



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,

Bognor Regis, West Sussex, PO21 1LD

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Dear Sir/Madam,

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

I hereby give you Notice that the Annual Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 11<sup>th</sup> MAY 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 11<sup>th</sup> May from members of the public not able to attend the Meeting in person will be read by the Chair during this adjournment.

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

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

**DATED THIS 1<sup>st</sup> DAY OF MAY 2026**

**TOWN CLERK**

### **AGENDA AND BUSINESS**

1. Election of Mayor for 2026/2027
2. The Mayor will make the Statutory Declaration of Acceptance of Office
3. Election of Deputy Mayor for 2026/2027
4. The Deputy Mayor will make the Non-Statutory Declaration of Acceptance of Office
5. Acceptance speech and welcome by the newly elected Mayor
6. Declaration of Acceptance of Office by the Member elected at the Hotham Ward By-Election on 7<sup>th</sup> May 2026
7. Apologies for Absence and their approval, subject to meeting the agreed criteria

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

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

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

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

13. To appoint representatives to other 'outside' bodies (list attached to Agenda)
14. To note the details of the ADALC Meeting taking place at 6pm on 12<sup>th</sup> May 2026
15. To confirm Bank Signatories
16. To ratify continuance of the current policy that verification of bank reconciliations will be completed by any of the current bank signatories excluding the Chair or Vice-Chair of the Policy and Resources Committee in line with FR 2.6
17. To note the Calendar of Meetings for 2026/2027 (attached) including to agree the start time of Planning and Licensing Committee Meetings
18. To APPROVE the Minutes of the Council Meeting held on 9<sup>th</sup> March 2026
19. Reports from WSCC County and ADC District Councillors (if available)
20. Written Questions from Councillors
21. Adjournment for public question time and statements
22. To consider any written dispensation requests received from Town Councillors including any dispensation requests to enable participation in any discussion/decision in relation to Members' Allowances/Expenses during this administration

23. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 23.1 **Policy and Resources Extraordinary Committee Meeting of 16<sup>th</sup> March and Committee Meeting of 30<sup>th</sup> March 2026** with resolutions, recommendations and reports including: -
- Recommendation that the Internal Audit Report 2025/26 (Interim Update) be approved - Min. 186 refers
  - Recommendation to adopt the Data Protection Policy, Data Retention Policy, Vexatious Requests Policy, Grievance Procedure, ICT Policy, Information Security Policy and Publication Scheme, as proposed, without any further suggested changes - Min. 189 refers
- 23.2 **Planning and Licensing Committee Meetings of 17<sup>th</sup> March and 7<sup>th</sup>, 28<sup>th</sup> April 2026** with resolutions, recommendations and reports
- 23.3 **Environmental and Leisure Committee Meeting of 23<sup>rd</sup> March and Extraordinary Committee Meeting of 2<sup>nd</sup> April 2026** with resolutions, recommendations and reports
24. 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
25. To note the List of Payments and Transfers made in [February](#) and [March](#) 2026 and to note the [balances, bank reconciliations and financial reports](#) (April not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
26. To approve the appointment of Cllr. Smith on the Bognor Regis Town Hall Working Party – Min. 141 refers
27. To receive any updates on Regeneration in the Town including report from Cllr. Nash
28. To note the dates of the 2026 Councillor Drop-In Surgeries – Min. 170 refers
29. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
30. To note any feedback from the Arun Flood Forum Meeting held on 13<sup>th</sup> April 2026 – Min. 164 of the Council Meeting held on 10<sup>th</sup> March 2025 refers
31. To note outgoing Mayor's Report and duties undertaken
32. Town Crier's Report and duties undertaken
33. Reports from Representatives to other organisations
34. To receive Correspondence
35. Picturedrome Site update including: -
- Director's report, any urgent actions taken for ratification
  - AGM of The Bognor Pier Company Ltd - to adopt the accounts Year Ended 31<sup>st</sup> December 2025 and to note the Director's report, deferred from the previous meeting – Min. 175.2 refers
  - To confirm bank signatories as the Company Director plus any two signatories from the Town Council accounts

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

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 1 - ELECTION OF MAYOR FOR 2026/2027**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

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

The Deputy Mayor for the last 12 months has been Cllr. Wells. However, owing to a change in personal circumstances, Cllr. Wells has regrettably informed the Town Clerk that he cannot take the role of Mayor this year.

Nominations for the position of Mayor for the 2026/2027 Municipal Year will therefore be necessary. The Liberal Democrat Group have nominated Cllr. Paul Ralph to take the position of Mayor.

Members will need to **RESOLVE** to suspend Standing Order 5(j), as detailed at the beginning of this report, to allow for this new nomination to be considered as the current Deputy Mayor is unable to take up the role.

**DECISIONS**

Members are asked to **RESOLVE** that Standing Order 5(j) be suspended to allow for consideration of the new nomination for the position of Mayor for the 2026/2027 Municipal Year.

Members are asked to consider the nomination put forward and **AGREE** the appointment of the new Mayor for the 2026/2027 Municipal Year.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 3 - ELECTION OF DEPUTY MAYOR FOR 2026/2027**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

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

As Members will recall, the recommendation from the Council Meeting held 9<sup>th</sup> March 2026 (Min. 165 refers) is that Cllr. Dawes be appointed as Deputy Mayor for the forthcoming year.

**DECISION**

Do Members **AGREE** that Cllr. Dawes be appointed as Deputy Mayor for the 2026/2027 Municipal Year?

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 6 - DECLARATION OF ACCEPTANCE OF OFFICE BY  
THE MEMBER ELECTED AT THE HOTHAM WARD BY-ELECTION ON 7<sup>th</sup>  
MAY 2026**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

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

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

**DECISION**

Members are asked to **NOTE** that the Declaration of Acceptance of Office has been signed by Cllr. Patrick Botterill following his election to the Town Council at the Hotham Ward By-Election on 7<sup>th</sup> May 2026, and this has been received and duly signed by the Town Clerk as Proper Officer of the Council.

## AGENDA ITEM 9

### BOGNOR REGIS TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING – 11<sup>th</sup> MAY 2026

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

##### REPORT BY THE DEPUTY CLERK

##### FOR DECISION

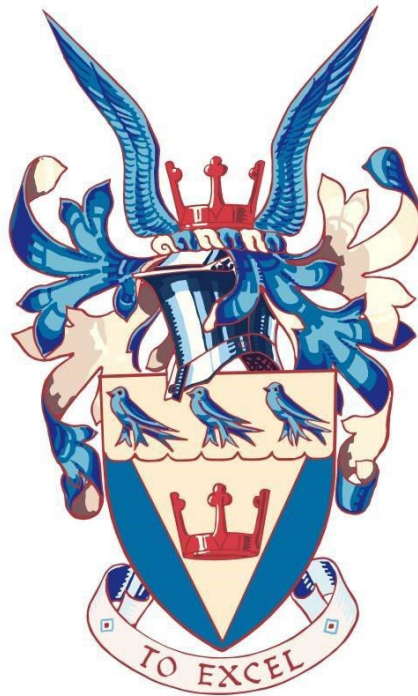
The Council's Terms of Reference for both Council and various Committees are reviewed on an annual basis. Each Committee considers their Terms of Reference at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they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

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

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

#### **DECISION**

Do Members **RESOLVE** to **ADOPT** the Council's Terms of Reference for the 2026/27 Municipal Year?



# **BOGNOR REGIS TOWN COUNCIL**

## **COUNCIL**

### **TERMS OF REFERENCE**

Adopted by the Council at its Meeting held on **12<sup>th</sup> May 2025**

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

16 Members of the Authority

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

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

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

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

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

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

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

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

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

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

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

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

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

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 10 - TO NOTE CHANGE IN AFFILIATION OF A LABOUR  
GROUP COUNCILLOR**

**REPORT BY THE DEPUTY CLERK**

**FOR NOTING**

Members are advised that Cllr. White has informed the Town Clerk that she has decided to change her affiliation as a Town Councillor from Labour to Labour and Co-operative and will therefore serve the remainder of her term as such.

No changes are required to the Committee Membership relating to committee proportionality.

**DECISION**

Members are asked to **NOTE** that Cllr. White has changed her affiliation as a Town Councillor from Labour to Labour and Co-operative.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 11 - TO NOTE THE FORMATION OF BOGNOR  
INDEPENDENTS GROUP**

**REPORT BY THE DEPUTY CLERK**

**FOR NOTING**

Members are advised that a new political group, the Bognor Independent Group (BIG), has formally been established at the Town Council, with the following members: -

Cllr. P. Woodall (Leader)

Cllr. S. Goodheart

As a result of this change, committee allocations for this Annual Council Meeting have been submitted in accordance with Council procedures to reflect the revised group arrangements.

These changes impact membership across Committees and Sub-Committees and have been actioned administratively to ensure continued proportional representation and continuity of Council business.

**DECISION**

Members are asked to **NOTE** the formation of the Bognor Independent Group, and the resulting changes to Committee allocations.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 12 – TO APPOINT MEMBERS (AND CHAIR/VICE-CHAIR) TO SERVE ON THE FOLLOWING COMMITTEES. (THE MAYOR AND DEPUTY MAYOR, EX OFFICIO, SHALL BE MEMBERS OF P&R)**

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

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

The Councils Standing Orders require that the political composition of, and total number of places on, Committees fairly and as accurately as possible reflects the political composition of the Full Council. The statutory requirements on how political proportionality applies in allocating seats on Committee contained within the Local Government and Housing Act 1989 don't apply to Town Councils but may be used as guidance.

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

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

Cllr. Woodall and Cllr. Goodheart have agreed to create the Bognor Independant Group, with Cllr. Woodall as its Leader.

Cllr. Botterill was elected as a Member of Bognor Regis Town Council at the Hotham Ward By-Election on 7<sup>th</sup> May 2026. The political makeup of the Town Council membership is now therefore as detailed below.

	<b>Names</b>	<b>Total</b>
Liberal Democrats Group	John Barrett Kenton Batley Claire Needs Francis Oppler Paul Ralph Matt Stanley Jeanette Warr Paul Wells Gill Yeates	9

Labour Group	Roger Nash Nigel Smith Michelle White	3
Bognor Independent Group	Steve Goodheart Phil Woodall	2
Non-aligned Members Reform UK Independent Councillor	Patrick Botterill Danny Dawes	2

### **Committee Proportionality**

If the Council uses its discretion to follow the requirements of the Local Government and Housing Act 1989 then the guidance is that the Council, in exercising its duty and power, should so far as reasonably practical, give effect to the principles of political balance which can be summarised like this:

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

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

A "political Group" comprises two or more Members who have given written notice of their wish to be treated as a Group, with a Leader nominated amongst them.

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

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

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

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

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

### **Option One – Allocate individual seats to non-aligned Members**

This Option is an alternative approach that departs from Section 15 of the 1989 Act. This Option would see the Council include the non-aligned Members in the initial calculation and allocate seats to them as if, in effect, they were as individuals a Group in themselves and therefore a place for each of them per Committee. If Members are mindful to approve this Option this would result in 11 Members per Committee.

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

This Option would see the Council not include the non-aligned Members in the initial calculation or allocation of seats but would instead see the non-aligned Members assigned the remaining “left-over” seats once the political Groups have taken their allocations. In practice this could result in the non-aligned Members not being allocated a seat on Committees as there may not be any “left over” seats subject to all Group places being filled on Committees. In the event of there being “left over” seats once the political Groups have taken their allocations, then these must be offered to the non-aligned Members. If Members are mindful to approve this Option, this would result in between 9 and 10 Members per Committee.

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

This Option would see the Council not include the non-aligned Members at all and the initial calculation would be carried out as if the Council had, in effect, only Councillors who were Members of a Group. Therefore, no non-aligned Members would receive any Committee seats unless they were unilaterally donated by a Group Leader. This would need Council approval. If Members were mindful to allocate any seats to non-aligned Members, then a decision is required to confirm the maximum number of seats that would be available to non-aligned Members per Committee. If Members are mindful to approve this Option this would result in between 10 and 11 Members per Committee depending on the number of seats agreed to be allocated to non-aligned Members.

With two non-aligned Members, Cllr. Dawes (Independent) and Cllr. Botterill (Reform), Members may choose to continue with last year’s approach by offering both Members a seat on each Committee, or to determine an alternative arrangement. As stated above, providing his appointment is ratified, Cllr. Dawes ex officio shall be a member of the Policy and Resources Committee.

## **DECISIONS**

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

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

## TOWN COUNCIL COMMITTEES

### POLICY AND RESOURCES COMMITTEE (10)

Mayor (Ex Officio)	(LD)	Paul Ralph <small>(SUBJECT TO COUNCIL APPROVAL)</small>
Deputy Mayor (Ex Officio)	(I)	Danny Dawes <small>(SUBJECT TO COUNCIL APPROVAL)</small>
	(LD)	John Barrett
	(LD)	Francis Oppler
	(LD)	Jeanette Warr
	(LD)	Paul Wells
	(LD)	Gill Yeates
	(L)	Nigel Smith
	(L)	Michelle White
	(B.I.G.)	Steve Goodheart

Nominations for Chair: **Paul Wells**

Nominations for Vice Chair: **Gill Yeates**

### PLANNING AND LICENSING COMMITTEE (9)

	(LD)	John Barrett
	(LD)	Claire Needs
	(LD)	Paul Ralph
	(LD)	Jeanette Warr
	(LD)	Gill Yeates
<b>Vacancy</b>	(LD)	<b>Phil Woodall</b>
	(L)	Michelle White
<b>Vacancy</b>	(L)	
	(B.I.G.)	Steve Goodheart

Nominations for Chair: **Jeanette Warr**

Nominations for Vice Chair: **Vacancy**

### ENVIRONMENTAL AND LEISURE COMMITTEE (9)

	(LD)	Kenton Batley
	(LD)	Claire Needs
	(LD)	Francis Oppler
	(LD)	Paul Ralph
	(LD)	Matt Stanley
	(LD)	Jeanette Warr
	(L)	Roger Nash
	(L)	Michelle White
	(B.I.G.)	Phil Woodall

Nominations for Chair: **Kenton Batley**

Nominations for Vice Chair: **Vacancy**

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 13 – TO APPOINT REPRESENTATIVES TO OTHER  
'OUTSIDE' BODIES (LIST ATTACHED TO AGENDA)**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

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

The consensus at the Annual Town Council Meeting held on 12<sup>th</sup> May 2025, was that this was a much quicker and more concise way of moving this agenda item forward. As such, officers have again, in preparation for this year's Annual Town Council Meeting, emailed Councillors to ascertain if they wish to uphold their current representative/reserve positions.

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

- Arun Business Crime Reduction Partnership (Partnership Board) – Representative appointment
- Bognor Regis Heritage & Arts Partnership Board – Representative and Reserve appointment
- Rampion 2 Community (Coastal) Project Liaison Group – Representative appointment
- Southdowns Music Festival – Reserve appointment
- Southern Water Community Water Bathing Group – Representative appointment

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

When the organisations are written to, with details of their appointed Town Council representative, they will be asked to confirm the appointment with assurances given that invites and communications will be sent accordingly. Should any of the organisations respond to say that a representative is no longer required (excluding those in receipt of Town Council funding whereby it is

## **AGENDA ITEM 13**

conditional for them to be appointed a representative), then an update will be provided to Members at the next meeting.

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

### **DECISION**

To **AGREE** the appointed Councillor representatives to the 'Outside' Bodies for the 2026/2027 Municipal Year.

**TOWN COUNCIL REPRESENTATIVES TO 'OUTSIDE BODIES' 2026/27**

Arun Business Crime Reduction Partnership Partnership Board	Representative Officer	Cllr. Woodall?
Arun Business Crime Reduction Partnership Management Board	Officer Only	
Arun Supporting Families Locality Group	Representative	Cllr. K. Batley
Arun District Association Local Councils (ADALC)	Representative Representative	Cllr. S. Goodheart Cllr. Mrs. G. Yeates
Bognor & Bersted United Charities	Ex officio Trustee, whilst a Town Council Member until the end of present administration	Cllr. Mrs. J. Warr
Bognor Community Meetings	Representative Representative	Mayor Deputy Mayor
Bognor Regis BID Board	Officer Only	
Bognor Regis Town Centre Forum Group	Representative Reserve Senior Officer	Cllr. P. Wells Cllr. S. Goodheart
Bognor Regis BID Town Centre Task Force Delivery Group	Officer Only	
Bognor Regis Carnival Association	Representative	Cllr. P. Woodall
Bognor Regis Concert Band	President	Mayor
Bognor Regis Heritage & Arts Partnership Board	Representative Representative Representative Reserve Reserve	Cllr. S. Goodheart Cllr. M. White Vacant Cllr. Mrs. G. Yeates Vacant
Bognor Regis Seafront Lights	Representative	Cllr. Mrs. J. Warr
Bognor Regis Twinning Association	Representative	Cllr. S. Goodheart
Bognor Regis Youth & Community Centre	Representative	Cllr. P. Wells
Chichester Chamber of Commerce	Representative	Cllr. D. Dawes
Grandad's Front Room	Representative	Cllr. P. Wells
NALC Super Councils Network	Representative Reserve	Mayor Deputy Mayor

Rampion 2 Community (Coastal) Project Liaison Group	Representative Reserve	Vacant Cllr. P. Wells
Southdowns Music Festival	Representative Reserve	Cllr. S. Goodheart Cllr. Woodall?
Southern Water Community Water Bathing Group	Representative Officer Reserve	Vacant Cllr. S. Goodheart
Stonepillow (Christian Care Association)	Patron	Mayor
Sussex Police Focus Group	Representative Officer	Cllr. P. Wells
39 Club	Representative	Cllr. M. White
West Sussex ALC Ltd	Representative Representative	Cllr. S. Goodheart Cllr. P. Wells

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 14 - TO NOTE THE DETAILS OF THE ADALC MEETING  
TAKING PLACE AT 6PM ON 12<sup>th</sup> MAY 2026**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Notification has been received that the next meeting of Arun District Association of Local Councils (ADALC) will take place at 6pm on Tuesday 12<sup>th</sup> May 2026, to be held at Arundel Castle Cricket Club. Councillors are invited to join from 5pm for networking. This meeting will be the only in-person meeting of ADALC for the year.

The Town Council's ADALC representatives for 2025/26 were Cllrs. Goodheart and Mrs. Yeates. Unless these appointments change under the previous Agenda item, then the invitation will be extended to them both.

**DECISION**

Members are invited to **NOTE** the details of the upcoming ADALC Meeting to be held at 6pm on 12<sup>th</sup> May 2026.

## AGENDA ITEM 15

### BOGNOR REGIS TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING - 11<sup>th</sup> MAY 2026

#### AGENDA ITEM 15 – TO CONFIRM BANK SIGNATORIES

##### REPORT BY THE DEPUTY CLERK

##### FOR DECISION

##### **BACKGROUND**

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

##### **MAYOR'S CHARITY ACCOUNT**

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

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

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

##### **RESOLUTIONS**

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

- Unity Trust Bank PLC ('the Bank') shall continue as our bankers in accordance with our original account application, the Council being empowered by and acting within its constitution in giving this instruction
- The Bank shall be authorised to accept instructions from us in connection with the account(s) and the service, provided that the instructions are given and signed in accordance with the signing authority as detailed in Section 3, as listed in Section 5 and Declaration in Section 6, in the account application form, and shall be authorised to act on Instructions given by signatories/authorised users in accordance with the Account terms and conditions. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)

- The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account application submission form Section 4
- The Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our Account(s) (including the opening of new accounts), affairs or property, as shown in the account application submission form Section 4
- The Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions if required
- The Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations or Bye Laws if required
- The Bank shall be notified in writing of any change of Directors/Partners/Owners/Officials/Members
- The Bank shall be notified in writing of any change of Authorised User
- The Bank shall otherwise continue to operate our Account(s) in accordance with the signing authority as outlined in Section 3 in the account application form
- The Bank shall be notified in writing of any overall change of control in the Council
- All signatories to the Account(s) are aged 18 or over
- No Directors/Partners/Signatories/Authorised Users have been subject to bankruptcy in the last six years
- No Directors/Partners/Signatories/Authorised Users have had County Court Judgments registered against them in the last six years.

## **DECISIONS**

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

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

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

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 16 - TO RATIFY CONTINUANCE OF THE CURRENT POLICY THAT VERIFICATION OF BANK RECONCILIATIONS WILL BE COMPLETED BY ANY OF THE CURRENT BANK SIGNATORIES EXCLUDING THE CHAIR OR VICE-CHAIR OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH FR 2.6**

Following substantial amendments and production of a re-formatted model Financial Regulations that was issued in 2024 by the National Association of Local Councils (NALC), Members of the Policy and Resources Committee considered the amended the document at their meeting held on 23<sup>rd</sup> September 2024 (Min. 63 refers), and this was subsequently recommended to Council for adoption at the meeting on 28<sup>th</sup> October 2024 (Min. 95.1 refers).

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

The Regulation FR 2.6 states as follows: -

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

Following adoption of the revised Financial Regulations by Council at the October 2024 meeting, Members were asked later in the meeting to consider this change and make the necessary appointment to satisfy this new requirement.

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

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

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

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

## **DECISIONS**

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

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

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 17 - TO NOTE THE CALENDAR OF MEETINGS FOR 2026/2027 (ATTACHED) INCLUDING TO AGREE THE START TIME OF PLANNING AND LICENSING COMMITTEE MEETINGS**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

In general, all meetings of the Council start at 6.30pm, unless otherwise stated on the Calendar of Meetings for 2026/2027 (attached to this report as **Appendix 1**).

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

This was last considered at the Annual Town Council Meeting held on 12<sup>th</sup> May 2025, where Members agreed that Planning and Licensing Committee Meetings, scheduled for the 2025/2026 municipal year, would continue to start at 4pm (Min. 15.1 refers).

**DECISIONS**

Members are invited to **NOTE** the Calendar of Meetings for 2026/2027.

Members are asked to **AGREE** to the continuation of a 4pm start time, for Meetings of the Planning and Licensing Committee for 2026/2027.

## Bognor Regis Town Council CYCLE OF MEETINGS 2027

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

### January 2027

Monday	4 <sup>th</sup>	January	Allotments Sub-C'ttee (5.30pm)
Monday	4 <sup>th</sup>	January	COUNCIL MEETING (Precept)
Monday	11 <sup>th</sup>	January	Extraordinary Policy and Resources (Grant Aid)
Tuesday	12 <sup>th</sup>	January	Planning and Licensing C'ttee (4pm)
Monday	18 <sup>th</sup>	January	Environmental and Leisure C'ttee
Monday	25 <sup>th</sup>	January	Policy and Resources C'ttee

### February 2027

Tuesday	2 <sup>nd</sup>	February	Planning and Licensing C'ttee (4pm)
Tuesday	23 <sup>rd</sup>	February	Planning and Licensing C'ttee (4pm)

### March 2027

Monday	8 <sup>th</sup>	March	COUNCIL MEETING
Monday	15 <sup>th</sup>	March	ANNUAL TOWN MEETING OF ELECTORS
Tuesday	16 <sup>th</sup>	March	Planning and Licensing C'ttee (4pm)
Monday	22 <sup>nd</sup>	March	Environmental and Leisure C'ttee

### April 2027

Monday	5 <sup>th</sup>	April	Policy and Resources C'ttee
Tuesday	6 <sup>th</sup>	April	Planning and Licensing C'ttee (4pm)
Tuesday	27 <sup>th</sup>	April	Planning and Licensing C'ttee (4pm)

### May 2027

Monday	17 <sup>th</sup>	May	ANNUAL TOWN COUNCIL MEETING
Tuesday	18 <sup>th</sup>	May	Planning and Licensing C'ttee (4pm)
Monday	24 <sup>th</sup>	May	Environmental and Leisure C'ttee

### June 2027

Monday	7 <sup>th</sup>	June	Policy and Resources C'ttee
Monday	7 <sup>th</sup>	June	SPECIAL COUNCIL
Tuesday	8 <sup>th</sup>	June	Planning and Licensing C'ttee (4pm)
Monday	14 <sup>th</sup>	June	Allotments Sub-C'ttee
Tuesday	29 <sup>th</sup>	June	Planning and Licensing C'ttee (4pm)

### July 2027

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

### August 2027

Monday	2 <sup>nd</sup>	August	Policy and Resources C'ttee
Tuesday	10 <sup>th</sup>	August	Planning and Licensing C'ttee (4pm)
Tuesday	31 <sup>st</sup>	August	Planning and Licensing C'ttee (4pm)

**September 2027**

Monday	13 <sup>th</sup>	September	COUNCIL MEETING
Monday	20 <sup>th</sup>	September	Environmental and Leisure C'ttee
Tuesday	21 <sup>st</sup>	September	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	27 <sup>st</sup>	September	Policy and Resources C'ttee

**October 2027**

Tuesday	12 <sup>th</sup>	October	Planning and Licensing C'ttee <b>(4pm)</b>
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**November 2027**

Tuesday	2 <sup>nd</sup>	November	Planning and Licensing C'ttee <b>(4pm)</b>
Monday	8 <sup>th</sup>	November	COUNCIL MEETING
Monday	15 <sup>th</sup>	November	Allotments Sub-C'ttee <b>(5.30pm)</b>
Monday	15 <sup>th</sup>	November	Environmental and Leisure C'ttee
Monday	22 <sup>nd</sup>	November	Policy and Resources C'ttee
Tuesday	23 <sup>rd</sup>	November	Planning and Licensing C'ttee <b>(4pm)</b>

**December 2027**

Monday	6 <sup>th</sup>	December	Policy and Resources C'ttee (Budget)
Tuesday	7 <sup>th</sup>	December	Planning and Licensing C'ttee <b>(4pm)</b>
Tuesday	21 <sup>st</sup>	December	Planning and Licensing C'ttee <b>(4pm)</b>



# **BOGNOR REGIS TOWN COUNCIL**

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

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

**HELD ON MONDAY 9<sup>th</sup> MARCH 2026**

### **PRESENT:**

Mayor: Cllr. Mrs. G. Yeates; Cllrs: K. Batley, J. Barrett, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, P. Ralph, 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 Harvey McGarhey (Mayor's Cadet) (part of meeting)

***Prior to the Meeting, a one-minute silence was held in memory of Town Councillor and Chair of the Policy and Resources Committee, Bob Waterhouse***

***The Meeting opened at 6.32pm***

### **149. 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.

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

There were no apologies for absence.

### **151. DECLARATIONS OF INTEREST**

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

- Members and Officers should make their declaration by stating:
- a) the item they have the Interest in

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

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

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

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

*Cllrs. S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, M. Stanley, Mrs. J. Warr and Mrs. G. Yeates declared an Ordinary Interest as an Arun District Councillor and stated that should any discussion occur regarding the possible acquisition of Bognor Regis Town Hall by Bognor Regis Town Council, they would withdraw from discussion, and any vote, to avoid prejudicing themselves from discussing the matter at Arun District Council*

**152. TO APPROVE THE MINUTES OF THE COUNCIL MEETING (PRECEPT) HELD ON 5<sup>th</sup> JANUARY 2026**

The Minutes of the Council Meeting (Precept) held on 5<sup>th</sup> January 2026 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

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

The Clerk informed Members that no reports had been received.

**154. WRITTEN QUESTIONS FROM COUNCILLORS**

There were no questions from Councillors.

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

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

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

There were no written dispensation requests received from Town Councillors.

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

**158. Policy and Resources Extraordinary Committee Meeting of 12<sup>th</sup> January and the Meeting of 2<sup>nd</sup> February 2026**

Following the sad passing of the Chair, Bob Waterhouse, the Vice-Chair of the Committee, Cllr. Wells, reported.

**158.1 Recommendation to approve the 2026/27 Annual Audit Plan – Min. 146.1 refers**

Members unanimously **RESOLVED** to **APPROVE** the 2026/27 Annual Audit Plan.

**158.2 Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2025/2026 - Min. 147 refers**

Members unanimously **RESOLVED** to **APPROVE** the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2025/2026. The Action Plan will be signed by the Mayor, as Chair of the Council, and by the Town Clerk.

**158.3 Recommendation to adopt the Financial Regulations, Standing Orders and Standing Orders for Contracts, as proposed, without any further suggested changes - Min. 148 refers**

Members unanimously **RESOLVED** to **ADOPT** the Financial Regulations, Standing Orders and Standing Orders for Contracts, as proposed, without any further suggested changes.

**158.4 Recommendation to adopt the Time Off in Lieu (TOIL) Policy and Harassment and Bullying Policy, as proposed, without any further suggested changes - Min. 149 refers**

Members unanimously **RESOLVED** to **ADOPT** the Time Off in Lieu (TOIL) Policy and Harassment and Bullying Policy, as proposed, without any further suggested changes.

**159. Planning and Licensing Committee Meetings of 13<sup>th</sup> January and 3<sup>rd</sup>, 24<sup>th</sup> February 2026**

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

**160. Environmental and Leisure Committee Meeting of 19<sup>th</sup> January 2026**

The Chair of the Committee, Cllr. Batley reported.

**160.1 Recommendation that 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 2025-2026 allotments year, and their appointment, be ratified - Min. 76.1 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 2025-2026 allotments year.

**161. 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'.

**162. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN DECEMBER 2025 AND JANUARY 2026 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (FEBRUARY NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION**

The Council unanimously **RESOLVED** 'to note the payments and transfers made in December 2025 and January 2026 and to note the balances, bank reconciliations and financial reports (February not yet available) and outturn and approval of the contents and their publication'.

**163. TO NOTE THE DEATH OF SERVING TOWN COUNCILLOR, BOB WATERHOUSE, AND TO RATIFY A DONATION OF £100 TO THE BRITISH HEART FOUNDATION IN HIS MEMORY**

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

Members unanimously **RESOLVED** to **APPROVE** the donation of £100 to the British Heart Foundation in memory of Town Councillor Bob Waterhouse.

Members took the opportunity to express their sadness and to share kind words and fond memories of Bob as both a colleague and a friend, recalling the significant presence he had within the Council as Chair of the Policy and Resources Committee, and remembering him as a kind, knowledgeable and compassionate man.

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

The Town Clerk's report, including the Statement of the Town Council's Internal Controls appended, was **NOTED**.

Following a review, Members unanimously **RESOLVED** that the Town Council's internal control procedure and practices are adequate and operating effectively.

**165. TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR 2026/27 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2026**

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

Cllr. Wells proposed a signed ballot, seconded by Cllr. Stanley, and subsequently **AGREED** by Members.

Cllr. Batley was nominated by Cllr. Wells and seconded by Cllr. Stanley.

Cllr. Dawes was nominated by Cllr. Goodheart and seconded by Cllr. Woodall.

Cllr. Mrs. Warr was also nominated by Cllr. Wells and seconded by Cllr. Stanley.

Following the signed ballot, Members **RESOLVED** to **RECOMMEND** to the Annual Town Council Meeting, that Cllr. Dawes be elected to the office of Deputy Mayor for 2026/27.

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

Cllr. Nash gave a verbal report to Members, including updates on the Marine Quarter Project, the Alexandra Theatre and the Premier Inn.

*Cllr. White briefly left the Meeting, before then returning*

**167. TO RECEIVE THE NOTES OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS MEETING HELD ON 3<sup>rd</sup> FEBRUARY 2026**

The Town Clerk's report, and the Notes of the ADALC Meeting held on 3<sup>rd</sup> February 2026 as appended, were **NOTED**.

**168. TO RATIFY THE DECISION THAT BOGNOR REGIS TOWN COUNCIL SUBMITS A BID INTO THE UK TOWN OF CULTURE 2028 COMPETITION**

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

Members expressed support for a Bognor Regis bid, noting the town's unique culture and the wide range of landmarks and events it could showcase. Members also emphasised the importance of ensuring that organisations and individuals from all backgrounds are included.

Members noted the Town Clerk's clarification that the upcoming Member Workshop would assist in the preparation of an Expression of Interest and begin to shape the framework for a potential bid.

Members **AGREED** to **RATIFY** the decision that Bognor Regis Town Council submits a bid for the UK Town of Culture 2028 competition.

***Cllr. Oppler left the Meeting***

Members **AGREED** to delegate authority to the Town Clerk, in consultation with the Mayor and Deputy Mayor, to invite organisations to the upcoming Town of Culture Workshop.

**169. TO CONSIDER ARUN DISTRICT COUNCIL'S COMMUNITY GOVERNANCE REVIEW PROGRAMME, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION**

***Cllr. Oppler returned to the Meeting***

***Cllrs. Nash and Oppler declared an Ordinary Interest as members of the ADC Community Governance Working Group***

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

Members reiterated their desire for Hatherleigh Ward to be 'reabsorbed' into Pevensey Ward and noted that, as the Town Council had submitted this request to the current Community Governance Review consultation, there wasn't anything further to add.

Members therefore **AGREED** to submit no further comments in relation to the Community Governance Review Consultation.

**170. TO AGREE THE ARRANGEMENTS FOR COUNCILLOR DROP-IN SURGERIES FOR 2026 - MIN. 114 REFERS**

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

Members agreed that a range of times and locations would give all residents the best chance of attending at least one surgery.

Members wished for three surgeries to take place in 2026, with one in the spring, early summer and late summer. A variety of locations were suggested including London Road, supermarkets and cafés.

Members **AGREED** to delegate authority to the Town Clerk, in consultation with the Mayor and Deputy Mayor, to organise three Councillor Drop-In Surgeries for 2026 in line with Member comments.

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

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

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

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

**173. 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.

**173.1 Cllr. Batley** – Arun Supporting Families Locality Group.

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

**173.3 Cllr. White** – Bognor Regis Heritage and Arts Partnership Board; The 39 Club.

**173.4 Cllr. Woodall** – Bognor Regis Carnival Association.

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

**174. TO RECEIVE CORRESPONDENCE**

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

**175. PICTUREDROME SITE UPDATE INCLUDING:-**

**175.1 Director's report, any urgent actions taken for ratification**

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

**175.2 AGM of The Bognor Pier Company Ltd - to adopt the accounts Year Ended 31<sup>st</sup> December 2025 and to note the Director's report**

The accounts Year Ended 31<sup>st</sup> December 2025 were not available and the matter was, therefore, **DEFERRED**, to a future meeting.

**175.3 To note receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (Instalment for 2025)**

Members **NOTED** the receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (Instalment for 2025).

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

Members **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda items 26 and 27 (contractual).

**177. CONFIDENTIAL PICTUREDROME SITE UPDATE DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

Members **NOTED** the Town Clerk's confidential report.

**178. TO RATIFY THE DECISION TO WRITE OFF A DEBT OF £187.50 AS AGREED BY THE POLICY AND RESOURCES COMMITTEE (MIN. 158 REFERS)**

Members **AGREED** to **RATIFY** the decision to write off a debt of £187.50 as agreed by the Policy and Resources Committee (Min. 158 refers).

*The Meeting closed at 8.08pm*



**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 22 - TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS INCLUDING ANY DISPENSATION REQUESTS TO ENABLE PARTICIPATION IN ANY DISCUSSION/DECISION IN RELATION TO MEMBERS' ALLOWANCES/EXPENSES DURING THIS ADMINISTRATION**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

In advice received previously on dispensations from W.S.A.L.C. via Hedleys LLP Solicitors, reference is made to the fact that because Part 1, Chapter 7 of the Localism Act 2011 and the Regulations do not provide for any general or specific dispensations, the Council will need to grant to all Members (upon written request made to the Proper Officer of the Council) a dispensation to speak or vote at any meeting on the approval of an allowance, payment or indemnity to Members.

The approval of an allowance, payment or indemnity to Members will apply to those Bognor Regis Town Councillors who are, or have the potential, to be in receipt of the Basic Parish Allowance and therefore have a Disclosable Pecuniary Interest. Any discussion/decision on this matter would therefore require a dispensation to allow Members to participate in any future debate on this subject.

Since 2019, it is therefore felt that to ensure Councillors are covered, a dispensation in relation to the Basic Parish Allowance should be put in place.

A Written dispensation form has been received from newly elected Cllr. Botterill, who may be in receipt of the Basic Parish Allowance.

**DECISIONS**

Members are therefore asked to **RESOLVE** to **GRANT APPROVAL** for the written dispensation request received by the Town Clerk for Cllr. Botterill as without the dispensation the number of persons unable to participate in the transaction of business in relation to the Basic Parish Allowance could be so great as to impede the transaction of the business.

Members are further asked to **NOTE** that the dispensation is to take effect immediately and cover the Councillors current term of office, which will cease in May 2027.



# BOGNOR REGIS TOWN COUNCIL

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

### **COMMITTEE MEETING**

### **HELD ON MONDAY 16<sup>th</sup> MARCH 2026**

**PRESENT:** Cllrs: J. Barrett, D. Dawes (during Min. 167),  
S. Goodheart, F. Oppler, Mrs. J. Warr, P. Wells, M. White  
and Mrs. G. Yeates (from Min. 163)

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

*The Meeting opened at 5.04pm*

#### **162. WELCOME BY CHAIR**

Due to the recent sad passing of Cllr. Bob Waterhouse, the Vice-Chair, Cllr. Wells, took the 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.

*Cllr. Mrs. Yeates arrived to the Meeting*

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

The Town Clerk reported that Cllr. D. Dawes had given his apologies to advise that he may be late to the meeting.

Apologies for absence were not received from Cllr. N. Smith, therefore, this absence could not be approved.

#### **164. 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***

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

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

**166. 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).

**167. COMMUNITY WARDEN SERVICE - TO CONSIDER AND AGREE THE AWARD OF THE CONTRACT FOR 2026/2027 - MIN. 123.2 REFERS**

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

***Cllr. Dawes arrived to the Meeting***

Members were advised of the process undertaken by the Town Clerk and Deputy Clerk, in line with the previous year, to assess the three tender bids received for the Community Warden Service for the period 1<sup>st</sup> April 2026 to

31<sup>st</sup> March 2027.

Clarification was provided on the scoring methodology applied, including the differences between the bids in respect of both quality and price.

Members unanimously **RESOLVED** to **AGREE** the award of the contract for the provision of the Bognor Regis Community Warden Service commencing 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2027 to Tender Bid 3.

***The Meeting closed at 5.18pm***



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON MONDAY 30<sup>th</sup> MARCH 2026**

**PRESENT:** Cllrs: J. Barrett, D. Dawes, S. Goodheart, F. Oppler (from Min. 176), Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates

**IN ATTENDANCE:** Mr. M. Hirst (Deputy Clerk)  
Mr. B. Handley (Events Duty Officer)

*The Meeting opened at 6.31pm*

### **168. WELCOME BY CHAIR**

Due to the recent sad passing of the Chair, Cllr. Bob Waterhouse, the Vice-Chair, Cllr. Wells, took the chair.

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

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

Apologies for absence were received from Cllr. N. Smith and Mrs. J. Davis, Town Clerk, with the Deputy Clerk recommending that the reasons given were acceptable. These absences were therefore unanimously **APPROVED** by Members.

### **170. 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. S. Goodheart declared an Ordinary Interest in Agenda Item 18 as a Trustee of Bognor Regis Youth & Community Centre***

**171. TO APPROVE THE MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> FEBRUARY 2026, AND THE EXTRAORDINARY MEETING HELD ON 16<sup>th</sup> MARCH 2026**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 2<sup>nd</sup> February 2026, and the Extraordinary Meeting held on 16<sup>th</sup> March 2026, and these were signed by the Chair.

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

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

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

The Clerk had nothing to report from the previous Minutes.

**174. TO RECEIVE AN UPDATE FROM THE EVENTS OFFICER ON THE EVENTS PROGRAMME FOR 2026**

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

Members asked that it be investigated whether the Drive Through Time event could return to the Esplanade in the future, as it had been in previous years.

Members **AGREED** that a further update be brought to Committee after the event season had concluded.

**175. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2025**

Owing to not all of the information being available in readiness for the meeting, this item was **DEFERRED** to a future meeting.

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

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

Members felt further information was needed to make a decision regarding the future of the cherry picker, and therefore **AGREED** to **DEFER** this decision to the next meeting.

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

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

**178. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR JANUARY AND FEBRUARY 2026**

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for January and February 2026, was **NOTED**.

**179. TOWN COUNCIL COMMUNITY WARDEN INCLUDING: -**

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

**179.1 To receive and note the monthly report for January and February 2026**

The monthly reports for the Town Council's Community Warden providing a summary of the Community Warden's daily interactions throughout January and February 2026, was **NOTED**.

**179.2 To note the interim arrangements for a Community Warden service in the Town for 2026-2027**

The interim arrangements for a Community Warden Service in the Town for 2026-2027 were **NOTED**.

**180. TO PROVIDE AN UPDATE ON THE ESTABLISHMENT OF A REGULAR MARKET BY BOGNOR REGIS TOWN COUNCIL AND DECIDE NEXT STEPS, INCLUDING BUDGET PROVISION – MIN. 14 REFERS**

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

Members were supportive of the proposed refocus to a series of specialist markets for 2026/2027. It was clarified that the BID do not receive a grant from the Town Council and that there was adequate staffing provision to assist in the running of themed or specialist markets.

Members **AGREED** to the proposed approach to focus on a series of themed markets at this time.

**181. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 5<sup>th</sup> FEBRUARY 2025**

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 5<sup>th</sup> February 2026, was **NOTED**.

**182. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 17<sup>th</sup> MARCH 2026 AND AGREE ANY NEXT STEPS**

The Deputy Clerk's report, along with the Notes of the ADC/BRTC Liaison Meeting held on 17<sup>th</sup> March 2026 that had previously been circulated to Councillors, was **NOTED**.

**183. COUNCILLORS' ALLOWANCES INCLUDING:-**

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

**183.1 To consider whether to increase Councillors' Allowances up to a maximum of £710.40 per annum (equating to 10% of the District Basic Allowance) or whether this should remain unchanged – Min. 138.1 refers**

Members **RESOLVED** to increase the Councillors' Allowance to the limit of £710.40 per annum equating to 10% of the District Council's Basic Allowance in line with the recommendation by the District Independent Remuneration Panel (IRP).

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

**183.2 To consider whether any increase, should this be agreed be backdated to 1<sup>st</sup> April 2025 in line with the District Council's Basic Allowance or commence from 1<sup>st</sup> April 2026, noting any budget overspend**

Whilst agreeing to the increase, Members unanimously **DISAGREED** that this should be backdated to 1<sup>st</sup> April 2025.

**184. TO RATIFY THE SUBMISSION OF BOGNOR REGIS TOWN COUNCIL'S EXPRESSION OF INTEREST FOR THE UK TOWN OF CULTURE 2028**

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

Members expressed their gratitude to all external partners and stakeholders who had participated in the various workshops to help bring Bognor Regis' Expression of Interest to life.

Particular thanks were also given to the Town Clerk, Mrs. J. Davis, for her extensive work in shaping the comments and ideas into a coherent and excellent document for submission.

Members **AGREED** to **RATIFY** the submission of Bognor Regis Town Council's Expression of Interest for the UK Town of Culture 2028.

**185. TO RATIFY RELEASE OF 2026-2027 PARTNERSHIP FUNDING FOR BOGNOR REGIS SEAFRONT LIGHTS (YEAR 3 OF 3), SOUTHDOWNS MUSIC FESTIVAL (YEAR 3 OF 3), BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (YEAR 3 OF 3), BOGNOR PIER TRUST CIC (YEAR 2 OF 3), BOGNOR REGIS CARNIVAL ASSOCIATION (YEAR 2 OF 3), BOGNOR REGIS SEAFRONT LIGHTS ILLUMINATE EVENT (YEAR 2 OF 3), BOGNOR REGIS ARMED FORCES DAY COMMITTEE (YEAR 1 OF 3), BOGNOR REGIS FOODBANK (YEAR 1 OF 3), BOGNOR REGIS YOUTH & COMMUNITY CENTRE (YEAR 1 OF 3)**

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

- 185.1** Release of the Partnership Funding for 2026-2027 of £3,000 for Bognor Regis Seafront Lights (BRSFL) (year 3 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.2** Release of the Partnership Funding for 2026-2027 of £7,000 for Southdowns Music Festival (year 3 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.3** Release of the Partnership Funding for 2026-2027 of £2,000 for Bognor Regis Heritage & Arts Partnership Board (year 3 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.4** Release of the Partnership Funding for 2026-2027 of £2,919.15 for Bognor Pier Trust CIC (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.5** Release of the Partnership Funding for 2026-2027 of £3,500 for Bognor Regis Carnival Association (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.6** Release of the Partnership Funding for 2026-2027 of £4,000 for Bognor Regis Seafront Lights (Illuminate Event) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.7** Release of the Partnership Funding for 2026-2027 of £2,200 for Bognor Regis Armed Forces Day Committee (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

**185.8** Release of the Partnership Funding for 2026-2027 of £4,000 for Bognor Regis Foodbank (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

**185.9** Release of the Partnership Funding for 2026-2027 of £14,000 for Bognor Regis Youth & Community Centre (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

**186. TO CONSIDER THE INTERNAL AUDIT REPORT 2025/26 (INTERIM UPDATE)**

The Town Clerk's report, along with the Internal Audit Report 2025-26 attached as an appendix, was **NOTED**.

Members **AGREED** to **RECOMMEND** the Internal Audit Report 2025-26 (Interim Update) to Council for **APPROVAL** and noted that no actions are required.

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

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

Members **RESOLVED** to **APPROVE** the continued future use of the listed Direct Debits, Standing Orders Mandates and other recurring payments.

**188. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK**

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

**189. UPDATES TO: - DATA PROTECTION POLICY; DATA RETENTION POLICY; VEXATIOUS REQUESTS POLICY; GRIEVANCE PROCEDURE; ICT POLICY; INFORMATION SECURITY POLICY; PUBLICATION SCHEME**

The Deputy Clerk's report, including the proposed updated Policies as appendices, was **NOTED**.

Members **AGREED** to **RECOMMEND** to Council the adoption of the Data Protection Policy, Data Retention Policy, Vexatious Requests Policy, Grievance Procedure, ICT Policy, Information Security Policy and Publication Scheme as attached and without amendment.

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

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

- 190.1 To ratify expenditure of £2,200 excluding VAT for installation of Light Column Sockets in relation to Christmas Illuminations**  
Members unanimously **RATIFIED** the expenditure of £2,200 excluding VAT for installation of Light Column Sockets in relation to Christmas Illuminations.

**191. FINANCIAL REPORTS INCLUDING: -**

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

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

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

**192. TO AGREE TO EARMARK THE BALANCE OF £12,332 'WORKING BUDGET' FOR 2025/26, UNDER 'MARKETING AND PROMOTIONS EXPENSES' (4409/114), AND CARRY FORWARD TO 2026/27**

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

Members **RESOLVED** to **AGREE** that the remaining balance of £12,332 'working budget' for 2025/26 be earmarked and carried forward to 2026/27 for the delivery of markets.

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

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

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

**194. CORRESPONDENCE**

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

**195. 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 29 (contractual).

**196. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

The Committee **NOTED** the list (confidential).

*The Meeting closed at 7.40pm*



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON TUESDAY 17<sup>th</sup> MARCH 2026**

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

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

*The Meeting opened at 4.02pm*

### **172. 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.

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

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

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

### **174. 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. Mrs. J. Warr and Miss. C. Needs 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***

**175. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 24<sup>th</sup> FEBRUARY 2026**

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 24<sup>th</sup> February 2026 as an accurate record and the Chair signed them.

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

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

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

The Clerk had nothing to report from the previous Minutes.

**178. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 20<sup>th</sup>, 27<sup>th</sup> FEBRUARY AND 6<sup>th</sup> MARCH 2026**

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

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

***Having become aware that they knew the applicant, Cllr. M. White declared an Ordinary Interest in planning application BR/28/26/HH, and abstained from discussion and the vote***

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

**179. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 122870: 13 THE ARCADE, BOGNOR REGIS, PO21 1LH**

**179.1 Licensing Act 2003**

**Premises: 13 The Arcade, Silver News Vape and Tobacconist, Bognor Regis, West Sussex, PO21 1LH**

**Application Number: 122870**

The Committee noted the application for a New Premises Licence for the sale of alcohol from 8:00 to 19:00, Monday to Sunday.

Members **RESOLVED** to raise an **OBJECTION** to the New Premises Licence being granted on the following grounds: -

In considering the application, the Council has had regard to the four licensing objectives under the Licensing Act 2003. Members are not satisfied that the applicant has demonstrated that the operation of the premises will promote these objectives. On the contrary, there are substantive and evidenced concerns that granting the licence would be likely to undermine them.

Prevention of Crime and Disorder

The Council has significant concerns regarding the management and operation of the premises, particularly in relation to compliance with relevant regulatory requirements. These concerns arise not from isolated matters, but from repeated issues over a period of time, indicating that previous interventions have not resulted in sustained or consistent compliance. In licensing terms, this points to an ongoing risk rather than a historic issue and raises serious doubts as to the ability of the applicant to operate the premises in a manner that upholds the licensing objectives.

Furthermore, the nature of certain goods associated with the premises, and the way in which the business operates, is likely to attract individuals engaged in antisocial or unlawful behaviour, thereby increasing the risk of crime and disorder both within the premises and in the surrounding area.

Taken together, these matters significantly undermine confidence in the applicant's ability to promote the prevention of crime and disorder on a consistent and ongoing basis.

### Protection of Children from Harm

While some measures appear to have been introduced in respect of age-restricted sales, the Council is not satisfied that these are sufficiently robust, consistently applied, or embedded within a culture of compliance.

Given the pattern of concerns relating to the premises, there remains a real and ongoing risk that age-restricted products may not be adequately controlled, thereby exposing children to harm.

The Council considers that the application does not provide sufficient assurance that effective safeguards are in place or that they would be reliably maintained over time.

### Prevention of Public Nuisance

The operation of the premises has the potential to contribute to public nuisance, particularly through the behaviour of individuals attracted to the premises and the impact this may have on the surrounding area.

There is concern that the premises may contribute to an environment that gives rise to disturbance, antisocial behaviour, and a perception of reduced safety, particularly within a Town Centre location.

The application does not, in the Council's view, demonstrate how these risks would be effectively mitigated.

To conclude, having carefully considered the application, the Town Council is of the view that the concerns outlined above are serious, evidenced, and indicative of an ongoing pattern, rather than isolated or historic matters.

In line with established licensing principles, where there is a lack of confidence in the management of a premises and its ability to promote the licensing objectives, it is both appropriate and proportionate for the Licensing Authority to refuse the application.

The Council therefore respectfully invites the Licensing Sub-Committee to refuse the application, on the basis that granting the licence would be likely to undermine the licensing objectives, in particular the prevention of crime and disorder and the protection of children from harm.

In reaching its decision, the Committee is also asked to have regard to its role in upholding the integrity of the licensing regime. Granting a licence in circumstances where there is clear and ongoing concern regarding compliance risks sending the wrong message and may fail to act as an effective deterrent to poor practice.

For these reasons, refusal is considered not only justified, but necessary and proportionate in order to promote the licensing objectives and maintain public confidence in the licensing system.

**180. 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.

**181. TO CONSIDER ARUN DISTRICT COUNCIL'S INFRASTRUCTURE INVESTMENT PLAN (IIP) REVIEW, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION, DEFERRED FROM THE PREVIOUS MEETING - MIN. 169 REFERS**

Members had previously agreed to defer this item to the following meeting (Min. 169 refers), where comments and proposed projects collated from a Member's Workshop could be ratified.

Members **AGREED** to **NOTE** that no comments were received by Members and therefore no representation was submitted to ADC, on behalf of Bognor Regis Town Council, in relation to the ADC Infrastructure Investment Plan (IIP) Review.

**182. TO CONSIDER ARUN DISTRICT COUNCIL'S LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN (LCWIP), AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION, DEFERRED FROM THE PREVIOUS MEETING - MIN. 170 REFERS**

Members had previously agreed to defer this item to the following meeting (Min. 170 refers). The consultation would be circulated via email to allow Member comments to be collated, which could then be ratified.

Members **AGREED** to **NOTE** that no comments were received by Members and therefore no representation was submitted to ADC, on behalf of Bognor Regis Town Council, in relation to the Local Cycling & Walking Investment Plan (LCWIP).

**183. TO CONSIDER WEST SUSSEX COUNTY COUNCIL'S ACTIVE TRAVEL TO SCHOOL (ATS) CONSULTATION INCLUDING THE PROPOSED HIGHWAY IMPROVEMENTS, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION**

Members were supportive of the measures proposed, and it was **AGREED** that the Deputy Clerk would draft and submit a response to that effect.

**184. CORRESPONDENCE**

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

Additional correspondence included: -

- 184.1** WSCC - News Release – WSCC will invest £60.7 million maintaining and improving highways in West Sussex over the coming year following the budget for 2026 to 2027 being agreed at the meeting of Full Council in February.

***The Meeting closed at 5.22pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 17<sup>th</sup> MARCH 2026  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 20<sup>th</sup>, 27<sup>th</sup> FEBRUARY AND 6<sup>th</sup> MARCH 2026)**

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

<p><a href="#"><u>BR/2/26/PL</u></a> <a href="#"><u>37 Glamis Street</u></a> Bognor Regis PO21 1DJ</p>	<p>Conversion of existing dwelling into 6-bedroom, 10 person HMO. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b></p> <p>Members object to this application for the following reasons:</p> <p>Overconcentration of HMOs and Harm to Community Balance (Arun Local Plan Policies H SP4, D SP1; NPPF Para 130)</p> <p>The site lies within an area subject to an Article 4 Direction, introduced to manage the concentration of HMOs due to their identified impact on community wellbeing.</p> <p>Policy H SP4 of the Arun Local Plan requires that HMOs do not erode the balance of housing types or harm the character of the area. The introduction of a 10-person HMO would contribute to an overconcentration of such uses, undermining the creation of sustainable and mixed communities.</p> <p>This is contrary to Policy D SP1 and</p>
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*BR/2/26/PL (continued)*  
*37 Glamis Street*  
*Bognor Regis*  
*PO21 1DJ*

paragraph 130(a) of the NPPF, which require development to function well and contribute positively to the overall quality and character of an area.

Adverse Impact on Residential Amenity (Arun Local Plan Policies DM1, QE SP1; NPPF Para 130(f))

The scale and intensity of the proposed occupation are likely to result in increased noise, disturbance, and general activity, including comings and goings, to the detriment of neighbouring occupiers.

Policy D DM1 requires development to have a minimal impact on surrounding users, while QE SP1 seeks to ensure development does not result in a significantly negative impact on residential amenity.

The proposal is therefore contrary to paragraph 130(f) of the NPPF, which requires development to provide a high standard of amenity for existing and future users and to promote health and wellbeing.

Parking Pressure and Highway Safety Concerns (Arun Local Plan Policies T SP1, H SP4(b); NPPF Para 111)

*BR/2/26/PL (continued)*  
*37 Glamis Street*  
*Bognor Regis*  
*PO21 1DJ*

The level of occupation proposed is likely to generate significant additional parking demand. In the absence of sufficient on-site provision, this would lead to overspill parking, increased congestion, and potential highway safety issues.

This conflicts with Policy T SP1 and criterion (b) of Policy H SP4, which require that development does not create excessive parking demand or traffic impacts.

The proposal is also inconsistent with paragraph 111 of the NPPF, which seeks to ensure that development does not result in unacceptable impacts on highway safety.

Overdevelopment and Inadequate Living Conditions (Arun Local Plan Policies H SP4(c), D DM1; NPPF Para 130)

The proposal represents an over-intensive use of the site, with insufficient amenity space and supporting infrastructure for the number of occupants proposed.

Policy H SP4(c) requires adequate provision of amenity space, and D

<p><i>BR/2/26/PL (continued)</i>  <i>37 Glamis Street</i>  <i>Bognor Regis</i>  <i>PO21 1DJ</i></p>		<p>DM1 requires a high standard of design and living conditions.</p> <p>The proposal fails to meet the expectations of paragraph 130 of the NPPF, which requires development to create places with a high standard of amenity.</p> <p>Conflict with Established Planning Position on HMOs in the Area</p> <p>Members note that similar HMO proposals within the district have been found to result in harm to character, amenity, and parking provision, and have been refused on that basis.</p>
<p><a href="#"><u>BR/13/26/PL</u></a>  <a href="#"><u>Flat 1</u></a>  <a href="#"><u>4 Nelson Road</u></a>  Bognor Regis  PO21 2RY</p>	<p>Conversion of 2 No. separate self-contained flats into 1 No. two floor duplex apartment including the installation of a person elevator. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/18/26/PL</u></a>  <a href="#"><u>Braymead</u></a>  <a href="#"><u>37 Nyewood Lane</u></a>  Bognor Regis  PO21 2SJ</p>	<p>Change of use from 10-bedroom guest house, to 8-bedroom House in Multiple Occupation, with associated alterations.</p>	<p><b>OBJECTION</b></p> <p>Members object to this application for the following reasons:</p> <p>The site lies within an area subject to an Article 4 Direction, introduced to manage the concentration of HMOs due to their identified impact on community wellbeing.</p> <p>Policy H SP4 of the Arun Local Plan requires that HMOs do not erode</p>

*BR/18/26/PL (continued)*  
*Braymead*  
*37 Nyewood Lane*  
*Bognor Regis*  
*PO21 2SJ*

the balance of housing types or harm the character of the area. The introduction of another HMO would contribute to an overconcentration of such uses, undermining the creation of sustainable and mixed communities.

This is contrary to Policy D SP1 and paragraph 130(a) of the NPPF, which require development to function well and contribute positively to the overall quality and character of an area.

Policy QE SP1 states: "The Council requires that all development contributes positively to the quality of the environment and will ensure that development does not have a significantly negative impact upon residential amenity, the natural environment or upon leisure and recreational activities enjoyed by residents and visitors to the District."

Members feel that the application goes against the Neighbourhood Plan, namely: - Policy 7 - Promotion of Tourism and Beach Service Points. The NP recognises the crucial importance of the tourism industry for the Bognor Regis economy. Development of new and existing tourist facilities will be

*BR/18/26/PL (continued)*  
*Braymead*  
*37 Nyewood Lane*  
*Bognor Regis*  
*PO21 2SJ*

supported as a crucial part of improving Bognor Regis as a visitor destination. Page 14 paragraph 3, highlights that beyond Butlin's, overnight visitors and would be visitors have a limited range of accommodation options to choose from particularly in terms of medium to higher end seafront hotels, B&Bs and Guest Houses. This is possibly related to the high proportion of socially rented properties and associated tenancy restrictions along the seafront, Town Centre and Bognor Regis as a whole.

Policy H SP4(b) (ALP) makes clear the provision of HMOs should not contribute to the generation of excessive parking demands or traffic in the area. Whilst utilised as a guest house, those arriving by car will likely leave their vehicle in a public car park and explore on foot throughout most of their stay. If used as an HMO, there will likely be an increase in traffic movement with residents coming and going throughout the day/night which has the potential to create a hazard.

Paragraph 108 of the NPPF states that in assessing specific applications for development it should be ensured that safe and

<p><i>BR/18/26/PL (continued)</i>  <i>Braymead</i>  <i>37 Nyewood Lane</i>  <i>Bognor Regis</i>  <i>PO21 2SJ</i></p>		<p>suitable access to the site can be achieved for all users. Paragraph 109 (NPPF) states development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.</p> <p>Due to a proliferation of smaller household typologies (and commensurate increase in population density) demand for parking has increased considerably which has led to amenity issues deriving from parking demands.</p> <p>Allowing for the proposed change of use of building from a Guest House to an 8 bed HMO would result in an intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities, would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Arun Local Plan.</p>
<p><a href="#"><u>BR/14/26/PL</u></a>  <a href="#"><u>Bottom Flat</u></a>  <a href="#"><u>9 Stocker Road</u></a>  Bognor Regis  PO21 2QH</p>	<p>Proposed annexe to rear garden which is ancillary to the main dwelling. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b></p> <p>Members object to this application for the following reasons:</p> <p>Garden Grabbing and Overdevelopment of the Plot (Arun Local Plan Policies D SP1, D DM1;</p>

*BR/14/26/PL (continued)*  
*Bottom Flat*  
*9 Stocker Road*  
*Bognor Regis*  
*PO21 2QH*

NPPF Paras 124 & 130)

The proposed annexe represents an unjustified and over-intensive form of backland development within the rear garden of the property, commonly referred to as "garden grabbing".

Policy D SP1 requires development to make efficient use of land while respecting the character and constraints of the site, and D DM1 requires proposals to respond positively to local context, including density and layout.

The introduction of a separate built form within the garden would erode the established pattern of development, which is characterised by dwellings with private rear amenity space, and would result in a cramped and incongruous form of development.

This is contrary to paragraph 124 of the NPPF, which requires development to make efficient use of land while maintaining a strong sense of place, and paragraph 130(a) which requires development to add to the overall quality of the area.

Potential Overlooking and Loss of

*BR/14/26/PL (continued)*  
*Bottom Flat*  
*9 Stocker Road*  
*Bognor Regis*  
*PO21 2QH*

Privacy (Arun Local Plan Policy D DM1; NPPF Para 130(f))

Insufficient information has been provided in relation to the orientation of windows, sight lines, and potential overlooking impacts on neighbouring properties.

Given the siting of the proposed annexe within the rear garden, there is a clear risk of direct overlooking into neighbouring gardens and rear-facing habitable rooms, resulting in a loss of privacy.

Policy D DM1 requires that development does not result in unacceptable impacts on neighbouring amenity, including overlooking and loss of privacy.

The absence of clear details prevents a full assessment of these impacts and raises significant concern that the proposal conflicts with paragraph 130(f) of the NPPF, which requires a high standard of amenity for existing and future users.

Lack of Sufficient Information to Properly Assess Impacts (NPPF Para 134)

The application does not provide

<p><i>BR/14/26/PL (continued)</i>  <i>Bottom Flat</i>  <i>9 Stocker Road</i>  <i>Bognor Regis</i>  <i>PO21 2QH</i></p>		<p>sufficient detail regarding design, scale, height, or the positioning of openings to enable a full and proper assessment of its impact on neighbouring properties and the surrounding area.</p> <p>High-quality design and clear supporting information are fundamental requirements of the planning process. In the absence of such detail, the Local Planning Authority cannot be satisfied that the proposal would achieve an acceptable standard of development.</p> <p>This is contrary to paragraph 134 of the NPPF, which requires development to be visually attractive, sympathetic to local character, and based on a clear understanding of context.</p>
<p><a href="#"><u>BR/24/26/PL</u></a>  <a href="#"><u>Tesco Superstore</u></a>  Shripney Road  Bognor Regis  PO21 9ND</p>	<p>Installation of single storey raised car park deck together with site alterations, car park reconfiguration, new access into car park, drainage alterations, creation of new drainage outfall, landscaping and other associated works.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/28/26/HH</u></a>  <a href="#"><u>37 Bassett Road</u></a>  Bognor Regis  PO21 2JH</p>	<p>Conversion of attic space to habitable accommodation, single storey rear extension, external thermal insulation and horizontal cladding to external walls. Replacement windows and doors. Installation of photovoltaic panels to southern roof slope.</p>	<p><b>NO OBJECTION</b></p>



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON TUESDAY 7<sup>th</sup> APRIL 2026**

**PRESENT:** Cllr. Mrs. J. Warr (Chair); Cllrs: J. Barrett, D. Dawes,  
P. Ralph and M. White

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

*The Meeting opened at 4.04pm*

### **185. 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.

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

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

### **187. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

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

**188. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17<sup>th</sup> MARCH 2026**

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 17<sup>th</sup> March 2026 as an accurate record and the Chair signed them.

**189. 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.

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

The Clerk had nothing to report from the previous Minutes.

**191. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 13<sup>th</sup>, 20<sup>th</sup> AND 27<sup>th</sup> MARCH 2026**

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

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

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

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

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

**193. 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.

**194. TO RECEIVE AN UPDATE REGARDING PARKING AND ANTI-SOCIAL DRIVING ISSUES ON LONGFORD ROAD, FOLLOWING CORRESPONDENCE FROM A MEMBER OF THE PUBLIC AND DISCUSS NEXT STEPS**

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

Members considered the correspondence received and noted that, whilst the Town Council has no enforcement powers in this matter, it was appropriate, as elected representatives, to raise the concerns on behalf of the member of the public with the relevant authorities.

It was **AGREED** that the Deputy Clerk forward the concerns raised to the relevant Arun District and West Sussex County Councillors for their attention.

**195. CORRESPONDENCE**

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

*The Meeting closed at 4.45pm*

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 7<sup>th</sup> APRIL 2026  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 13<sup>th</sup>, 20<sup>th</sup> AND 27<sup>th</sup> MARCH 2026)**

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

<p><a href="#"><u>BR/5/26/PL</u></a> <a href="#"><u>35 Glamis Street</u></a> Bognor Regis PO21 1DJ</p>	<p>New build 2 storey residential townhouse comprising of 1 No 2b/3p and 1 No 3b/5p flats. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b></p> <p>Members object to this application for the following reasons:</p> <p><b>Overdevelopment and Excessive Scale (Arun Local Plan Policies D SP1, D DM1; NPPF Para 130)</b></p> <p>The proposed development represents an over-intensive use of the site, resulting in a form of development that is excessive in scale and fails to respect the character and grain of the surrounding area. Policy D SP1 requires development to respond positively to local context, while D DM1 requires appropriate scale, massing and layout. The proposal is therefore contrary to paragraph 130 of the NPPF, which requires development to add to the overall quality of the area.</p> <p><b>Adverse Impact on Residential Amenity (Arun Local Plan Policy D DM1; NPPF Para 130(f))</b></p>
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*BR/5/26/PL (continued)*  
*35 Glamis Street*  
*Bognor Regis*  
*PO21 1DJ*

The scale and positioning of the development would result in overlooking, loss of privacy, overbearing impact and loss of light to neighbouring properties. Policy D DM1 requires development to avoid unacceptable impacts on neighbouring amenity, and paragraph 130(f) of the NPPF requires a high standard of amenity for existing and future occupants.

**Harm to Character of the Area  
(Arun Local Plan Policy D SP1;  
NPPF Para 130)**

The proposed development would appear incongruous within the established street scene, resulting in harm to the character and appearance of the area, contrary to Policy D SP1 and paragraph 130 of the NPPF.

**Parking and Layout Impact  
(Arun Local Plan Policy T SP1;  
NPPF Para 111)**

The development would place additional pressure on parking provision and may result in an unsatisfactory layout, leading to increased on-street parking and potential highway safety concerns, contrary to Policy T SP1 and paragraph 111 of the NPPF.

[BR/20/26/PL](#)  
[51a Aldwick Road](#)  
Bognor Regis  
PO21 2NJ

Retention of change of use of first and second floor office to a 5 bed HMO. This application is in CIL Zone 4 (Zero Rated) as other development.

**OBJECTION**

Members object to this application for the following reasons:

**Retrospective Development and Undermining of the Planning Process**

The development has been carried out without prior planning permission, undermining the integrity of the planning system and public confidence in the process.

**Intensification of Use and Overconcentration of HMOs (Arun Local Plan Policy H SP4; NPPF Para 130)**

The proposal represents an intensified form of residential use which would contribute to an overconcentration of HMOs, undermining the balance of housing types and the creation of sustainable communities, contrary to Policy H SP4 and paragraph 130 of the NPPF.

**Adverse Impact on Residential Amenity (Arun Local Plan Policy D DM1, QE SP1; NPPF Para 130(f))**

The scale and intensity of the use would result in increased noise, disturbance and general activity, leading to a loss of amenity for neighbouring residents.

*BR/20/26/PL (continued)*  
*51a Aldwick Road*  
*Bognor Regis*  
*PO21 2NJ*

**Parking Pressure and Highway Impact (Arun Local Plan Policy T SP1; NPPF Para 111)**

The level of occupation proposed is likely to generate significant additional parking demand, resulting in overspill parking and potential highway safety issues.

**Conflict with Shopping Parade Function and Harm to Local Centre Vitality (NPPF Para 86)**

The introduction of an HMO in a shopping parade location fails to support the vitality and viability of the local centre and represents an inappropriate use within a commercial frontage.

**Unsuitable Living Environment for Occupants (Arun Local Plan Policy D DM1; NPPF Para 130(f))**

The location and nature of the use would fail to provide an adequate standard of living conditions for future occupants.

**Inadequate Waste Storage and Impact on Amenity (Arun Local Plan Policy D DM1, QE SP1; NPPF Para 130(f))**

The proposed arrangement appears to locate multiple bins to the front of the property within the shopping

<p><i>BR/20/26/PL (continued)</i>  51a Aldwick Road  Bognor Regis  PO21 2NJ</p>		<p>parade, resulting in visual clutter and potential odour and hygiene issues. The combination of residential and commercial waste within a constrained frontage fails to demonstrate appropriate storage provision and is likely to harm the character of the area and neighbouring amenity.</p>
<p><a href="#"><u>BR/33/26/HH</u></a>  <a href="#"><u>29 Victoria Road</u></a>  Bognor Regis  PO21 2JE</p>	<p>Loft extension involving raising of ridge height, hip to gable roof and construction of rear dormer along with installation of skylights on the front roof slope.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/21/26/PL</u></a>  <a href="#"><u>54 Richmond Avenue</u></a>  Bognor Regis  PO21 2YF</p>	<p>Change of use of dwelling to an 8 bed HMO to include a single storey rear extension, loft conversion with dormer. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b></p> <p>Members object to this application for the following reasons:</p> <p><b>Overdevelopment and Intensification of Use (Arun Local Plan Policies D SP1, H SP4; NPPF Para 130)</b>  The proposal represents an over-intensive use of the site, resulting in excessive scale and intensity that fails to respect the character of the surrounding area.</p> <p><b>Adverse Impact on Residential Amenity (Arun Local Plan Policy D DM1; NPPF Para 130(f))</b>  The proposed development would result in overlooking, loss of privacy, overbearing impact and loss of light to neighbouring</p>

<p><i>BR/21/26/PL (continued)</i>  <i>54 Richmond Avenue</i>  <i>Bognor Regis</i>  <i>PO21 2YF</i></p>		<p>properties.</p> <p><b>Harm to Character of the Area (Arun Local Plan Policy D SP1; NPPF Para 130)</b>  The proposal would appear incongruous within the street scene and harm the established character of the area.</p> <p><b>Parking Pressure and Highway Impact (Arun Local Plan Policy T SP1; NPPF Para 111)</b>  The scale of occupation would result in increased parking demand and associated highway impacts.</p> <p><b>Significant Local Opposition</b>  Members note the substantial number of representations received, indicating strong local concern regarding the proposal.</p>
<p><a href="#"><u>BR/172/25/PL</u></a>  <a href="#"><u>Belmont Lodge</u></a>  Belmont Street  Bognor Regis  PO21 1LE</p>	<p>Replacement of existing pitched roof with a mansard type roof over Block A outbuilding of Belmont Lodge to create ancillary accommodation for the existing flats at ground floor level. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION</b></p> <p>No objection in principle; however, Members expressed concern that the development has been carried out without prior planning permission, undermining the integrity of the planning process.</p> <p>Members note that further related development has been submitted under application BR/41/26/PL and consider that the cumulative impact</p>

<p><i>BR/172/25/PL (continued)</i>  <i>Belmont Lodge</i>  <i>Belmont Street</i>  <i>Bognor Regis</i>  <i>PO21 1LE</i></p>		<p>of development on the site should be assessed holistically.</p>
<p><a href="#"><u>BR/41/26/PL Belmont Lodge</u></a>  Belmont Street  Bognor Regis  PO21 1LE</p>	<p>Retention of a single storey office building. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>OBJECTION</b></p> <p>Members object to this application for the following reasons:</p> <p><b>Overdevelopment and Cumulative Impact (Arun Local Plan Policy D SP1; NPPF Para 130)</b>  The proposal, when considered alongside related development on the site, results in an over-intensive and cumulative form of development that fails to respect the character and capacity of the site.</p> <p><b>Incremental and Piecemeal Development (“Salami Slicing”)</b>  The development appears to form part of a series of incremental changes, preventing a proper holistic assessment of the overall impact.</p> <p><b>Retrospective Development and Undermining of the Planning Process</b>  The works have been undertaken without prior consent, undermining</p>

<p><i>BR/41/26/PL (continued)</i>  <i>Belmont Lodge</i>  <i>Belmont Street</i>  <i>Bognor Regis</i>  <i>PO21 1LE</i></p>		<p>the integrity of the planning system.</p> <p><b>Intensification of Use (Arun Local Plan Policy D DM1; NPPF Para 130)</b>  The cumulative effect of development results in increased activity and pressure on the site, adversely affecting neighbouring amenity.</p>
<p><a href="#"><u>BR/19/26/PL</u></a>  <a href="#"><u>Unit 18a Durban Road</u></a>  Bognor Regis  PO22 9QT</p>	<p>Scaffolding roof. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION</b></p> <p>Members have no objection in principle; however, Members request that the scaffolding roof structure is strictly time-limited and removed upon completion of the works.</p>
<p><a href="#"><u>BR/27/26/HH</u></a>  <a href="#"><u>95 Longford Road</u></a>  Bognor Regis  PO21 2TA</p>	<p>Dropped kerb and new vehicular access.</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/34/26/HH</u></a>  <a href="#"><u>35 Highcroft Crescent</u></a>  Bognor Regis  PO22 8DH</p>	<p>Conversion of loft to habitable use including installation of rear dormer and front rooflights.</p>	<p><b>NO OBJECTION</b></p>



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 23<sup>rd</sup> MARCH 2026**

- PRESENT:** Cllr. K. Batley (Chair); Cllr. D. Dawes, R. Nash,  
Miss. C. Needs, P. Ralph, M. White and P. Woodall
- IN ATTENDANCE:** Mr. M. McLaughlin (Committee Clerk)  
Mr. B. Handley (Event Duty Officer)  
1 Member seated in the public gallery  
3 members of the public

*The Meeting opened at 6.34pm*

### **81. 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.

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

Apologies for absence were received from Cllrs. Mrs. J. Warr and P. Wells. The Clerk recommended that the reasons given were acceptable, and the absences were unanimously **APPROVED** by Members.

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

### **83. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

***Cllr. R. Nash declared an Ordinary Interest in Agenda items 10 and 11 as Chairman of Southdowns Music Festival***

***Cllr. Miss. C. Needs declared an Ordinary Interest in Agenda item 6 as a volunteer for Bognor Regis Youth and Community Centre***

**84. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 19<sup>th</sup> JANUARY 2026**

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Environmental and Leisure Committee Meeting held on 19<sup>th</sup> January 2026, as an accurate record and the Chair duly signed them.

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

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

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

**86. TO RECEIVE PRESENTATIONS FROM PRIMARY YOUTH PROVIDERS IN DELIVERY OF A YOUTH VOICE – MIN. 74.3 REFERS**

On receiving the presentations by three local youth providers; the 39 Club, Phoenix Centre, and Artswork, and following a series of questions and answers, Members in debate, unanimously **AGREED** to support a Youth Voice leading to a Youth Council.

The matter will, therefore, be included on the next Committee Agenda at which time Members will be invited to discuss proposed governance arrangements and possible budgetary requirements with any appropriate recommendations subsequently made to the Policy and Resources Committee.

## **87. CLERK'S REPORT FROM PREVIOUS MINUTES**

### **87.1 10<sup>th</sup> November 2025 - Min. 61.2 Christmas Illuminations**

A wash-up meeting with the Christmas Illuminations Working Group was held on 3<sup>rd</sup> March 2026. Whilst attendance was light, the outcome was positive on wide ranging discussion topics including: - faults, reporting and response time, feedback and plaudit, sponsorship and Place St Maur.

### **87.2 19<sup>th</sup> January 2026 – Min. 74 Promenade Bandstand Lights**

The Group Head of Technical Services at Arun District Council, confirmed by email on 10<sup>th</sup> March 2026, that the bandstand lights had now been "restored". The outage previously reported, was due to a mains supply fault with UK Power Networks. The Clerk additionally noted, from observation that seasonal works are currently ongoing.

### **87.3 19<sup>th</sup> January 2026 - Min. 79 Public Events Licence Application and Ratification**

In response to a Member's query, as to whether Public Events licence applications would be more appropriate under the Planning and Licencing Committee, due to the fact that they met more frequently, the Committee Clerk, in consultation with the Town Clerk and Deputy Clerk, concluded, the fundamental issue was the 5 (working) day turnaround required by West Sussex County Council. Thus, regardless of which committee, such period, would not alleviate the time pressure. Furthermore, events generally are a delegated function of the Environmental and Leisure Committee, as per the Terms of Reference. Therefore, it is entirely appropriate that the consideration of Public Events licences remains under the delegation of the this Committee.

## **88. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 20<sup>th</sup> JANUARY AND 24<sup>th</sup> FEBRUARY 2026 INCLUDING:-**

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

### **88.1 Recommendation of the appointment of Ellie Thorne as member of the Working Group - Min. 3 refers**

Members **RESOLVED** to **RATIFY** that Ellie Thorne be appointed as a member of Bognor Regis in Bloom Working Group.

- 88.2 Recommendation that the balance of £370 in the Environmental Projects Budget be earmarked for future projects - Min. 7 refers**  
Members **RESOLVED** to **RATIFY** the balance of £370 in the Environmental Projects Budget be earmarked for future projects.

- 89. TO RATIFY OVERSPEND OF THE EQUIPMENT MAINTENANCE BUDGET FROM CHRISTMAS ACTIVITIES OF £2,510 AND TO RECOMMEND TO THE POLICY AND RESOURCES COMMITTEE THAT THIS BE DRAWN FROM GENERAL RESERVES**

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

Members **AGREED** to **RATIFY** the overspend of the Equipment Maintenance Budget for Christmas Activities of £2,510, as reported. Further, to **RECOMMEND** to the Policy and Resources Committee that this be drawn from General Reserves.

- 90. TO CONSIDER THE INSTALLATION OF BUNTING TO LONDON ROAD PRECINCT AND HIGH STREET**

The Committee's Clerks report was **NOTED** in which it was stated that assumptions within the report were based on the utilisation of a single catenary wire.

Members **AGREED** to install bunting, in London Road precinct, High Street (between junctions with Queensway and Clarence Road), and the criss-cross section of London Road junction with High Street, at the earliest opportunity and until mid-September.

It was **AGREED** to utilise the existing multi-coloured bunting in store, with additional lengths purchased as required. It was further **AGREED** to purchase Pride bunting to be hung at the criss-cross section of London Road and High Street. Members **RESOLVED** that expenditure would be funded from the Publicity and Promotions Budget.

- 91. TO FURTHER CONSIDER THE PRODUCTION OF AN EVENTS LEAFLET 2026 – MIN. 47 REFERS**

The Committee Clerk's report, and the appendices demonstrating the delivery locations of the 2025 leaflets, was **NOTED**.

Members **AGREED** to leaflet production of 35,000 as per 2025.

Members **AGREED** to the commercial delivery with Dor-2-Dor to postcodes PO21 and PO22, with secondary distribution via Town Force to known tourist outlets in the wider West Sussex area.

In so doing, the Committee Clerk was tasked to ascertain and report, how Dor -2- Dor would deliver to flats, to ensure all households within the block receive a leaflet.

Members further **AGREED** that a budget be provided, funded from the Publicity and Promotions Budget 2026/27, to cover costs estimated at £5,525.

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

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

**93. CORRESPONDENCE**

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

*The Meeting closed at 7.35pm*



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON THURSDAY 2<sup>nd</sup> APRIL 2026**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mr. M. Hirst (Deputy Clerk)  
Mr. B. Handley (Events Duty Officer)

*The Meeting opened at 10.31am*

### **94. 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.

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

Apologies for absence were received from Cllrs. Miss. C. Need, P. Ralph, M. Stanley and P. Wells. The Clerk recommended that the reasons given were acceptable, and the absences were unanimously **APPROVED** by Members.

### **96. 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:

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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*

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

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

**98. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7A) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING FURTHER INFORMATION BECOMING AVAILABLE, IN RELATION TO THE INSTALLATION OF BUNTING TO LONDON ROAD PRECINCT AND HIGH STREET (MIN. 90 OF 23<sup>rd</sup> MARCH 2026 REFERS)**

**98.1** Members unanimously **RESOLVED** to suspend Standing Orders to allow for the Deputy Clerk to provide an update on the costs, and the feasibility and proposed timeline for the installation of bunting in the Town Centre.

**98.2** In light of the new information received, Members **RESOLVED** to further consider their previous decision, and Standing Orders were therefore reinstated.

**99. TO RECEIVE AN UPDATE IN RELATION TO THE INSTALLATION OF BUNTING TO LONDON ROAD PRECINCT AND HIGH STREET (MIN. 90 OF 23<sup>rd</sup> MARCH 2026 REFERS)**

Following initial research by Officers, the Deputy Clerk presented Members with options for Pride bunting and sought clarity from Members as to exactly which style was being agreed and the timeframe for its display.

Additionally, since the previous meeting held on 30<sup>th</sup> March 2026, the multi-coloured bunting held in stock had been installed along the catenary wires in the London Road precinct.

However, a request had subsequently been received from Members to re-install the bunting in this location in a zig-zag configuration. Members were advised that to achieve this, more lengths of bunting than had been previously quoted would be required. Furthermore, the Clerk highlighted the issue that there were areas in the precinct where there were limited anchor points available to connect lengths of bunting to. These vast expanses had the potential to cause the bunting wire to sag and risked being caught by high-sided vehicles such as delivery lorries. To overcome this, Officers had identified buildings on which additional anchor points could be installed, subject to landlords' approval.

Having considered the new information that had been forthcoming, the following was **AGREED**: -

- that rainbow bunting be purchased for the criss-cross catenary wires above the junction of London Road and High Street, to be displayed throughout June to support nationwide Pride events, with multi-coloured bunting at this location either side of June.
- that the multi-coloured bunting previously installed in London Road be re-installed in a zig-zag configuration, and to task Officers to make all necessary arrangements so that this could be completed as soon as possible.

***The Meeting closed at 11:03am***

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 26 - TO APPROVE THE APPOINTMENT OF CLLR. SMITH ON  
THE BOGNOR REGIS TOWN HALL WORKING PARTY – MIN. 141 REFERS**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Following the sad passing of Cllr. B. Waterhouse, Cllr. N. Smith has put himself forward to fill the vacant seat on the Bognor Regis Town Hall Working Party, which Members are asked to agree.

**DECISION**

To **AGREE** that Cllr. Smith be appointed as a member of the Bognor Regis Town Hall Working Party.

**AGENDA ITEM 28**

**BOGNOR REGIS TOWN COUNCIL**  
**ANNUAL TOWN COUNCIL MEETING - 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 28 - TO NOTE THE DATES OF THE 2026 COUNCILLOR DROP-IN SURGERIES – MIN. 170 REFERS**

**REPORT BY THE DEPUTY CLERK**

**FOR NOTING**

At the Council Meeting of 9<sup>th</sup> March (Min.170 refers) Members agreed to delegate authority to the Town Clerk, in consultation with the Mayor and Deputy Mayor, to organise three Councillor Drop-In Surgeries for 2026 in line with Member comments.

In light of this, Councillors are asked to note the following proposed dates and locations for Councillor Drop-In Surgeries for 2026: -

Thursday 28<sup>th</sup> May, 2-4pm (Northern end of London Road Precinct)

Saturday 22<sup>nd</sup> August, 12-2pm (Promenade)

Tuesday 17<sup>th</sup> November, 10.30am-1.30pm (Southern end of London Road)

*These arrangements are subject to approval from West Sussex County Council and Arun District Council.*

**DECISION**

To **NOTE** the dates of the Councillor Drop-In Surgeries for 2026.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 29 - TO RECEIVE A REPORT FROM OFFICERS  
FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH  
MEETING WITH THE NEIGHBOURHOOD POLICING TEAM**

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

**Arun Parish (Sussex Police) Meeting held on 27<sup>th</sup> April 2026**

In the absence of the Town Clerk and Cllr. Wells, the Deputy Clerk attended the online meeting.

Inspector Wickings provided an update on current policing capacity across the district, advising that Sussex Police continues to operate under resourcing pressures, especially given recent, well documented protests in Epsom, Surrey. However, measures are being implemented to strengthen local provision. In particular, two additional Police Constables are expected to be deployed within Bognor Regis, which will increase visible policing presence in the Town alongside existing officers. Furthermore, additional supervisory capacity is being introduced, with an extra Sergeant being recruited to support both the Arun and Chichester areas, helping to provide greater oversight and coordination of local policing activity.

Members were advised that Police Operational Delivery (POD) teams are currently being finalised, with training nearing completion. These teams are intended to improve responsiveness and flexibility in dealing with local issues. Bognor Regis will be the first area to see deployment within the latter half of May.

Inspector Wickings raised awareness regarding ongoing antisocial and racist graffiti, especially in Littlehampton and Barnham. Reference was made to similar issues in Bognor Regis last year and towns and parishes were encouraged to remain vigilant and to continue reporting incidents, as accurate reporting is essential in enabling Sussex Police to allocate resources effectively and identify emerging trends.

Questions were raised regarding ongoing individual cases, which Inspector Wickings took away to find more information.

*The next meeting is scheduled to take place on 21<sup>st</sup> May 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  
ANNUAL TOWN COUNCIL MEETING – 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 30 - TO NOTE ANY FEEDBACK FROM THE ARUN FLOOD FORUM MEETING HELD ON 13<sup>th</sup> APRIL 2026 – MIN. 164 OF THE COUNCIL MEETING HELD ON 10<sup>th</sup> MARCH 2025 REFERS**

**REPORT BY THE TOWN CLERK**

**FOR NOTING**

At the Council Meeting held on 10<sup>th</sup> March 2025, when considering an invitation to appoint representatives to the Arun Flood Forum, it was suggested that the Mayor and Deputy Mayor should be nominated. However, with the Town Clerk confirming that the Deputy Mayor at the time, Cllr. Mrs. Yeates, already sat on the Forum in her capacity as a District Councillor, and sometimes in her capacity as a Bersted Parish Councillor, Members agreed that Cllr. Miss. Needs as Mayor should be the Town Council's representative, with Cllr. Wells appointed as 'reserve representative', should the Mayor be unable to attend (Min. 164 refers).

Invitations from Arun District Council for town and parish councils to attend the Forum are on a rotational basis and Bognor Regis Town Council were most recently invited to attend the meeting held on 13<sup>th</sup> April 2026.

With Cllr. Mrs. Yeates being Mayor of the Town Council, the invitation was extended to Cllr. Wells to represent the Town Council as the Mayor would already be in attendance. Unfortunately, Cllr. Wells was unable to attend and Cllr. Mrs. Yeates therefore represented the Town Council on this occasion.

Any feedback from the Arun Flood Forum Meeting held on 13<sup>th</sup> April 2026 will be provided to Members in a verbal report.

**DECISION**

Members are invited to **NOTE** any feedback from the Arun Flood Forum Meeting held on 13<sup>th</sup> April 2026.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 31 - CIVIC DUTIES UNDERTAKEN BY OUTGOING MAYOR CLLR.  
MRS. GILL YEATES FROM 9<sup>th</sup> MARCH - 11<sup>th</sup> MAY 2026**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Thursday 19.03.26	:	The Regis School's Annual 'Big Sing', The Regis School, Westloats Lane, BR
Friday 27.03.26	:	West Sussex Guitar Club Concert, Regis School of Music, Sudley Road, BR
Saturday 28.03.26	:	BR Museum 2026 Opening, BR Museum, West Street, BE
Saturday 28.03.26	:	BRiB 'Spring Clean' for the 'Great British Spring Clean', Town Centre, BR
Thursday 02.04.26	:	BRTC Civic Reception, 'Seasons', BR Town Football Club, Nyewood Lane, BR
Thursday 23.04.26	:	VIP Day for Arun & Chichester 'Junior Citizen' Child Safety Event, Goodwood Racecourse, Chichester
Saturday 02.05.26	:	Stonepillow 'Cathedral to Coast' Trek, BR Sailing Club, Victoria Road South, BR
Saturday 09.05.26	:	BR Concert Band Charity Concert, St. Paul's Church, Churchside, Chichester
Sunday 10.05.26	:	BRTC 'Extreme Mountain Bike Show', Town Centre, BR
Sunday 10.05.26	:	BR Baseball Club 'Home Game', King George V Rec. Ground, Felpham

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 32 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH  
FROM 9<sup>th</sup> MARCH – 11<sup>th</sup> MAY 2026**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Thursday 02.04.26	:	BRTC Civic Reception, 'Seasons', BR Town Football Club, Nyewood Lane, BR
Saturday 18.04.26	:	Officiating at Vowel Renewal Ceremony, 'Seasons', BR Town Football Club, Nyewood Lane, BR (private engagement)
Thursday 23.04.26	:	Interview with V2 Radio, for St. George's Day & promotion of Town Crier Competition
Monday 04.05.26	:	Great Dunmow Town Crier Competition, Little Easton Manor, Park Rd, Dunmow
Saturday 09.05.26	:	Ilminster Town Crier Competition, Market House, Ilminster Town Centre, Somerset

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 34 - CORRESPONDENCE**

**FOR INFORMATION**

1. West Sussex Fire & Rescue Service launches new Community Risk Management Plan – Circulated to all Councillors and on social media 23.03.2026
2. NALC Newsletter – Circulated to all Councillors 25.03.2026
3. WSCC Government makes announcement on future of local government in West Sussex – Circulated to all Councillors and on social media 25.03.2026
4. WSCC News release; Revive soil conditioner compost available from all West Sussex Recycling Centres early spring – Circulated on social media 25.03.2026
5. Dawn Hudd ADC; Update on local government reorganisation – Circulated to all Councillors 26.03.2026
6. Office for Local Statistics; March update 26.03.2026
7. NALC Chief executive's bulletin – Circulated to all Councillors 26.03.2026
8. Sussex Alerts; Online safety advice – Circulated to all Councillors and on social media 26.03.2026
9. WSCC News release; Growth Deals are delivering for West Sussex residents – Circulated to all Councillors 26.03.2026
10. Arun March newsletter 27.03.2026
11. The Sussex Police and Crime Commissioner: Championing community safety across Sussex – Circulated to all Councillors 27.03.2026
12. Emily Simpson wsalc; West Sussex Councils issue update on reorganisation decision – Circulated to all Councillors 27.03.2026
13. NALC Jobs newsletter 30.03.2026
14. The Sussex Snowdrop Trust newsletter Spring/Summer 30.03.2026
15. NALC Chief executive's bulletin – Circulated to all Councillors 02.04.2026
16. Office for National Statistics: December 2025 Electoral registration statistics – 02.04.2026
17. The Sussex Police and Crime Commissioner; Partnership Working to Protect Sussex Communities – Circulated to all Councillors 02.04.2026
18. NALC Jobs newsletter 06.04.2026
19. NALC events newsletter previously forwarded to Councillors 07.04.2026
20. Hidden disabilities newsletter; New resources: Understanding Autism 07.04.2026
21. Heather Perrott; next international film showing at Picturedrome – Circulated to all Councillors 07.04.2026
22. Sussex Alerts; Average Speed Camera Survey – Circulated to all Councillors and on social media 08.04.2026
23. CCCI April Events Update – Circulated to all Councillors 08.04.2026
24. WSCC News Release; Inaugural meeting of the Sussex & Brighton Strategic Authority – Circulated to all Councillors 09.04.2026
25. NALC chief executive's bulletin – Circulated to all Councillors 09.04.2026
26. Stonepillow; Will you walk with us? – Circulated to Cllrs Yeates and Barrett as reps for organisation 10.04.2026
27. Criminals stole over £879 million through investment fraud in 2025 – Circulated to all Councillors and on social media 10.04.2026

## **AGENDA ITEM 34**

- 28.** WSCC News Release; Candidates for county council election confirmed – Circulated to all councillors and on social media 10.04.2026
- 29.** NALC Jobs Newsletter 13.04.2026
- 30.** WSCC; Resident's eNewsletter – local election special edition
- 31.** Sussex Alerts; Neighbourhood Watch April news – Circulated to all Councillors and on social media 13.04.2026
- 32.** Arun Counselling Centre; letter of thanks for Civic Reception invitation 14.04.2026
- 33.** ADC New Release; Grants now available for independent businesses – Circulated on social media 14.04.2026
- 34.** Hidden Disabilities; Understanding Autism 14.04.2026
- 35.** NALC Events – Circulated to all Councillors 14.04.2026
- 36.** Family Support Work; April E-Newsletter 14.04.2026
- 37.** CCCI Update – Circulated to all Councillors 15.04.2026
- 38.** VAAC April E-bulletin – Circulated to all Councillors 15.04.2026
- 39.** St Wilfrid's Hospice news 15.04.2026
- 40.** NALC Chief executive's bulletin – Circulated to all Councillors 16.04.2026
- 41.** WSCC Cabinet 10<sup>th</sup> March 2026 Minutes – Circulated to all Councillors 17.04.2026
- 42.** Letter of thanks from High Sheriff of WS for the invitation to the Civic Reception
- 43.** The Sussex Police and Crime Commission; Smart Cameras, Safer Roads – Circulated to all Councillors 17.04.2026
- 44.** NALC Jobs newsletter 20.04.2026
- 45.** CCCI Chichester & Bognor Business Awards 2026 Shortlist Announced – Circulated to all Councillors 20.04.2026
- 46.** NALC events – Circulated to all Councillors 21.04.2026
- 47.** NALC Chief executive's bulletin – Circulated to all Councillors 23.04.2026
- 48.** The Sussex Police and Crime Commissioner; Preventing Harm Before It Escalates 24.04.2026
- 49.** Flamenco Spectacular Benefit concert in Bognor Regis – Circulated to all Councillors 24.04.2026
- 50.** NALC Jobs Newsletter 27.04.2026
- 51.** The latest from the UK's largest Public Sector Network 28.04.2026
- 52.** NALC Chief executive's bulletin – Circulated to all Councillors 30.04.2026
- 53.** Office for National statistics April update 30.04.2026

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 11<sup>th</sup> MAY 2026**

**AGENDA ITEM 35 - PICTUREDROME SITE UPDATE INCLUDING: -**

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **AGM OF THE BOGNOR PIER COMPANY LTD - TO ADOPT THE ACCOUNTS YEAR ENDED 31<sup>st</sup> DECEMBER 2025 AND TO NOTE THE DIRECTOR'S REPORT, DEFERRED FROM THE PREVIOUS MEETING – MIN. 175.2 REFERS**
- **TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS**

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

**Balance Sheet for The Bognor Pier Company Ltd.** - a copy of the detailed Balance Sheet up to and including 31<sup>st</sup> March 2026 has been copied to Councillors for information under separate cover.

**Buildings Insurance** - details of the insurance renewal have been received and the premium that was due on 20<sup>th</sup> April 2026 is noted as £13,570.93 inclusive of the Insurance Premium Tax and the policy administration fee. A further £109.72 for Commercial Legal Expenses Cover was also due in addition. The total of £13,680.65 has therefore been paid by The Bognor Pier Company Ltd. Details of the renewal premium will be passed to the tenant and will be apportioned between the various sites on a monthly basis.

**Building works** - work is currently being undertaken to reconfigure the retail so that the counter is aligning to the original entrance to Screen 1, this will also mean that, once complete, the main entrance will be in use. The decking has been removed and the yard cleared to the café on Linden Road. Screen 3 is at the outfitting stage i.e. carpets, flooring, screen frame.

**AGM OF THE BOGNOR PIER COMPANY LTD - TO ADOPT THE ACCOUNTS YEAR ENDED 31<sup>st</sup> DECEMBER 2025 AND TO NOTE THE DIRECTOR'S REPORT, DEFERRED FROM THE PREVIOUS MEETING – MIN. 175.2 REFERS**

The accounts Year Ended 31<sup>st</sup> December 2025 were not available at the Council Meeting held on 9<sup>th</sup> March 2026 and the matter was, therefore, deferred, to a future meeting (Min. 175.2 refers).

## AGENDA ITEM 35

Members are now invited to **ADOPT** the accounts, copied to Councillors under separate cover and to **NOTE** the Director's Report.

### **DECISION**

Members are invited to **ADOPT** the accounts for year ending 31<sup>st</sup> December 2025 and to **NOTE** the Director's Report.

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

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

### **DECISION**

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