



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 6th JULY 2026

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.33pm

43. WELCOME BY MAYOR

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

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

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

45. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

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

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

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

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

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

Cllr. Meadows invited any questions but there were none.

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

48. WRITTEN QUESTIONS FROM COUNCILLORS

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

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

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

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

49. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 7.11pm

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

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

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

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

The Chair reconvened the Meeting at 7.18pm

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

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

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

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

Cllr. Woodall left the Meeting

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

There were no written dispensation requests received from Town Councillors.

Cllr. Woodall returned to the Meeting

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

The Council unanimously **RESOLVED** to 'formally receive the reports, Minutes and recommendations of the Committee, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Chair of the Committee, Cllr. Batley reported.

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

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

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

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

- 57. TO FORMALLY RECEIVE THE MINUTES, REPORTS AND RECOMMENDATIONS OF THE COMMITTEES, AND REFER ANY SUGGESTED AMENDMENTS DECIDED UPON DURING THE MEETING BACK TO THE RELEVANT COMMITTEE, AND RATIFY ANY COMMITTEE ACTIONS AS MAY BE NECESSARY**

The Council unanimously **RESOLVED** to 'formally receive the reports, Minutes and recommendations of the Committee, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Cllr. Dawes returned to the Meeting

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

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

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

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

Cllrs. Batley and Miss. Needs returned to the Meeting

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

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

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

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

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

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

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

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

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

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

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

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

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

Cllr. Dawes left the Meeting

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

68. MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

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

69. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

70. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

Members **NOTED** that reports had been received from the following representatives to other organisations and had been emailed to all Councillors.

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

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

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

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

71. TO RECEIVE CORRESPONDENCE

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

72. PICTUREDROME SITE UPDATE INCLUDING: -

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

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

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

The Meeting closed at 8.11pm

