BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 2nd NOVEMBER 2026

PRESENT:

Mayor: Cllr. P. Ralph; Cllrs: K. Batley, J. Barrett, P. Botterill, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, N. Smith, M. Stanley, P. Wells, M. White 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)
1 member of the public

The Meeting opened at 6.30pm

109. 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.

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

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

111. 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, 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 they 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 relevant point in the Meeting if they had already done so.

There were no declarations of Interest

112. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 7th SEPTEMBER 2026

The Minutes of the Town Council Meeting held on 7th September 2026 were **APPROVED** by the Council as a correct record and were signed by the Chair.

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

County Cllr. Elizabeth Meadows apologised for not providing a written report ahead of the meeting.

In her verbal update, Cllr. Meadows advised that much of her work since the previous meeting had involved dealing with local casework, including parking issues in Ash Grove and anti-social behaviour at the Southern Cross Estate.

She referred to the recent decision by West Sussex County Council to reduce the number of signatures required for a petition to be debated at Full Council from 9,000 to 3,000, following the matter being raised by Cllr. Markwell.

Cllr. Meadows also advised that she would shortly be attending her first meeting of the Bognor Regis Town Centre Action Group (BRTCAG) in her capacity as the West Sussex County Council Member representative.

During questions, Members raised concerns regarding the poor condition of the road surface at Canada Grove, where planned resurfacing works had reportedly been delayed.

Concerns were also expressed regarding the pavements in Bedford Street, particularly their insufficient width and the height of kerbs in certain locations.

Cllr. Meadows stated that she would take these questions away to investigate and would provide a response by email.

114. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

115. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

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

There were no written dispensation requests received from Town Councillors.

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

118. Policy and Resources Committee Meeting of 21st September 2026

Cllr. Wells declared a Pecuniary Interest in Agenda item 21 in relation to the meeting held on 21st September 2026

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

118.1 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

Members **RESOLVED** to **ADOPT** the Quality Policy and the Poster, Banner and Outdoor Display Opportunities Policy as proposed, without any further suggested changes.

119. Planning and Licensing Committee Meetings of 1st, 22nd September and 13th October 2026

In the absence of the Chair of the Committee Cllr. Mrs. Warr, Cllr. M. White reported.

Members raised concerns regarding the proliferation of poor-quality and potentially unlicensed Houses in Multiple Occupation (HMOs) in Bognor Regis. Reference was made to the existing Article 4 Directions covering the Marine and Hotham wards, which remove permitted development rights for the conversion of residential properties into smaller HMOs, requiring planning permission to be obtained. Members also expressed concerns that forthcoming national planning reforms could exacerbate the issue, with some suggesting that the situation was likely to become considerably worse.

A question was raised regarding accessible beach provision in Bognor Regis, particularly in light of the availability of an accessible beach wheelchair in Littlehampton. Officers confirmed that an update on beach access would be brought to the Planning and Licensing Committee Meeting on 3rd November 2026.

120. Environmental and Leisure Extraordinary Committee Meeting of 18th August, and the Committee Meeting of 14th September 2026

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

The Minutes of the Extraordinary Committee Meeting of 18th August 2026 had not been made available in the agenda due to an administrative error and were therefore **DEFERRED** to the next meeting.

121. 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 **RESOLVED** to formally receive the Minutes, reports and recommendations of the Committees, refer any suggested amendments decided upon during the Meeting back to the relevant Committee, and ratify any Committee actions as necessary.

122. 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

The Council **RESOLVED** to note the payments and transfers made in August and September 2026, the balances, bank reconciliations, financial reports and outturn (October not yet available), and to approve the contents and their publication.

123. TO NOTE THAT THE WSALC AGM AND CONFERENCE WILL TAKE PLACE ON WEDNESDAY 4th NOVEMBER 2026, AT THE AMEX STADIUM, BRIGHTON

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

The WSALC AGM, followed by a joint ESALC and WSALC Conference, was scheduled to take place at the AMEX Stadium, Brighton, on Wednesday 4th November 2026, from approximately 10am to 4pm. Cllrs. Goodheart and Wells had been appointed as the Town Council's WSALC representatives at the Annual Town Council Meeting in May and were therefore invited to attend the AGM. Cllr. Wells had advised that, unfortunately, he was unable to attend.

124. 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**.

125. 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.

Regarding the Alexandra Arts Centre, it was reported that progress continued, with directors being appointed and an anticipated opening in April/May 2027.

In respect of The Arcade, Members were advised that options would be presented to Arun District Council's Economy Committee for consideration. It was hoped that works could commence during 2027, although this remained dependent on the District Council's decision-making processes and any necessary planning approvals.

Members were also advised that works relating to Waterloo Square remained ongoing.

Disappointment was expressed that the ice rink would not be returning to Bognor Regis this year. However, Members expressed hope that it would return in 2027, potentially at Place St Maur.

126. MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

127. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

Members offered their congratulations to the Town Crier, Mrs. Jane Smith, on being elected as Chair of the Ancient & Honourable Guild of Town Criers following its AGM on 18th October 2026, becoming the first woman to hold the post.

Members **RESOLVED** that the Mayor write a letter to the Town Crier congratulating her on this appointment.

128. 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.

128.1 Cllr. Batley – Arun Supporting Families Locality Group

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

129. TO RECEIVE CORRESPONDENCE

The Council **NOTED** receipt of correspondence as detailed in the list circulated with the agenda.

130. PICTUREDROME SITE UPDATE INCLUDING

130.1 Director's report, any urgent actions taken for ratification
The previously circulated Director's report was **NOTED**.

Cllr. Oppler left the Meeting

130.2 To note receipt of £18,000 management fee from The Bognor Pier Company Ltd. (first and second quarter payment 2026)
Members **NOTED** receipt of the £18,000 management fee for the first and second quarter of 2026.

131. 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 was advisable in the public interest that the public and press be temporarily excluded and instructed to withdraw (S.O. 3d) - Agenda items 21 and 22 (contractual).

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

Cllr. Oppler returned to the Meeting

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

Cllr. Wells and Cllr. Dawes left the Meeting

Members **AGREED** that the Arun District Council Conservation Officer is invited to a future Picturedrome site visit.

Cllr. Barrett left the Meeting

133. 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

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

The Meeting closed at 8.07pm