

Metal and glass are chosen as hard wearing yet lightweight materials, that will sit comfortably alongside the painted render prevalent in Bognor Regis. The building is distinctly contemporary, striving to become a new landmark on the waterfront, but one that is respectful of the local character and speaks to its heritage.

OB

1:100 at A3

07 ELEVATIONS

VEIL DESIGN

A metal veil is suspended in front of curtain wall glazing on the two principal elevations of the building, giving the building a uniform and semi transparent appearance which changes when it is backlit at night. The cantilever provides shelter at ground floor.

The design is based on a 1.5m module. The veil is formed from stainless steel CHS sections, chosen to minimise maintenance and protect against the harsh coastal environment.

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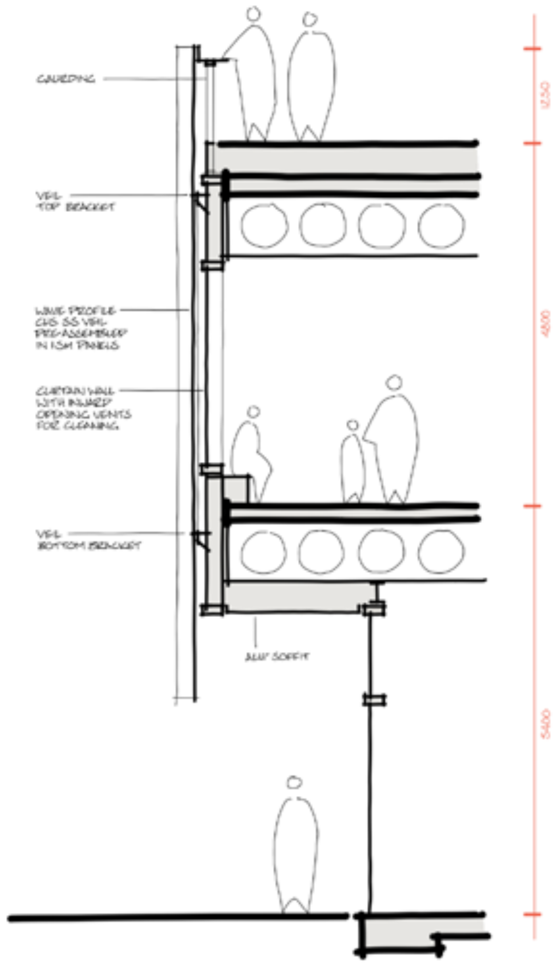
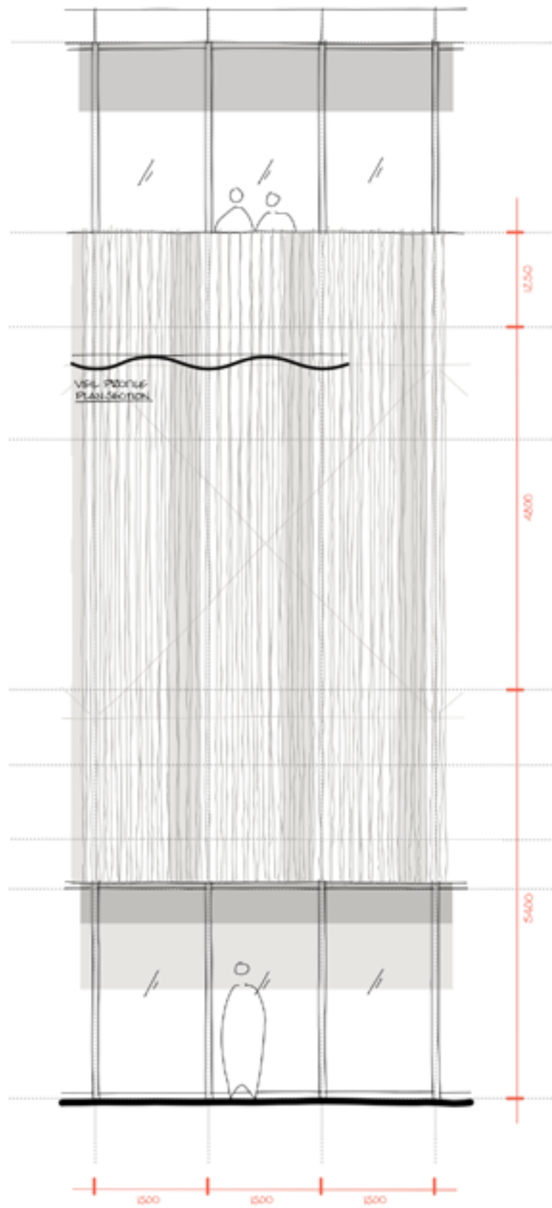
Precedent:

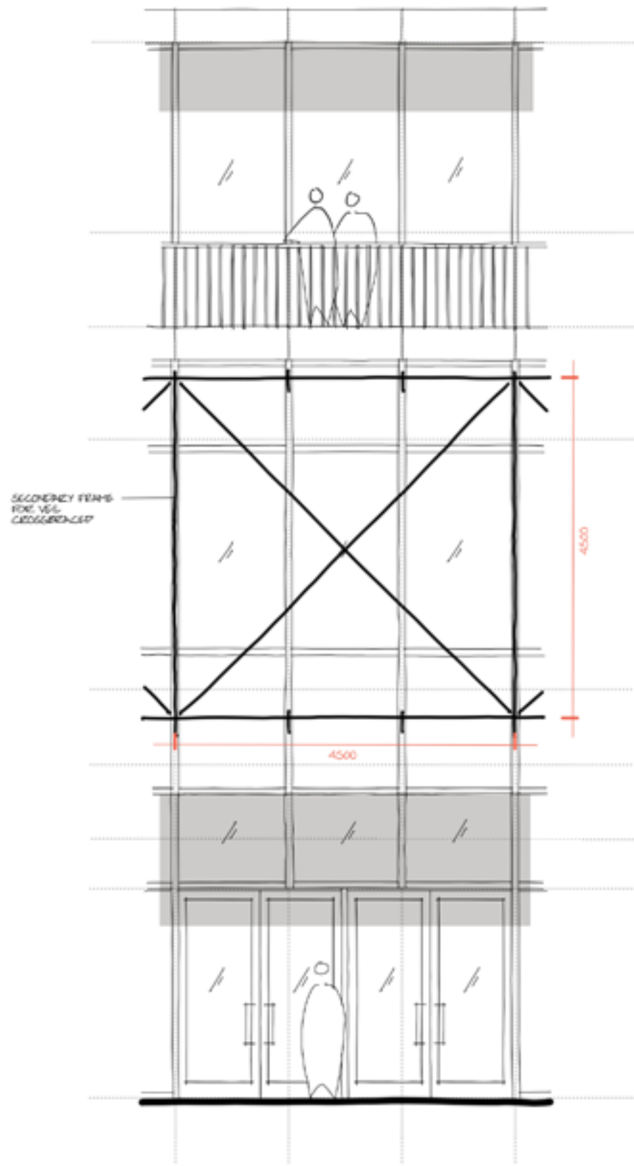
CHS VEIL



SECTION
1:100



ELEVATION
1:100



ELEVATION
1:100 (VEIL HIDDEN)

07 ELEVATIONS

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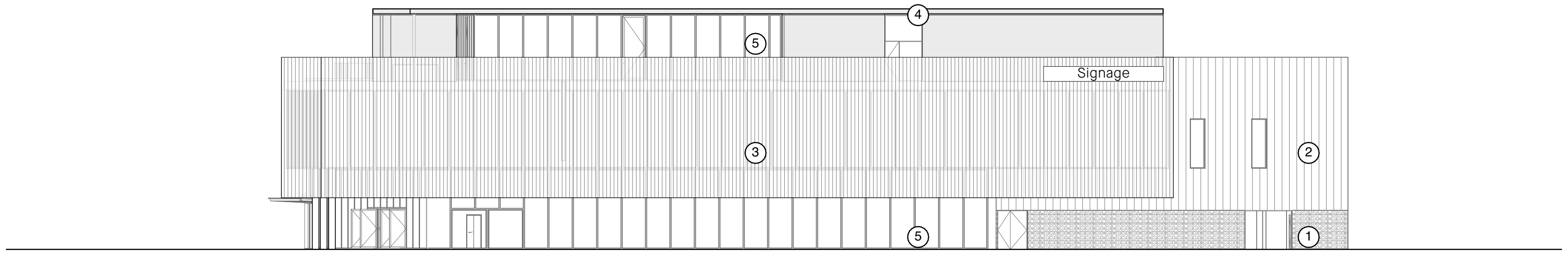
SOUTH & EAST ELEVATIONS

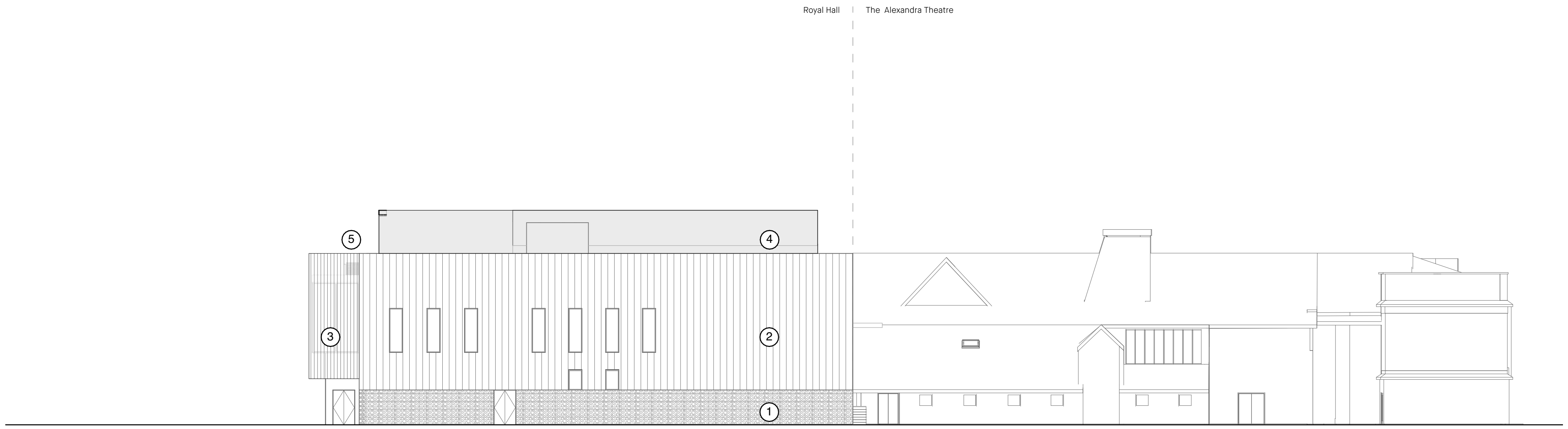
The building is predominantly glazed using a curtain wall system with a metal veil suspended over the upper levels.

On the east side of the building, the back of house spaces are clad in a metal vertical rib cladding with pebble filled gabions at street level for robustness and contextual texture.

At roof level the restaurant building is clad in curtain wall glazing and metal cladding, and setback from the primary facade to create the external terraces and reduce the scale of the building.



1:200
Proposed South Elevation



1:200
Proposed East Elevation

KEY

1 Pebble filled gabion wall

2 PPC metal SIP cladding (vertical rib)

3 Wave profile CHS metal veil

4 PPC metal SIP cladding

5 Curtain wall glazing

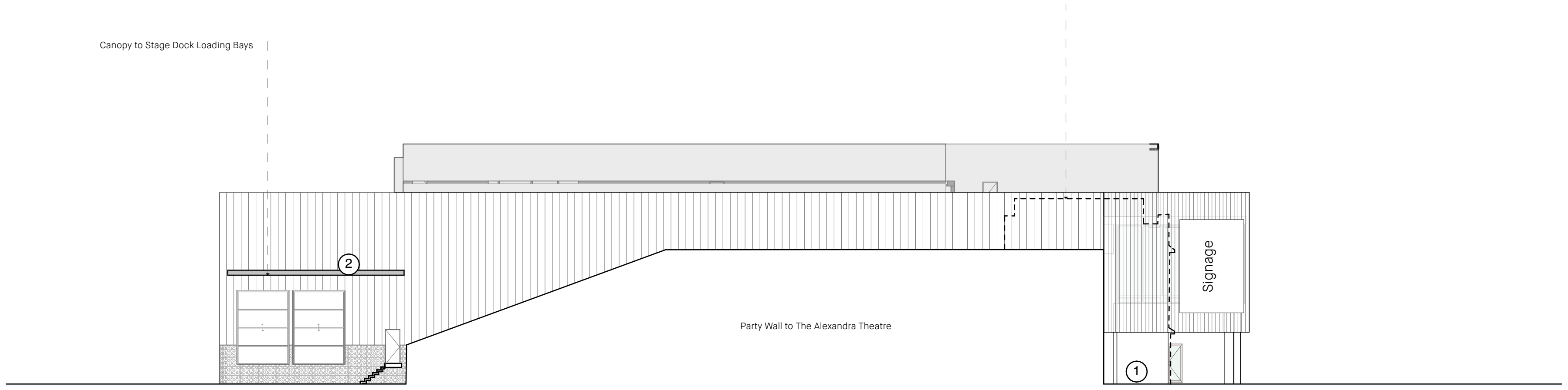
1:400 at A3

07 ELEVATIONS

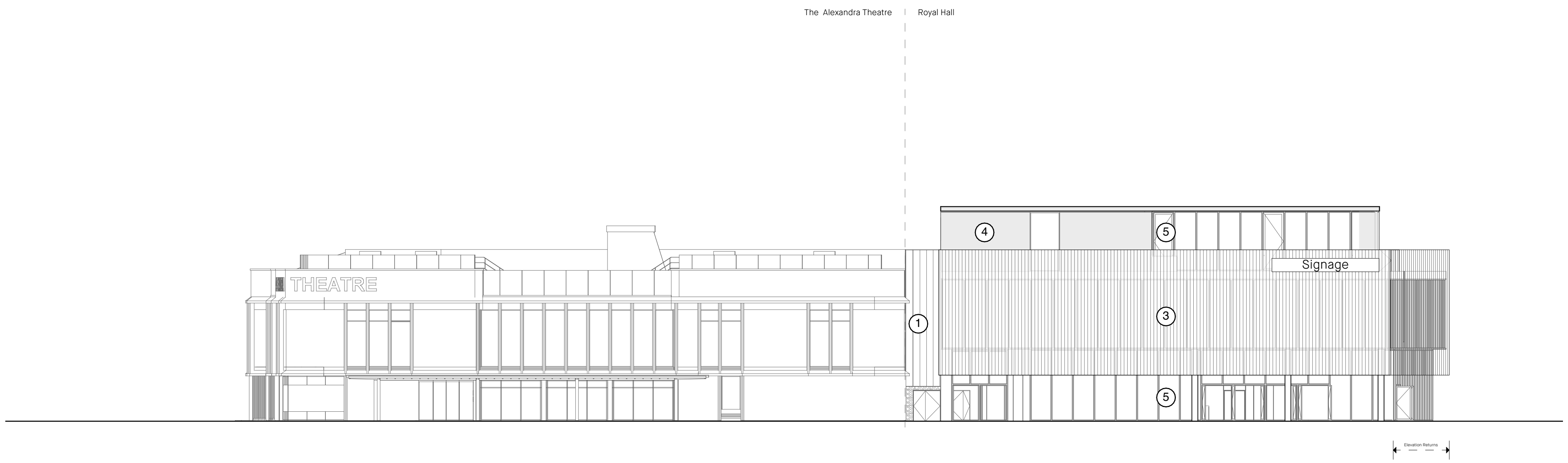
NORTH & WEST ELEVATIONS

On the west elevation, the upper levels of the building and the veil cantilever to create a large covered entrance area fronting Place St Maur.

The north elevation shares a party wall with the Alexandra Arts Centre.



1:200
Proposed North Elevation



1:200
Proposed West Elevation

KEY

1. Pebble filled gabion wall
2. PPC metal SIP cladding (vertical rib)
3. Wave profile CHS metal veil
4. PPC metal SIP cladding
5. Curtain wall glazing

OB

1:400 at A3

08 VIEWS

Page 100

View from Place St Maur (artists Impression)

08 VIEWS

View from the beach (artists Impression)

08 VIEWS

PLACEHOLDER
VISUAL BEING UPDATED

Page 102

View from the pier (artists Impression)

09 APPROVALS & RISKS

PLANNING

An application for Full Planning Permission will be submitted at the end of Stage 3. No pre-application advise or public consultation has been undertaken to date.

BUILDING REGULATIONS & STANDARDS

The venue design has been developed to align fully with UK Building Regulations and the recommendations set out in Technical Standards for Places of Entertainment (The Yellow Book), including:

- Structure (Part A): structural layouts by Ridge designed to accommodate dead loads, production rigging, and stage equipment
- Fire Safety & Means of Escape (Part B): emergency egress routes, travel distances and fire access have been checked by GF FSE against the relevant capacity
- Acoustics (Part E): the design incorporates sound insulation strategies by Theatre Projects to mitigate noise impact from the external environment and Alexandra Arts Centre, and support high-performance internal acoustics
- Ventilation (Part F): outline spatial provisions accommodate the required mechanical ventilation plant and distribution routes, in line with the ventilation strategy by Ridge
- Access & Inclusivity (Part M): the layout incorporates step-free access routes, accessible sanitary facilities, a new changing places room, and designated viewing positions for wheelchair users

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SUSTAINABILITY

A BREEAM pre-assessment has been prepared by Ridge at Stage 2, establishing a framework to achieve an 'Excellent' rating (score ≥70%), which directly supports local and national policies.

The strategy focusses on a high-performance building envelope, supplemented by low-carbon technologies and energy-recovery systems to minimise operational energy consumption. Internal environments are engineered to maintain indoor air quality, thermal comfort, and acoustics tailored to a high-occupancy performance space. Material selection prioritises responsible sourcing, low embodied carbon, and circular design principles where possible.

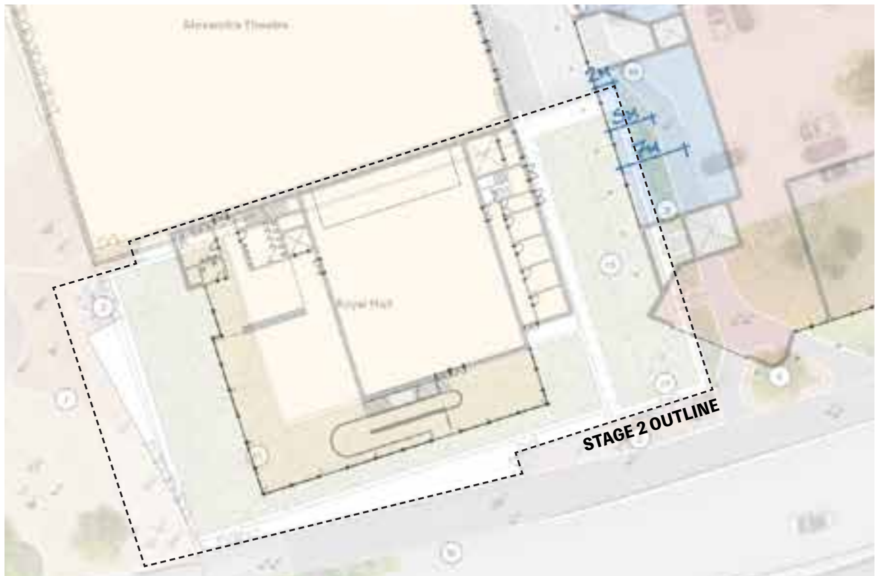
PROJECT RISKS

The following are the key project risks at this stage:

- No pre-app or public consultation undertaken (planning risk)
- No detailed brief for the restaurant. Risk that unit is hard to let/ operationally compromised
- Vehicle tracking not complete. Risks to servicing strategy and Regis Centre car park access and capacity
- Maintenance and servicing strategies only loosely defined and need to be coordinated
- Funding unsecured for latter stages, so site may be vacant for some time. Phase 1 landscape designed with this in mind
- Building overlaps 2m with future development footprint (as shown in Regis Quarter Vision 2024) - see plan right

ITEMS TO BE RESOLVED IN THE NEXT WORK STAGE (RIBA STAGE 3)

- New substation location
- Restaurant brief: discussions with specialist consultant/ potential operators to agree brief
- Servicing: service yard design, including access and turning arrangements from Belmont Street and impacts on existing car park layout
- Soft market testing: further engagement with potential operators to validate the business case, programme, SLAVSE and acoustic design
- Developed facade design including materials, structural connections and maintenance



PUBLIC REALM

(REFER ALSO TO FABRIK REPORT)

10 PUBLIC REALM PHASING

PHASED APPROACH

A phased approach ensures continuity of access to high quality public realm during the project's delivery stages.

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Landscape Strategy by

fabrìk

11 PHASE 1: LANDSCAPE

INTERIM LANDSCAPE PROPOSAL

The landscape proposals bring the cleared Brewers Fayre site back into public use as a vibrant extension to Place St Maur. These works will deliver immediate public benefit whilst improving the setting of the Alexandra Arts Centre and promenade.

The new square will include opportunities for pop-up food stalls, spill out performance space for the Arts Centre, play and exercise.

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LEGEND

1 Asphalt surface with colour and embedded elements
2 Stepping timber structure as focal play feature
3 Series of benches made of reclaimed timber sleepers
4 Planters with dunescape planting and reclaimed timber sleeper edges
5 Outdoor exercise equipment (calisthenics)
6 Retained planting beds
7 Outdoor pop-up cinema or performance opportunity
8 Space for additional temporary seating for performances and cinema screenings
9 Existing Toilets

Landscape Strategy by

fabrik

12 PHASE 2: MUSIC

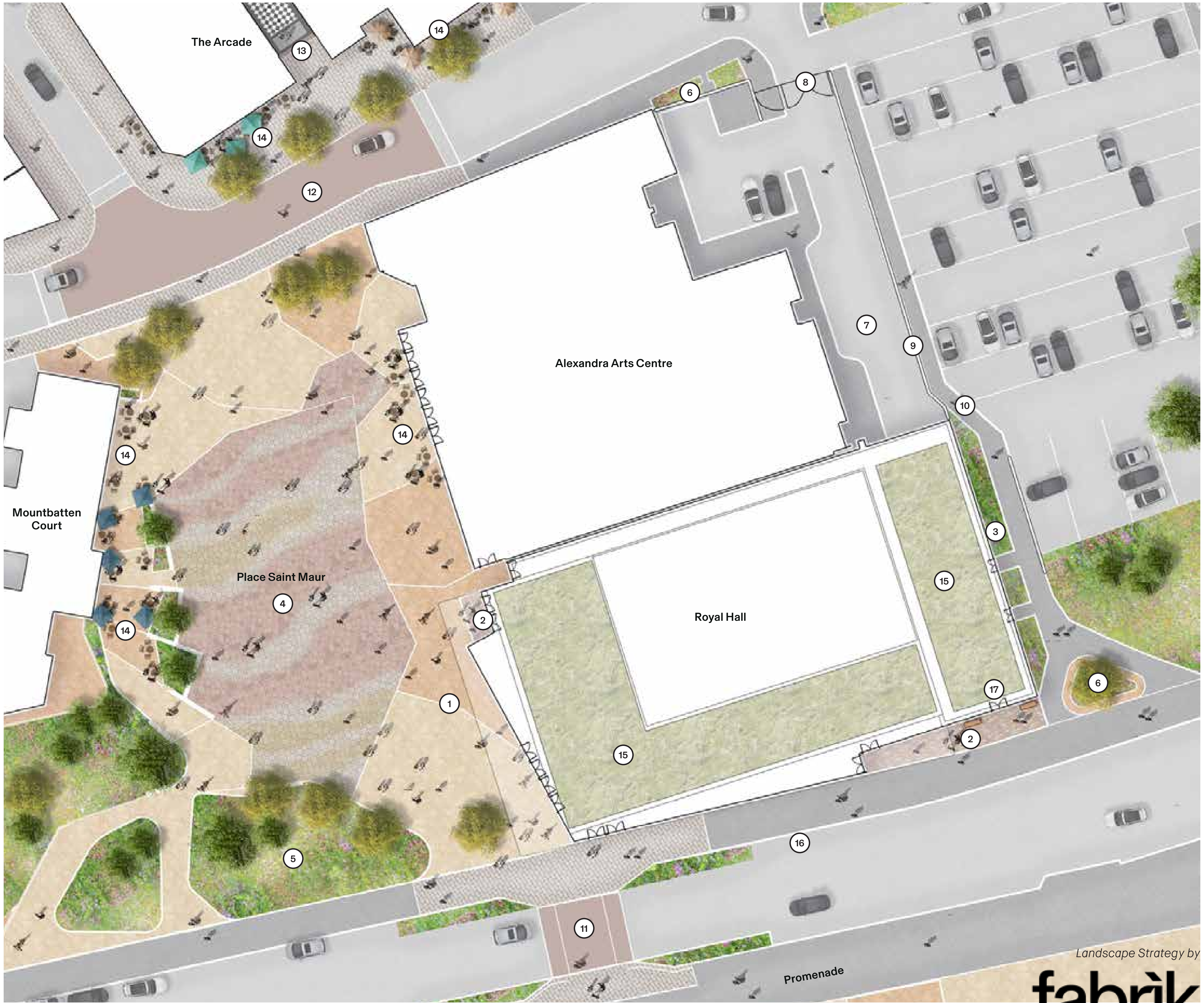
PLACE ST MAUR

Phase 2 of the public realm works sees the new music venue bedded into the surrounding context with high quality landscaping and threshold materials that compliment Place St Maur.

A green roof boosts local biodiversity and strengthens the green frontage along Place St Maur and the Regis Centre car park.

LEGEND

1 Proposed coloured asphalt (buff, white, orange) as extension to existing material
2 Block paving as landing doormats to key thresholds
3 New planting beds to east side of development
4 Existing block paving and fountains to Place St Maur public realm
5 Existing dunescape planting to Place St Maur
6 Retained planting bed with enhanced stock and alteration to bed size
7 Tarmac to loading access road
8 Vehicular and pedestrian gates into back of house area
9 Proposed wall for privacy to back of house area
10 New pedestrian footpath
11 New crossing - works complete
12 Shared surface crossing connecting Place St Maur and Royal Hall to the arcade
13 Arcade undergoing refurbishment
14 Active frontages (cafes/restaurants etc.)
15 Proposed marine tolerant green roofs to Royal Hall
16 Potential taxi drop off
17 Proposed public toilets



Landscape Strategy by
fabrik

APPENDICES

PROVIDED AS SEPARATE REPORTS (SCHEDULED BELOW)

01 Theatre Design by Plann
02 Structure Design by Ridge
03 MEP Services Design by Ridge
04 Acoustic Design by Theatre Projects
05 Fire Safety by GF FSE
06 BREEAM by Ridge
07 Landscape by Fabrik
08 Order of Cost Estimate by Ridge

OB ARCHITECTURE

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BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
7th SEPTEMBER 2026

AGENDA ITEM 13 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. J. BARRETT - PRESENT & FUTURE DEVELOPMENT OF TOURISM IN THE BOGNOR REGIS AREA

REPORT BY THE DEPUTY CLERK **FOR DECISION**

The following Motion has been proposed by Cllr. J. Barrett: -

"This is an opportunity for all members of BRTC to register their support or concerns regarding the future plans of ADC on this important seafront site Brewers Fayre). A recorded vote at the end of the item is requested, to judge whether members are in favour. If the vote is favourable, the Clerk will be asked to send the Motion to ADC Chief Executive Dawn Hudd, Deputy Chief Executive Karl Roberts, ADC Council Leader Cllr. Martin Lury, Economy Committee Chair Cllr. Roger Nash, Vice-Chair Cllr. James Walsh, and all BRTC members. Furthermore, that Karl Roberts be invited to attend a question-and-answer session at the Town Hall to respond to the matters raised by members and address their concerns. If ADC were to respond to this Motion, we would all have a better understanding of their plans to develop a tourism destination on the seafront.

Various suggestions on what could happen on the Brewers Fayre site have been made by an ADC/BRTC councillor and BRTC members are asked whether they are in favour of its demolition.

This Motion seeks answers from ADC to the following questions, regarding the Brewers Fayre building: -

- ***Please confirm if any plans are underway and, if so, are copies of these plans available? Is this in preparation of the Alexandra Arts Centre opening?***
- ***Please confirm that a working party will be set up to oversee the extra unscheduled work.***
- ***Please confirm that all the required works will be completed before the building is handed over. BRTC councillors would like to request a copy of the schedule.***
- ***Does ADC believe that Bognor can become a genuine holiday resort with private investment in major elements that are proven to attract tourists?***
- ***Would ADC support another nationally branded hotel in Bognor?***
- ***Would ADC support a multi-use recreation building, which could include a 1200 seat theatre?***
- ***Are ADC testing the market for all these types of development?***
- ***With local government currently going through the biggest change in its history, devolution will affect all sectors of local government.***

As BRTC we need to be developing working relationships with our future authorities & do what we can for the future of Bognor Regis. Is ADC already fostering these working relationships with other authorities in the region?

We request that Bognor Regis Town Council resolves to request that Arun District Council: -

1. ***Reviews the matters of the Motion and provides a written response to this Council setting out ADC's positions on these matters.***
2. ***Engages with BRTC, local residents, and relevant stakeholders before any final decisions are made.***
3. ***Provides a named point of contact for on-going liaison with the BRTC Clerk.***
4. ***Reports back to this Council within one month with progress updates and the next steps.***

If members vote in favour, we further resolve to delegate authority to the Town Clerk to write formally to the Chief Executive and Leader of Arun District Council enclosing this Motion and requesting that the matter be placed before the appropriate committee, portfolio holder, or officer for consideration."

Officer Comment

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

The subject of Leisure and Tourism falls within the Terms of Reference of the Environmental and Leisure Committee and, therefore, if proposed and seconded, the Motion should stand referred to this Committee without discussion unless the Mayor instructs that that the issue be debated immediately.

DECISIONS

Do Members wish to move and second the Motion before them?

If the Motion is proposed and seconded, does the Mayor deem the issue before Members to be urgent enough to require immediate debate?

If the Mayor does not deem the issue as urgent, do Members instruct that the issue be placed on the Agenda for the next Environmental and Leisure Committee Meeting, in accordance with S.O. 9a?

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
7th SEPTEMBER 2026

AGENDA ITEM 14 - 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 - 24th August 2026

This meeting was cancelled on the day due to an operational matter, with Inspector Wickings advising Town and Parish representatives to send in any matters via email.

The next meeting is scheduled to take place on 29th October and Members are asked to contact either Cllr. Wells or the Town Clerk with any issues that they would like raised.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
7th SEPTEMBER 2026

AGENDA ITEM 15 - TO CONSIDER THE DEVELOPMENT OF A BUSINESS PLAN INCLUDING THE ESTABLISHMENT OF A WORKING PARTY

REPORT BY THE DEPUTY CLERK **FOR DECISION**

Following Committee Chair/Vice-Chair training on 14th May 2026, provided by Trevor Leggo, CEO of West Sussex Association of Local Councils (WSALC), he offered to assist the Town Council, as part of their membership to WSALC, with the development of a Business Plan, which has been under consideration by the Town Council for a number of years.

The Town Council's Corporate Strategy 2024-2028 defines the long-term vision and community priorities, while a Business Plan would outline the operational actions, budgets, and milestones used to deliver on those priorities.

If Members would like to develop a Business Plan, then Trevor is available to meet with the Town Clerk, and Deputy Clerk, on the afternoon of 17th September 2026 for initial discussions. He has suggested that the Town Council establish a Working Party, to sit under the Policy and Resources Committee, to assist with this work.

The Working Party would work alongside officers and Trevor Leggo to consider the Council's priorities and aspirations and assist with the preparation of a draft Business Plan for subsequent consideration by the Policy and Resources Committee, before recommending to Council for adoption.

Members are therefore asked to consider whether they wish to develop a Business Plan and, if so, the establishment of a Working Party.

DECISION

Do Members **AGREE** to the development of a draft Business Plan for Bognor Regis Town Council and, if so, the establishment of a Working Party, to sit under the Policy and Resources Committee?

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
7th SEPTEMBER 2026

AGENDA ITEM 16 – TO CONSIDER ARUN DISTRICT COUNCIL'S COMMUNITY GOVERNANCE REVIEW PROGRAMME, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE SECOND CONSULTATION

REPORT BY THE DEPUTY CLERK **FOR DECISION**

At the Policy and Resources Committee Meeting, held on 17th November 2025, it was proposed, and seconded, that Hatherleigh Ward be brought back into Pevensey Ward, as had been the case before the May 2015 elections. Members resolved to agree that the Town Council formally submit a formal request to Arun District Council for a Community Governance Review (Min. 110 refers).

Arun District Council then commenced a statutory Community Governance Review (CGR), whereby they consider changes to parish governance arrangements, including parish boundaries, warding arrangements, and councillor numbers, to ensure effective and convenient local government and reflect community identity.

The first consultation period ran until 31st May 2026 (extended by 8 weeks from 31st March due to the late reinstatement of WSCC Elections), with Arun District Council making the following recommendation for Bognor Regis: -

"Having considered the representations made to the Council, we recommend that the internal boundaries of the parish are amended so that the Hatherleigh ward be absorbed into the Pevensey ward. This will then reduce the number of parish wards to 4 as it was before a consequential change following a previous boundary review. We recommend this change for the following reasons:

- *Hatherleigh ward is extremely small and by merging this with the current Pevensey ward it will encourage a more cohesive approach across the area."*

The draft recommendations were approved at Arun District Council's Full Council Meeting on 15th July 2026 and are attached as **Appendix 1**. The draft Bognor Regis ward map and representations received are attached as **Appendix 2 and 3** respectively. A second consultation will now run until 15th October 2026, and Members are invited to consider any further comments that they would like to make about the proposals.

DECISION

Members are asked to **AGREE** any further comments to be submitted to Arun District Council in relation to the Community Governance Review Consultation.

ARUN
DISTRICT COUNCIL

Community Governance Review Programme 2026

Draft Recommendations

Contents

Introduction

A community governance review programme is taking place across the area of Arun.

In this review, the Council will be guided by the relevant legislation in Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant national guidance document. Furthermore, it is guided by the decisions made by the Policy and Resource Committee on both the Terms of Reference adopted on the 11 December 2025, and draft recommendations approved on 2 July 2026. The draft recommendations were then approved at Full Council on 15 July 2026.

Arun District Council as the principal authority has the power and the duty to keep all of the electoral areas within its boundaries under review and ensure that all electoral areas have adequate representation. With Local Government Reorganisation approaching this is an appropriate point at which to conduct a review within the Arun district.

The Review

Initial Scope of the Review

The District Council began a community governance review to consider whether governance arrangements within Arun are:

a) Reflective of the identities of the community in that area; and
b) Effective and convenient to the community in that area.

In doing so, the review will take into account:

a) The impact of community governance arrangements on community cohesion; and
b) The size, population and boundaries of the parish.

The areas that were subjects of the review programme are included in the following district wards:

- Aldwick East and West
- Arundel and Walberton
- Bersted
- Felpham East (Hoe Lane)
- Orchard (Bersted Green)
- Pagham
- Pevensey (Hatherleigh)
- Yapton

Aim of the Review

The aim of this review is to bring about:

- improved and stronger community engagement
- more cohesive communities
- better local democracy
- efficient, more effective and convenient delivery of local services ensuring residents across the respective areas are treated equally and fairly

In addition, we aim is to complete this review and give effect to any new boundaries at the next ordinary local government elections in May 2027.

Initial Consultation

Background

On the 1 February 2026, a 16-week consultation commenced, requesting the views of interested parties in relation to the initial scope of the review. The consultation closed at midnight, on 31 May 2026. The initial consultation period was extended from the standard 8 weeks due to the late reinstatement of the local elections in West Sussex.

The review was publicised through the Council's website, social media and information included in the household notification letter hand delivered to all properties in Arun. A briefing was held in Arundel for the areas in the Arundel and Walberton ward without parish councils. Separate leaflets were also hand delivered to those properties as we received feedback that the residents were unaware of the briefing.

We welcomed responses from residents, and any other person or body, including a local authority, who appears to have an interest in the community governance review.

Responses to the initial consultation

The Council convened a working party to carefully review and consider all responses to the consultation between 1 February and 31 May 2026 (the first of two public consultations planned for the community governance review). 211 responses were received from a wide range of stakeholders, a breakdown by type of respondent can be seen below:

Type of Respondent	Total No of Responses (per Type)
A resident (or residents in the area)	195
Somebody who works in one or more of the areas	5
A councillor who represents one or more of the areas	8
A local authority in the area	2

Organisation/business who operates in the area	1
Have relatives in the review area	1
Total No of Responses	**212**

A full summary of responses received can be viewed on our website here. In additional, a full analysis of responses was presented to the Policy and Resource Committee on the 2 July 2026, the report and appendices can be found here.

Draft Recommendations

Following the initial consultation on the scope of this review, the proposals were revised and approved at the Policy and Resource Committee on 2 July 2026. The draft recommendations were then approved at Full Council on 15 July 2026.

The following matters are now under consideration, and are subject to public consultation:

Draft Recommendation a) Aldwick and Pagham Parish Council boundaries.

Having considered the representations made to the Council, we recommend that the boundary lines between Aldwick and Pagham Parish Councils are amended slightly to allow 9 properties currently in the Aldwick Parish to be included within the Pagham Parish along with the rest of the housing development. For the following reasons:

- to ensure that all residents of Regis Park are within the same parish, district, county and parliamentary electoral areas.
- are reflective of the identities of the community in that area.

Draft Recommendation b) Unparished areas in Arundel and Walberton.

Having carefully considered the representations made to the Council, we recommend that the parish meetings within the Arundel and Walberton ward remain as they are and do not merge to form a new parish council(s) or be combined with a current council for the following reasons:

- strong opposition was received from representatives and residents of each parish meeting stating that each parish meeting had their own identity do not wish to join with their neighbouring areas.
- Additionally, it was felt the financial implications would outweigh the benefits.
- are reflective of the identities of the community in that area.

We also noted representations that suggest that Warningcamp Parish Meeting could become a parish council of its own and to move the boundary line to include all of the properties within Clay Lane. As the electorate numbers for Warningcamp Parish Meeting, even with the additional properties suggested, do not currently meet the criteria to create a parish council this does not form part of our draft recommendations.

Draft Recommendation c) Bersted Parish Council boundaries.

Although we did not receive any representations to the Council on this area this was a review requested by Bersted Parish Council themselves, we recommend that the number of councillors for this parish decreases for the current 14 to 12 and that all ward boundaries are removed so that the parish council is no longer warded. We recommend these changes for the following reasons:

- the parish council have found it increasingly difficult to encourage residents to stand for election or be co-opted once vacancies arise. With fewer seats it will enable or more robust engagement with the local community in the electoral process.
- by removing the parish warding this will enable the parish to be more efficient, more effective and enable convenient delivery of local services ensuring residents across the respective areas are treated equally and fairly.

Draft Recommendation d) Bognor Regis Town Council boundaries.

Having considered the representations made to the Council, we recommend that the internal boundaries of the parish are amended so that the Hatherleigh ward be absorbed into the Pevensey ward. This will then reduce the number of parish wards to 4 as it was before a consequential change following a previous boundary review. We recommend this change for the following reasons:

- Hatherleigh ward is extremely small and by merging this with the current Pevensey ward it will encourage a more cohesive approach across the area.

Draft Recommendation e) Walberton Parish Council boundaries.

Having considered the representations made to the Council, we recommend that the number of parish councillors increases from 9 to 12 for the following reasons:

- due to the new developments of Fontwell Meadows, Avisford Grange and Tye Lane within the parish the population has increased significantly.
- to enable efficient, more effective and convenient delivery of local services to ensure residents across the area are treated equally and fairly.

There is an additional recommendation to remove the parish ward boundaries for the parish to enable equal representation across the whole area.

Draft Recommendation f1) Yapton Parish Council boundaries.

Having considered the representations made to the Council, we recommend that the number of parish councillors increases from 10 to 12 for the following reasons:

- due to the new developments within the Yapton parish the population has increased significantly.

- there is a high level of public engagement in the Yapton area and increasing the number of parish councillors will enable that engagement further.
- to enable efficient, more effective and convenient delivery of local services to ensure residents across the area are treated equally and fairly.

Draft Recommendation f2) Yapton and Felpham Parish Council boundaries.

Having considered the representations made to the Council, we recommend that the boundaries between Yapton and Felpham Parish Councils should be amended so that the Hoe Lane ward currently within the Yapton Parish Council boundary should become part of Felpham Parish Council for the following reasons:

- Hoe Lane is a small area which is currently located in the Felpham County Division and Felpham East District Ward, therefore it is sensible for it to become part of Felpham Parish Council.
- the electors of Hoe Lane already vote at Felpham Methodist Church
- is more reflective of the identities of the community in that area

Final Consultation

Responding to the Review

Arun District Council welcomes representations from any person or body who may wish to comment or make proposals on any aspect of the matters under review. If you wish to respond to the community governance review programme, please refer to the community governance review page on our website here.

You can submit representations to the review via a number of methods, these include:

Online Form: CGR 2nd Stage Consultation Online Form

Email: elections@arun.gov.uk

Post:

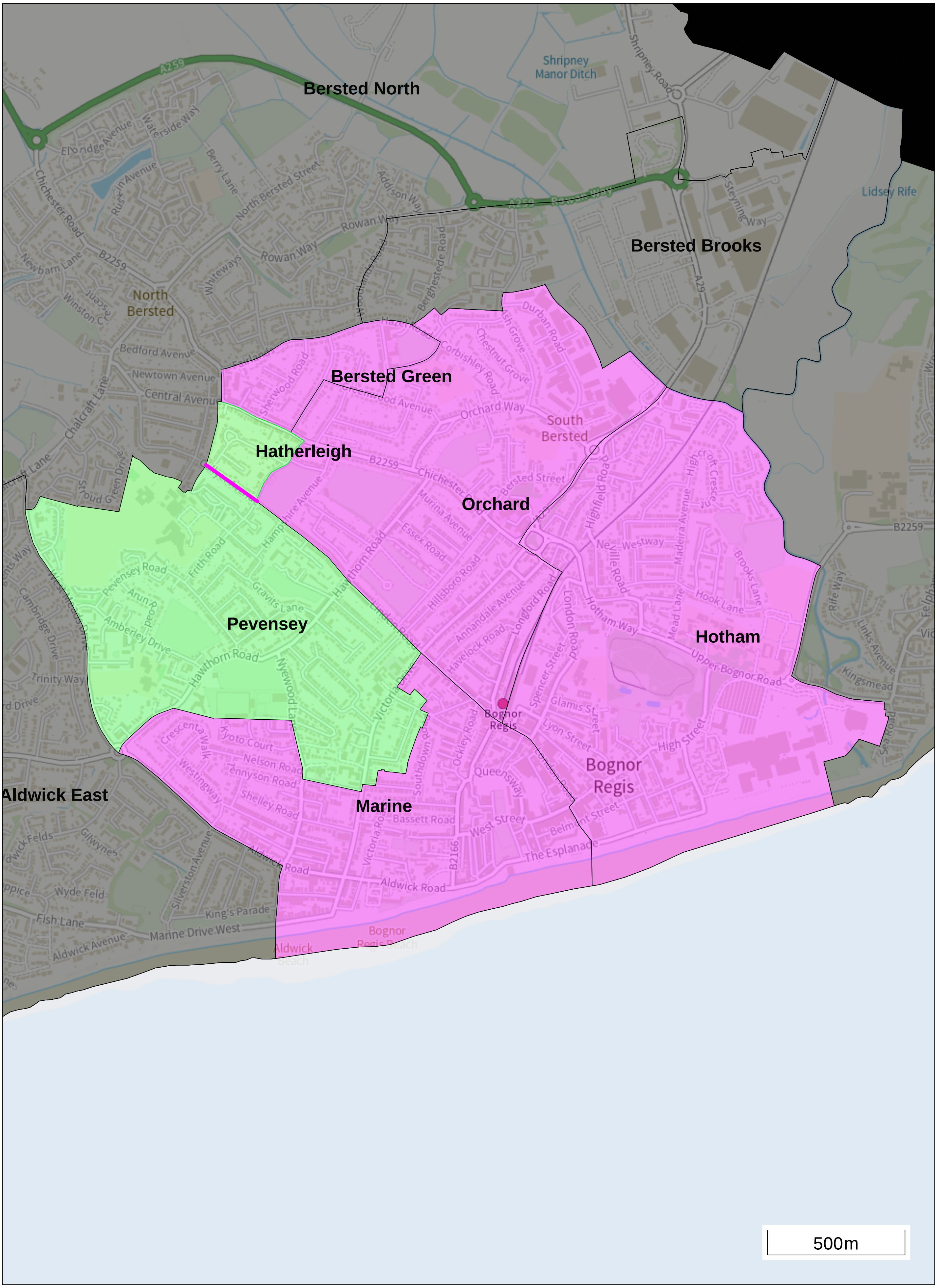
Electoral Services
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 6SB

All representations to our second stage of consultation must be received by 15 October 2026. Please note that no decisions will be made until all representations have been carefully considered.

Further information & Contact Details

- **Email**: elections@arun.gov.uk
- **Telephone:** 01903 737615

Bognor Regis Town Council Boundaries Map



Purple Line = Existing Boundary
Green Area = Proposed Boundary

Production Date: 03 June 2026

www.arun.gov.uk

ARUN DISTRICT COUNCIL

Bognor Regis Town Council Boundaries
Representations from First Consultation

Are you completing this as:	Which area are you completing this for:	Do you agree that the Hatherleigh ward should merge with the Pevensey ward so that there would be 4 wards in the Bognor Regis Town Council area?	Please provide any further comment that you would like to make about this proposal. 1
Somebody who works in one or more of the	Bognor Regis Town Council boundaries	Yes	
A resident (or residents) in the	Bognor Regis Town Council boundaries	Yes	It’s too small

AGENDA ITEM 17

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
7th SEPTEMBER 2026

AGENDA ITEM 17 – TO RECEIVE ANY FEEDBACK FROM THE COUNCILLOR DROP-IN SURGERY HELD ON 28th MAY AND 22nd AUGUST 2026

REPORT BY THE CIVIC & OFFICE MANAGER FOR NOTING

Feedback from Councillor Drop-In Surgery held on 28th May 2026

At the Councillor Drop-In Surgery held on 28th May 2026, from 2pm until 4pm, at London Road Precinct (northern end), the following were in attendance: -

BRTC Councillors:	P. Ralph, Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates
BRTC Officers:	Mrs. R. Vervecken (Civic & Office Manager), Mrs. L. Hollies (Clerical Assistant) and Mr. B. Handley (Event Duty Officer), at various times

Approximately 20 members of the public engaged with the Councillors present. A summary of the issues discussed, comments made, and questions asked included: -

- Refuse collections
- Hornets nest in Amberely Drive allotments (not owned or run by BRTC)
- Litter problems at Linden Road/Hawthorn Road junction
- Comments on the appearance of The Pier and query as to whether a Compulsory Purchase Order could be made
- Potholes
- Complaints regarding public toilets along seafront
- Call to bring back the Hotham Park Country Fair event
- Information on accessing services if new to area (including My Sisters' House)
- Queries on youth provision/Grant Aid processes
- Questions regarding how the Town Council would operate the Town Hall if they do choose to purchase from ADC
- Council tax queries
- Overdevelopment/lack of protection of countryside
- Questions on tackling anti-social behaviour and shoplifting (DISC reporting)
- Lack of grass cuttings in some areas including Ockley Court, Ockley Road
- Increase in homelessness

Feedback from Councillor Drop-In Surgery held on 22nd August 2026

At the Councillor Drop-In Surgery held on 22nd August 2026, from 12pm until 2pm, on the Promenade (next to the Foreshore Office), the following were in attendance: -

BRTC Councillors:	Mrs. J. Warr, M. White and Mrs. G. Yeates
BRTC Officers:	Mrs. J. Davis (Town Clerk) and Mr. M. Hirst (Deputy Clerk)

Approximately 23 members of the public engaged with the Councillors, and officers, present. A summary of the issues discussed, comments made, and questions asked included: -

- Tree obstructing the pavement in Victoria Drive
- Encampment on the Esplanade
- Query regarding Council funding in relation to 52 Lyon Street (BR/115/25/PL)
- Blue Badge appeals process
- Query regarding distribution of an Operation Kite leaflet
- Concerns regarding community safety and anti-social behaviour in the town centre, including around Station Square
- Concerns regarding vape shops and barber shops
- Concerns regarding Houses in Multiple Occupation (HMOs), including parking, litter, anti-social behaviour and alleged drug activity
- Concerns regarding the conduct and conditions of HMO licences
- Report of intimidation between residents at Rushmore House, Hawthorn Road, and damage to a bicycle
- Concerns regarding a van/lorry regularly parked outside the mattress shop in London Road and associated loading/parking enforcement
- Potholes and food waste
- Housing query regarding a possible move from Howard House to Bersted Green Court through the Housing team
- Concerns regarding the condition of the road surface in Canada Grove and previous reports to WSCC

The next Councillor Drop-In Surgery will be held at London Road on Tuesday 17th November, between 10:30am and 12:30pm, as noted at the Annual Town Council Meeting held on 11th May 2026 (Min. 31 refers).

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
7th SEPTEMBER 2026

AGENDA ITEM 18 - TO CONSIDER ARUN DISTRICT COUNCIL'S REQUEST FOR A FINANCIAL CONTRIBUTION TOWARDS THE LOSS OF PARKING REVENUE ARISING FROM THE INCREASE IN THE PARKING DISC SCHEME FROM TWO HOURS TO THREE HOURS

REPORT BY THE DEPUTY CLERK **FOR DECISION**

Arun District Council (ADC) has agreed to extend the current two-hour free parking disc scheme to three hours across participating car parks, with effect from 1st January 2027. The extension is intended to support town centre growth, encourage longer visitor stays and provide additional benefits to residents, businesses and local high streets. ADC has advised that the additional free hour is estimated to result in £47,983 of foregone parking revenue per annum across the six participating car parks. In light of its ongoing budget pressures, ADC has approached partner organisations and stakeholders, including Bognor Regis Town Council and Littlehampton Town Council, seeking financial contributions towards this anticipated loss of revenue.

Further information was requested by the Town Clerk from ADC regarding the methodology used to calculate the estimated £47,983 annual loss. ADC's Parking Services Manager has advised that the calculation is based on customer behaviour and ticket sales data from the six participating car parks during the previous financial year. The calculation considers the number of motorists who purchased additional parking time after activating a parking disc and extrapolates this across the total number of parking disc users. To model the impact of extending the scheme, the total number of paid parking hours purchased was reduced by one hour per transaction, representing the additional free hour that will be available. The resulting reduction in chargeable parking time was then used to estimate the anticipated loss of revenue.

ADC has not requested a specific level of contribution from Bognor Regis Town Council and has indicated that it would welcome any level of financial support towards the projected £47,983 annual shortfall.

Members are therefore asked to consider whether Bognor Regis Town Council wishes to make a financial contribution towards the anticipated loss of parking revenue arising from the extension of the parking disc scheme from two hours to three hours and, if so, to determine the level of contribution, whilst identifying an appropriate budget from which to fund this.

DECISION

Members are asked to **AGREE** whether Bognor Regis Town Council should make a financial contribution towards Arun District Council's estimated loss of parking revenue arising from the extension of the parking disc scheme from two hours to three hours and, if so, **RESOLVE** to **AGREE** the amount of the contribution and from which budget this be funded.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 7th SEPTEMBER 2026

AGENDA ITEM 20 - TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2026 ACCOUNTS AND CONSIDER ANY ACTION IF REQUIRED

REPORT BY THE TOWN CLERK **FOR DECISION**

Notification has been received from the External Auditors, Moore, that they have completed the Town Council's annual audit for the year ended 31st March 2026.

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

The External Auditor limited assurance opinion 2025/26 states as follows: -

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

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

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

DECISIONS

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

To **NOTE** the External Auditors limited assurance opinion 2025/26 which states that on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Also, there are no other matters affecting their opinion which they draw to the attention of the authority.

AGENDA ITEM 21

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
7th SEPTEMBER 2026

AGENDA ITEM 21 - CIVIC DUTIES UNDERTAKEN BY MAYOR CLLR. PAUL RALPH FROM 6th JULY – 7th SEPTEMBER 2026

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

Thursday 09.07.2026	:	Refugee Tales Evening, Our Lady of Sorrows Church, Clarence Road, BR
Tuesday 14.07.2026	:	BR District Scouts Sandcastle Competition Seafront/Felpham Sailing Club, Felpham
Friday 17.07.2026	:	South Bersted C of E Primary School's Summer Fete, South Bersted School, Church Lane, South Bersted
Sunday 19.07.2026	:	'Music in the Park', Hotham Park, BR
Wednesday 22.07.2026	:	Elizabeth House Care Home Staff Long Service Awards, Victoria Drive, BR
Wednesday 22.07.2026	:	BR District Scouts AGM, 11th Bognor Scout Hut, Central Drive, BR
Tuesday 28.07.2026	:	*Deputy Mayor attended: Publicity event For Green Flag Awards (ADC), West Park, Aldwick*
Wednesday 29.07.2026	:	Green Flag Award publicity event, Hothamton Sunken Gardens, BR
Wednesday 29.07.2026	:	Green Flag Award publicity event, Hotham Park, BR
Wednesday 05.08.2026	:	*Deputy Mayor attended: Oakland Court Care Home Summer Party, Admiralty Rd, Felpham*
Friday 07.08.2026	:	Tour of Stonepillow services (Mayor's Charity), 'Glenlogie', Clarence Road, BR
Saturday 08.08.2026	:	MHA Greenways Care Home Summer Fayre, Hawthorn Rd, BR

Sunday 09.08.2026	:	'Music in the Park', Hotham Park, BR
Tuesday 11.08.2026	:	Attendance at BRTC 'Funshine Days', Prom Bandstand, BR
Wednesday 26.08.2026	:	*Attendance at BRTC 'Funshine Days', Hotham Park, BR*
Saturday 29.08.2026	:	Opening of 'The Sweet House', 8 High Street, BR
Friday 04.09.2026	:	Photo op with recipient of 2026 Youth & Young Persons budget, Council Chamber, Town Hall, BR
Saturday 05.09.2026	:	Bognorphenia Annual Weekend, BR Youth & Community Centre, Westloats Lane & Hampshire Avenue Recreation Ground, BR
Saturday 05.09.2026	:	BR Concert Band Concert, St Mary Magdalene Church, Bersted Street, BR
Sunday 06.09.2026	:	'Music in the Park', Hotham Park, BR

AGENDA ITEM 22

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
7th SEPTEMBER 2026

AGENDA ITEM 22 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH FROM 6th JULY – 7th SEPTEMBER 2026

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

Monday 13.07.2026	:	Proclamation for International Town Criers Day, Town Centre, BR
Tuesday 21.07.2026	:	Filming for 2026 series of Britain's Got Talent, London
Friday 24.07.2026 – Sunday 26.07.2026	:	The Armada Cup Town Crier 3-Day Competition (retained title of 'Best Dressed Couple' alongside her Consort)
Monday 03.08.2026	:	Funshine Days Proclamation (via Facebook)
Monday 10.08.2026	:	Funshine Days Proclamation, Town Centre, BR
Tuesday 11.08.2026	:	Attendance at BRTC Funshine Days, Prom Bandstand BR
Sunday 16.08.2026	:	Knaresborough Town Crier Competition, Market Cross, Market Place, Knaresborough (Won 1st Place overall and 'Best Dressed')
Friday 21.08.2026	:	Funshine Days Proclamation, Town Centre
Tuesday 25.08.2026	:	Attendance at BRTC Funshine Days, Hotham Park Bandstand, BR

AGENDA ITEM 24

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 7th SEPTEMBER 2026

AGENDA ITEM 24 - CORRESPONDENCE FOR INFORMATION

1. WSCC News Release; Change to West Sussex County Council cabinet position – Circulated to all Councillors 20.07.2026
2. WSCC Cabinet Agenda for 28th July 2026 – Circulated to all Councillors 20.07.2026
3. Sussex Alerts/Neighbourhood Watch July newsletter – Circulated to all Councillors and on social media 20.07.2026
4. West Sussex Fire & Rescue Service Safe and Well Visits – Circulated to all Councillors and on social media 21.07.2026
5. NALC Events – previously forwarded to Councillors 21.07.2026
6. Reminder from NALC completion of Children's Commissioner's National Survey, The Big Future – Posted on the website 22.07.2026
7. CCCI Back to Business Bulletin – Forward to Council Rep Cllr Dawes 23.07.2026
8. NALC Chief executive's bulletin – Circulated to all Councillors 23.07.2026
9. The Sussex Police and Crime Commissioner; Strengthening support for Sussex veterans – Circulated to all Councillors 24.07.2026
10. ADC news release – Aileen Evans OBE Appointed Chair of Arun District Council Housing Improvement Board – Circulated to all Councillors 27.07.2026
11. NALC Jobs newsletter 27.07.2026
12. Sussex Alerts; Listen and subscribe to the new Neighbourhood Watch Podcast – Circulated to all Councillors and on social media 27.07.2026
13. NALC Chief executive's bulletin – Circulated to all Councillors 30.07.2026
14. Hidden Disabilities; July webinar 30.07.2026
15. St Wilfrid's Hospice; London to Brighton cycle race 30.07.2026
16. Arun Arts An Invitation to Take Your Place; Alexandra Arts Centre – Circulated to all Councillors 31.07.2026
17. Arun July Newsletter 31.07.2026
18. Office for National Statistics July update 31.07.2026
19. The Sussex Police and Crime Commissioner; Encouraging reductions in crime in Sussex – Circulated to all Councillors 31.07.2026
20. Southern Water; An update on our work to protect bathing waters in West Sussex – Circulated to all Councillors 31.07.2026
21. Sussex Alerts; Help us prevent wildfires in Sussex – Circulated to all Councillors 31.07.2026
22. Sussex Alerts; July Edition Fraud Newsletter – Circulated to all Councillors 31.07.2026
23. NALC Jobs newsletter 03.08.2026
24. NALC Events newsletter – Circulated to all Councillors 04.08.2026
25. CCCI; Back to Business Bulletin – forward to Cllr Dawes the Council Rep 05.08.2026
26. WSCC; Cabinet 28 July 2026 minutes – Circulated to all Councillors 05.08.2026
27. NALC Chief executive's bulletin – Circulated to all Councillors 06.08.2026
28. Ollie Jeffery Alexandra Arts Centre July/August newsletter – Circulated to all Councillors 07.08.2026

29. Sussex Alerts; Learn about coercive control – Circulated to all Councillors and on social media 07.08.2026
30. St Wilfrid's Hospice news 07.08.2026
31. The Sussex Police and Crime Commissioner 07.08.2026
32. NALC Jobs listings 10.08.2026
33. CCCI Special August Newsletter – forward to Cllr Dawes the Council Rep 10.08.2026
34. NALC events – Circulated to all Councillors 11.08.2026
35. BR Twinning Association; Murder Mystery Evening in September – Circulated to all Councillors 12.08.2026
36. NALC Star Council Awards 2026/27 Clerk of the Year – Circulated to all Councillors 12.08.2026
37. Stonepillow; Survey, let us know what you think – Circulated to all Councillors 12.08.2026
38. Email from member of the public, Mr Riddle, regarding the cleanliness/rough sleeper in London Road with pictures – Circulated to all Councillors and forward to ADC for their attention 12.08.2026
39. CCCI Back to Business Bulletin – Circulated to Cllr Dawes the Council Rep 13.08.2026
40. WSCC; Advice for West Sussex students receiving A-level results – Posted on social media 13.08.2026
41. NALC Chief executive's bulletin – Circulated to all Councillors 13.08.2026
42. A Summer of Support and Impact – ACCA News 14.08.2026
43. The Sussex Police and Crime Commissioner 14.08.2026
44. NALC Jobs newsletter 17.08.2026
45. Email forwarded to Cllrs from Oliver Handson (ADC) regarding cleanliness and public conveniences in the Town 17.08.2026
46. Hidden Disabilities; Sunflower training 19.08.2026
47. NALC Chief executives bulletin – Circulated to all Councillors 20.08.2026
48. CCCI Back to Business – Circulated to Council rep Cllr Dawes 20.08.2026
49. WSCC eNewsletter; Better Roads, shaping a greener future and more – Circulated to all Councillors 20.08.2026
50. Hidden Disabilities; Sunflower stories to share 20.08.2026
51. St Wilfrid's Hospice Autumn lottery 22.08.2026
52. NALC Jobs newsletter 24.08.2026
53. Sussex Alerts August Fraud newsletter – Circulated to all Councillors and on social media 25.08.2026
54. Public Sector Network newsletter 25.08.2026
55. Hidden Disabilities sunflower training 25.08.2026
56. Stonepillow Supporter Update – Forward to Cllr Ralph (Patron) 25.08.2026
57. NALC Chief executive's bulletin – Circulated to all Councillors 27.08.2026
58. Hidden Disabilities; webinar and resources 27.08.2026
59. Office for National Statistics August update 27.08.2026
60. Arun August newsletter 28.08.2026

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 7th SEPTEMBER 2026

AGENDA ITEM 25 - PICTUREDROME SITE UPDATE INCLUDING: -

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

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Balance Sheet for The Bognor Pier Company Ltd. - a copy of the detailed Balance Sheet up to and including 30th June 2026 will be copied to Councillors for information under separate cover.

Fire safety work – Min. 121.1 of the Council Meeting held on 3rd November 2025 refers
It was noted at the Council Meeting held 3rd November 2025 (Min. 121.1 refers) that, following liaison with a Fire Safety Inspecting Officer from West Sussex Fire and Rescue Authority, good progress had been made, with the extensive work done during the refurbishment, and the building was considered to be the 'safest it's ever been'. The Fire Officer concluded that a number of matters had been satisfactorily rectified and, whilst acknowledging those matters outstanding, they did not intend to revisit specifically to check these items had been completed.

On Monday 24th August 2026, a different Fire Safety Inspecting Officer visited the premises, which continues to be under refurbishment, and was of the opinion that there were matters which involved a risk to people for which the use of the premises ought to be prohibited. Therefore, the premises have been temporarily closed, with access restricted to staff and contractors for the purpose of making the premises safe, whilst the tenant proactively works with the Authority to reopen as soon as possible. The Director and Town Force Manager subsequently met on-site with the Fire Officer, and Tenant representatives, to discuss the matters and agree a way forward. It is anticipated that there will be further updates available in time for the Town Council Meeting on 7th September 2026, in which case a verbal report will be given by the Director.