



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 2nd NOVEMBER 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 2nd November from members of the public not able to attend the meeting in person will be read by the Chair during this adjournment.

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

DATED THIS 26th DAY OF OCTOBER 2026

TOWN CLERK

AGENDA AND BUSINESS

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

- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
- 4. To APPROVE the Minutes of the Town Council Meeting held on 7th September 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 Committee Meeting of 21st September 2026** with resolutions, recommendations and reports, including: -
 - Recommendation to adopt the Quality Policy and the Poster, Banner and Outdoor Display Opportunities Policy as proposed, without any further suggested changes - Min. 85 refers
 - 9.2 **Planning and Licensing Committee Meetings of 1st, 22nd September and 13th October 2026** with resolutions, recommendations and reports
 - 9.3 **Environmental and Leisure Extraordinary Committee Meeting of 18th August, and the Committee Meeting of 14th September 2026** with resolutions, recommendations and reports
 - 10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
 - 11. To note the List of Payments and Transfers made in [August](#) and [September](#) 2026 and to note the [balances, bank reconciliations and financial reports](#) (October 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 that the WSALC AGM and Conference will take place on Wednesday 4th November 2026, at the AMEX Stadium, Brighton
 - 13. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
 - 14. To receive any updates on Regeneration in the Town including report from Cllr. Nash (if available)
 - 15. Mayor's Report and duties undertaken
 - 16. Town Crier's Report and duties undertaken
 - 17. Reports from Representatives to other organisations
 - 18. To receive Correspondence
 - 19. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification
 - To note receipt of £18,000 management fee from the Bognor Pier Company Ltd. (First and Second Quarter payment 2026)

20. To resolve to move to Confidential Business (S.O. 3d) - (contractual)
21. Confidential Picturedrome Site Update Director's Report, any urgent actions taken for ratification
22. To receive a report regarding a potential property acquisition and to note the arrangements of an Extraordinary Council Meeting to be held at 6.30pm on 10th November 2026 – Min. 78 refers

Agenda items **21** and **22** will contain confidential items and require a resolution to exclude public & press.

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



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 7th SEPTEMBER 2026

PRESENT:

Mayor: Cllr. P. Ralph; Cllrs: K. Batley, J. Barrett, P. Botterill, D. Dawes (from Min. 81), S. Goodheart, R. Nash, F. Oppler, N. Smith, Mrs. J. Warr, P. Wells, M. White, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

79. WELCOME BY MAYOR

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

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

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

No apologies were received by Cllr. M. Stanley and his absence could not, therefore, be approved.

81. 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:

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

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

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

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

Cllrs. K. Batley, S. Goodheart, R. Nash, F. Oppler, Mrs. J. Warr and Mrs. G. Yeates declared an Ordinary Interest as an Arun District Councillor in Agenda Item 13 and stated that they would withdraw from discussion, and any vote, to avoid prejudicing themselves from discussing the matter at Arun District Council

Cllr. P. Wells declared an Ordinary Interest in Agenda Item 18 as his business takes part in the Parking Disc Scheme and indicated that he would take part in the discussion but would not vote

Cllr. Dawes arrived to the Meeting

82. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 6th JULY AND THE EXTRAORDINARY MEETING HELD ON 27th JULY 2026

The Minutes of the Town Council Meeting held on 6th July and the Extraordinary Meeting held on 27th July 2026 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

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

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

It was unanimously **AGREED** by Members that the written report by Cllr. Meadows would be circulated to Members via email following the meeting.

84. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

85. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.34pm

A member of the public raised concerns regarding rough sleeping at the Seafront Bandstand, the cleanliness and appearance of the High Street, and the impact on residents and visitors. They asked what action was being taken to support vulnerable people while ensuring public spaces remained safe, clean and welcoming, and questioned the continued proliferation of Houses in Multiple Occupation (HMOs) in Bognor Regis.

In response, Members explained Arun District Council's responsibilities for housing and the land occupied by tents. It was reported that ADC was pursuing a court order and had purchased properties for temporary accommodation. Concerns were expressed about antisocial behaviour, delays in addressing the encampment on the land next to Premier Inn and difficulties supporting individuals who declined assistance.

Further discussion concerned the concentration, quality and occupancy levels of HMOs, applications approved despite Town Council objections, and the historic loss of council housing. A case was highlighted where poor coordination between councils following a housing placement had prevented access to food support. Members referred to ongoing work through the Town Centre Action Group and encouraged representations to Alison Griffiths MP.

The Chair reconvened the Meeting at 6.47pm

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

There were no written dispensation requests received from Town Councillors.

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

88. Policy and Resources Extraordinary Committee Meeting of 29th June (deferred from the previous meeting – Min. 54 refers) and the Committee Meeting of 27th July 2026

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

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

63 refers

Members unanimously **RESOLVED** to **ADOPT** the Artificial Intelligence (AI) Policy, Training and Development Policy, Social Media Policy and Working from Home Policy, as proposed, without any further suggested changes.

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

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

90. Environmental and Leisure Committee Meeting of 13th July 2026

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

91. 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’.

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

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

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

The Deputy Clerk’s report, including the appendix pertaining to a District Council report relating to the site, was **NOTED**.

Members appreciated the “helpful” response and looked forward to further feedback from Arun District Council after their Economy Committee meeting later in the week. Members understood that a Motion had been brought forward by a Member as the next agenda item.

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

Cllrs. K. Batley, S. Goodheart, R. Nash, F. Oppler, Mrs. J. Warr and Mrs. G. Yeates re-declared their Ordinary Interest as an Arun District Councillor in Agenda Item 13 and left the Meeting

Members briefly discussed the Motion in which they felt it was premature given Arun District Council's upcoming Economy Committee Meeting at which they would be discussing the potential options for the Brewer's Fayre site.

- 94.1** A Member requested the vote be recorded, the request subsequently granted (in accordance with Standing Order 3u), and shown as: -

FOR

Cllr. Barrett

AGAINST

None

ABSTAIN

Cllr. Botterill
Cllr. Dawes
Cllr. Ralph
Cllr. Smith
Cllr. Wells
Cllr. White
Cllr. Woodall

Whilst it was assumed that the Motion was not carried, in English local councils, abstentions do not count as negative votes. They are completely excluded from the majority calculation. Decisions are made strictly by a simple majority of the Councillors who are physically present and actually cast a vote (either for or against). Therefore, the Motion was **CARRIED**, with one vote in favour, none against and seven abstentions.

In accordance with Standing Order 9a, the Motion stood **REFERRED** to the Environmental and Leisure Committee for consideration and report at a future meeting.

Cllrs. K. Batley, S. Goodheart, R. Nash, F. Oppler, Mrs. J. Warr and Mrs. G. Yeates returned to the Meeting

95. 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**.

The Town Clerk, following the Meeting of the Policy and Resources Committee on 27th July 2026, at which Members had resolved to write to Sussex Police about policing in the town and attending future Full Council meetings (Min. 52 of the Policy and Resources Committee Meeting on 27th July 2026 refers), shared a response that had been received by Sussex Police.

Sussex Police acknowledged concerns about police visibility and outlined ongoing patrols, targeted enforcement and partnership work to address crime, anti-social behaviour and vulnerability. It was explained that resources were deployed according to risk, intelligence and demand, and that much policing activity was not visible to the public. Further operations were planned during September.

Members were advised that Chief Inspector Kay Hutchings had taken over as District Commander for Arun and Chichester. Sussex Police apologised for being unable to attend the meeting and confirmed that arrangements would be made for representation at the November Council Meeting. Ongoing engagement and attendance at future meetings would then be reviewed, subject to operational commitments.

96. TO CONSIDER THE DEVELOPMENT OF A BUSINESS PLAN INCLUDING THE ESTABLISHMENT OF A WORKING PARTY

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

Whilst having some reservations owing to the nearing local elections in May 2027, Members were agreeable to exploring the feasibility of developing a business plan.

Members **AGREED** that the Town Clerk and Deputy Clerk meet with the WSALC CEO Mr. Leggo, with any suggested ways forwarded to be reported to the Policy and Resources Committee at a future meeting.

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

The Deputy Clerk's report, including the appendices detailing the District Council's recommendations, was **NOTED**.

Members were pleased that the suggestion of returning to 4 Wards, with Hatherleigh Ward to be absorbed back into Pevensey Ward had been provisionally accepted by Arun District Council's Community Governance Review and therefore **AGREED** not to send any further comments in response to the second consultation.

98. TO RECEIVE ANY FEEDBACK FROM THE COUNCILLOR DROP-IN SURGERIES HELD ON 28th MAY AND 22nd AUGUST 2026

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

Members thanked the Officers and Members who gave up their time to run the surgery on Saturday 22nd August 2026.

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

Cllr. Wells redeclared his Ordinary Interest and confirmed that he would not take part in a vote

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

Members **AGREED** that the request be **REFERRED** to the Policy and Resources Committee, to be added to the agenda for a future meeting.

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

Cllr. Nash stated he had nothing to update for this meeting, and there were no questions.

101. TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2026 ACCOUNTS AND CONSIDER ANY ACTION IF REQUIRED

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

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

102. MAYOR'S REPORT AND DUTIES UNDERTAKEN

Cllr. White left the Meeting

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

103. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

104. 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.

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

104.2 Cllr. Ralph – Bognor Regis Concert Band, NALC Super Councils Network, Stonepillow

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

105. TO RECEIVE CORRESPONDENCE

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

106. PICTUREDROME SITE UPDATE INCLUDING: -

Cllr. White returned to the Meeting

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

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

A verbal update was given by the Director with correspondence having been received from the tenant, who operates the cinema, prior to the meeting.

As was widely known, the cinema was currently closed whilst the operator proactively worked with the local Fire Service to reopen as soon as they could. Members were advised that a Fire Risk Assessment (FRA) had been completed, with reports and required actions received on 4th September. Works to address the findings were underway, and an electrician had reviewed the emergency lighting, with sign-off outstanding. Requested documentation had been submitted to the Fire Service.

Following completion and sign-off of the works, an updated FRA would be submitted to the Fire Service, which would review whether the prohibition notice could be lifted. The operator's priority was to reopen Screens 1 and 2 as soon as possible, although this was not anticipated for at least a further two weeks and remained subject to the necessary approvals.

This further update was **NOTED**.

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

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

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

Members **NOTED** the Director's confidential, verbal report.

Members **AGREED** that the Director would write to the cinema operator, setting out the position of Bognor Pier Company Ltd. in relation to the ongoing development work at the cinema.

The Meeting closed at 8.05pm



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 21st SEPTEMBER 2026

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

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)

The Meeting opened at 6.36pm

70. 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.

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

Apologies for absence were received from Cllrs. P. Botterill, D. Dawes and F. Oppler, with the Town Clerk recommending that the reasons given were acceptable. These absences were therefore unanimously **APPROVED** by Members.

72. DECLARATIONS OF INTEREST

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

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

- a) the item they have the Interest in
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- c) the nature of the Interest
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- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and

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

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

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

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

Cllrs. Goodheart, White and Mrs. Yeates declared an Ordinary Interest in Agenda item 14 as Town Council Representatives to the Bognor Regis Heritage & Arts Partnership Board

Cllr. Wells declared a Pecuniary Interest in Agenda item 21 as a retailer selling the parking discs

73. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27th JULY 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 27th July 2026, and these were signed by the Chair.

74. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There was no one seated in the public gallery, therefore, the meeting was not adjourned.

75. CLERK'S REPORT FROM PREVIOUS MINUTES

75.1 27th July 2026 – Min. 52 Police presence in Bognor Regis

Having received the Community Warden report, Members expressed concern over a perceived reduction in visible police presence within Bognor Regis and unanimously agreed to write to Sussex Police expressing these concerns, and to invite a representative to attend a future meeting of Full Council to discuss these matters.

A copy of the letter received from Sussex Police, in response to the Town Council's letter, was circulated to all Councillors by the Town Clerk. It is anticipated that there will be representation from Sussex Police at the Council Meeting on 2nd November 2026.

76. PROPOSALS FOR EVENTS PROGRAMME FOR 2027 INCLUDING CONSIDERATION OF BUDGETS. ALSO, TO RECEIVE PRELIMINARY PLANS FOR AN EVENT TO CELEBRATE THE 100th ANNIVERSARY OF

THE TITLE 'REGIS' BEING BESTOWED UPON BOGNOR INCLUDING CONSIDERATION OF A BUDGET

The Events Officer's report, providing an outline programme of events in 2027, was **NOTED**.

It was suggested that a pre-meeting between Officers and Councillors around event programming, and new ideas, would be beneficial in the future, prior to the recommendation of any budgets. It was **AGREED** that this would be implemented after the elections in May 2027, ahead of programme planning for events in 2028.

- 76.1** It was unanimously **AGREED** to **RECOMMEND** a budget of £5,500 for the 2027 Book Day event.
- 76.2** A budget of £3,150 was unanimously **AGREED** to be **RECOMMENDED** for the 2027 Proms in the Park event.
- 76.3** Members **DEFERRED** any decision on the lighting of the seafront Beacon Brazier, and the recommendation for a budget of £3,000, in relation to the Sussex 1550, to the next meeting. Officers were asked to determine which other councils would be taking part in the event, and to provide a breakdown of how the recommended budget would be spent.
- 76.4** It was **AGREED** to **RECOMMEND** a budget of £5,500 for the Drive Through Time event on the condition that the event was relocated to The Esplanade for 2027, subject to approval from the relevant authorities.
- 76.5** In discussing the Hampshire Avenue Fun Week, comments were made about the 2-hour summer play sessions that were offered by Bersted Parish Council, which coincided with the Town Council's Fun Week.

Cllrs. Wells and Mrs. Yeates declared an Ordinary Interest as Members of Bersted Parish Council

A budget of £6,500 was **AGREED** to be **RECOMMENDED** for the Hampshire Avenue Fun Week with Officers asked to liaise with Bersted Parish Council to ensure that the two events complemented one another.

Cllr. Goodheart declared an Ordinary Interest as Vice-Chair of Trustees for the Bognor Regis Youth & Community Centre, located across the road from the Hampshire Avenue Fun Week site

- 76.6** For the Funshine Day 2027 events, a budget of £5,250 was **AGREED** to be **RECOMMENDED**.
- 76.7** A Member asked whether, aside from mention of the Town Council's sponsorship being included in publicity material, there could be something more prominent at the event which identified the Town Council as the sponsor, such as the BRTC branded gazebo.

Comment was made that utilising the gazebo would require Council staff being present and the suggestion of providing the Rotary Club with a BRTC branded flag, to be displayed at each concert, was suggested as an alternative.

Members **DISAGREED** with the Officer recommendation for a budget of £3,250 for the 2027 Sunday Afternoon Concerts and instead **AGREED** to **RECOMMEND** a budget of £3,150.

76.8 A budget of £6,300 was **AGREED** to be **RECOMMENDED** for the 2027 Christmas Illuminations Switch-On event.

76.9 Whilst it was **AGREED** to **RECOMMEND** that a budget of £2,625 be allocated for the 2027 Carols in the Park event, Members asked for Officers to report back, at the next meeting, with a breakdown of the planned expenditure.

76.10 Members unanimously **AGREED** to hold an event/events to mark the 100th anniversary, on the 29th July 2029, of the title 'Regis' being bestowed upon Bognor, agreeing that this was a unique opportunity to promote the town and that the proposed meeting of stakeholders be arranged as soon as possible.

Whilst it was hoped that stakeholders would work with the Town Council, and make their own financial contribution towards the celebrations, given the significance of the anniversary, Members **AGREED** to **RECOMMEND** a budget of £5,000 in the 2027/28, 2028/29 and 2029/30 Financial Years, thereby building a total funding pot of £15,000.

77. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MAY AND JUNE 2026 (DEFERRED FROM THE PREVIOUS MEETING) AND JULY AND AUGUST 2026 (IF AVAILABLE) – MIN. 52 REFERS

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for May, June, July and August 2026, was **NOTED**.

78. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR JULY AND AUGUST 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 July and August 2026, was **NOTED**.

79. REPORT ON TOWN CENTRE ISSUES INCLUDING: - ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD; UPDATE IN RELATION TO LETTER SENT TO HALIFAX IN RELATION TO ROUGH SLEEPING IN LONDON ROAD PRECINCT – MIN. 54 REFERS

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

Members **RESOLVED** to write to Arun District Council and ask that they invoke the legal powers available to them by serving the Landlord of the property with a Section 215 Notice, under the Town & Country Planning Act 1990, to make the frontage more presentable.

80. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 23rd JULY 2026

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 23rd July 2026 that had been previously circulated to Councillors, was **NOTED**.

81. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 15th SEPTEMBER 2026 (IF AVAILABLE) AND AGREE ANY NEXT STEPS

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

As the Notes of the Liaison Meeting held on 15th September 2026 were not available, the noting of them was **DEFERRED** to a future meeting.

82. TO RECEIVE THE TOWN FORCE REPORT

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

83. TO CONSIDER A REQUEST FROM THE BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD FOR A RENEWED 3-YEAR FUNDING AGREEMENT (MIN. 78 OF THE MEETING HELD ON 20th NOVEMBER 2023 REFERS)

Cllr. Goodheart redeclared an Ordinary Interest

Cllr. Wells declared a Pecuniary Interest having recently carried out work on behalf of the Bognor Regis Heritage & Arts Partnership Board

The Deputy Clerk's report, and the letter from the Board detailing their request, was **NOTED**.

Members **RESOLVED** to **AGREE** to enter into another 3-year Funding Agreement with the Bognor Regis Heritage & Arts Partnership Board, effective from 1st April 2027.

84. TO RECEIVE AN UPDATE ON MARKETS IN THE TOWN CENTRE AND AGREE ANY NEXT STEPS INCLUDING RATIFICATION OF ANY EXPENDITURE (MIN. 62 REFERS)

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

Members thanked Officers for their work and **AGREED** to **RATIFY** the expenditure of £98 (excluding VAT) for the road closure ahead of the possible Christmas Market on 12th – 13th December 2026.

85. TO CONSIDER UPDATES TO THE QUALITY POLICY AND THE POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY

The Deputy Clerk's report, and the draft policies attached, was **NOTED**.

Members **AGREED** to **RECOMMEND** to Council the adoption of the Quality Policy and the Poster, Banner and Outdoor Display Opportunities Policy as attached and without amendment.

86. TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE, AND TO A CONSIDER REQUEST FROM THE TOWN CRIER TO PARTAKE IN THE ST WILFRID'S HOSPICE FIREWALK

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

86.1 Members **AGREED** that no changes to the role of the Town Crier were needed.

86.2 It was **AGREED** that the Town Crier could take part in the St. Wilfrid's Fire Walk on Friday 16th October, and further **RESOLVED** to **AGREE** to cover the £25 entry fee from the Town Crier Budget.

87. TO CONSIDER ANY INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2027 TOWN NEWSLETTER

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

It was **AGREED** to produce a condensed A4, 4-page version, with QR code for the full edition, for the 2027 Town Newsletter.

Members considered the Officer's suggested articles for the 2027 Town Newsletter and **AGREED** that, where space allowed, the following articles be included in the publication, in addition to the usual content (i.e. Mayor's Message, Budget Report, Events Diary): -

- Standing for Election in 2027
- Regeneration projects
- 100th Anniversary of Bognor 'Regis' – plans for 2029
- Twinning - 40th Anniversary of twinning with Weil am Rhein, Germany
- The Wombles of Bognor Regis in Bloom
- Councillor Drop-In Surgeries

88. FINANCIAL REPORTS INCLUDING: -

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

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

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

88.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 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**.

89. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK (IF AVAILABLE) – MIN. 22 REFERS

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

90. TO CONSIDER ARUN DISTRICT COUNCIL'S REQUEST FOR A FINANCIAL CONTRIBUTION TOWARDS THE LOSS OF PARKING REVENUE ARISING FROM THE INCREASE IN THE PARKING DISC SCHEME FROM TWO HOURS TO THREE HOURS (REFERRED FROM THE COUNCIL MEETING HELD 7th SEPTEMBER 2026 – MIN. 99 REFERS)

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

Cllr. Wells redeclared his Pecuniary Interest and left the Meeting

The Vice-Chair, Cllr. Mrs. Yeates, took the chair.

Members unanimously **DISAGREED** with making a financial contribution towards the loss of parking revenue arising from an increase in the scheme from two hours to three hours, as requested by Arun District Council.

Cllr. Wells returned to the Meeting and retook the chair

91. TO CONSIDER ANY RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE IN RELATION TO ANY OVERSPEND OF THE EQUIPMENT MAINTENANCE BUDGET FROM CHRISTMAS ACTIVITIES

Members **AGREED** the recommendation that 3 additional catenary wires in London Road be utilised to enhance the Christmas Illuminations and further **RESOLVED** to **AGREE** that the total overspend of the Equipment Maintenance Budget for the remaining two years, of £1,920, be drawn from General Reserves.

92. CORRESPONDENCE

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

- 93.** It was **RESOLVED** to vary the order of business to take the Additional Agenda item next.

94. TO CONSIDER THE PROVISION OF A CHRISTMAS TREE ON THE BALCONY OF BOGNOR REGIS TOWN HALL AND TO AGREE FROM WHICH BUDGET THIS COULD BE FUNDED

Members **RESOLVED** to **AGREE** to cover the cost of a Christmas tree on the Town Hall balcony, at an estimated cost of £505, from General Reserves.

95. 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 25 (contractual).

96. 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 7.58pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 1st SEPTEMBER 2026

PRESENT:

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

IN ATTENDANCE:

Mr. M. Hirst (Deputy Clerk)
1 member of the public

The Meeting opened at 4.00pm

63. 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.

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

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

65. 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

66. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 11th AUGUST 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 11th August 2026 as an accurate record and the Chair signed them.

67. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The member of the public seated in the public gallery did not wish to ask any questions, or make any statements. The meeting, therefore, was not adjourned.

68. CLERK'S REPORT FROM PREVIOUS MINUTES

68.1 19th May 2026 – Min. 12 Promenade Light Project – Risk Assessment and Method Statement

Members were informed that the Risk Assessment and Method Statement had been approved by Arun District Council and shared with the Town Council. Installation was scheduled for the week commencing 28th September 2026.

68.2 21st July 2026 – Min. 44 Gloucester Road Wall - Traffic Regulation Order

Members were informed that a meeting had been held between Town Council officers, Cllr. Warr and West Sussex County Council Highways

officers regarding the Gloucester Road wall. The Deputy Clerk would prepare the proposed Traffic Regulation Order for consideration and approval by the Planning and Licensing Committee before its submission to West Sussex County Council. The estimated timescale for the process was nine to twelve months.

68.3 21st July 2026 – Min. 49 CIL Spending List - Beach Access

Members were informed that progress on Arun District Council's (ADC) Beach Access Project had been affected by resourcing pressures, with Coastal Partners now undertaking coastal work focused primarily on coastal protection. A free beach wheelchair hire scheme had been introduced in Littlehampton, while a similar scheme remained an ambition for Bognor Regis. The Town Council had been invited to consider whether it could assist with providing a beach wheelchair or supporting other initiatives identified within ADC's November 2024 work programme.

68.4 Motorhome Parking

Concerns had been received from a member of the public regarding motorhomes parking overnight for extended periods along Marine Drive West, between Park Road and Nyewood Lane. Reported issues included the impact on residents, visitors, businesses and the appearance of the seafront, together with the alleged discharge of wastewater into roadside storm drains. The correspondence would be added for consideration at a future meeting.

69. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 7th, 14th AND 21st AUGUST 2026

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

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

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

70. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, OCCASIONAL MARKETS AND EVENTS TRADING CONSENT UP TO 4 DAYS - MARKET OPERATOR 123684: SOUTHDOWNS MUSIC FESTIVAL, WATERLOO SQUARE, BOGNOR REGIS, WEST SUSSEX

The Committee, following recommendations from Officers, **AGREED** to not comment on Occasional Markets and Events Trading Consent Premises License Application 123684 due to the Town Council's close working relationship with the organisation and the applicant being a Town Councillor.

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

71.1 Business and Planning Act 2020

Premises: Premiere Coffee Ltd, 33 London Road, Bognor Regis, West Sussex, PO21 1PQ

Application Number: 123683

The Committee noted the application for a Pavement License to place 17 tables with 34 chairs directly outside of the premises.

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

71.2 Business and Planning Act 2020

Premises: Poppins, 64 High Street, Bognor Regis, West Sussex, PO21 1SP

Application Number: 123690

The Committee noted the application for a Pavement License to place 2 tables with 4 chairs directly outside of the premises.

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

72. CORRESPONDENCE

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

The Meeting closed at 5.41pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 1st SEPTEMBER 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 7th, 14th AND 21st AUGUST 2026)**

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

<p><u>BR/134/26/PL</u> <u>21 Longford Road</u> Bognor Regis PO21 1AB</p>	<p>Change of use from dwelling house (use class C3) to 8-bed, 8-person house in multiple occupation (Sui Generis) to include a rear extension and loft conversion.</p>	<p>OBJECTION</p> <p>Members object to the application for the following reasons:</p> <p>Overconcentration of Houses in Multiple Occupation and Erosion of Family Housing (Arun Local Plan Policy H SP4(a); National Planning Policy Framework Policy DP3)</p> <p>Whilst Members acknowledge the need for a range of housing accommodation and recognise that the application site occupies an accessible location close to the railway station, bus services and town-centre facilities, Members consider that the proposal would contribute to an excessive concentration of Houses in Multiple Occupation within this immediate locality.</p> <p>The applicant's own assessment identifies four existing HMOs within 50 metres of the application site and seven existing HMOs within 100</p>
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<p><i>BR/134/26/PL (continued)</i> <i>21 Longford Road</i> <i>Bognor Regis</i> <i>PO21 1AB</i></p>		<p>metres. The proposal would increase those figures to five and eight respectively. Members consider that these figures demonstrate an established and growing cluster of HMOs within a relatively confined area.</p> <p>Members do not accept that the applicant's reliance upon an alleged 10% concentration threshold is sufficient to demonstrate compliance with Policy H SP4. The adopted policy does not establish a numerical threshold below which an application must automatically be considered acceptable. It requires a qualitative assessment of whether the proposal would erode the balance between different types of housing, including family housing.</p> <p>Furthermore, the submitted assessment lists broad address ranges and total numbers of residential units but does not identify the addresses of the HMOs counted, their planning or lawful-use status, or the methodology used to establish the figures. Members are therefore unable to determine whether the assessment provides a complete and reliable picture of HMO concentration in the area.</p>
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<p>BR/134/26/PL (continued) 21 Longford Road Bognor Regis PO21 1AB</p>		<p>The proposal would remove an existing three-bedroom family dwelling and replace it with accommodation for eight unrelated occupants. In the context of the existing concentration of HMOs, Members consider that this would further narrow the range of household types available locally and erode the remaining stock of family housing.</p> <p>The proposal is therefore contrary to criterion (a) of Policy H SP4 of the Arun Local Plan and the liveability and mixed-community principles of Policy DP3 of the National Planning Policy Framework.</p> <p>Parking Demand and Highway Impact (Arun Local Plan Policies H SP4(b) and T SP1; National Planning Policy Framework Policies TR4 and TR6)</p> <p>The proposed eight-bedroom HMO would provide no off-street car parking.</p> <p>West Sussex County Council's Guidance on Parking at New Developments indicates that provision of 0.5 parking spaces per bedroom should be considered appropriate for Houses in Multiple</p>
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<p>BR/134/26/PL (continued) 21 Longford Road Bognor Regis PO21 1AB</p>		<p>Occupation. On this basis, the proposal would generate an indicative requirement for four parking spaces, against which no provision is proposed.</p> <p>Members acknowledge the proximity of the site to public transport. However, accessibility alone does not demonstrate that none of the eight occupants, their visitors or service providers would require a vehicle. The applicant's statement that occupants would be advised that parking is limited and encouraged to use cycles and public transport is neither binding nor enforceable and does not amount to an effective travel plan or car-free management arrangement.</p> <p>No parking-capacity survey, site-specific car-ownership evidence, transport statement or assessment of cumulative parking demand has been submitted. Consequently, the application has not demonstrated that the likely displaced demand could be accommodated without increasing pressure on surrounding streets.</p> <p>The application frontage is subject to double-yellow waiting restrictions and Longford Road is a busy route used by buses and other</p>
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<p>BR/134/26/PL (continued) 21 Longford Road Bognor Regis PO21 1AB</p>		<p>large vehicles. Members are concerned that additional displaced parking would increase competition for the limited spaces in adjoining roads and could encourage inappropriate parking, obstruction of pedestrian routes and interference with the safe and efficient passage of traffic.</p> <p>Members are aware of the appeal decision relating to the nine-person HMO at 10 Longford Road. However, that proposal involved the enlargement of an existing six-person HMO and the resulting permission was expressly conditional upon the provision and retention of two on-site parking spaces. The present application would create an entirely new large HMO from a family dwelling while providing no parking at all. Members therefore consider that the circumstances are materially distinguishable.</p> <p>The proposal has not demonstrated that it would avoid generating excessive parking demand or traffic and is therefore contrary to Policies H SP4(b) and T SP1 of the Arun Local Plan and Policies TR4 and TR6 of the National Planning Policy Framework.</p>
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<p><i>BR/134/26/PL (continued)</i> <i>21 Longford Road</i> <i>Bognor Regis</i> <i>PO21 1AB</i></p>		<p>Overdevelopment and Inadequate Usable Open Space (Arun Local Plan Policies H SP4(c), D DM1 and D DM4; National Planning Policy Framework Policy DP3)</p> <p>Members consider that the conversion of this modest mid-terraced property into an eight-bedroom HMO, facilitated by a 7.5-metre rear extension and substantial rear dormer, represents an excessive intensity of development for the constrained plot.</p> <p>The applicant acknowledges that the claimed 53 square metres of external amenity space and garden depth of 7.3 metres fall below the Council's respective targets of 70 square metres and 10.5 metres. Moreover, a material proportion of the claimed area comprises the narrow 1.61-metre-wide passage alongside the rear extension rather than readily usable communal garden space.</p> <p>The remaining rear garden must also accommodate covered storage for eight bicycles, associated access, communal seating and planting. Members therefore consider that the amount of</p>
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<p>BR/134/26/PL (continued) 21 Longford Road Bognor Regis PO21 1AB</p>		<p>genuinely usable and unconstrained outdoor amenity space would be appreciably less than the headline figure stated by the applicant and would be inadequate for eight independent occupiers.</p> <p>The proximity of public open spaces does not overcome the requirement within Policy H SP4(c) for the development itself to provide an adequate area of open space.</p> <p>The proposal would therefore constitute an overdevelopment of the site and would fail to provide adequate, functional and good-quality outdoor amenity space for its intended level of occupation. It is consequently contrary to Policies H SP4(c), D DM1 and D DM4 of the Arun Local Plan and the liveability and design principles of Policy DP3 of the National Planning Policy Framework.</p> <p>Members also note that one of the public representations states that works at the property are already under way. Members request that the Local Planning Authority investigate whether any works requiring planning permission have commenced before this application has been determined and take any action considered appropriate.</p>
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<p><i>BR/134/26/PL (continued)</i> <i>21 Longford Road</i> <i>Bognor Regis</i> <i>PO21 1AB</i></p>		<p>Members recognise that the reported commencement of works is a separate enforcement matter and do not rely upon it as an additional reason for refusal.</p> <p>Members further request that, should the Local Planning Authority nevertheless be minded to grant permission, the maximum occupation be restricted to eight persons and the acoustic protection scheme recommended by Environmental Health be secured and implemented before the HMO use commences.</p>
<p><u>BR/140/26/A</u> <u>58 High Street</u> Bognor Regis PO21 1SP</p>	<p>Installation and display of 4 No. internally illuminated fascia signs and 1 No. internally illuminated projecting sign.</p>	<p>OBJECTION</p> <p>Members object to the application for the following reason:</p> <p>Impact of Illuminated Signage on Residential Amenity (Arun Local Plan Policies QE SP1, QE DM2 and D DM1; NPPF Policy P3)</p> <p>The proposal would introduce five internally illuminated signs around premises with residential flats immediately above. Members consider that the combined amount of illumination would be excessive in such close proximity to residential accommodation and</p>

<p><i>BR/140/26/A (continued)</i> <i>58 High Street</i> <i>Bognor Regis</i> <i>PO21 1SP</i></p>		<p>could create intrusive glare and light spill, particularly during the night.</p> <p>This concern is heightened by the related proposal for the adult gaming centre to operate 24 hours a day. The advertisement application does not demonstrate that the signs would be switched off overnight or that the proposed luminance levels would prevent light from affecting the flats above and other nearby residents.</p> <p>Members therefore consider that the advertisements would have an unacceptable impact on residential amenity, contrary to Policies QE SP1, QE DM2 and D DM1 of the Arun Local Plan and Policy P3 of the National Planning Policy Framework, which require lighting levels to be limited, glare and spillage to be minimised, and adverse effects from artificial light to be avoided or mitigated.</p> <p>Should the Local Planning Authority be minded to approve the application, Members request that conditions restrict illumination to 09:00-00:00 daily and secure maximum luminance levels and methods of illumination that minimise glare and light spill.</p>
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<p><u>BR/137/26/PL</u> <u>Bognor Regis Sports Ground</u> Hawthorn Road Bognor Regis PO21 2UW</p>	<p>Replace existing 1.8m wooden fence with new 2.4m green metal twin bar fence. Is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/141/26/PL</u> <u>58 High Street</u> Bognor Regis PO21 1SP</p>	<p>Change of use of a betting shop (Sui Generis) to an adult gaming centre (Sui Generis). This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>OBJECTION</p> <p>Members object to the application for the following reasons:</p> <p>Impact of the Proposed 24-Hour Operation on Residential Amenity (Arun Local Plan Policies QE SP1, QE DM1 and D DM1; NPPF Policy P3)</p> <p>Whilst Members acknowledge the premises' previous use as a betting shop, and recognise that concern about the desirability of another gambling venue is not, in itself, a planning reason for objection, Members are not convinced by the prospect of yet another gambling-related business in the town centre. They are concerned about the existing concentration of gambling premises locally and the wider harm gambling can cause, particularly to vulnerable people. Members recognise that these matters are primarily addressed through the licensing regime and do not rely upon them as a separate reason for refusal.</p>

<p>BR/141/26/PL (continued) 58 High Street Bognor Regis PO21 1SP</p>		<p>Members' principal concern relates to the proposed 24-hour operation of the adult gaming centre directly beneath existing residential flats.</p> <p>The submitted Noise Impact Assessment contains significant inconsistencies regarding the relationship between the application premises and the adjoining residential accommodation. The assessment states that no noise-sensitive receptors adjoin the site and that the premises are surrounded on all sides by commercial premises and storage. However, elsewhere within the same assessment, the residential flats immediately above the premises are identified as the closest noise-sensitive receptors.</p> <p>Furthermore, the conclusion of the assessment incorrectly refers to baseline noise surveys undertaken around "83 High Street, Sidcup", rather than the application site at 58 High Street, Bognor Regis. Whilst this may be a drafting or copying error, Members consider that, when taken together with the conflicting description of the adjoining residential accommodation, it raises concerns regarding the degree to which the assessment and its conclusions</p>
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<p>BR/141/26/PL (continued) 58 High Street Bognor Regis PO21 1SP</p>		<p>have been properly reviewed and tailored to this site.</p> <p>Members also note that the assessment of customer behaviour during the most noise-sensitive hours is based upon a limited number of short-duration observations at other Merkur venues. These observations do not provide sufficiently robust, site-specific evidence of the likely effects of customer arrivals and departures, smoking, conversation and potential loitering throughout the night at this particular location.</p> <p>Given the presence of residential accommodation immediately above the premises, Members are not satisfied that the application has adequately demonstrated that continuous operation between 00:00 and 23:59 each day would avoid unacceptable noise and disturbance or safeguard the living conditions of neighbouring residents.</p> <p>The proposal is therefore considered contrary to Policies QE SP1, QE DM1 and D DM1 of the Arun Local Plan and Policy P3 of the National Planning Policy Framework, which require development to protect residential</p>
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BR/141/26/PL (continued) 58 High Street Bognor Regis PO21 1SP		<p>amenity, avoid unacceptable noise impacts and incorporate appropriate mitigation where necessary.</p> <p>Should the Local Planning Authority nevertheless be minded to approve the application, Members request that conditions are imposed restricting customer opening hours to 09:00–00:00 daily; requiring all acoustic mitigation works to be completed and independently verified before the use commences; securing compliance with an approved Operational Management Plan; and preventing deliveries and waste collections between 23:00 and 07:00.</p>
<u>BR/139/26/PL</u> <u>58 High Street</u> Bognor Regis PO21 1SP	Shopfront alterations including the replacement of the stall riser, entrance doors and fascia. This application is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/148/26/HH</u> <u>47 Gravits Lane</u> Bognor Regis PO21 5LU	Internal alterations to form new room and new window.	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 22nd SEPTEMBER 2026

PRESENT:

Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, S. Goodheart (from Min. 79), Miss. C. Needs, M. White and Mrs. G. Yeates (from Min. 78)

IN ATTENDANCE:

Mrs. R. Vervecken (Civic & Officer Manager)

The Meeting opened at 4.02pm

73. 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.

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

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

75. DECLARATIONS OF INTEREST

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

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

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

76. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 1st SEPTEMBER 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the meeting held on 1st September 2026 as an accurate record and the Chair signed them.

77. 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.

78. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllr. Mrs. G. Yeates arrived to the Meeting

The Clerk had nothing to report from the previous Minutes.

79. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 28th AUGUST AND 4th, 11th SEPTEMBER 2026

Cllr. S. Goodheart arrived to the Meeting

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

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

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

80. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 28th AUGUST AND 4th, 11th SEPTEMBER 2026. ALSO, TO RATIFY ANY REPRESENTATIONS SUBMITTED FOR APPLICATION WSCC/038/26

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

80.1 To consider commenting on any significant planning applications outside the wards of Bognor Regis, that may impact on the infrastructure of Bognor Regis on lists dated 28th August and 4th, 11th September 2026

There were no applications to be considered on the lists advertised.

80.2 To ratify any representations submitted for application WSCC/038/26

Due to the short response time, Members were canvassed, via email in between meetings for their views on application WSCC/038/26, concerning the construction of a new four-arm roundabout at the Oystercatcher Junction of the A259, connecting the A259 with the B2233 (Yapton Road) and Climping Street.

Following receipt of a sufficient number of responses from Members, and with a majority in agreement, a representation of no objection was submitted on behalf of the Town Council.

Members present at the meeting unanimously **RATIFIED** the representation of **NO OBJECTION** submitted to West Sussex County Council, in respect of planning application WSCC/038/26.

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

**81.1 Occasional Market and Event Trader Consent up to 4 days – The Big Switch at 6
Premises: High Street, Bognor Regis, West Sussex
Licence Application Number: 121599**

An application for a Street Trading Consent was made to Arun District Council under the Local Government (Miscellaneous Provisions) Act 1982.

The Clerk explained that the above application applying for a Market in the High Street on Saturday 28th November 2026 as part of the 'Big Switch at 6' Christmas Lights Switch-On, was made by Bognor Regis Town Council's Event Manager, and that any comment therefore made by the Town Council could be deemed as a conflict of interest.

Members therefore unanimously **AGREED** to **ABSTAIN** from making a formal representation with the Clerk to advise Arun District Council of this decision.

82. 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.

83. TO NOTE CORRESPONDENCE, FROM A MEMBER OF THE PUBLIC, REGARDING MOTORHOME PARKING AND ANTI-SOCIAL DRIVING ON THE ESPLANADE AND SURROUNDING ROADS, AND TO AGREE ANY NEXT STEPS

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

Members discussed the growing issue of motorhome parking, which had also been noticeable along the seafront and at West Park. It was noted that the specific area raised by a member of the public had already been taken up by the County Councillor for Bognor Regis West and Aldwick, who had agreed to raise the matter with the West Sussex County Council Highways Officer. Members considered that the most appropriate course of action may be to invite the WSCC Highway Manager to a future meeting to provide an update on this matter, as well as other local highways issues, with this having proved useful in the past.

It was therefore **AGREED** that the Deputy Clerk would extend an invitation to the WSCC Western Area Highway Manager, Mr. M. Jacobs, to attend a future meeting.

84. CORRESPONDENCE

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

The Meeting closed at 4.25pm

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 22nd SEPTEMBER 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 28th AUGUST 4th AND 11th SEPTEMBER 2026)**

PLEASE NOTE: There were no applications for Bognor Regis on List Dated 28th August 2026

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

<p><u>BR/144/26/PL</u> 13 Normanton Avenue Bognor Regis PO21 2TU</p>	<p>Conversion, extension and refurbishment of the existing detached dwelling to create two self-contained semi-detached dwellings, including demolition of the existing garage and outbuildings, provision of four off-street parking spaces, associated landscaping, sustainable drainage works and all associated development. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.</p>	<p>NO OBJECTION</p>
<p><u>BR/146/26/PL</u> 34 Sudley Road Bognor Regis PO21 1ER</p>	<p>Retention of 3 No. flats as previously approved under BR/162/20/PD. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/161/26/PL</u> 6-7 Lansdowne House The Esplanade Bognor Regis</p>	<p>Change of use from restaurant, kitchen and stores to 2 No. office suites. This application may affect the character and appearance of The Steyne, Bognor Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 13th OCTOBER 2026

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

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

The Meeting opened at 4.02pm

85. WELCOME BY CHAIR

Due to the Chair, Cllr. Mrs. J. Warr having given 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.

86. 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.

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

87. 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 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

88. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 22nd SEPTEMBER 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the Meeting held on 22nd September 2026 as an accurate record and the Chair signed them.

89. 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.

90. CLERK'S REPORT FROM PREVIOUS MINUTES

90.1 1st September 2026 – Min. 68.3 - Beach Access

Members were informed that Arun District Council had confirmed that the beach wheelchair facilities introduced in Littlehampton cost approximately £7,500, including adult and child wheelchairs, spare parts and a storage shed.

Introducing a similar scheme in Bognor Regis presents additional challenges due to the lack of existing seafront facilities. Before equipment can be purchased, matters including storage, seasonal operation, booking arrangements, management, risk assessments, maintenance and inspections would need to be resolved, potentially involving additional capital and ongoing revenue costs.

ADC repeated that it currently lacks the resources to progress the project and the Town Council has been invited to consider whether it would be willing to commit funding in principle to support the development of a scheme in Bognor Regis.

Members were informed that this would be included on next meeting's agenda, when the Town Council's CIL spending list was to be reviewed.

90.2 Community Infrastructure Levy (CIL) Update

Members were informed that Community Infrastructure Levy (CIL) receipts totaling £2,604.72 would be received by the Town Council for the current period, and that the annual CIL Monitoring Form was being completed for submission and would be presented at the next meeting for ratification.

91. TO WELCOME MARK JACOBS, WESTERN AREA HIGHWAY MANAGER, FROM WSCC TO DISCUSS HIGHWAYS MATTERS INCLUDING MOTORHOME PARKING IN THE TOWN – MIN. 83 REFERS

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

Members welcomed Mark Jacobs, Western Area Highway Manager, WSCC, who had been invited to discuss highways matters, particularly concerns regarding motorhome parking along The Esplanade and surrounding roads.

During discussions, it was clarified that the parking of motorhomes on the public highway was not, in itself, illegal, and that restrictions would need to be introduced through the appropriate processes.

Members were advised that Aldwick Parish Council was considering submitting a Community Highways Scheme (CHS) application to address similar concerns within its parish. Members expressed support for this approach and **AGREED** that Officers should contact Aldwick Parish Council to offer the Town Council's support for any potential application.

Members also discussed the use of public car parks by motorhomes and caravans and **AGREED** that Officers write to Arun District Council to request that consideration be given to introducing restrictions on overnight parking for such vehicles within its car parks.

A question was also asked regarding speeding on Victoria Drive and this would be taken away and investigated by WSCC as to the potential merits for a Traffic Regulation Order.

92. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 18th, 25th SEPTEMBER AND 2nd OCTOBER 2026

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

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

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

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

There were no Premises Licence applications to be considered.

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

94.1 Business and Planning Act 2020

Premises: The Clockhouse Café, 7 Clock Walk, High Street, Bognor Regis, West Sussex, PO21 1SG

Application Number: 123844

The Committee noted the application for a Pavement Licence to place 5 tables with 12 chairs directly outside of the premises.

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

95. TO RECEIVE AN UPDATE ON PARTICIPATION IN THE ROUTE 600 BUS SHELTER WORKING GROUP AND DECIDE NEXT STEPS – MIN. 7.2 REFERS

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

Members received an update on the Route 600 Bus Shelter Working Group and considered the locations identified as suitable for the installation of new bus shelters through the Bus Service Improvement Plan (BSIP) funding.

Members noted that any new shelters would need to be adopted by the Town Council, with associated responsibilities for ongoing maintenance, insurance and management.

Following discussion, Members **AGREED** that Officers request the installation of two new bus shelters at Richmond Avenue West and Oakleigh Court, Aldwick Road, through the Route 600 Bus Shelter Working

Group.

Members further **AGREED IN PRINCIPLE** that the Town Council adopt the two shelters as Council assets, subject to their installation, and **RECOMMEND** to the Policy and Resources Committee that a suitable budget be agreed for their ongoing maintenance, insurance and management.

96. TO RECEIVE AN UPDATE ON THE SUBMISSION OF A TRAFFIC REGULATION ORDER APPLICATION TO WEST SUSSEX HIGHWAYS FOR GLOUCESTER ROAD WALL AND DECIDE NEXT STEPS – MIN. 44 AND 68.2 REFERS

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

Members received an update on the proposed Traffic Regulation Order (TRO) application for Gloucester Road, intended to address ongoing concerns regarding vehicle collisions with the southern end of Gloucester Road wall.

Following discussion, Members **AGREED** to **DELEGATE** authority to the Town Clerk, in consultation with the Chair of the Planning and Licensing Committee, to finalise and submit the TRO application to West Sussex County Council, with progress reported back to the Committee.

Members further **AGREED** that Officers could indicate, as part of the TRO application, that the Town Council would be willing to make a small financial contribution towards the scheme, if necessary, subject to any required approval of the amount and funding.

97. TO CONSIDER SUBMITTING, ON BEHALF OF THE TOWN COUNCIL, A RESPONSE TO ARUN DISTRICT COUNCIL'S OFF-STREET PARKING STRATEGY 2027-2030 CONSULTATION

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

Members noted that the published deadline for responses to ADC'S Off-Street Parking Strategy 2027–2030 consultation was midnight on Monday 12th October. ADC Officers had agreed that as this Committee meets on Tuesday 13th October, that the Town Council may submit its response one day later, following the meeting, enabling Members to agree any comments before submission.

Members considered the consultation questions and expressed their support for the draft strategy.

In summary, comments submitted by Members included the importance of ensuring that car parks are accessible to all users, particularly those with disabilities or reduced mobility, and that parking charges remain affordable for residents, workers and visitors, supporting local businesses and town centre footfall.

Members also highlighted the need to maintain sufficient parking spaces to meet demand and ensure that car parks are well lit, helping users to feel safe when accessing their vehicles, particularly during the evening.

A particular comment concerned the need to improve signage, especially ground markings, to clearly direct vehicles around car parks and support the safe movement of pedestrians. Members emphasised the importance of clearly marked pedestrian routes and crossing points, particularly for those with disabilities or reduced mobility.

Following discussion, Members **AGREED** the Town Council's response to Arun District Council's Off-Street Parking Strategy 2027–2030 consultation, for submission by Officers.

98. CORRESPONDENCE

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

The Meeting closed at 5.55pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 13th OCTOBER 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 18th, 25th SEPTEMBER
AND 2nd OCTOBER 2026)**

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

[BR/217/25/PL](#)
[Land rear of 86 Annandale Avenue](#)

Bognor Regis
PO21 2EZ

Erection of 1 No. 3- bed dwelling house with off street parking and garden. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.

RE-ADVERTISED Amended application form with Certificate B and amended red edge on block and location plan.

OBJECTION

Members have considered the amended plans and supporting information but maintains its objection on the following grounds.

**Overdevelopment,
Intensification and Inadequate
Outdoor Amenity Space**

The proposed development would continue to result in an intensification of use and a cramped appearance, adversely affecting the character of No. 86 Annandale Avenue and the surrounding residential area. The amendments do not substantially reduce the scale of development or overcome concerns regarding the adequacy of outdoor amenity space retained for the existing property and the relationship between the two dwellings. Members therefore remain concerned that the proposal

<p><i>BR/217/25/PL (continued)</i> <i>Land rear of 86 Annandale Avenue</i> <i>Bognor Regis</i> <i>PO21 2EZ</i></p>		<p>conflicts with Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan.</p> <p>Displacement of Existing Parking and Increased Pressure on Surrounding Streets</p> <p>Members also remain concerned about the displacement of existing parking serving No. 86 and the consequent pressure on surrounding streets. Retaining the driveway for access and repositioning the two parking spaces serving the proposed dwelling does not demonstrate that parking lost from the existing property would be retained or replaced.</p> <p>Retention and protection of trees</p> <p>Members acknowledge the proposed retention of existing trees, including the magnolias, but considers that their long-term protection and contribution to the character of the area should be secured through a Tree Preservation Order. Ahead of submitting this representation, the Town Council has written to Arun District Council's Arboricultural Team requesting that these trees be protected by a Tree Preservation</p>
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BR/217/25/PL (continued) Land rear of 86 Annandale Avenue Bognor Regis PO21 2EZ		Order. Should planning permission be granted, appropriate conditions should also secure their retention and protection throughout construction.
<u>BR/142/26/HH</u> <u>18 Bassett Road</u> Bognor Regis PO21 2JJ	Rear single storey extension.	NO OBJECTION
<u>BR/165/26/PL</u> <u>Caspian House</u> <u>42-48 Richmond Avenue</u> Bognor Regis PO21 2YE	Erection of a bin store to the front of the property. Is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION
<u>BR/171/26/PL</u> <u>32 London Road</u> Bognor Regis PO21 1PY	Single storey flat roof extension to the rear of property, including installation of external associated air conditioning plant and smoking shelter to existing yard area. Is in CIL Zone 4 (Zero Rated) as all other development.	<p>OBJECTION</p> <p>Members object to this application on the following grounds:</p> <p>Insufficient Acoustic Information and Potential Noise Impact (Arun Local Plan Policy QE DM1)</p> <p>Members support Environmental Health's holding objection. The proposal includes three external air-conditioning units, but no acoustic data or noise impact assessment has been submitted to demonstrate that their operation would safeguard the amenity of nearby noise-sensitive properties. A suitable assessment should be submitted and considered before</p>

<p><i>BR/171/26/PL (continued)</i> <i>32 London Road</i> <i>Bognor Regis</i> <i>PO21 1PY</i></p>		<p>determination. This should assess representative background sound levels, the combined noise from all three units, their proposed operating hours and any mitigation required.</p> <p>Noise, Disturbance and Light from the Proposed Smoking Shelter (Arun Local Plan Policies QE SP1, QE DM1 and QE DM2)</p> <p>Members are concerned that the proposed smoking shelter could encourage more frequent and prolonged use of the rear yard, resulting in noise from customers congregating and conversing, repeated opening of doors, and potential disturbance from smoke and odour. These effects require particular consideration during evening and night-time periods. Insufficient information has been provided regarding the shelter's hours of use, management arrangements and any associated external lighting. These details should demonstrate how neighbouring occupiers would be protected from noise, disturbance and light spill.</p>
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<p><i>BR/171/26/PL (continued)</i> <i>32 London Road</i> <i>Bognor Regis</i> <i>PO21 1PY</i></p>		<p>Intensification of Use and Cumulative Effects on Residential Amenity (Arun Local Plan Policies QE SP1 and QE DM1)</p> <p>Members are concerned that the additional floorspace and revised layout could intensify activity at the premises, including increased customer movements and use of the rear smoking area. The cumulative effects of this activity, together with noise from the proposed external air conditioning units, could significantly harm neighbouring residential amenity.</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 14th SEPTEMBER 2026

PRESENT:

Cllr. K. Batley (Chair); Cllrs: P. Botterill, D. Dawes,
M. Stanley, Mrs. J. Warr, and M. White

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)

The Meeting opened at 6.31pm

36. 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.

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

Apologies for absence were received from Cllrs. Miss. C. Needs, R. Nash, P. Ralph and P. Woodall. The Clerk recommended that the reasons given were acceptable, and these absences were unanimously **APPROVED** by Members.

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

38. 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

39. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 13th JULY, AND THE EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING OF 18th AUGUST 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Environmental and Leisure Committee Meeting held on 13th July 2026, and the Extraordinary Meeting of 18th August 2026 as an accurate record and the Chair duly signed them.

40. 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.

41. CLERK'S REPORT FROM PREVIOUS MINUTES

41.1 13th July 2026 – Min 21. Adjournment for Public Question Time and Statements

The 'Which?' Report of July 2026, labelled Bognor Regis as the 'Worst seaside resort' for the second consecutive year. Whilst the report was raised as a potential agenda item for a subsequent meeting, it was determined; following consultation with the Member and the Clerk, that this issue had already been raised in several different forums with responses from the Town Council and the local MP, that the matter be reported under the Clerk's Report instead.

41.2 Arun District Council London Road Precinct Cleansing

For information, Arun District Council had previously notified the Town Council that they were aware that the cleaning of London Road precinct was below par. This had been recently exacerbated by a period of hot dry weather. To redress, an improved cleansing schedule, inclusive of hot washes, was introduced.

42. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 22nd July 2026 INCLUDING:

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis In Bloom Working Group Meeting held on 22nd July 2026, was **NOTED**.

42.1 Recommended expenditure of £15.00 for a gift voucher charged to the In Bloom Competition Budget – Min. 5.2 refers

Members unanimously **RESOLVED** to **RATIFY** expenditure of £15.00 for a gift voucher charged to the In Bloom Competition Budget.

42.2 Recommended expenditure of £15.00 for a Winners Gift Card, £20.70 (incl. VAT) for a Winners Plaque and £444.00 (incl. VAT) for Competition Flowers. All charged to the Competition Expenses Budget – Min. 5.3 refers

Members unanimously **RESOLVED** to **RATIFY** total expenditure of £479.70, comprising; £15.00 for a Winners Gift Card, £20.70 (incl. VAT) for a Winners Plaque and £444.00 (incl. VAT) for Competition Flowers. All charged to the Competition Expenses Budget.

42.3 Recommendation that Bridgette Macilwaine be appointed as a member of the Working Group – Min. 6 refers

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

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

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

43.1 £571.46 excluding VAT for replacement multi-coloured Bunting - Min. 22.1 refers

Members unanimously **RESOLVED** to **RATIFY** expenditure of £571.46 excluding VAT for procurement of Rainbow Pattern Bunting to be funded from Publicity and Promotions Budget 2026/27.

44. TO CONSIDER ENHANCING THE CHRISTMAS ILLUMINATIONS IN LONDON ROAD BY UTILISING THE 3 ADDITIONAL CATENARIES RECENTLY INSTALLED TO ENABLE A CRISS-CROSS BUNTING CONFIGURATION, INCLUDING THE ASSOCIATED COSTS

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

Members **AGREED** to utilise the three additional catenaries in London Road and enhance the Christmas illuminations with motifs matching the current colour scheme.

Further, Members **RESOLVED** to **RATIFY** the projected overspends of the Equipment Maintenance Budget from Christmas Activities, of £566 (excl. VAT), for Year 2 (2026-27) of the three-year Contract, and £1, 354 (excl. VAT), for Year 3 (2027-28) and **RECOMMEND** to the Policy and Resources Committee, at the subsequent meeting of 21st September 2026, that these be drawn from General Reserves respectively.

45. TO CONSIDER THE PRODUCTION OF A LEAFLET AND SEAFRONT SHELTER POSTERS, INCLUDING FORMAT AND DELIVERY, IN RELATION TO 2027 EVENTS IN THE TOWN, AND ANY POTENTIAL BUDGET IMPLICATIONS

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

Members **AGREED** the production of a leaflet and seafront shelter posters to promote Bognor Regis events in 2027 and that an appropriate budget be recommended in due course. Noting, funding for 2027/28, via the Publicity and Promotions Budget, would not be available until 1st April 2027.

Members **AGREED** to **RECOMMEND** the formats of leaflets and posters for 2027 be as the previous 2026 campaigns, with in addition, a QR map showing Bognor Regis Town Centre in relation to Chichester University campus sites at Bognor Regis and Chichester.

Members **DEFERRED** any decision on the delivery, of the events leaflet produced for 2027, to the wider West Sussex area. Tasking the Committee Clerk to produce cost scenarios, inclusive of, the areas of delivery, the method of delivery, printing and distribution costs, for presentation at the next scheduled meeting of 9th November 2026.

46. TO CONSIDER ALLOCATING A BUDGET OF UP TO £600, FROM THE PUBLICITY & PROMOTIONS BUDGET, TO COVER THE COST OF REPRODUCING REPLACEMENT 'GENERIC' POSTERS FOR THE SEAFRONT SHELTERS DURING QUIET EVENT PERIODS, WITH A REPORT BROUGHT BACK TO MEMBERS EACH NOVEMBER DETAILING EXPENDITURE TO DATE, AHEAD OF BUDGET RECOMMENDATIONS FOR THE COMING YEAR

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

Members, following debate, **AGREED IN PRINCIPLE** a budget of up to £600 be allocated, from the Publicity and Promotions Budget 2026/27, to fund the production of posters at seafront sites, during quiet event periods.

It was suggested that local businesses be invited to sponsor posters on the seafront shelter sites and Members **AGREED** to **RECOMMEND** that the Policy and Resources Committee consider updating the "Poster, Banner and Outdoor Display Opportunities Policy", to include business sponsorship of posters.

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

The Committee Clerk's report, detailing representations made on behalf of the Town Council in response to the two applications received, was **RATIFIED**.

48. CORRESPONDENCE

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

The Meeting closed at 7.02pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
2nd NOVEMBER 2026**

**AGENDA ITEM 12 - TO NOTE THAT THE WSALC AGM AND CONFERENCE
WILL TAKE PLACE ON WEDNESDAY 4th NOVEMBER 2026, AT THE AMEX
STADIUM, BRIGHTON**

REPORT BY THE DEPUTY CLERK

FOR DECISION

Notification has been received that this year WSALC will be holding their AGM, followed by a joint ESALC and WSALC Conference, on Wednesday 4th November 2026 at the Amex in Brighton (approx. 10am – 4pm).

Each parish or town council can elect up to two representatives to have voting rights at the AGM. At the Annual Town Council Meeting held in May, Councillors Goodheart and Wells were appointed as the Town Council's WSALC representatives.

It is anticipated that representatives will be in attendance, in addition to the Town Clerk.

DECISION

Members are asked to **NOTE** that the WSALC AGM and Conference will be taking place on Wednesday 4th November 2026.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
2nd NOVEMBER 2026**

**AGENDA ITEM 13 - 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

Sussex Police attendance at Council Meetings

Whilst it had been hoped that Chief Inspector Kay Hutchings, District Commander for Arun & Chichester, would be able to attend the Council Meeting in November, owing to annual leave this will not be possible. In her absence, CI Hutchings invited questions from Councillors to be sent to her, to which she would respond. A question was submitted by Cllr. Miss. Needs, in relation to the illegal use of e-scooters and excessive speeds of some e-bike users.

Arun Parish (Sussex Police) Meeting

The next meeting is scheduled to be held on 29th October 2026.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
2nd NOVEMBER 2026**

**AGENDA ITEM 15 - CIVIC DUTIES UNDERTAKEN BY MAYOR CLLR. PAUL
RALPH FROM 7th SEPTEMBER - 2nd NOVEMBER 2026**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Tuesday 08.09.2026	:	Youth & Young Persons Cheque Presentations, Council Chamber
Thursday 10.09.2026	:	Opening of 'Furntastic Homes' Furniture Store, London Road, BR
Saturday 12.09.2026	:	<i>Deputy Mayor attended: Opening of Southdowns Music Festival 2026, London Rd, BR</i>
Tuesday 22.09.2026	:	Kent Surrey Sussex (KSS) Air Ambulance Civic & Community Leaders Day, Redhill Aerodrome, Surrey
Saturday 26.09.2026	:	Bognor Regis Puppet Party, Royal Norfolk Hotel, The Esplanade, BR
Friday 02.10.2026	:	Photo op for 'Celebration Station' Gold Award, BR Railway Station, BR
Wednesday 07.10.2026	:	'Safe Steps' Solar Lighting Unveiling event Gloucester Rd, BR
Thursday 08.10.2026	:	BR in Bloom Awards Evening, 'Seasons', BR Town Football Club, Nyewood Lane, BR
Friday 09.10.2026	:	High Sheriff of West & East Sussex' Judges Service, Chichester Cathedral, Chichester
Tuesday 13.10.2026	:	Bognor Regis Veteran Breakfast Club - Visit from Royal Hospital Veterans, The Waverley, Marine Drive West, BR
Thursday 15.10.2026	:	VAAC AGM, Fishbourne Community Centre, Blackboy Lane, Chichester
Monday 19.10.2026	:	WSALC Chair's Forum, via Zoom

Saturday 24.10.2026	:	RBL 2026 Poppy Appeal Launch, Sainsbury's Superstore, Shripney, BR
Saturday 24.10.2026	:	<i>Deputy Mayor attended: RBL 2026 Poppy Appeal Launch, Tesco Superstore, Shripney, BR</i>
Saturday 31.10.2026	:	Phoenix Centre 'Battle of the Bands' 2026, Phoenix Centre, Westloats Lane, BR

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
2nd NOVEMBER 2026**

**AGENDA ITEM 16 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 7th SEPTEMBER – 2nd NOVEMBER 2026**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Saturday 12.09.2026	:	Opening of Southdowns Music Festival 2026 London Rd, BR
Saturday 26.09.2026	:	Bognor Regis Puppet Party, Royal Norfolk Hotel, The Esplanade, BR
Saturday 03.10.2026	:	73 rd National Town Criers' Championship, Rye Gun Gardens, Church Square, Rye
Friday 16.10.2026	:	Promoting the opening of 'Jack the Chipper', Elephant Park, Sayer Street, London (private event)
Saturday 17.10.2026	:	Officiating at Wedding Ceremony, Newtown Sports & Social Club, Greencourt Drive, BR (private event)
Sunday 18.10.2026	:	Ancient & Honourable Guild of Town Criers AGM – Bognor Regis Town Crier elected first Lady Chairman of the Guild (private event)

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 2nd NOVEMBER 2026**

AGENDA ITEM 18 - CORRESPONDENCE

FOR INFORMATION

- 1.** NALC Chief Executive Bulletin – Circulated to all Councillors 17.09.2026
- 2.** Save The Date. Arun & Chichester Citizens Advice AGM – Circulated to all Councillors 17.09.2026
- 3.** WSCC news release; New support helps West Sussex families take control of future care – Circulated to all Councillors 17.09.2026
- 4.** WSCC e-newsletter; Local government reorganisation paused, plan your future care, Safer school crossings, Electric blanket testing and more – Circulated to all Councillors 17.09.2026
- 5.** Sussex Police and Crime Commissioner; Transforming Sussex's Response to Shop Theft – Circulated to all Councillors 18.09.2026
- 6.** NALC Jobs newsletter 21.09.2026
- 7.** WSCC News Release; West Sussex residents asked for views on new electric vehicle charge points – Circulated to all Councillors 21.09.2026
- 8.** Sussex Alerts 'Our News' – Circulated to all Councillors and on social media 21.09.2026
- 9.** ADC news release; Budget Consultation 2027/2028 – Circulated to all Councillors and on social media 21.09.2026
- 10.** NALC events – Circulated to all Councillors 22.09.2026
- 11.** WSCC News Release; Get help to get online in West Sussex – Circulated to all Councillors 22.09.2026
- 12.** WSCC news release; Residents urged to 'Stop the Spark' by keeping batteries and vapes out of household bins – Circulated to all Councillors 22.09.2026
- 13.** CCCI Events booking update – Forwarded to Cllr Dawes as Town Council representative 23.09.2026
- 14.** WSCC News Release; West Sussex business leaders invited to join exclusive Future CEO development programme – Circulated to all Councillors 23.09.2026
- 15.** St Wilfrid's Hospice; autumn newsletter – Circulated to all Councillors 23.09.2026
- 16.** NALC Chief executive's bulletin – Circulated to all Councillors 24.09.2026
- 17.** Office for National Statistics August update 24.09.2026
- 18.** WSCC News Release; New Chair appointed to lead West Sussex Economic Growth Board – Circulated to all Councillors 24.09.2026
- 19.** Stonepillow Supporter update – Forwarded to Cllr Paul Ralph (Mayor & Patron) 24.09.2026
- 20.** Sussex Alerts; September Fraud Newsletter – Circulated to all Councillors and on social media 24.09.2026
- 21.** Sussex Alerts; Protecting Students from Cyber Crime and Fraud: The University Student Guide 25.09.2026
- 22.** Sussex Police and Crime Commissioner; Putting the brakes on illegal e-bikes and e-scooters – Circulated to all Councillors 25.09.2026
- 23.** Sussex Alerts; Spiking Intensification Week – Circulated to all Councillors and on social media 26.09.2026
- 24.** NALC Jobs newsletter 28.09.2026
- 25.** Hidden Disabilities Sunflower webinar 28.09.2026

AGENDA ITEM 18

- 26.** Arun September Newsletter 30.09.2026
- 27.** Hidden Disabilities Scheme; Free webinar and resources for your team 30.09.2026
- 28.** Sussex Alerts; Sussex Police Fortnightly Bulletin Arun – Circulated to all Councillors 30.09.2026
- 29.** NALC Chief Executives Bulletin – Circulated to all Councillors 01.10.2026
- 30.** CCCI October Newsletter – Forwarded to Cllr Dawes 01.10.2026
- 31.** WSCC News Release; Have your say and help shape future leisure opportunities for young people in West Sussex – Circulated to all Councillors and social media 01.10.2026
- 32.** Sussex Alerts; Sussex Police & Crime Commissioner Katy Bourne's annual Safer in Sussex Survey – Circulated to all Councillors and social media 01.10.2026
- 33.** ACCA reserve you place at the AGM & Projects Marketplace – Circulated to all Councillors 01.10.2026
- 34.** WSCC Cabinet 22 September 2026 minutes – Circulated to all Councillors 02.10.2026
- 35.** Sussex Police and Crime Commissioner; Helping Sussex residents stay one step ahead of fraud 02.10.2026
- 36.** NALC Jobs newsletter 05.10.2026
- 37.** NALC Events – Circulated to all Councillors 06.10.2026
- 38.** NALC meet NORA, your new AI-powered NALC assistant – Circulated to all Councillors 05.10.2026
- 39.** Sussex Alerts October 'Our News' – Circulated to all Councillors and on social media 05.10.2026
- 40.** NALC Events newsletter – Circulated to all Councillors 06.10.2026
- 41.** Latest news from St Wilfrid's Hospice 06.10.2026
- 42.** Invitation to Councillors to attend to Community Safety Project Showcase Event from Dax O'Connor Community Safety Officer ADC 08.10.2026
- 43.** NALC Chief executive's bulletin – Circulated to all Councillors 08.10.2026
- 44.** HCLG Committee: Evidence session on 13 October. Revitalising High Streets – Circulated to all Councillors 08.10.2026
- 45.** Sussex Police and Crime Commissioner; Inspire today, lead tomorrow: supporting Sussex's cadet volunteers – Circulated to all Councillors 09.10.2026
- 46.** NALC Jobs newsletter 12.10.2026
- 47.** WSCC News Release; offers guidance to help protect against possible winter flooding – Circulated to all Councillors and on social media 12.10.2026
- 48.** Sussex Police Fortnightly Bulletin – Circulated to all Councillors 13.10.2026
- 49.** NALC Events previously forward to Councillors 13.10.2026
- 50.** WSCC Agenda 21.10.2026 for Cabinet Meeting – Circulated to all Councillors 13.10.2026
- 51.** HCLG Committee; Revitalising High Streets Inquiry – Circulated to all Councillors 15.10.2026
- 52.** NALC Chief executive's bulletin – Circulated to all Councillors 15.10.2026
- 53.** WSCC 'Keeping Well for Winter 2026' Residents eNewsletter – Circulated to all Councillors 15.10.2026
- 54.** Sussex Alerts; Switch to Passkeys. Protect Your Accounts as Email and Social Media Hacking Soars – Circulated to all Councillors and on social media 15.10.2026
- 55.** Twinning Association; Beaujolais Bistro event – Circulated to all Councillors 15.10.2026

AGENDA ITEM 18

- 56.** HCLG Committee: Evidence session on 20 October Modernising Elections – Circulated to all Councillors 15.10.2026
- 57.** Sussex Alerts; Police forces being impersonated in scam calls using ‘spoofed’ phone numbers – Circulated to all Councillors and on social media 16.10.2026
- 58.** Sussex Police and Crime Commissioner; Putting Police Performance Under the Spotlight – Circulated to all Councillors 16.10.2026
- 59.** NALC June 2027 Annual Conference 19.10.2026
- 60.** Sussex Alerts; Our News October – Circulated to all Councillors and shared on social media 19.10.2026
- 61.** WSCC News Release; Thousands quit smoking with free support from Smokefree West Sussex – Circulated to all Councillors and on social media 19.10.2026
- 62.** The latest from the UK's largest Public Sector Network 20.10.2026
- 63.** NALC Chief executive's bulletin – Circulated to all Councillors 22.10.2026
- 64.** NALC Jobs newsletter 22.10.2026
- 65.** WSCC October Residents' eNewsletter – Circulated to all Councillors 22.10.2026
- 66.** Arun October Newsletter 23.10.2026
- 67.** HCLG Committee: Evidence session on 27 October Fire and Rescue Services – Circulated to all Councillors 23.10.2026
- 68.** Sussex Police and Crime Commissioner; Targeted action helping drive down knife crime – Circulated to all Councillors 23.10.2026
- 69.** WSCC News Release; County Council prepares roads for challenging winter after year of extreme weather – Circulated to all Councillors 23.10.2026

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING
2nd NOVEMBER 2026**

AGENDA ITEM 19 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **TO NOTE RECEIPT OF £18,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FIRST AND SECOND QUARTER PAYMENT 2026)**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

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

Annual Directors and Officers Insurance - the insurance policy has once again been renewed at a cost of £1,372.00 which includes the Broker's administration fee and Insurance Premium Tax. There has been no increase to the premium paid last year. This has been paid by BPCL.

Fire safety work (Min. 106.1 of the Council Meeting held on 7th September 2026 refers) - it was evident at the Landlord's visits on 23rd September and 7th October 2026 that good progress had been made in regard to the actions required following the previously reported Fire Risk Assessment (FRA). A further assessment was conducted on 7th October and the updated FRA submitted to the Fire Service, who subsequently carried out an inspection on 26th October. The Inspecting Officers were unable to say whether the Enforcement Notice that the Fire Service had issued on 24th August 2026 could be lifted, stating that there would be a meeting of the Enforcement Team to review the works completed with a decision to follow.

Investigations into water ingress – an inspection and clearance of the flat roof areas, gutters and downpipes was carried out on 16th September 2026. A water test of the corner downpipe on the Canada Grove side of the building revealed that the cast iron downpipe had disintegrated on the wall-facing side, resulting in water discharging directly down the exterior wall. It is suspected that this may be the source of some internal dampness. Downpipe and associated fixings will be replaced and funded by BPCL.

Lightning Conductor Testing – annual testing of the lightning conductor is scheduled to take place on Monday 9th November 2026.

**TO NOTE RECEIPT OF £18,000 MANAGEMENT FEE FROM THE BOGNOR
PIER COMPANY LTD. (FIRST AND SECOND QUARTER PAYMENT 2026)**

Members are advised that £18,000 Management Fee has been received from The Bognor Pier Company Ltd. and has been paid into the Town Council's account.

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

DECISION

Members are asked to **NOTE** receipt of the £18,000 Management Fee received from The Bognor Pier Company Ltd. (first and second quarter payment for 2026).