



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

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Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 6th JULY 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 6th July from members of the public not able to attend the meeting in person will be read by the Chair during this adjournment.

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

TOWN CLERK

DATED THIS 30th DAY OF JUNE 2026

AGENDA AND BUSINESS

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

- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To APPROVE the Minutes of the Annual Town Council Meeting held on 11th May and the Special Council Meeting held on 1st June 2026
 5. Reports from WSCC County and ADC District Councillors (if available)
 6. Written Questions from Councillors
 7. Adjournment for public question time and statements
 8. To consider any written dispensation requests received from Town Councillors
 9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 9.1 **Policy and Resources Extraordinary Committee Meeting of 18th May, Committee Meeting of 1st June, and the Extraordinary Committee Meeting of 29th June 2026** with resolutions, recommendations and reports, including: -
 - Adoption of the Terms of Reference for the Policy and Resources Committee; Joint Consultative Sub-Committee (Staffing); Bognor Regis Town Hall Working Party; Bognor Regis Town Centre Action Group; Environmental and Leisure Committee; Allotments Sub-Committee; Bognor Regis In Bloom Working Group and Planning and Licensing Committee - Min. 16 refers
 - Recommendation that the Internal Audit Report 2025/2026 (Final Update) be approved - Min. 17 refers
 - Adoption of the Risk Management Policy without any amendments following the annual review - Min. 26 refers
 - Recommendation to adopt the Flag Flying Policy, Legionella Policy, Volunteering Policy and Whistleblowing Policy, as proposed, without any further suggested changes - Min. 29 refers
 - 9.2 **Planning and Licensing Committee Meeting of 28th April (deferred from the previous meeting), the Extraordinary Committee Meeting of 6th May, and the Committee Meetings of 19th May, 9th and 30th June 2026** with resolutions, recommendations and reports
 - 9.3 **Environmental and Leisure Committee Meeting of 18th May 2026** with resolutions, recommendations and reports, including: -
 - Recommendation to ratify the appointment of the following Co-Opted Members to the Allotments Sub-Committee: Mr. P. Goodchild, Mr. C. Penfold, Mrs. L. Russell and Mr. P. Fortin (Allotment Tenant Representatives) - Min. 8.1 refers
 - Recommendation to ratify the appointment of the following Co-Opted Members of the Bognor Regis In Bloom Working Group: Mrs. G. Edom, Ms. P. Keane, Mrs. S. Teverson, Mrs. P. Downham, Mr. B. Jackson, Mr. E. Fane, Mr Jones-McFarland, Ms. King and Ms. E. Thorne - Min. 8.2 refers
 10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary

11. To note the List of Payments and Transfers made in [April](#) and [May](#) 2026 and to note the [balances, bank reconciliations and financial reports](#) (June not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
12. To note changes to the calendar of meetings for 2026 and 2027 - (Min. 15.1 of the Annual Town Council Meeting held on 12th May 2025, and Min. 17 of the Annual Town Council Meeting held on 11th May 2026 refers: -
 - An additional Allotments Sub-Committee meeting on Monday 4th January 2027, at 5.30pm
 - Change to start time of Planning and Licensing Committee meeting on 22nd December 2026 to 10.30am, instead of 4pm
 - Change to start time of Planning and Licensing Committee meeting on 21st December 2027, to 10.30am instead of 4pm
13. To consider a request from the Bognor Regis Heritage & Arts Partnership Board to make changes to the Blue Plaque Scheme
14. To note any changes to the Code of Conduct – Min. 111 of Council Meeting held 3rd November 2025 refers
15. To note changes to the Representatives to Outside Bodies 2026/27 – Min. 13 refers
16. To consider a request from the Chairperson of Blake Cottage Trust for the Town Council to write a letter of support in relation to their latest restoration project
17. To consider inviting representatives from Arun Arts Ltd to deliver a presentation to Members on the progress of the theatre and to agree any arrangements as necessary
18. To note that no response to the government's latest Local Government Reorganisation Consultation was submitted, on behalf of the Town Council, owing to an insufficient number of Councillors responding to the request from the Town Clerk
19. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
20. To receive any updates on Regeneration in the Town including report from Cllr. Nash (if available)
21. To receive the Notes of the Arun District Association of Local Councils Meeting held on 12th May 2026 – Min. 14 refers
22. Mayor's Report and duties undertaken
23. Town Crier's Report and duties undertaken
24. Reports from Representatives to other organisations
25. To receive Correspondence
26. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification

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



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MINUTES OF THE ANNUAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 11th MAY 2026

PRESENT:

Cllr. Mrs G. Yeates (Mayor 2025/2026); Cllrs: J. Barrett, K. Batley, P. Botterill, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, P. Ralph, N. Smith, M. Stanley, Mrs. J. Warr, P. Wells, and M. White

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
First Cadet Harvey McGarhey (Mayor's Cadet) (part of meeting)
First Cadet Nevaeh Kane (part of meeting)
7 members of the public

The retiring Mayor, Cllr. Mrs. G. Yeates, presented First Cadet Harvey McGarhey with a certificate, in recognition of his services as the Mayor's Cadet. First Cadet Nevaeh Kane, from the Bognor Regis Sea Cadets, was appointed as Mayor's Cadet for 2026/2027 and was presented with a badge and certificate as she begins a year of service in the role

The Meeting opened at 6.31pm

The outgoing 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.

Before the election of a new Mayor, the outgoing Mayor, Cllr. Mrs. G. Yeates took the opportunity to thank her fellow Town Councillors for their support over her term in office. She proudly advised that she had raised £520 each for her chosen Mayoral charities, Stonepillow and My Sister's House, with the cheque presentation having taken place earlier in the afternoon.

1. ELECTION OF MAYOR FOR 2026/2027

The Deputy Clerk's report was **NOTED**, including the reference to current Deputy Mayor, Cllr. Wells unfortunately being unable to take on the role of Mayor for 2026/2027, due to other commitments.

Members unanimously **RESOLVED** 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. Cllr. Wells gave a brief explanation behind his decision and Standing Orders were reinstated.

Having been proposed and seconded, and with there being no other nominations, it was unanimously **RESOLVED** that Cllr. Ralph be elected Mayor for 2026/2027.

A presentation on behalf of the Council was made by the new Mayor to the retiring Mayor, Cllr. Mrs. Yeates, and she was thanked for her hard work during her mayoral year.

2. **THE MAYOR WILL MAKE THE STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

The Mayor made the following Statutory Declaration of Acceptance of Office: -

I, Paul Ralph, having been elected to the Office of Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability

3. **ELECTION OF DEPUTY MAYOR FOR 2026/2027**

The Deputy Clerk's report was **NOTED**, including the reference to the decision taken at the previous meeting that Cllr. Dawes be nominated as Deputy Mayor for the forthcoming year.

There being no other nominations, it was unanimously **RESOLVED** that Cllr. Dawes be elected Deputy Mayor for 2026/2027.

4. **THE DEPUTY MAYOR WILL MAKE THE NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Mayor made the following Non-Statutory Declaration of Acceptance of Office: -

I, Danny Dawes, having been elected to the Office of Deputy Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability

5. **ACCEPTANCE SPEECH AND WELCOME BY NEWLY ELECTED MAYOR**

The Mayor made the customary speech of acceptance, during which he thanked his fellow Town Councillors for their support, declaring it a great honour to have been chosen to serve as Mayor for the forthcoming year. The Mayor commended the "high bar" set by his predecessor and confirmed that his wife would be acting as the Mayor's Consort and that they were looking forward to serving the community. Cllr. Ralph formally welcomed those present to the meeting.

6. DECLARATION OF ACCEPTANCE OF OFFICE BY THE MEMBER ELECTED AT THE HOTHAM WARD BY-ELECTION ON 7th MAY 2026

6.1 The Mayor welcomed Cllr. Patrick Botterill, as a newly elected Member to Bognor Regis Town Council.

6.2 The Deputy Clerk's report including confirmation of the following was **NOTED**: -

The Declaration of Acceptance of Office had been signed by Cllr. Patrick Botterill following his election to the Town Council at the By-election on 7th May 2026, and this had been received and duly signed by the Town Clerk as Proper Officer of the Council.

6.3 Cllr. Botterill had 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.

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

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

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 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.

There were no declarations of interest

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

The Deputy Clerk's report, including the Council's Terms of Reference attached, was **NOTED**.

Members unanimously **RESOLVED** to **ADOPT** the Council's Terms of Reference for the 2026/27 Municipal Year without amendment.

10. TO NOTE CHANGE IN AFFILIATION OF A LABOUR GROUP COUNCILLOR

The Deputy Clerk's report and notification that Cllr. White will sit as a Labour and Co-operative Councillor with immediate effect, was unanimously **NOTED**.

11. TO NOTE THE FORMATION OF BOGNOR INDEPENDENTS GROUP

The Deputy Clerk's report and notification that Cllrs. Goodheart and Woodall had formed the Bognor Independents Group (BIG), with Cllr. Woodall appointed as Group Leader, was **NOTED**.

12. APPOINTMENT TO COMMITTEES

The Deputy Clerk's report, including the various options on allocating seats on Committees using political proportionality rules to non-aligned Members, and the proposed Committee Membership, was **NOTED**.

Members were reminded that 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 accurately 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 three Members. **ADDITIONAL NOTE:** A Committee may arrange for the discharge of its functions by a sub-committee - LGA 1972 - S.101(2).

The Town Clerk reminded Members that the Mayor and Deputy Mayor would be Ex-officio to the Policy and Resources Committee only.

12.1 The Council unanimously **RESOLVED** to appoint the two non-aligned Members to each Committee, with the following Members assigned to the Committees as follows:

- Policy and Resources Committee – Cllr. Botterill
- Planning and Licensing Committee – Cllr. Botterill
- Environmental and Leisure Committee – Cllrs. Botterill and Dawes

Cllr. Mrs. G. Yeates left the Meeting

12.2 The Council **RESOLVED** to appoint Members to Committees as detailed in **Appendix 1** in addition to the appointments above.

12.3 Cllr. Wells was proposed and seconded as Chair of the Policy and Resources Committee. It was unanimously **RESOLVED** to appoint Cllr. Wells as Chair of the Policy and Resources Committee.

Cllr. Mrs. Yeates was proposed and seconded as Vice-Chair of the Policy and Resources Committee. It was unanimously **RESOLVED** to appoint Cllr. Mrs. Yeates as Vice-Chair of the Policy and Resources Committee.

12.4 Cllr. Mrs. Warr was proposed and seconded as Chair of the Planning and Licensing Committee. It was unanimously **RESOLVED** to appoint Cllr. Mrs. Warr as Chair of the Planning and Licensing Committee.

Cllr. White was proposed and seconded as Vice-Chair of the Planning and Licensing Committee. It was unanimously **RESOLVED** to appoint Cllr. White as Vice-Chair of the Planning and Licensing Committee.

12.5 Cllr. Batley was proposed and seconded as Chair of the Environmental and Leisure Committee. It was unanimously **RESOLVED** to appoint Cllr. Batley as Chair of the Environmental and Leisure Committee.

Cllr. Stanley was proposed and seconded as Vice-Chair of the Environmental and Leisure Committee. It was unanimously **RESOLVED** to appoint Cllr. Stanley as Vice-Chair of the Environmental and Leisure Committee.

13. TO APPOINT REPRESENTATIVES TO OTHER 'OUTSIDE' BODIES (LIST ATTACHED TO AGENDA)

The Deputy Clerk's report including the list of previously appointed Town Council Representatives to 'Outside' Bodies as appended, was **NOTED**.

To ensure a quicker, more efficient, process in making appointments, as had proven successful in previous years, Councillors currently appointed as Representatives or Reserves to 'Outside' Bodies, were emailed in advance of the meeting, to ascertain if they wished to continue in their positions, to enable decisions on appointments to be made 'en bloc'. The outcome of this resulted in six vacancies.

13.1 The Town Clerk advised that Cllr. Woodall had, prior to the meeting, expressed an interest in being the Representative to Arun Business Crime Reduction Partnership Board. Following a vote, it was **RESOLVED** that Cllr. Woodall be appointed as a Representative to Arun Business Crime Reduction Partnership Board.

13.2 A nomination for Cllr. Mrs. Yeates was proposed and seconded as the Representative to Bognor Regis Heritage & Arts Partnership Board. Following a vote, it was **RESOLVED** that Cllr. Mrs. Yeates be appointed as the Representative to Bognor Regis Heritage & Arts Partnership Board.

A nomination for Cllr. Dawes was proposed and seconded as the Reserve to Bognor Regis Heritage & Arts Partnership Board. Following a vote, it was **RESOLVED** that Cllr. Dawes be appointed as the Reserve to Bognor Regis Heritage & Arts Partnership Board.

There were no nominations for the remaining Reserve vacancy.

- 13.3** A nomination for Cllr. Goodheart was proposed and seconded as the Representative to Rampion 2 Community (Coastal) Project Liaison Group. Following a vote, it was **RESOLVED** that Cllr. Goodheart be appointed as the Representative to Rampion 2 Community (Coastal) Project Liaison Group.
- 13.4** The Town Clerk advised that Cllr. Woodall had, prior to the meeting, expressed an interest in being a Reserve to Southdowns Music Festival. Following a vote, it was **RESOLVED** that Cllr. Woodall be appointed as a Reserve to Southdowns Music Festival.
- 13.5** A nomination for Cllr. Wells was proposed and seconded as the Representative to Southern Water Community Water Bathing Group. Following a vote, it was **RESOLVED** that Cllr. Wells be appointed as the Representative to Southern Water Community Water Bathing Group.
- 13.6** Members unanimously **RESOLVED** the list of Councillor Representatives to the 'Outside' Bodies for the 2026/2027 Municipal Year, as amended and attached as **Appendix 2**.

14. TO NOTE THE DETAILS OF THE ADALC MEETING TAKING PLACE AT 6PM ON 12th MAY 2026

The Deputy Clerk's report, detailing the Arun District Association of Local Councils (ADALC) taking place on 12th May 2026, was **NOTED**.

15. TO CONFIRM BANK SIGNATORIES

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

Members unanimously **RESOLVED** 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;
- 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);
- The Resolutions as detailed will continue to apply for all Town Council accounts.

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

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

Members unanimously **RESOLVED** to **RATIFY** the 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, in line with FR 2.6 of the Financial Regulations.

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.

17. TO NOTE THE CALENDAR OF MEETINGS FOR 2026/2027 INCLUDING TO AGREE THE START TIME OF PLANNING AND LICENSING COMMITTEE MEETINGS

The Deputy Clerk's report, including the Calendar of Meetings for 2026/2027 as appended, was **NOTED**.

17.1 Following a vote, it was unanimously **RESOLVED** to **AGREE** that the start time of the Planning and Licensing Committee Meetings remain at 4.00pm for the 2026/2027 Municipal Year.

18. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 9th MARCH 2026

The Minutes of the Council Meeting held on 9th March 2026 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

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

Apologies were received from Cllr. S. McDougall, ADC Councillor for Pevensey Ward, who had nothing to report.

19.1 It was **AGREED** that the newly elected WSCC Councillors for Bognor Regis, as well as ADC Councillors, be invited to the next Council Meeting on 6th July 2026.

20. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

21. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 7.18pm

A member of the public wished to remind Members of the Council's Code of Conduct, in reference to one Member's Facebook page and asked the Council to monitor as such.

The Chair advised the member of the public that Bognor Regis Town Council takes the Code of Conduct seriously, and that complaints relating to Members and their conduct must be addressed to the Monitoring Officer at Arun District Council.

The Chair reconvened the Meeting at 7.21pm

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

The Town Clerks report, confirming that a written dispensation form had been received from Cllr. Botterill who may be in receipt of the Basic Parish Allowance, was **NOTED**.

Members present **RESOLVED** to **APPROVE** 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 would be so great as to impede the transaction of the business.

Members further **NOTED** that the dispensations are to take effect immediately and cover the Councillor's current term of office, which will cease in May 2027.

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

24. Policy and Resources Extraordinary Committee Meeting of 16th March and Committee Meeting of 30th March 2026

The Vice-Chair, Cllr. Wells, who chaired the Extraordinary Meeting on 16th March and the Meeting on 30th March, reported.

24.1 Recommendation that the Internal Audit Report 2025/26 (Interim Update) be approved - Min. 186 refers

Noting that no actions are required, Members unanimously **RESOLVED** to **APPROVE** the Internal Audit Report 2025/26 (Interim Update).

24.2 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

Members unanimously **RESOLVED** to **ADOPT** 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

25. **Planning and Licensing Committee Meetings of 17th March and 7th, 28th April 2026**

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

The Minutes for the Planning and Licensing Meeting held on 28th April 2026 were not available and its approval was therefore **DEFERRED** to the next meeting.

Cllr. Wells left the Meeting

26. **Environmental and Leisure Committee Meeting of 23rd March and Extraordinary Committee Meeting of 2nd April 2026**

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

27. **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'.

Cllr. Wells returned to the Meeting

28. **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**

Cllr. Mrs. Yeates returned to the Meeting

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

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

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

Members unanimously **AGREED** that Cllr. Smith be appointed as a member of the Bognor Regis Town Hall Working Party.

30. TO RECEIVE ANY UPDATES ON REGENERATION IN THE TOWN INCLUDING REPORT FROM CLLR. NASH

Cllr. Nash declared an Ordinary Interest as a Member of Arun District Council

Cllr. Nash provided an update on regeneration matters in the town. Members were advised that the ceremonial opening of the Premier Inn would take place on Friday, although guests had already begun staying at the hotel.

Updates were also received regarding ongoing progress at the theatre, with opening anticipated in early 2027, all being well; ongoing works at the Arcade, with a decision on how to proceed expected shortly; and continuing discussions regarding the Marine Quarter, including consideration of grant funding opportunities to support wider proposals such as visitor centre facilities.

Members welcomed the opening of La Vida and The Green Dragon as new restaurants/bars in the area.

Cllr. Oppler left the Meeting

Members noted that the Gloucester Road car park wall had been damaged again following a traffic collision. The Town Clerk advised that she was liaising with Butlin's and was hopeful that they would cover the cost of materials, whilst the Town Council provided the labour to repair the wall.

Following a question, it was clarified that whilst a metal protection panel with a reflective pattern had previously been considered for Gloucester Road, West Sussex Highways had decided against this.

Cllr. Oppler returned to the Meeting

Members agreed that further action was required in respect of the bend at the southern end of Gloucester Road, to mitigate the risk of further traffic collisions, and **AGREED** that an item be added to the next Planning and Licensing Committee Agenda to progress this.

31. TO NOTE THE DATES OF THE 2026 COUNCILLOR DROP-IN SURGERIES - MIN. 170 REFERS

The Deputy Clerk's report, including the dates and locations for the 2026 Councillor Drop-In Surgeries, was **NOTED**.

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

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

Members discussed a reduction in policing activity, and drug-related crime at Sudley Road Car Park, with one Member suggesting the Council could look to

acquire the Car Park, although it was advised this would require a Motion submitted ahead of a future Council Meeting.

33. TO NOTE ANY FEEDBACK FROM THE ARUN FLOOD FORUM MEETING HELD ON 13th APRIL 2026 – MIN. 164 OF THE COUNCIL MEETING HELD ON 10th MARCH 2025 REFERS

Due to the loss of her voice, it was **AGREED** by Members that Cllr. Mrs. Yeates, who had attended the Arun Flood Forum Meeting, would provide a summary to be distributed by email, and that the item would be **DEFERRED** to the next meeting to be noted.

34. TO NOTE OUTGOING MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

35. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

36. 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.

36.1 Cllr. Mrs. Yeates – Bognor Regis Concert Band; Stonepillow

36.2 Cllr. P. Woodall – Bognor Regis Carnival Association

36.3 Cllr. Wells reported that leaders from the Bognor Regis Youth & Community Centre would like to invite all Councillors to visit the centre, to see the work that they do. It was **AGREED** that Officers would liaise with the Centre staff to make arrangements.

36.4 Cllr. Nash made reference to an email, circulated to all Councillors, from the Vice-Chair of Arun Arts Ltd in which an update on the redevelopment of the theatre, and plans for the future, were shared. It was **AGREED** to include an item on the July Council Agenda asking Members to consider inviting representatives from Arun Arts Ltd to the Council Meeting in September.

37. TO RECEIVE CORRESPONDENCE

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

38. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION; TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS

38.1 Director's report, any urgent actions taken for ratification

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

Members **AGREED** that the Town Clerk would contact the Picturedrome to ascertain the timescales of accessibility access and the reopening of the front doors.

38.2 AGM of The Bognor Pier Company Ltd - to adopt the accounts Year Ended 31st December 2025 and to note the Director's report, deferred from the previous meeting – Min. 175.2 refers

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

Members unanimously **AGREED** to adopt the accounts Year Ended 31st December 2025.

38.3 To confirm bank signatories as the Company Director plus any two signatories from the Town Council accounts

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

The Meeting closed at 7.57pm

TOWN COUNCIL COMMITTEES

POLICY AND RESOURCES COMMITTEE

Mayor (Ex Officio)	Paul Ralph (LD)
Deputy Mayor (Ex Officio)	Danny Dawes (I)
	John Barrett (LD)
	Francis Oppler (LD)
	Jeanette Warr (LD)
Chair	Paul Wells (LD)
Vice Chair	Gill Yeates (LD)
	Nigel Smith (L)
	Michelle White (L)
	Steve Goodheart(B.I.G.)
	Patrick Botterill (RU)

PLANNING AND LICENSING COMMITTEE

	John Barrett (LD)
	Claire Needs (LD)
	Paul Ralph (LD)
Chair	Jeanette Warr (LD)
	Gill Yeates (LD)
(LD seat)	Phil Woodall (B.I.G.)
Vice Chair	Michelle White (L)
	Steve Goodheart (B.I.G.)
	Patrick Botterill (RU)
Vacancy (L)	

ENVIRONMENTAL AND LEISURE COMMITTEE

Chair	Kenton Batley (LD)
	Claire Needs (LD)
	Francis Oppler (LD)
	Paul Ralph (LD)
Vice Chair	Matt Stanley (LD)
	Jeanette Warr (LD)
	Roger Nash (L)
	Michelle White (L)
	Phil Woodall (B.I.G.)
	Danny Dawes (I)
	Patrick Botterill (RU)

**All Members of the Environmental and Leisure Committee
are also Members of the Allotments Sub-Committee.**

Sub-Committees and Working Parties

BOGNOR REGIS IN BLOOM WORKING GROUP

Membership to be agreed by the Environmental and Leisure Committee.

ALLOTMENTS SUB-COMMITTEE

Current Membership: All current Environmental and Leisure Committee Members.

TOWN COUNCIL REPRESENTATIVES TO 'OUTSIDE BODIES' 2026/27

Arun Business Crime Reduction 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 Cllr. G. Yeates Cllr. D. Dawes 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	Cllr. S. Goodheart Cllr. P. Wells
Southdowns Music Festival	Representative Reserve	Cllr. S. Goodheart Cllr. Woodall
Southern Water Community Water Bathing Group	Representative Officer Reserve	Cllr. P. Wells 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

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

MINUTES OF THE SPECIAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 1st JUNE 2026

PRESENT:

Mayor: Cllr. P. Ralph; Cllrs: J. Barrett, P. Botterill, D. Dawes, Miss. C. Needs, N. Smith, Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates

IN ATTENDANCE:

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

The Meeting opened at 7.30pm

39. WELCOME BY MAYOR

The Mayor welcomed all those present and read the Council's opening statement.

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

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

There were no apologies for absence received from Cllrs. Batley, Oppler nor Stanley and these absences could not, therefore, be approved.

41. DECLARATIONS OF INTEREST

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

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

42. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2026 INCLUDING: -

42.1 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the review of the effectiveness of the system of Internal Control and to formally note the Annual Internal Audit Report for 2025/2026 (Page 3 of the AGAR)

Members noted the recommendation from the Policy and Resources Committee confirming that having further reviewed the system of Internal Control, the systems that the Council has in place are effective and adequate.

Members therefore unanimously **RESOLVED** to **APPROVE** the review of the effectiveness of the system of Internal Control undertaken and confirm that the systems that the Council has in place are effective and adequate.

The Annual Internal Audit Report for 2025/2026 prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd. was also formally noted.

42.2 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Council's response to each Statement on the Annual Governance Statement for 2025/2026 (Section 1 of the AGAR) and RESOLVE to APPROVE the Annual Governance Statement for 2025/2026. To further RESOLVE that Section 1 be signed by the Chair of this meeting approving the Annual Governance Statement and by the Town Clerk

Members considered the recommendation from the Policy and Resources Committee and **AGREED** to confirm "yes" as the Council's response to

Statements 1 to 8, and Statement 10, on the Annual Governance Statement for 2025/2026, having considered each one individually and indicating their agreement by a show of hands, noting that Statement 9 was not applicable to this Council.

It was therefore unanimously **RESOLVED** to **APPROVE** that the Annual Governance Statement for 2025/2026 should be completed to reflect the Council's response to Statements 1 to 8, and Statement 10, as "yes".

It was further unanimously **RESOLVED** that Section 1 would now be signed by the Chair of this meeting approving the Annual Governance Statement and by the Town Clerk.

- 42.3 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the Financial Statements for year ended 31st March 2026 and agree that these be signed by the Chair of this meeting approving the accounts and by the Town Clerk**
Having regard to the recommendation of the Policy and Resources Committee, Members unanimously **RESOLVED** to **APPROVE** the Financial Statements for year ended 31st March 2026 and **AGREED** that these should now be signed by the Chair of this meeting approving the accounts and by the Town Clerk.

- 42.4 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Accounting Statements for 2025/2026 (Section 2 of the AGAR) and RESOLVE to APPROVE the Accounting Statements for 2025/2026. To further RESOLVE that Section 2 be signed by the Chair of this meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**
Members noted the recommendation from the Policy and Resources Committee and unanimously **RESOLVED** to **APPROVE** the Accounting Statements for 2025/2026.

It was further **RESOLVED** that Section 2 should now be signed by the Chair of this meeting approving the Accounting Statements.

Members **NOTED** that the Accounting Statements for 2025/2026 were previously signed by the RFO prior to presentation for approval.

The Meeting closed at 7.39pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING HELD ON MONDAY 18th MAY 2026

- PRESENT:** Cllr P. Wells (Chair), Cllrs: P. Botterill, D. Dawes,
S. Goodheart, F. Oppler, P. Ralph, N. Smith,
Mrs. J. Warr, M. White and Mrs. G. Yeates
- IN ATTENDANCE:** Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 6.02pm

1. TO NOTE THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 11th MAY 2026

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

It was further **NOTED** that Cllr. P. Wells was elected Chair and Cllr. Mrs. G. Yeates was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 11th May 2026.

2. 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.

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

Apologies for absence from the Town Clerk were **NOTED**.

Apologies for absence were not received from Cllr. J. Barrett, therefore, this absence could not be approved.

4. 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

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

6. 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 8 (contractual).

7. 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 COMMUNITY WARDEN SERVICE CONTRACT AWARD – MIN. 167 REFERS

- 7.1** Members unanimously **RESOLVED** to suspend Standing Orders to allow for the Deputy Clerk to provide an update on Community Warden Service contract award for 2026/2027.

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

8. TO RECEIVE AN UPDATE IN RELATION TO THE COMMUNITY WARDEN SERVICE CONTRACT FOR 2026/2027, AGREEING NEXT STEPS AND APPROVE ANY RELATED EXPENDITURE – MIN. 167 REFERS

The Town Clerk's confidential report, as read by the Deputy Clerk, was **NOTED**.

Members were informed of the difficulty experienced in commencing the Community Warden Service since the contract award to Tender Bid 3 (Min. 167 refers) and noted the concern of the Town Clerk and Deputy Clerk of the ability of the contractor to fulfil their obligations.

Members, further noted, as detailed in confidential report, the Officer recommendation that the Council revoke the contract award to Tender Bid 3 and move to appoint the second highest scoring bidder (Tender Bid 1).

It was clarified for Members that the scoring between the two bids was very similar, and that the cost of Tender Bid 1 was still within the budget allocation set by the Council.

Members therefore **RESOLVED** to **AGREE** to revoke the awarding of the Community Warden Service contract previously made to Tender Bid 3 and enter into a contract from 25th May 2026 until 31st March 2027 with Tender Bid 1.

The Meeting closed at 6.18pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 1st JUNE 2026

PRESENT:

Cllr. P. Wells (Chair), Cllrs: J. Barrett, P. Botterill, D. Dawes, P. Ralph, N. Smith, Mrs. J. Warr, M. White and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
Mr. D. Kemp (DCK Accounting Solutions Ltd.) (part of meeting – attended via Teams)

The Meeting opened at 6.30pm

9. 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.

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

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

No apologies for absence were received from Cllr. F. Oppler and could not, therefore, be approved.

11. 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

12. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30th MARCH 2026, AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 18th MAY 2026

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 30th March 2026, and the Minutes of the Extraordinary Meeting held on 18th May 2026, and these were signed by the Chair.

13. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

14. CLERK'S REPORT FROM PREVIOUS MINUTES

14.1 30th March 2026 - Min. 174 Events Programme for 2026

Following Members request 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, the following response from the Events Manager was shared: -

"This was originally the plan for Drive Through Time in 2023, however, due to the building works on Place St Maur at the time, installing water jets, it was moved back to West Park. Once all the theatre building works are completed then it will be revisited with a view to relocate the event to the Esplanade."

15. APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -

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

15.1 Joint Consultative Sub-Committee (Staffing)

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; D. Dawes, R. Nash, P. Ralph, P. Wells, P. Woodall and Mrs. G. Yeates and the three senior Officers to the Joint Consultative Sub-Committee (Staffing).

15.2 Bognor Regis Town Hall Working Party

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; D. Dawes, N. Smith, P. Wells, M. White and P. Woodall to the Bognor Regis Town Hall Working Party.

15.3 Bognor Regis Town Centre Action Group

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; P. Ralph, P. Wells and Mrs. G. Yeates to the Bognor Regis Town Centre Action Group.

16. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **Bognor Regis Town Hall Working Party**
- **Bognor Regis Town Centre Action Group**
- **To note any recommendations from the Environmental and Leisure Committee made at their meeting on 18th May 2026 (Min. 9 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee and the Bognor Regis In Bloom Working Group**
- **To note any recommendations from the Planning and Licensing Committee made at their meeting on 19th May 2026 (Min. 8 refers)**

The Deputy Clerk's report, and related appendices, were **NOTED**.

16.1 Members noted the proposed minor amendments to the Terms of Reference for the Allotments Sub-Committee, as recommended by the Environmental and Leisure, relating to delegated authority to approve expenditure within budget, as shown in red on the relevant appendix.

16.2 Members also noted the proposed minor amendments to the Terms of Reference for the Bognor Regis in Bloom Working Group, as recommended by the Environmental and Leisure Committee, relating to delegated authority to approve expenditure within budget, as shown in red on the relevant appendix.

- 16.3** Approving the proposed minor amendments to the Allotments Sub-Committee Terms of Reference, and those in relation to the Bognor Regis in Bloom Working Group, Members **RESOLVED** to **RECOMMEND** to Council that the Terms of Reference as detailed above be adopted with no further amendments suggested.

17. INTERNAL AUDIT – TO CONSIDER THE INTERNAL AUDIT REPORT 2025/2026 (FINAL UPDATE)

The Town Clerk's report and Internal Audit Report 2025/2026 (Final Update) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised.

Noting that no actions are required, Members unanimously **AGREED** to **RECOMMEND** the Internal Audit Report 2025/2026 (Final Update) to Council for approval.

18. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2025/26

The Chair welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd., Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2025/26.

Mr. Kemp advised that there had been a small deficit of £8,000 but that £30,000 had gone into Earmarked Reserves and income was stable. Expenditure was under control, up 6.35% on the previous year.

Whilst Mr. Kemp declared the Town Council's finances to be sound, he warned that they would not take a hit such as buying Bognor Regis Town Hall. Members, therefore, asked for suggested ways in which the Town Council could purchase the building. In response, Mr. Kemp declared that the Town Hall was an asset in public ownership and he could not, therefore, see how Arun District Council could justify putting a price tag on the building were the Town Council to seek possession, and the building thereby remain in public ownership.

There being no further questions, the Chair thanked Mr. Kemp for his attendance and contribution to the meeting. The Committee also expressed its thanks to Mr. Kemp and the Town Clerk for their work in relation to the accounts.

19. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2026 INCLUDING: -

The Town Clerk's report and the relating appendices were **NOTED**.

19.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2025/2026 (Page 3 of the AGAR) and to recommend approval to Council

Members unanimously **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2025/2026 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and unanimously **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

19.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2025/2026 (Section 1 of the AGAR)

Having considered the Town Clerk's report, which detailed the accounting statements to be agreed, Members unanimously **RESOLVED** to **RECOMMEND** answering 'Yes' to Statements 1 to 8 and Statement 10, on the Annual Governance Statement, having considered each one individually and indicating their agreement by a show of hands, noting that Statement 9 was not applicable to the Town Council.

19.3 To Recommend Approval to Council of the Annual Governance Statement for 2025/2026 (Section 1 of the AGAR) and that Section 1 be signed by the Chair of the meeting of the Council approving the Annual Governance Statement and by the Town Clerk

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2025/2026 and that Section 1 is signed by the Chair of the meeting of the Council approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

19.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2026 and agree that these be signed by the Chair of the meeting of the Council approving the accounts and by the Town Clerk

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31st March 2026 and **RESOLVED** that these be signed by the Chair of the meeting of the Council approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

19.5 To consider the Accounting Statements for 2025/2026 (Section 2 of the AGAR)

Members considered the Accounting Statements for 2025/2026 as detailed in Section 2 of the AGAR.

19.6 To Recommend Approval to Council of the Accounting Statements for 2025/2026 (Section 2 of the AGAR) and that Section 2 be signed by the Chair of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2025/2026 and unanimously **RESOLVED** that Section 2 is signed by the Chair of the meeting of the Council approving the Accounting Statements, which follows on immediately from this meeting.

Members further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2025/2026 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

Mr. Kemp left the Meeting

20. TO REVIEW THE TOWN COUNCIL'S GRANT AWARDING POLICY AND GRANT AID APPLICATION FORM, AND AMEND IF REQUIRED

The Deputy Clerk's report and the related appendices were **NOTED**.

Members unanimously **APPROVED** the Grant Awarding Policy and Grant Aid application form for Grant Aid 2026, without any further amendments to those identified in red in the attached appendices.

21. TO RECEIVE THE TOWN FORCE REPORT

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

The Chair read out a further update from the manufacturer of the Town Council's cherry picker, received the day of the meeting, which confirmed that further investigations had been undertaken. A base unit associated with a relay system had been replaced after intermittent faults were identified, with the voltage output repeatedly dropping approximately every 20 minutes. Following replacement of the unit, the machine was tested continuously for approximately four hours in all operating directions without fault. However, the manufacturer was unable to fully explain why replacing the component had resolved the issue and could not therefore guarantee that the underlying cause had been conclusively identified. Further testing is scheduled to take place, after which a further update will be provided.

Following a question, it was clarified that in the meantime, whilst the owned cherry picker was out of action, the Town Council have hired a cherry picker ad hoc as required.

Members **AGREED** to take no further action, at this time, in relation to the Town Council's cherry picker.

22. BOOM COMMUNITY BANK INCLUDING: -

Having become aware of an Interest, Cllr. Dawes declared a Disclosable Pecuniary Interest as a customer of Boom Community Bank and stated that he would not participate or vote on this agenda item

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

22.1 Members **RESOLVED** to **AGREE** that the Town Council's Boom Community Bank fund be topped up by £950, to be funded from General Reserves, thereby returning the balance to the original funding amount of £25,500.

22.2 Members discussed the value of the scheme and debated whether to automatically top up the fund each year.

A proposal by Cllr. Smith, seconded by Cllr. White, that budget provision should be made in future years to account for any annual top up required, automatically set at £1,000 each year without decision, was voted on, and Members **DISAGREED**.

A proposal by Cllr. Ralph, seconded by Cllr. Wells, that budget provision should be made in future years to account for any annual top up required, but that a decision be made annually by the Committee regardless of value, was voted on, and Members **AGREED**.

23. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MARCH AND APRIL 2026

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

Members queried the poor uptake of DISC by national chains and inconsistent radio usage. It was clarified that some Town Centre businesses were not using the radios consistently, and that regional and national chains had been more resistant to adopting DISC. Members noted, however, that extensive efforts had been made by the ADC Officers responsible for DISC, and that progress had been made over the last year, albeit slowly.

24. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR MARCH, APRIL AND MAY 2026 (IF AVAILABLE)

The Deputy Clerk's report, including the monthly report for the Town Council's Community Warden providing a summary of the Community Warden's daily interactions throughout March and April 2026, was **NOTED**.

The report for May was not available but would be presented at a future meeting.

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

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

Members discussed various Town Centre issues including drug use and littered drug paraphernalia associated with an alleyway between Sudley Road and London Road Precinct, graffiti, stickers on lampposts and benches along the promenade, and the lifts at Fitzleet Multi-Storey Car Park. Members expressed frustration that these issues were not new and that little effective action has been taken by the relevant authorities.

Officers were asked, and it was **AGREED**, to send a letter to the Deputy CEO of Arun District Council, Karl Roberts, asking that action be taken to address the issues at Sudley Road as soon as possible. Furthermore, that Arun writes to the Halifax, in the Precinct, to ask the banking company to take action in relation to the rough sleeping that takes place in the doorway of their building. The Town Clerk also agreed to raise the matter with Karl Roberts, in person, at the next Liaison Meeting.

Members were asked by the Chair to report these incidents not only to the relevant authorities but also into the Town Council as they happen so that they could be collated and evidenced if further action is not taken.

26. TO CONSIDER ANNUAL REVIEW AND RECOMMEND TO COUNCIL THE RISK MANAGEMENT POLICY

The Town Clerk's report, and the current Risk Management Policy attached, was **NOTED**.

Having reviewed the Policy, Members unanimously **AGREED** to **RECOMMEND** the Risk Management Policy to the Council without any amendments.

27. TO RATIFY THE ADDITIONAL COST OF COMMUNITY WARDEN PROVISION FOR THE MONTH OF APRIL 2026

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

Members unanimously **RATIFIED** the additional cost of £4,680 plus VAT for Community Warden Provision for the month of April 2026, to be funded from the Community Warden budget for 2026/2027.

28. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2025, DEFERRED FROM THE MEETING HELD ON 30th MARCH 2026 (MIN. 175 REFERS)

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

Members further unanimously **NOTED** the finances for the majority of Town Council events in 2025, excluding Drive Through Time, which would be brought to the meeting to be held on 27th July 2026, at which point Members will be invited to ratify expenditure on the events programme for 2025..

29. UPDATES TO: - FLAG FLYING POLICY; LEGIONELLA POLICY; SOCIAL MEDIA POLICY; TRAINING AND DEVELOPMENT POLICY; VOLUNTEERING POLICY; WHISTLEBLOWING POLICY; WORKING FROM HOME POLICY

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

- 29.1** It was further **NOTED** that consideration of the Social Media Policy and Training and Development Policy had been **DEFERRED** to a future meeting, as Officers needed to carry out further work in relation to the updates required.

Following a suggestion from a Member to include additional changes to the Working From Home Policy, it was **AGREED** to **DEFER** consideration of this Policy to the next meeting.

- 29.2** Members **AGREED** to **RECOMMEND** to Council the adoption of the Flag Flying Policy, Legionella Policy, Volunteering Policy and Whistleblowing Policy as attached and without amendment.

30. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2026

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31st March 2026, was unanimously **NOTED**.

Members were reminded that expenditure identified for various specific projects by the Council's committees, which cannot be funded by the end of the financial year for whatever reason, are placed in Earmarked Reserves until the funding can be released. If it is established that the funds are no longer required for this specific purpose, then the funds are to be returned to General Reserves instead of being used for an alternative proposal.

31. TO CONSIDER A RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE THAT THE £2,510 OVERSPEND OF THE EQUIPMENT MAINTENANCE BUDGET FOR CHRISTMAS ACTIVITIES BE DRAWN FROM GENERAL RESERVES (MIN. 88 OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD 23rd MARCH 2026 REFERS)

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

Members **NOTED** the overspend of the Equipment Maintenance Budget from Christmas Activities of £2,510 and unanimously **RESOLVED** to **AGREE** that this be drawn from General Reserves.

32. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

32.1 To ratify expenditure of £124.17 excluding VAT for a LOGIK undercounter fridge

Members unanimously **RATIFIED** expenditure of £124.17 excluding VAT for the purchase of a LOGIK undercounter fridge.

33. FINANCIAL REPORTS INCLUDING: -

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

33.1 To note Committee I&E Reports for the month of April 2026 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of April 2026.

33.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 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**.

34. CORRESPONDENCE

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

35. 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 28 (contractual).

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

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

The Meeting closed at 7.25pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 28th APRIL 2026

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

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

The Meeting opened at 4.00pm

196. 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.

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

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

198. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

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

199. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th APRIL 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 7th April 2026 as an accurate record and the Chair signed them.

200. 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.

201. CLERK'S REPORT FROM PREVIOUS MINUTES

201.1 It was highlighted to Members that Community Infrastructure Levy (CIL) receipts totalling £21,000.44 would be received by the Town Council for the current period.

201.2 Members were advised of a Permission in Principle application (BR/51/26/PIP) and the nature of such applications as a two-stage process, considering only the principle of development at this stage.

It was further noted that the consultation deadline of 11th May 2026 falls in advance of the next Planning and Licensing Committee Meeting. Members were therefore invited to submit comments to the Clerk via email by the stated deadline, with any comments received to be collated and submitted on behalf of the Town Council and subsequently presented to the Committee for formal ratification at the next meeting.

201.3 Members were advised that correspondence had been received from the Case Officer seeking clarification on the Town Council's comments regarding Planning Application BR/19/26/PL, specifically advising that the proposed roofing structure is intended to be permanent rather than temporary. Members were advised that, due to the timing of this clarification, the Clerk would invite comments from Members via email, with a revised response to be submitted to Arun District Council once a clear position had been established.

202. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 3rd, 10th AND 17th APRIL 2026

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

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

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

203. 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.

204. 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.

205. TO CONSIDER PARTICIPATION IN A BUS SHELTER WORKING GROUP AND THE POTENTIAL ADOPTION OF BUS SHELTERS BY BOGNOR REGIS TOWN COUNCIL

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

Members considered further information provided by the Deputy Clerk, including the potential financial implications associated with the maintenance of any bus shelters that may be adopted by the Town Council.

Members were advised that participation in the Working Group would not explicitly commit the Town Council to the adoption of any bus shelters but would provide an opportunity to contribute to discussions regarding the siting of new shelters and to raise any wider issues affecting local bus

services.

Members **AGREED** that the Committee Clerk and Cllr. Ralph would participate in the Bus Shelter Working Group, with Cllr. Mrs. Warr nominated as a reserve.

206. CORRESPONDENCE

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

The Meeting closed at 4.44pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 28th APRIL 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 3rd, 10th AND 17th APRIL 2026)**

PLEASE NOTE: There were no applications for Bognor Regis on List Dated 10th April 2026

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

<p><u>BR/172/25/PL</u> <u>Belmont Lodge</u> <u>Belmont Street</u> 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>RE-ADVERTISED Amended descriptions and floor plans.</p>	<p>NOT CONSIDERED</p> <p>The Committee resolved not to consider this application, as this specific application had already been considered and a representation submitted at the Planning and Licensing Committee Meeting of 7th April 2026.</p>
<p><u>BR/52/26/PL</u> <u>28 Argyle Road</u> Bognor Regis PO21 1DZ</p>	<p>Change of use from dwelling house (use class C3) to 7-bed, 8-person house in multiple occupation (Sui Generis) to include a rear extension and loft conversion. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>OBJECTION</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</p>

BR/52/26/PL (continued)
28 Argyle Road
Bognor Regis
PO21 1DZ

requires that HMOs do not erode the balance of housing types or harm the character of the area. The introduction of an 8-person 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.

Overdevelopment and Intensification of Use (Arun Local Plan Policies D SP1, H SP4; NPPF Para 130)

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.

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/52/26/PL (continued)
28 Argyle Road
Bognor Regis
PO21 1DZ

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

The proposal would appear incongruous within the street scene and harm the established character of the area.

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

The scale of occupation would result in increased parking demand and associated highway impacts.

**Fire Safety and Means of Escape
(Arun Local Plan Policies D SP1,
D DM1, QE SP1; NPPF Para
130(e))**

The proposed level of occupation raises concerns regarding the adequacy of internal layout, means of escape and overall fire safety for future occupants. The intensification of the property to accommodate 8 individuals increases the complexity of safe evacuation and emergency access, and it has not been demonstrated that the proposal would provide a safe and accessible living environment. This is contrary to Policy D SP1 and QE SP1, which require high quality, safe design, and paragraph 130(e) of the NPPF,

<p><i>BR/52/26/PL (continued)</i> <i>28 Argyle Road</i> <i>Bognor Regis</i> <i>PO21 1DZ</i></p>		<p>which seeks to ensure that developments are safe and accessible for all users.</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY PLANNING AND LICENSING COMMITTEE MEETING HELD ON WEDNESDAY 6th MAY 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 11.00am

207. 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.

208. 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.

209. 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 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

210. 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.

211. 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 PLANNING APPLICATION BR/19/26/PL (UNIT 18A DURBAN ROAD, BOGNOR REGIS, PO22 9QT - SCAFFOLDING ROOF. THIS APPLICATION IS IN CIL ZONE 4 (ZERO RATED) AS OTHER DEVELOPMENT)

Members unanimously **RESOLVED** to suspend Standing Orders to enable them to revisit their previous decision in relation to Planning Application BR/19/26/PL.

Members **RESOLVED** to further consider their previous decision, and Standing Orders were therefore reinstated.

212. TO RECEIVE AN UPDATE IN RELATION TO PLANNING APPLICATION BR/19/26/PL (UNIT 18A DURBAN ROAD, BOGNOR REGIS, PO22 9QT - SCAFFOLDING ROOF. THIS APPLICATION IS IN CIL ZONE 4 (ZERO RATED) AS OTHER DEVELOPMENT)

212.1 The Committee noted that since considering this application at the meeting on 28th April (Min. 202 refers), that there were no further views from other Town Councillors to report and that no further representations

had been received from members of the public, or neighbouring parishes, in respect of this application.

212.2 The Deputy Clerk provided further clarification on the planning application, having received correspondence from ADC Planning Officers.

212.3 The Committee, having re-considered the application, **RESOLVED** that its representation be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

213. TO CONSIDER PLANNING APPLICATION BR/51/26/PIP (LONGBROOK PAVILLION, HOOK LANE, BOGNOR REGIS, PO22 8AT - APPLICATION FOR PERMISSION IN PRINCIPLE FOR A MAXIMUM NET GAIN OF 8 NO. DWELLINGS)

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

213.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of this application.

213.3 The Committee, having considered the application, **RESOLVED** that its representation be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

The Meeting closed at 11.39am

**PLANNING APPLICATIONS CONSIDERED AT THE EXTRAORDINARY MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 6th MAY 2026**

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

<p><u>BR/19/26/PL</u> <u>Unit 18a Durban Road</u> Bognor Regis PO22 9QT</p>	<p>Scaffolding roof. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>OBJECTION</p> <p>Members object to this application for the following reasons:</p> <p>Members consider that the proposed structure, by virtue of its design, appearance, materials and overall form, would result in an unsympathetic and visually intrusive addition to the building and surrounding street scene. The proposal relies upon scaffolding-style construction and associated materials which are ordinarily temporary in nature and appearance, and Members do not consider such materials appropriate as a permanent feature within the built environment.</p> <p>Members further considered that the utilitarian and industrial appearance of the structure would appear incongruous within the surrounding area and would fail to positively contribute to the character and appearance of the street scene. The proposal is</p>
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BR/19/26/PL (continued)
Unit 18a Durban Road
Bognor Regis
PO22 9QT

therefore considered to represent poor design and would set an undesirable visual precedent should similar forms of development be accepted elsewhere.

In addition, Members expressed concern regarding the long-term structural suitability and safety of a permanently retained scaffolding-based structure, particularly given the apparent intention for materials and construction methods generally associated with temporary works to remain in situ indefinitely. Members consider that insufficient information has been provided to adequately demonstrate the long-term structural robustness, durability and safety of the proposal.

Accordingly, Members consider the proposal to be contrary to the design and amenity objectives of the National Planning Policy Framework, including the requirement for development to be visually attractive, sympathetic to local character, and maintain a high standard of amenity and design.

<p><u>BR/51/26/PIP</u> <u>Longbrook Pavillion</u> Hook Lane Bognor Regis PO22 8AT</p>	<p>Application for Permission in Principle for a maximum net gain of 8 No. dwellings</p>	<p>OBJECTION</p> <p>Members object to this application for the following reasons:</p> <p>Members object to the proposed development on the grounds that it represents an overdevelopment of the site, resulting in a cramped and incongruous form of development which would be out of keeping with the prevailing character and pattern of surrounding properties. Members consider that the proposal would fail to provide sufficient spacing, openness and appropriate separation distances within the site, leading to a poor standard of layout and an overly intensive form of development. The proposal is therefore considered contrary to the principles of good design contained within Sections 12 and 14 of the National Planning Policy Framework, together with Policies D SP1 and D DM1 of the Arun Local Plan.</p> <p>Members also raise concerns regarding flood risk and surface water drainage. Given the scale and density of the proposed development, together with the likely increase in hard surfacing across the site, Members are not satisfied that sufficient information has been provided to demonstrate</p>
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<p><i>BR/51/26/PIP (continued)</i> <i>Longbrook Pavillion</i> <i>Hook Lane</i> <i>Bognor Regis</i> <i>PO22 8AT</i></p>		<p>that the proposal would not exacerbate surface water runoff or localised flooding issues within the surrounding area. Members therefore consider that the proposal fails to adequately demonstrate that flood risk can be appropriately managed, contrary to the requirements of the National Planning Policy Framework and Policy W DM3 of the Arun Local Plan.</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 19th MAY 2026

PRESENT: Cllrs: J. Barrett, P. Botterill, S. Goodheart (until Min. 9.3), Miss. C. Needs, P. Ralph, M. White, P. Woodall, and Mrs. G. Yeates

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

The Meeting opened at 4.03pm

1. **TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 11th MAY 2026**

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

It was noted that Cllr. Mrs. J. Warr was elected Chair and Cllr. M. White was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 11th May 2026.

2. **WELCOME BY CHAIR**

Due to the Chair, Cllr. Mrs. J. Warr giving apologies, the Vice-Chair, Cllr. M. White, took the chair.

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

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

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

4. **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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- c) the nature of the Interest
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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.

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

5. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28th APRIL AND THE EXTRAORDINARY MEETING HELD ON 6th MAY 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 28th April and the Extraordinary meeting held on 6th May 2026 as an accurate record and the Chair signed them.

6. 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.

7. CLERK'S REPORT FROM PREVIOUS MINUTES

7.1 25th November 2025 - Min. 115 CIL Spending List

Members were informed that the next review of the Town Council's CIL Spending List, which had been scheduled to take place at this meeting on 19th May 2026, had been deferred to the meeting on 9th June due to an administrative oversight.

7.2 28th April 2026 - Min. 205 Route 600 BSIP Funding

Following the decision at the previous meeting (Min. 205 Refers), to accept an invitation from WSCC to be involved in a working group exploring potential BSIP funding opportunities for bus shelter improvements along the Route 600 corridor, the Clerk stated that he would be undertaking a walkaround with a member of Town Force to review the existing infrastructure, and Councillors were invited to join the visit if able.

8. TO CONSIDER THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

The Deputy Clerk's report, and the appendix detailing the current Terms of Reference for the Committee, was **NOTED**.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Planning and Licensing Committee with no amendments.

9. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 24th APRIL AND 1st, 8th MAY 2026

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

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

Cllr. S. Goodheart left the Meeting after application BR/53/26/PL

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

10. 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.

11. 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.

12. TO RECEIVE AN UPDATE ON THE PROMENADE LIGHTS PROJECT AND CONSIDER APPROVAL OF ANY RELATED EXPENDITURE – MIN. 115.2 REFERS

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

Members were pleased with the progress of the project and were confident in the positive impact the project would have on improving the amenity of the promenade.

Members **RESOLVED** to **AGREE** to increase the funding previously agreed, up to £20,000, to an allocation of up to £25,000 from CIL receipts, to support the Promenade Lights Project.

13. TO CONSIDER ANY FURTHER ACTION IN RELATION TO THE SOUTHERN END OF GLOUCESTER ROAD WALL - MIN. 7.6 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 3rd JUNE 2024 REFERS, AND MIN. 36 OF PLANNING AND LICENSING COMMITTEE HELD ON 25th JUNE 2024 REFERS

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

It was agreed at the Annual Town Council Meeting held on 11th May 2026, when the matter came up for discussion under an update on regeneration in the town (Min. 27 refers), that it would be referred to the Planning and Licensing Committee for further consideration at their next meeting.

Members expressed frustration that a similar incident had occurred despite the Town Council's request to WSCC, as the highways authority, to improve the signage and barriers at the location after a previous incident in 2024.

Members agreed with the Officer suggestion that Mark Jacobs, the Area Highway Manager (Western Area), be invited to the next meeting of the Planning and Licensing Committee so that the matter could be discussed further. Members also requested that Steve Hill, WSCC Parish & Community Engagement Coordinator, be invited also.

Members **AGREED** to invite Mark Jacobs and Steve Hill to the next meeting of the Planning and Licensing Committee on 9th June 2026 to discuss possible actions in relation to the southern end of Gloucester Road wall.

14. CORRESPONDENCE

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

The Meeting closed at 5.32pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 19th MAY 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 24th APRIL, AND 1st, 8th MAY 2026)**

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

<p><u>BR/60/26/HH</u> <u>71 Longford Road</u> Bognor Regis PO21 1AE</p>	<p>Retrospective application for conversion of former detached garage to form annexe.</p>	<p>NO OBJECTION</p> <p>Members raised no objection to the application, however commented that the boundaries as shown on the submitted Ordnance Survey Map appeared to contain an error, and expressed concern regarding emergency vehicle access to the annex owing to the narrow driveway and the potential increase in parking pressure.</p>
<p><u>BR/53/26/PL</u> <u>57 Queensway</u> Bognor Regis PO21 1QN</p>	<p>Demolition of existing brick-built garages, removal of canopy structure, remediation of contaminated land and construction of 18 No flats over 3 storeys with pitched roofs (resubmission following BR/67/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p> <p>Whilst Members are supportive of the proposed planning application on this site, they would like for ADC to review the viability assessment to determine whether an increased level of affordable housing can be achieved, in partial compliance with Policy AH SP2 of the Arun Local Plan, rather than none at all. If permitted, the Town Council would like to see the development offset with an improved lighting scheme in the alleyway that runs behind the</p>

<p><i>BR/53/26/PL (continued)</i> 57 Queensway Bognor Regis PO21 1QN</p>		<p>site from Queensway to Bedford Street to reduce the level of antisocial behaviour associated with this location and to improve perceptions of safety.</p>
<p><u>BR/40/26/HH</u> <u>94 Hook Lane</u> Bognor Regis PO22 8AT</p>	<p>Conversion of loft to habitable use with dormers and alterations to rear fenestration. Substitute Location and Block Plan.</p>	<p>NO OBJECTION</p> <p>Members raised no objection to the application, however requested that a condition be applied to ensure that windows on the east and west elevations of the conversion do not result in overlooking of neighbouring properties, such as through the use of obscure glazing or raised window positions.</p>
<p><u>BR/39/26/PL</u> <u>Bognor Regis Sports Ground</u> Hawthorn Road Bognor Regis PO21 2UW</p>	<p>Replacement of existing 1.8m high wooden fence panels along the perimeter of the sports ground (north and east) with a new 3m high green metal twin bar fence. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/50/26/PL</u> <u>15-17 Marine Drive West</u> Bognor Regis PO21 2QA</p>	<p>Demolition of existing outbuilding and erection of a storage outbuilding and the conversion of existing flat into 2 No self-contained flats. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 9th JUNE 2026

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, P. Botterill, S. Goodheart, Miss. C. Needs, P. Ralph, M. White, P. Woodall (until Min. 22.3), and Mrs. G. Yeates

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

The Meeting opened at 4.00pm

15. 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.

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

With all Members of the Committee present, there were no apologies for absence.

17. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

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

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

18. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19th MAY 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 19th May 2026 as an accurate record and the Chair signed them.

19. 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.

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

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

Members welcomed Mark Jacobs, Western Area Highways Manager, WSCC. Unfortunately, Steve Hill was not in attendance.

Discussions relating to the Gloucester Road Wall included the potential introduction of a Traffic Regulation Order (TRO), Community Highway Scheme (CHS) opportunities, and concerns relating to pavement widths and accessibility.

It was noted that further consideration would be given to identifying a suitable location for a future CHS scheme and that additional speed and collision data would be provided to Members at a future meeting to inform further discussions.

Members **AGREED** that the Town Council would work with WSCC Highways Officers to develop proposals for a Community Highway Scheme for consideration in the next year. It was further **AGREED** that Mark Jacobs be invited to attend a future meeting of the Committee, scheduled for 21st July, to provide an update following further investigation of the Gloucester Road site.

21. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

22. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15th, 22nd and 29th MAY 2026

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

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

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

Cllr. P. Woodall left the Meeting

23. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 123222: IB2 FOOD LIMITED, 48 ALDWICK ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 2PN AND NOTICE OF REVIEW OF LICENCE 123275: BUCHAREST SUPERMARKET, 70-72 LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PT

23.1 Licensing Act 2003
Premises: IB2 Food Limited, 48 Aldwick Road, Bognor Regis, West Sussex, PO21 2PN
Application Number: 123222

The Committee noted the application for a New Premises License for the sale of late-night refreshments from 23:00 – 01:00 Sunday to Thursday, and 23:00 – 03:00 Friday and Saturday.

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

Prevention of Public Nuisance

Members noted that the premises is situated with residential properties located above and opposite the site. Members were concerned that the proposed late-night operating hours could give rise to noise disturbance and adversely affect the amenity of nearby residents, particularly during periods when background noise levels are significantly lower.

In reaching this view, Members had regard to the consultation response submitted by Environmental Health in relation to the associated planning application to vary conditions at the same premises (BR/84/26/S73). Environmental Health raised serious concerns regarding the proposed extension of operating hours, noting that noise generated by the business would be likely to stand out from the existing background noise environment and that noise complaints had previously been received in relation to the premises. Environmental Health recommended refusal of that application on the grounds of potential adverse impacts on neighbouring residents.

Members therefore considered that granting the Premises Licence as applied for would risk undermining the licensing objective of the prevention of public nuisance.

23.2 Licensing Act 2003

Premises: Bucharest Supermarket, 70 - 72 London Road, Bognor Regis, West Sussex, PO21 1PT

Application Number: 123275

The Committee noted the application for a Premises License Review under Section 51 of the Licensing Act 2003, with the grounds listed that the Licensing objectives of: The Prevention of Crime and Disorder and The Protection of Children from Harm have been seriously undermined by the sale of non-duty paid tobacco and cigarettes which were not labelled in English in breach of legislation.

Members **RESOLVED** to **NOTE** the Premises License Review without submitting a representation.

24. 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.

25. TO CARRY OUT A REVIEW OF THE TOWN COUNCIL'S CIL SPENDING LIST, DEFERRED FROM THE MEETING HELD ON 19th MAY 2026 – MIN. 7.1 REFERS

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

A project to clear the existing ramps on the seafront of shingle and install infrastructure to prevent reoccurrence was suggested as a meaningful

way to improve beach access.

Members **AGREED** to **DEFER** the item to the meeting on 21st July 2026, and to submit ideas ahead of time to be considered at the meeting.

26. TO RATIFY AND RECEIVE AN UPDATE ON THE TOWN COUNCIL'S SUBMISSION IN RESPONSE TO ARUN DISTRICT COUNCIL'S 2 HOUR PARKING SCHEME CONSULTATION

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

Members **AGREED** to **RATIFY** the corporate response submitted in response to Arun District Council's 2 Hour Parking Scheme Consultation.

27. CORRESPONDENCE

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

The Meeting closed at 5.59pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 9th JUNE 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 15th, 22nd AND 29th MAY 2026)**

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

<p><u>BR/55/26/PL</u> <u>13 Normanton Avenue</u> Bognor Regis PO21 2TU</p>	<p>Removal of existing garage and outbuilding and conversion of 1 No. detached house into 2 No. semi-detached homes, including a two storey side extension with dormers and a rear extension and demolishing of out buildings. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.</p>	<p>OBJECTION Members object to this application for the following reasons:</p> <p>Overdevelopment and Intensification of the Site (Arun Local Plan Policies D SP1, H SP4; NPPF Para 135) The proposal seeks to create an additional dwelling through the subdivision of an existing detached property, together with substantial extensions and alterations. Members consider that the resulting development would represent an over-intensive use of the plot, resulting in a cramped form of development that fails to respect the established pattern of development within the locality. The proposal is therefore contrary to Policy D SP1 of the Arun Local Plan and paragraph 135 of the National Planning Policy Framework, which require development to respond positively to local character and make efficient but effective use of land.</p>
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BR/55/26/PL (continued)
13 Normanton Avenue
Bognor Regis
PO21 2TU

Loss of Trees and Impact on Landscape Character (Arun Local Plan Policies QE SP1, D SP1; NPPF Paras 135 and 187)

Members are concerned by the loss of existing trees required to facilitate the development. Trees make a valuable contribution to the visual amenity, biodiversity and character of the area, and insufficient information has been provided to demonstrate that their removal is justified or that adequate mitigation can be secured as detailed in the Tree Officer's report.

The proposal is therefore contrary to Policy QE SP1, which seeks to conserve and enhance the natural environment, and Policy D SP1, which requires development to contribute positively to local character.

Adverse Impact on Residential Amenity Through Overlooking and Loss of Privacy (Arun Local Plan Policies D DM1, QE SP1; NPPF Para 135(f))

Members are concerned that the proposed first-floor windows, including those associated with the dormer extensions, would result in increased overlooking of neighbouring properties and private

<p><i>BR/55/26/PL (continued)</i> 13 Normanton Avenue Bognor Regis PO21 2TU</p>		<p>amenity areas.</p> <p>The proposal has the potential to cause an unacceptable loss of privacy and residential amenity for neighbouring occupiers, contrary to Policy D DM1 and Policy QE SP1 of the Arun Local Plan and paragraph 135(f) of the NPPF, which seek to ensure a high standard of amenity for existing and future occupants.</p> <p>Harm to the Character and Appearance of the Area (Arun Local Plan Policy D SP1; NPPF Para 135)</p> <p>The cumulative impact of the subdivision of the dwelling, two-storey side extension, dormers and rear extension would result in a form of development that appears overly dominant and out of keeping with the prevailing character of the surrounding area.</p> <p>The proposal would fail to preserve the spacious character of the plot and would appear incongruous within the street scene, contrary to Policy D SP1 of the Arun Local Plan and paragraph 135 of the NPPF.</p>
<p><u>BR/57/26/HH</u> <u>6 & 8 Cavendish Road</u> Bognor Regis PO21 2JW</p>	<p>Single storey rear extension to No. 8 and demolition of existing detached garage/store and erection of detached garage to the rear of No.6.</p>	<p>NO OBJECTION</p>

<p><u>BR/73/26/T</u> <u>Allotments</u> <u>North-West of Chipley Court</u> Hawthorn Road Bognor Regis PO21 5NL</p>	<p>Fell 1 no. mature Ash (T1).</p>	<p>OBJECTION Members object to this application for the following reasons:</p> <p>The Tree Officer’s report states that there “is no clear evidence” of Ash Dieback and Members agree with the Officer’s recommendation.</p>
<p><u>BR/76/26/T</u> <u>13 Normanton Avenue</u> Bognor Regis PO21 2TU</p>	<p>Fell 1 no. Oak (T01).</p>	<p>OBJECTION Members object to this application for the following reasons:</p> <p>Loss of Trees and Impact on Landscape Character (Arun Local Plan Policies QE SP1, D SP1; NPPF Paras 135 and 187) Members are concerned by the loss of existing trees required to facilitate the development. Trees make a valuable contribution to the visual amenity, biodiversity and character of the area, and insufficient information has been provided to demonstrate that their removal is justified or that adequate mitigation can be secured as detailed in the Tree Officer’s report.</p> <p>The proposal is therefore contrary to Policy QE SP1, which seeks to conserve and enhance the natural environment, and Policy D SP1, which requires development to contribute positively to local character.</p>

BR/60/26/HH
71 Longford Road

Bognor Regis
PO21 1AE

Retrospective application for conversion of former detached garage to an annexe, including raising of the ridgeline.

RE-ADVERTISED Amended plans, elevations and description.

OBJECTION

Members object to the application for the following reasons:

The additional representations alleging the use of the annexe as an Airbnb/holiday let raises concerns that the building may be operating as a separate planning unit, rather than accommodation ancillary to the main dwelling as described in the application.

If the annexe is being occupied independently for short-term holiday accommodation, this would represent a materially different use from that applied for and could result in the creation of a separate residential unit without adequate assessment of the planning implications, including access, parking provision and residential amenity.

Members therefore request that Arun District Council investigate the reported Airbnb/holiday let use. Members also note concerns that the only apparent means of access to the annexe is via the private driveway serving No. 69 Longford Road.

Should the application nevertheless be approved, Members request that

<p><i>BR/60/26/HH (continued)</i> 71 Longford Road Bognor Regis PO21 1AE</p>		<p>a condition be imposed requiring the annexe to remain ancillary to the main dwelling at all times and not be occupied, sold, let or used as a separate dwelling or independent unit of accommodation.</p>
<p><u>BR/84/26/S73</u> <u>48 Aldwick Rd</u> Bognor Regis PO21 2TU</p>	<p>Variation of condition 3 following the grant of BR/42/21/PL for amended hours of operation.</p>	<p>OBJECTION Members object to this application for the following reason:</p> <p>Noise and Disturbance to Neighbouring Residents (Arun Local Plan Policy D SP1 and NPPF Paragraph 135) The application seeks to extend the operating hours of the takeaway premises with residential properties located directly above and opposite the site. Members are concerned that the proposed extended hours would result in increased noise and disturbance from customers arriving, waiting, departing, and associated vehicle movements during late evening and early morning periods when background noise levels are significantly lower.</p> <p>Members note the consultation response submitted by Environmental Health, which raises serious concerns regarding the impact of the proposed hours on neighbouring residential amenity. Environmental Health has advised</p>

BR/84/26/S73 (continued)
48 Aldwick Rd
Bognor Regis
PO21 2TU

that noise generated by the business would be likely to stand out from the existing background noise environment and has confirmed that noise complaints have previously been received in relation to the premises. Environmental Health has therefore recommended refusal of the application.

Members consider that the proposal would result in an unacceptable impact on the living conditions of nearby residents and is therefore contrary to Policy D SP1 of the Arun Local Plan, which requires development to protect the amenity of existing occupiers, and Paragraph 135 of the National Planning Policy Framework, which seeks to ensure developments create places with a high standard of amenity for existing and future users.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 18th MAY 2026

PRESENT:

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

The Meeting opened at 6.32pm

1. TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS AGREED AT THE ANNUAL MEETING ON 11th MAY 2026

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

Members **NOTED** that Cllr. K. Batley was appointed Chair and Cllr. M. Stanley appointed Vice-Chair of this Committee at the Annual Town Council Meeting held on 11th May 2026.

2. 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.

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

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

4. DECLARATIONS OF INTEREST

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

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

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

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

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

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

There were no declarations of Interest

5. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 23rd MARCH 2026, AND THE EXTRAORDINARY MEETING HELD ON 2nd APRIL 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Environmental and Leisure Committee Meeting held on 23rd March 2026, and the Extraordinary Meeting held on 2nd April 2026 as an accurate record and the Chair duly signed them.

6. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.34pm

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

A Member seated in the public gallery asked, in the interest of promoting the seafront bandstand to the wider community, if the asset's ownership could be transferred from Arun District Council to Bognor Regis Town Council.

The Chair agreed this should be placed on the Agenda for debate at the next scheduled meeting of 13th July 2026.

The Chair reconvened the Meeting at 6.38pm

7. CLERK'S REPORT FROM PREVIOUS MINUTES

7.1 13th October 2025 – Min. 55.10 Youth & Young Persons Budget 2025/26 Saltwater Creations

Saltwater Creations informed the Town Council via email on 7th April 2026 of their intention to change their business model, from a Community Interest Company Limited by Shares to a Community Interest Company Limited by Guarantee. Citing several specific reasons:

- to strengthen not-for-profit governance
- support future funding eligibility,
- to better reflect their long-term commitment to community benefit.

Saltwater Creations therefore requested that future transfers of grant funds, circa £773, be made to the new model and name, Saltwater Sessions CIC (Community Interest Company).

Whilst in principle the Council did not object, a request was made for a completed Budget Monitoring Form, to track funding spent to date.

On this, the Committee Clerk summarised that of the twelve workshop sessions planned and scheduled, two have been undertaken at local venues, 39 Club and Ed Shed, in February.

Planned sessions include two further sessions in the two venues previously mentioned in April, beach clean events in June, Bognorphenia in September, and school group sessions for disadvantaged children with dates to be confirmed.

To date, 28 young persons have been reached out to, with over 100 more projected over the course of the remaining sessions. No demographics have been provided thus far other than the target age range of 4-25.

Expenditure, as of 7th April 2026 was £427, including:

- £42 as a contribution to overheads
- £325 for project workshop planning, marketing and delivery
- £60 on equipment.

Leaving a balance of £773 remaining of the £1,200 grant award.

7.2 10th November 2025 – Min. 61.1 Joint Arts Project Hotham Park Subway Project 39

The artwork is now complete, including the previously unfinished murals, with the initiative extended to include the four corners - latterly subjected

to antisocial behaviour and graffiti tagging. All undertaken under a new partnership with The Blake Cottage Trust.

7.3 23rd March 2026 – Min. 91 Event Leaflet 2026

With exception to a couple of hundred retained for distribution during our Events programme, the events leaflets have been delivered. Primarily 29,930 via commercial delivery with Dor -2-Dor to post codes PO21 and PO22. With secondary distribution, circa 4,700 via Town Force to outlying tourist attractions.

Note, for information, flats were generally excluded from delivery numbers, unless direct access to mailbox or a doorman service allowing receipt were available.

7.4 2nd April 2026 – Min. 99 Bunting London Road Precinct and High Street

Rainbow bunting had been ordered, with installation to the criss cross catenaries in High Street junction with London Road scheduled either the week commencing 1st June, or immediately after the Extreme Mounting Bike Show of 7th June 2026. This would only be necessary if the bike show occupies the junction, as the preferred location, offering 360-degree visibility, and temporary removal of the catenaries to accommodate anticipated extreme jumps.

Note, the rainbow bunting will be on display throughout June to coincide with nationwide events elsewhere. To be replaced with multi-coloured bunting thereafter, until September.

Additionally, the installation of three new catenaries in London Road, has been instructed to enable the requested zig-zag configuration of multi-coloured bunting in due course.

8. APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS INCLUDING: -

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

8.1 Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification

Members **NOTED** the appointment of the Allotments Sub-Committee, of which all Members of the Environmental and Leisure Committee are members.

Members **AGREED** to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mr. P. Goodchild, Mr. C. Penfold, Mrs. L. Russell and Mr P. Fortin as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

Members **NOTED** the appointment of the Chair and Vice-Chair of the Allotments Sub-Committee will be undertaken at the first meeting scheduled for 6.30pm on Monday 15th June 2026.

8.2 Bognor Regis In Bloom Working Group including consideration of recommendations to Council of co-options for ratification

Members **AGREED** that Cllrs. Goodheart, White, Woodall and Mrs. Yeates be appointed to the In Bloom Working Group.

Having been proposed and seconded, Members **AGREED** that Cllr. Botterill be additionally appointed to the Working Group. It was noted that there was a vacancy for one other member of the Committee to be appointed. In the absence of any nominations to fill this vacancy from those present, the appointment of the one remaining vacancy on the Bognor Regis in Bloom Working Group will, therefore, be **DEFERRED** to the next Committee meeting to be held on 13th July 2026.

Members **AGREED** to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mrs. G. Edom, Ms. P. Keane, Mrs. S. Teverson, Mrs. P. Downham, Mr. B. Jackson, Mr. E. Fane, Mr Jones-McFarland, Ms. King and Ms. E. Thorne.

9. TO CONSIDER THE TERMS OF REFERENCE FOR THE ENVIRONMENTAL AND LEISURE COMMITTEE, THE ALLOTMENTS SUB-COMMITTEE, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

The Committee Clerk's report, including the three Terms of Reference appended, was **NOTED**.

9.1 Members queried again the logic of the ratification of Public Events Licence applications by this Committee. As previously reported by the Clerk, under the Clerk's Report at the Committee meeting of 23rd March 2026, the fundamental issue of a 5 (working) day turnaround required by West Sussex County Council, remains unchanged. Thus, regardless of which committee ratifies the events application, such period would not alleviate this over-arching time pressure. Furthermore, as events are a delegated function of the Environmental and Leisure Committee, it remains entirely appropriate that the due consideration of Public Events Licences continues under the delegation of this Committee.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Environmental and Leisure Committee be adopted without change.

9.2 In considering the Terms of Reference for the Allotments Sub-Committee, Members **RESOLVED** to **RECOMMEND** to the Policy and Resources

Committee that there be a minor amendment to allow for the Sub-Committee to approve expenditure within budget, to be subsequently Noted by the parent Environmental and Leisure Committee henceforth.

- 9.3** In considering the Terms of Reference for the Bognor Regis in Bloom Working Group, Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that there be a minor amendment to allow for the Working Group to approve expenditure within budget, to be subsequently Noted by the parent Environmental and Leisure Committee henceforth.

10. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 8th APRIL 2026

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis In Bloom Working Group Meeting held on 8th April 2026, was **NOTED**.

There were no recommendations.

11. TO RATIFY EXPENDITURE FROM THE REMAINING PUBLICITY AND PROMOTION BUDGET 2026/2027 INCLUDING: -

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

11.1 £2,250 for distribution of 2026 Events Leaflets to Postcodes PO21 and PO22 (Min. 91 refers)

Members unanimously **RESOLVED** to **RATIFY** expenditure of £2,250 for distribution of the 2026 Events Leaflet to post codes PO21 and PO22 to be funded from Publicity and Promotion Budget 2026/2027.

11.2 £2,148 for printing of 35,000 2026 Events Leaflets (Min. 91 refers)

Members unanimously **RESOLVED** to **RATIFY** expenditure of £2,148 for printing of the 2026 Events Leaflet to be funded from Publicity and Promotion Budget 2026/2027.

12. TO RATIFY THAT THE REMAINING BALANCE OF THE 2025/2026 PUBLICITY AND PROMOTION BUDGET OF £1,463.57 BE EARMARKED FOR GENERAL PROMOTION

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

13. YOUTH AND YOUNG PERSONS BUDGET 2026/2027 INCLUDING: -

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

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

Members **AGREED** to **DEFER** a review of the guidelines/criteria, funding policy and application form until the next scheduled Committee meeting of 13th July 2026, thereby allowing for the Grant Aid process to be reviewed by the Policy and Resources Committee first.

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

Members **AGREED** that applications for the Youth and Young Persons Budget 2026/27 would be considered en bloc and **AGREED** to **DEFER** consideration of the date of the Extraordinary Meeting until the next scheduled Committee meeting of 13th July 2026.

14. TO CONSIDER A REQUEST THAT THE TOWN COUNCIL DECLARES ITS SUPPORT IN RELATION TO A PLANT BASED TREATY, AND THE ENDORSEMENT OF THE GENERAL PRINCIPLES

Members in an ensuing ethical debate on the wider principles and practical applications **DISAGREED** to support the Plant Based Treaty. Citing the limitations of the Councils remit, resources, and current priorities.

15. 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**.

16. CORRESPONDENCE

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

The Meeting closed at 7.20pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
6th JULY 2026**

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

REPORT BY THE DEPUTY CLERK

FOR DECISION

It is usual practice for the Calendar of Meetings to be agreed each May at the Annual Town Council Meeting. Since agreeing the meetings for 2026 and 2027, there have been some minor amendments that Members are required to Note, as detailed below.

An additional Allotments Sub-Committee Meeting on Monday 4th January 2027, at 5.30pm

Due to the increasing activities of the Allotments Sub-Committee, it has been agreed that a third meeting will be included in the yearly calendar of meetings, starting from the 2026/2027 municipal year. The first of these has been scheduled for Monday 4th January 2027, at 5.30pm, ahead of the Council Meeting at 6.30pm.

Change to start time of Planning and Licensing Committee Meeting on 22nd December 2026 to 10.30am, instead of 4pm

The Planning and Licensing Committee meeting scheduled for 23rd December 2025 was rescheduled to 10:30am due to its proximity to the Christmas period. It has been agreed that this should continue for future years, for the convenience of Committee Members and to better the chances of the meeting being quorate.

Change to start time of Planning and Licensing Committee Meeting on 21st December 2027, to 10.30am instead of 4pm

As above, it has been agreed that this meeting also be scheduled to start at 10.30am.

DECISION

Members are asked to **NOTE** the changes to the calendar of meetings for 2026 and 2027.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
6th JULY 2026**

AGENDA ITEM 13 - TO CONSIDER A REQUEST FROM THE BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD TO MAKE CHANGES TO THE BLUE PLAQUE SCHEME

REPORT BY THE DEPUTY CLERK

FOR DECISION

The Town Council has received a request from the Bognor Regis Heritage & Arts Partnership Board to amend the Commemorative (Blue) Plaque Scheme, which the Partnership administers on behalf of the Town Council. The proposed revised scheme is attached as **Appendix 1**, with suggested amendments highlighted in red.

The current scheme primarily recognises individuals who have made a significant contribution to the Town or wider society. The Heritage & Arts Partnership Board has suggested broadening the scheme to also recognise buildings and places that have played an important role in the history, development and cultural heritage of Bognor Regis. The revised scheme includes new eligibility criteria for buildings and places and sets out how such nominations would be considered.

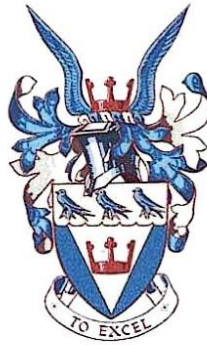
The proposal follows requests received by the Partnership Board for commemorative plaques to mark historically significant buildings rather than solely individuals. Examples provided include St John's Church, London Road (now occupied by Boots), the former Esplanade Theatre (now the Skate Park), and the former Airship Studios and Records premises in Argyle Road.

The Heritage & Arts Partnership Board considers that extending the scheme in this way would provide greater opportunity to celebrate the Town's heritage, increase community interest and encourage a wider range of nominations.

Should Members be minded to support the proposal, the revised Commemorative (Blue) Plaque Scheme will replace the existing scheme with immediate effect.

DECISION

Do Members **AGREE** to the suggested changes to the Blue Plaque Scheme as suggested by the Bognor Regis Heritage & Arts Partnership Board, as shown in Appendix 1?



**BOGNOR REGIS TOWN COUNCIL
COMMEMORATIVE (BLUE)
PLAQUE SCHEME**



**BOGNOR REGIS TOWN COUNCIL
THE TOWN HALL
CLARENCE ROAD
BOGNOR REGIS
PO21 1LD**

What is the Commemorative Blue Plaque Scheme

Bognor Regis Town Council in partnership with **the Bognor Regis Heritage and Arts Partnership** recognise that residents want to honour and remember those who have been associated with the town and have made a positive contribution to society or given outstanding service to the town. **It also wants to recognise buildings and places that in the past have played a key role in the town's development and culture.** Therefore a Commemorative plaques scheme has been established. Plaques will be installed on the building where the nominated person worked or lived **or in the case of buildings which no longer exist a location close to or on the site of the original building.**

All plaques follow the same layout and contain key information such as name, dates of birth and death, date of relevant occupancy and up to 12 words of explanatory text. **Building or Place plaques will note the date of the original building or event on that site. Plaques are individually designed and made to the Council's specification.**

Making a recommendation

Prior to making a recommendation, please read the criteria below in order to ensure the application meets these requirements. It is desirable that the nominated person meets at least 80% of the criteria, however the panel will consider all applications and judge on their individual merit.

CRITERIA FOR A COMMEMORATIVE BLUE PLAQUE

1. The person should have been deceased for 25years or have passed the centenary of their birth, whichever is earlier.
2. The person must have lived or worked within the six wards of Bognor Regis (see attached map) for a significant period of time.
3. They must have made a positive contribution to society and /or given outstanding service to the town.
4. They must have made a positive contribution to the area through their work or other activities.
5. Their name will be instantly recognisable to the well informed passer-by.
6. They deserve recognition, for example are famous or important locally or have attained notability.
7. **Building or place plaques should celebrate buildings or places that have influenced the town's development or have played a significant role in the town's social heritage.**

Who can nominate

Anyone can make a nomination. Please make sure that the nomination meets the selection criteria.

You can:

- Complete the form available online at www.bognorregis.gov.uk/ print and return via post or email
- Download a copy and fill in by hand
- Requeste an application form from Bognor Regis Town Council 01243 867744 or from the Bognor Regis Heritage and Arts Partnership
- Write to request an appliaction form
Bognor Regis Town Council, Town Hall, Clarence Road, Bognor Regis PO21 1LD
- **Or visit Bognor Regis Heritage Partnership's Facebook page with your recommendation.**

Consent

In order to process the recommendation please provide details of the building on which you would like the plaque to go plus written consent from the owner. Listed buildings may require Listed Building Consent if the plaque is to be attached to the building. We advise you to complete a Listed Building Advice Request form and submit it to the relevant Authority (Currently Arun District Council) www.arun.gov.uk/listed-buildings for advice. Evidence of their decision will be required.

Who makes the decision

Bognor Regis Heritage and Arts Partnership meet regularly and will consider each application on its own merit. They will determine final content and their recommendation will be put to the Town Council who will have the final say. The Panel's decision will be final.

It is possible that an application may take up to six months from receipt of the application to decision. Receipt of an application will be acknowledged by email.

Costs

The nominating individual or organisation must budget for and fund any costs involved in designing, producing and installing the plaque.

The design and production costs may vary according to the level of work required but are **likely to be in the region of £80.40 inc VAT** for the plaque and up to £76.00 +Vat for fittings and installation.

The Bognor Regis Heritage and Arts Partnership and Bognor Regis Town Council will be responsible for assessing the costs and carrying out the installation work.

The cost for designing, producing and installing the plaque will be required in advance of any design work or site attendance.

Payment by cheque made payable to Bognor Regis Town Council, cash or BACS to **Bognor Regis Town Council sort code 60-83-01 Account Number 20544957**.

Responsibility for ongoing maintenance and associated costs will be the responsibility of the person nominating.

APPLICATION CHECKLIST

In order to prevent any delay, please tick and ensure you have:

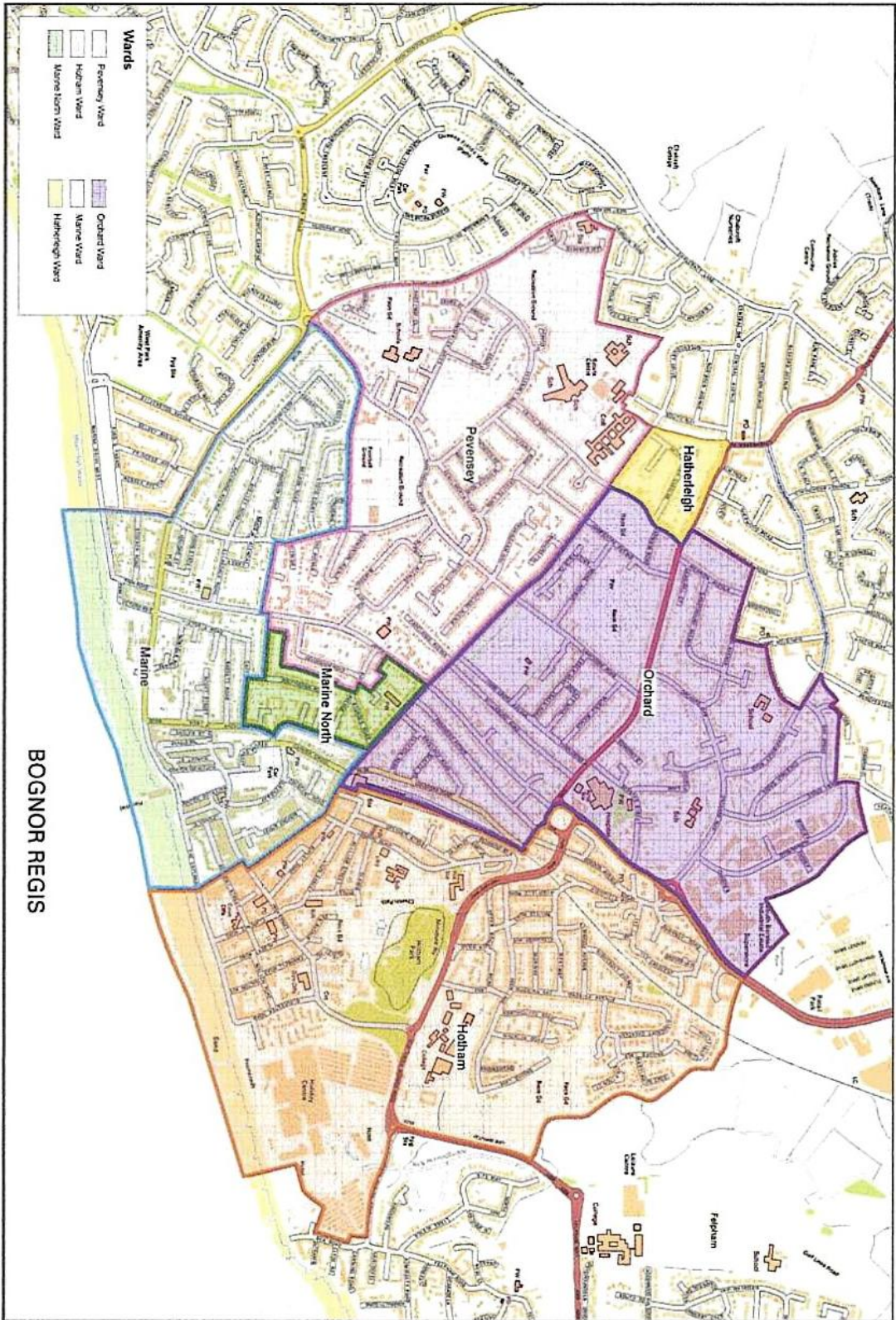
Read the notes and criteria for applicants

Completed the Application Form, answering all the questions

Enclosed written consent from the owner of the building to which the plaque would be attached

Obtained consent from the Local Authority if this is a Listed Building and enclose evidence of their decision.

Please ensure you comply with these guidelines, to assist us in reviewing your application as speedily as possible.



BOGNOR REGIS

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
6th JULY 2026**

**AGENDA ITEM 14 - TO NOTE ANY CHANGES TO THE CODE OF CONDUCT
– MIN. 111 OF COUNCIL MEETING HELD 3rd NOVEMBER 2025 REFERS**

REPORT BY THE DEPUTY CLERK

FOR DECISION

When invited to Note the External Auditor's Certificate and Report Year Ending 31st March 2025, at the Council Meeting held on 3rd November 2025, Members attention was drawn to additional correspondence received from the External Auditor whereby it was suggested that even where there are no changes following the annual review of the Code of the Conduct by the Local Authority , the Council document that no updates have been received within their Minutes during each financial year (Min. 111 refers).

The Town Council bases its Code of Conduct on Arun District Council's own Code of Conduct, as the relevant Local Authority, which is considered good practice. Arun District Council did not make any changes to their Code of Conduct in the 2025/26 financial year, therefore, the Town Council's Code of Conduct had

Members are therefore asked to note that there have been no updates to the Code of Conduct in the 2025/26 financial year.

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
6th JULY 2026**

**AGENDA ITEM 15 - TO NOTE CHANGES TO THE REPRESENTATIVES TO
OUTSIDE BODIES 2026/27 – MIN. 13 REFERS**

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Annual Town Council Meeting held on 11th May 2026, Representatives to Outside Bodies for 2026/27 were agreed – Min. 13 refers.

On the list was 'Bognor Community Meetings', first established by the High Sheriff of West Sussex in 2024/25 and to which the Mayor and Deputy Mayor of Bognor Regis were appointed as Representatives.

Recently, an email has been received from the current High Sheriff of West Sussex, Gary Shipton, advising that the 'Bognor Community Meetings' will not continue under him this year due to other commitments. However, he has said that the next High Sheriff may decide otherwise.

Members are therefore asked to note that Bognor Community Meetings has been removed from the Town Council's list of Representatives to Outside Bodies for 2026/27.

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
6th JULY 2026**

AGENDA ITEM 16 - TO CONSIDER A REQUEST FROM THE CHAIRPERSON OF BLAKE COTTAGE TRUST FOR THE TOWN COUNCIL TO WRITE A LETTER OF SUPPORT IN RELATION TO THEIR LATEST RESTORATION PROJECT

REPORT BY THE DEPUTY CLERK

FOR DECISION

The Town Council has received correspondence from the Chairperson of Blake Cottage Trust requesting a formal letter of support to accompany its funding applications for the restoration of Blake's Cottage.

Members may recall that the Town Council has previously expressed its support for the Trust's work to preserve and restore Blake's Cottage, the former home of the poet and artist William Blake. The Trust has recently completed repairs to the roof of the property and is now seeking external funding to undertake the next phase of restoration works. These works include the repair and restoration of the building's walls, floors, ceilings, windows, doors and other historic features.

Alongside the physical restoration of the cottage, the Trust has developed a programme of educational activities and community engagement, with the ambition of delivering an extensive programme of events to mark the bicentenary of William Blake's death in 2027 and to restore the cottage to its original condition in advance of these commemorations.

To support its funding applications, the Trust has requested that the Town Council provide a formal letter of support, recognising both the importance of the restoration project and the associated educational and community engagement work.

Members are therefore asked to consider whether they wish to authorise the Town Clerk to send a formal letter of support on behalf of the Town Council.

DECISION

Members are asked to **RESOLVE** to **AGREE** that the Town Clerk be given Delegated Authority to write a corporate letter of support from the Town Council to aid Blake Cottage Trust's funding application.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
6th JULY 2026**

AGENDA ITEM 17 - TO CONSIDER INVITING REPRESENTATIVES FROM ARUN ARTS LTD TO DELIVER A PRESENTATION TO MEMBERS ON THE PROGRESS OF THE THEATRE AND TO AGREE ANY ARRANGEMENTS AS NECESSARY

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Annual Town Council Meeting on 11th May 2026, it was agreed that an item would be added to this meeting asking Members to consider inviting representatives from Arun Arts Ltd to the Council Meeting on 7th September 2026 (Min. 36.4 refers).

During preliminary discussions with the Town Clerk, the Vice-Chair of Arun Arts Ltd has advised that September would not work, if offered.

Therefore, it is the Officer recommendation that, if Members are minded to invite Arun Arts Ltd to deliver a presentation, arrangements be made for an evening Members Briefing to take place, on a mutually convenient date, towards the end of August 2026.

DECISION

Members are asked to **AGREE** whether to invite representatives from Arun Arts Ltd to deliver a presentation to Members on the progress of the theatre, with Officers making the necessary arrangements in liaison with the Vice-Chair of Arun Arts Ltd.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
6th JULY 2026**

AGENDA ITEM 18 - TO NOTE THAT NO RESPONSE TO THE GOVERNMENT'S LATEST LOCAL GOVERNMENT REORGANISATION CONSULTATION WAS SUBMITTED, ON BEHALF OF THE TOWN COUNCIL, OWING TO AN INSUFFICIENT NUMBER OF COUNCILLORS RESPONDING TO THE REQUEST FROM THE TOWN CLERK

REPORT BY THE DEPUTY CLERK

FOR DECISION

Members will recall that local authorities were invited to respond to the further government consultation on proposals for Local Government Reorganisation in West Sussex.

In advance of the consultation deadline, the Town Clerk circulated an email to all Members and invited comments to enable a corporate response to be prepared on behalf of the Town Council.

Whilst a small number of responses were received, an insufficient number of Members provided comments to enable a representative corporate position to be established. As a result, it was not considered appropriate for the Town Council to submit a formal response to the consultation.

The consultation has now closed, and no response was submitted on behalf of Bognor Regis Town Council.

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
6th JULY 2026**

AGENDA ITEM 19 - 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 21st May 2026

The Deputy Clerk attended the online meeting. Unfortunately, Cllr. Wells was unable to attend as the Council's appointed Representative.

Inspector Wickings advised that Sussex Police is currently undertaking a reshuffling of Police Community Support Officers (PCSOs) and Sergeants. Whilst the detail is still being finalised, it is anticipated that officers will be reallocated over the coming weeks.

An update was also provided on improvements being made to Sussex Police's website. Changes are being introduced to make information and local policing priorities clearer and easier for residents to locate and understand.

Members were advised that Operation Sonar and Operation Redeem are now being managed locally rather than nationally. Although the operations remain nationally coordinated initiatives, greater local ownership is intended to allow policing activity to be better targeted to local priorities.

An update was received on the Police Operational Delivery (POD) teams. Whilst there have been delays awaiting the delivery of specialist equipment, progress continues towards full implementation.

Inspector Wickings reported that unauthorised encampments have recently been less frequent across the district, with the small number that have occurred proving to be largely non-disruptive.

Concern was raised regarding the perception of police attendance at unauthorised encampments. It was explained that members of the public can sometimes view the police presence as assisting those responsible for the encampments, whereas in reality officers are present to manage the situation, engage with all parties, and support the appropriate legal process.

Arun Parish (Sussex Police) Meeting held on 30th June 2026

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

The next meeting is scheduled to take place on 24th August and Members are asked to contact either Cllr. Wells or the Town Clerk with any issues that they would like raised.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
6th JULY 2026**

AGENDA ITEM 21 - TO RECEIVE THE NOTES OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS MEETING HELD ON 12th MAY 2026 – MIN. 14 REFERS

REPORT BY DEPUTY CLERK

FOR DECISION

The Notes of the Arun District Association of Local Councils Meeting held on 12th May 2026 are attached (**Appendix 1**).

DECISION

Members are invited to **NOTE** the Notes of the ADALC Meeting held on 12th May 2026.

ADALC meeting - May 12 2026

Chairs: Cllrs Michael Tu (Arundel TC) and Amanda Worne (Yapton PC)
Secretary: Susannah Finch
Email: dalc@wsalc.co.uk

Minutes of a meeting of Arun District Association of Local Councils held at 6.00pm on Tuesday 12th May 2026

Present:

Guy Purser	Aldwick PC
Michael Warden	Aldwick PC
Alan Evans	Angmering PC
Nikki Hamilton Street	Angmering PC
James Roberts	Barnham & Eastergate PC
Andrew Crawford	Barnham & Eastergate PC
Nina Maria McMaster	Barnham & Eastergate PC
Steve Goodheart	Bognor TC
Dawn Smith	Ford PC
Sabrina Russell	Ford PC
Val Knight	Kingston PC
Marc Pinnell	Patching PC
Alison Cooper	Rustington PC
Andy Cooper	Rustington PC
Barry Hodson	Warningcamp PM
Warren John	Yapton PC
Dawn Hudd	Arun District Council
Michael Tu	Arundel TC
Amanda Worne	Yapton PC
Susannah Finch	Secretary

Key Takeaways

- **Local Government Reorganisation remains the dominant issue.** Significant discussion focused on devolution and unitary authority proposals, with continued support from Arun DC and district councils for a two-unitary model. Parish councils were encouraged to engage with consultations and begin considering their future role, services and collaboration arrangements.
 - **Parish collaboration is becoming increasingly important.** Members repeatedly emphasised the need for parish and town councils to work more closely together — both on hyper-local matters and wider district issues such as planning, transport and flooding. There was strong support for ADALC helping to coordinate clusters of councils and joint responses.
 - **Planning concerns continue to grow, particularly around the NPPF and transparency.** Members expressed frustration regarding planning reforms, delegated decision-making and the perceived weakening of parish influence within the planning process. Councils agreed to gather concrete examples of issues arising from the NPPF to develop a shared position for MPs.
 - **Operational pressures across services remain a concern.** Waste collection rollout issues, recurring flooding problems, anti-social behaviour and communication challenges were recurring themes. Members welcomed ongoing engagement from Arun DC and Sussex Police, but there was a clear desire for stronger coordination, clearer communication and more proactive long-term solutions.
-

1. Welcome and apologies

The Chairs welcomed those present.

Apologies were received and accepted from Bersted PC, Haydn Smith from Clapham PC, Clymping PC, East Preston PC, Felpham PC, Pagham PC, Gary Lee from Rustington PC, Slindon PC and Tim Worley from Warningcamp PM, as well as Trevor Leggo, CEO of WSALC.

2. Minutes of last meeting

The minutes were approved for signing by the Chairs.

3. Dawn Hudd, Chief Executive Officer of Arun District Council

Members received a presentation from Dawn Hudd, Chief Executive of Arun District Council, covering the Council's updated strategic vision, waste and recycling services, biodiversity initiatives, grant funding and Local Government Reorganisation.

Members heard that Arun DC is reviewing its current corporate vision through to 2028 in anticipation of Local Government Reorganisation. The Council's priorities continue to focus on wellbeing, housing, the environment, the economy and service delivery.

An update was provided on the rollout of the new waste and recycling collection service, including food waste caddies. While positive feedback from residents had been received overall, members discussed ongoing operational challenges including missed collections, communication issues and increased pressure on customer services during implementation. Parish councils were encouraged to continue supporting communication with residents.

Members also received updates on the Council's new Biodiversity Plan, delivery of UK Shared Prosperity Fund projects, business grant opportunities and the "Pride in Place" funding programme for Wick With Toddington.

Concerns were raised regarding potential withdrawal of Environment Agency financial support for Clymping beach management. Dawn Hudd agreed to investigate the matter further.

Local Government Reorganisation

Dawn Hudd updated members on ongoing Local Government Reorganisation discussions and the Government's current consultation on revised unitary authority proposals for West Sussex.

Members heard that Arun DC continues to support a two-unitary authority model alongside other district and borough councils, while WSCC continues to support a single unitary authority arrangement. Concerns were raised regarding the financial viability and lack of supporting evidence behind the Government's revised proposal.

Parish councils were encouraged to respond to the consultation process, with further information to be circulated by Arun DC.

Discussion also took place regarding the future role of parish councils within any new unitary structure, including delegated services and local representation.

Community Governance Review

Representatives from Warningcamp PC raised concerns regarding proposals affecting parish governance arrangements and expressed a wish to remain independent.

Dawn Hudd confirmed that no decisions had been made and that the current process was focused on consultation and gathering feedback from parish councils. A written response would be provided following the meeting.

Planning and Scheme of Delegation

Members discussed proposed changes to the planning scheme of delegation and concerns regarding transparency in planning decisions.

It was noted that parish and town council comments would continue to be considered by planning officers, although the number of objections received would no longer determine whether an application is referred to committee.

Concerns were raised regarding reduced transparency and fewer opportunities for parish councils to engage further once delegated decisions are made. Members suggested that a future ADALC meeting could include attendance from a planning officer to discuss the changes in more detail.

4. Chairs' Report - Amanda Worne and Michael Tu

The Chairs discussed the possibility of holding more in-person meetings in future, while retaining the option for attendees to join remotely.

There were no major updates from the Chairs; however, discussion focused on the importance of closer working relationships between parish councils across the district. Cllr Michael Tu noted the value of undertaking a more detailed review of how parishes currently work together and how collaboration could be strengthened. It was recognised that residents are increasingly driving

conversations around development issues, with communication channels such as newsletters and Facebook groups helping to build local engagement.

Examples were given of successful collaboration between parishes including Angmering, Rustington, Kingston and East Preston, particularly on highly localised issues. Members agreed that working collectively with neighbouring parishes can strengthen representation and make councils harder to dismiss when responding to larger district-wide matters.

Reference was made to Kingston PC commissioning a joint response involving four parishes, with members suggesting that this type of collaborative approach could be expanded further through ADALC. It was agreed that ADALC has an important role in coordinating responses to district-wide issues and encouraging joint working between clusters of parishes where appropriate.

The concept of “planned locality” was discussed in relation to Local Government Reorganisation and the possibility of future Unitary Authorities. Members considered which services might potentially be shared between parish councils in future, stressing that any transfer of responsibilities must be accompanied by appropriate funding. Concerns were also raised regarding uncertainty around future boundary relationships and the need for parish councils to begin establishing stronger partnerships now in preparation for possible structural changes.

It was suggested that ADALC could help facilitate groups or clusters of parish and town councils based on geography or shared interests. Members agreed that parish councils will need to take a more active role going forward. Members noted that ADALC planning should operate on two levels: addressing district-wide strategic matters such as transport, while also supporting smaller collaborative parish clusters on more local issues.

Michael proposed holding another in-person meeting after the summer, with a focus on identifying practical actions to take forward and reviewing progress at the following meeting.

5. Update from WSALC

In Trevor Leggo’s absence, members were advised the WSALC Update would be circulated within minutes.

The recent WSALC Board meeting minutes are available on the WSALC website. There is currently limited new information regarding devolution and local government reorganisation.

The introduction of a mayor for Sussex is proceeding. Trevor Leggo and Cllr Douglas Denham St Pinnock (Chair of WSALC) are involved in the body being established to prepare for the Mayor’s Office. While there is currently no guarantee of representation for parish and town councils on the future mayoral cabinet, WSALC representatives are continuing to make the case for involvement and stated that their views are being heard, particularly regarding the interests of the South Downs National Park and its 240,000 residents.

The Government has invited WSALC to contribute to the Consultation on reorganisation in West Sussex and we have until 15th June to do so. Public awareness and engagement with the proposals remain relatively low.

Although the timetable has not formally changed, further delays may complicate the process. The mayoral election, originally expected in 2026, has now been deferred until 2028 despite preparations reportedly being on track for an earlier implementation.

Future Structure of SALC

For the time being, SALC will continue operating under its current structure. However, once a mayoral authority is established, a Sussex-wide SALC structure is expected to represent town and parish councils across the county. Whilst this body will ensure recognition by the Mayor, day to day support to member councils will not be affected.

Trevor and Douglas have continued work regarding parish and town council arrangements. Crawley and Worthing are both progressing plans for the creation of new town councils. Discussions with Worthing had been significantly more positive than anticipated, with local representatives showing enthusiasm for establishing town councils despite earlier indications to the contrary. Crawley is expected to establish a single town council, with consultations now completed and the process expected to proceed.

In East Sussex, where progress has reportedly been less successful, some areas risk becoming unrepresented if arrangements are not resolved. Trevor and Douglas will continue supporting those authorities.

Future WSALC newsletters will include updates as information becomes available and the current understanding is that the Secretary of State is expected to report further in the summer.

Staff Training and CILCA

The Chief Executive of Horsham DC, Jane Eaton, approached Trevor regarding employment trends within the sector and queries about CILCA training. Concerns had reportedly been raised by councillors about staff development and qualifications.

Trevor subsequently held a meeting with 14 employees to discuss CILCA qualifications and available options, which was said to have been well received. It was noted that Jane Eaton was the only Chief Executive across Sussex authorities to have taken this approach.

6. Update on devolution & unitary authority proposals

Members agreed that no further discussion was required under this item, as the matter had been covered during Dawn Hudd's presentation.

7. Planning update and impact of developments

Members discussed ongoing concerns regarding planning policy and the impact of development across the district, with particular focus on the National Planning Policy Framework (NPPF).

Val Knight of Kingston PC referred to previous discussions about parish councils coming together to develop a collective position that could be shared with local MPs. Members heard that subsequent meetings had taken place with Steve Tilbury, Planning Consultant, and Beccy Cooper MP to discuss the approach further.

It was noted that there were concerns about commissioning a broad independent briefing or report, as this could involve significant cost and time, while potentially duplicating issues already known to the Government. Members heard that Beccy Cooper MP had highlighted particular concerns regarding the NPPF and referenced existing reporting on related issues.

Members noted that concerns regarding the NPPF are being widely raised nationally and that many councils appear to be experiencing similar issues.

Steve Tilbury suggested that parish councils should instead focus on providing specific examples and evidence of the problems they are experiencing as a result of the NPPF. Members agreed that parish councils should gather and submit their concerns so that a collective position can be discussed at the next ADALC meeting and subsequently shared with local MPs.

The possibility of inviting MPs to attend future ADALC meetings was discussed further, including Alison Griffiths, Jess Brown-Fuller, Andrew Griffith and Beccy Cooper. Members agreed that dates and constituency schedules would need to be checked. It was also suggested that inviting one MP per meeting may be a practical approach.

8. Flooding issues in the district

It was noted that the recent dry weather had meant fewer flooding incidents than usual in many areas. However, concerns remain in Clymping, where flooding continues to be an issue. Members noted that County Councillor Jacky Pendleton is no longer available to support the parish on flooding matters. Amanda agreed to take away the concerns raised by Clymping for further consideration.

Representatives from Bognor Regis reported ongoing discussions and debate involving Southern Water and affected parish councils regarding significant volumes of water impacting the area during periods of heavy rainfall. Members heard that Cllr Wallsgrove is actively involved in this work. Concerns were raised regarding the perceived lack of cooperation from Southern Water.

Members suggested that ADALC could benefit from having councillors with specific expertise in flooding matters to help coordinate responses and share knowledge across parishes. Frustration was expressed that the same flooding issues recur each year without sufficient long-term action being taken.

Michael noted that substantial roadworks have recently taken place in Yapton, although flooding issues still persist in some locations. It was acknowledged, however, that flooding had been less severe than in previous years, partly due to drainage systems having been cleared.

Reservoir-related flooding concerns were also raised, with Amanda agreeing to take these matters away for further investigation.

9. Policing: Shoplifting and Anti-Social Behaviour

Members discussed concerns relating to shoplifting and anti-social behaviour across local areas.

Amanda recommended that parish representatives attend the monthly meetings held with Inspector Ross Wickings. Members heard that Inspector Wickings visits parishes on a rotating basis to discuss local concerns directly with councils and residents before taking issues away for further action.

It was noted that clerks should be circulating invitations to these meetings, with a range of meeting times available to help accommodate attendance.

10. Matters of concern to your council

No matters of concern were reported.

11. Date of next meeting

Members agreed that the next meeting should take place in September in a hybrid format. It was hoped that by then there would be more information available regarding the outcome of the consultation process.

The possibility of inviting Alison Griffiths MP to attend was discussed. Members also considered arranging the meeting on a constituency day and inviting local MPs to attend. Amanda suggested that bringing MPs together in one room with representatives from 26 parish councils could provide a valuable opportunity for discussion and increase the likelihood of attendance. It was also hoped this approach would encourage greater in-person participation from members.

The preferred timing for the meeting was agreed as mid-September.

The meeting closed at 19:40.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
6th JULY 2026**

AGENDA ITEM 22 - CIVIC DUTIES UNDERTAKEN BY MAYOR CLLR. PAUL RALPH FROM 11th MAY – 6th JULY 2026

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Tuesday 12.05.26	:	Mayor of Littlehampton's 'Thank You' Reception, New Millennium Chamber, Manor House, Church Street, Littlehampton
Thursday 14.05.26	:	<i>Deputy Mayor attended: Hall & Woodhouse Community Chest Awards Launch 2026 (Via Zoom)</i>
Friday 15.05.26	:	Premier Inn Grand Opening, Clarence Road, BR
Sunday 17.05.26	:	Bognor Prom 10K Road Race, West Park, Aldwick
Wednesday 27.05.26	:	BRTC Book Day 'Festival of Birds', Hotham Park, BR
Thursday 28.05.26	:	BRTC Councillor Drop-In Surgery, Town Centre, BR
Saturday 06.06.26	:	BR Sailing Club Open Day, BR Sailing Club Victoria Road South, BR
Saturday 06.06.26	:	West Sussex Guitar Club Concert, Regis School of Music, Sudley Road, BR
Thursday 11.06.26	:	Annual West Sussex Lieutenancy Briefing, New Millennium Chamber, Manor House, Church Street, Littlehampton
Saturday 13.06.26	:	BRTC Proms in the Park, Hotham Park, BR
Sunday 14.06.26	:	'Music in the Park', Hotham Park, BR
Thursday 18.06.26	:	Stonepillow 'Rebuilding Lives Together', Edes House, 27 West Street, Chichester
Saturday 20.06.2026	:	BR Armed Forces Day, Waterloo Square Gardens, BR

Saturday 20.06.26 : BR Town Crier Competition, Seafront Bandstand, BR

Saturday 27.06.26 : Littlehampton Armed Forces Day, East Green, Littlehampton Seafront

Saturday 27.06.26 : *Deputy Mayor attended: BR Coastal Art Trail 'Preview Exhibition', Reynolds Furniture Store, High Street, BR*

Thursday 02.07.26 : BR in Bloom 'Youth Groups Planting Competition Awards Presentation', BR Mini Golf, Waterloo Square, BR

Sunday 05.07.26 : BRTC 'A Drive Through Time' Motor Gala, West Park, Aldwick

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
6th JULY 2026**

**AGENDA ITEM 23 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 11th MAY – 6th JULY 2026**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Friday 15.05.26	:	Premier Inn Grand Opening, Clarence Road, BR
Saturday 23.05.26	:	Warwick Town Crier Competition, Pageant Gardens, Warwick
Wednesday 27.05.26	:	BRTC Book Day 'Festival of Birds', Hotham Park, BR
Saturday 30.05.26	:	Watton Town Crier Competition, Middle Street, Watton
Saturday 06.06.26	:	National Town Crier Championships, Market Square, Rugeley
Tuesday 09.06.26	:	Promoting 'Say it with Flowers' Exhibition, The Ox Market, Chichester (private event)
Saturday 13.06.26	:	BRTC Proms in the Park, Hotham Park, BR
Friday 19.06.26	:	Filming 'pilot' episode of Game Show, Canterbury (private event)
Saturday 20.06.26	:	BR Town Crier Competition, Seafront Bandstand, BR
Thursday 02.07.26	:	BR in Bloom 'Youth Groups Planting Competition Awards Presentation', BR Mini Golf, Waterloo Square, BR
Sunday 05.07.26	:	BRTC 'A Drive Through Time' Motor Gala, West Park, Aldwick

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 6th JULY 2026**

AGENDA ITEM 25 - CORRESPONDENCE

FOR INFORMATION

- 1.** WSCC News Release; New cross-party alliance to deliver 'stable and committed' leadership for West Sussex – Circulated to all Councillors 22.05.2026
- 2.** Sussex Alerts; Met Office Amber Heat Health Alert – Circulated to all Councillors 22.05.2026
- 3.** WSCC Resident eNewsletter; New 'cross-party alliance' for West Sussex, have your say on local government reorganisation, help for carers, and more! – Circulated to all Councillors 22.05.2026
- 4.** The Sussex Police and Crime Commissioner; newsletter Standing Up for Rural Sussex – Circulated to all Councillors 22.05.2026
- 5.** Sussex Alerts; PCC and Sussex Police Independent Joint Audit Committee Recruitment – Circulated to all Councillors 22.05.2026
- 6.** Sussex Alerts; Make Your Neighbourhood Safer: Report Empty Buildings – Circulated to all Councillors 22.05.2026
- 7.** NALC Jobs newsletter 25.05.2026
- 8.** NALC Chief executive's bulletin – Circulated to all Councillors 28.05.2026
- 9.** CCCI Events Update – Forwarded to Cllr Dawes, rep to this organisation 28.05.2026
- 10.** Local Statistics May update 28.05.2026
- 11.** Sussex Alerts; A Smarter Way to Keep Your Important Information Safe – Circulated to all Councillors and on social media 28.05.2026
- 12.** Arun May Newsletter 29.05.2026
- 13.** Sussex Alerts; Using AI safely and responsibly – Circulated to all Councillors and posted social media 29.05.2026
- 14.** The Sussex Police and Crime Commissioner; Newsletter What you told me about average speed cameras – Circulated to all Councillors 29.05.2026
- 15.** NALC Jobs newsletter 01.06.2026
- 16.** Sunflower Members Meeting connecting with the team 01.06.2026
- 17.** Sussex Alerts June Newsletter 01.06.2026
- 18.** Twinning Association Coffee Morning – Forwarded to Cllr Goodheart, Town Council representative and Mayor 01.06.2026
- 19.** NALC events newsletter – Circulated to all Councillors 02.06.2026
- 20.** St Wilfrid's Hospice; Latest News & Stories 02.06.2026
- 21.** NALC Committees; Agenda I Super Councils Network session I 12 June 2026 – Forwarded to Cllrs Ralph and Dawes, Town Council reps 02.06.2026
- 22.** Sussex Alerts; Fraud Newsletter May 2026 – Circulated to all Councillors and posted on social media 03.06.2026
- 23.** Stonepillow Open air cinema coming this July – Forwarded to Cllr Ralph as Patron 04.06.2026
- 24.** NALC chief executive's bulletin 04.06.2026
- 25.** CCCI June Newsletter – Forwarded to Cllr Dawes 04.06.2026
- 26.** NALC Jobs Newsletter 08.06.2026
- 27.** Sunflower Members Meeting 08.06.2026
- 28.** NALC Chief executive's bulletin – Circulated to all Councillors 11.06.2026

AGENDA ITEM 25

- 29.** Alison Griffiths MP; Congratulations letter to Cllr Paul Ralph on the appointment as Mayor 11.06.2026
- 30.** WSCC News Release; West Sussex County Council confirms continued funding for Community Food Hubs – Circulated to all Councillors 12.06.2026
- 31.** The Sussex Police and Crime Commissioner; Keeping the Good Times Safe – Circulated to all Councillors 12.06.2026
- 32.** NALC Jobs newsletter 15.06.2026
- 33.** WSALC summer newsletter – Circulated to Councillors Goodheart and Wells, Council reps 15.06.2026
- 34.** NALC events newsletter 16.06.2026
- 35.** Sussex Alerts: June Our News – Circulated to all Councillors 16.06.2026
- 36.** Save Our South Coast Alliance – Circulated to all Councillors 16.06.2026
- 37.** CCCI Chichester & Bognor Business Awards Winners – Forwarded to Council rep Danny Dawes 16.06.2026
- 38.** WSCC Resident’s newsletter: Message from new Leader of the Council, where to seek help during the World Cup, take part in recycling survey and more – Circulated to all Councillors 16.06.2026
- 39.** Dawn Hudd; Update on local government reorganisation – Circulated to Mayor and Clerk 17.06.2026
- 40.** Sussex Alerts; Fraud alert Scam calls using ‘spoofed’ phone numbers – Circulated to all Councillors and on social media 17.06.2026
- 41.** NALC Chief executive’s bulletin – Circulated to all Councillors 18.06.2026
- 42.** WSCC 30.06.2026 Cabinet Agenda – Circulated to all Councillors 19.06.2026
- 43.** The Sussex Police and Crime Commissioner; Turning Ambition into Action to Tackle Domestic Abuse – Circulated to all Councillors 19.06.2026
- 44.** NALC Super Councils 12 June 2026 Network session I – Circulated to Cllrs Ralph and Dawes as reps 19.06.2026
- 45.** NALC Jobs newsletter 22.06.2026
- 46.** Southern Water in West Sussex Newsletter – Circulated to all Councillors 22.06.2026
- 47.** Western Sussex Rivers Trust; Tour of Lidsey Wastewater Treatment Works (WWTW) – Circulated to all Councillors 23.06.2026
- 48.** NALC Events – Previously circulated to all Councillors 23.06.2026
- 49.** Hidden Disabilities Sunflower Telephone phone support 23.06.2026
- 50.** June E-Newsletter from Family Support Work 23.06.2026
- 51.** NALC Chief executive’s bulletin 25.06.2026
- 52.** Office for National Statistics – June update 25.06.2026
- 53.** CCCI June Newsletter – Forwarded to Council rep Danny Dawes 26.06.2026
- 54.** Arun June Newsletter 26.06.2026
- 55.** The Sussex Police and Crime Commissioner; Honouring the dedication and sacrifices of our Armed Forces – Circulated to all Councillors 26.06.2026
- 56.** Clerks & Councils July Direct issue 166