



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road, Bognor
Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

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 TUESDAY 2nd JANUARY 2024**.

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 Tuesday 2nd January 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 21st DAY OF DECEMBER 2023

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 adjourn the Meeting and welcome a representative from Sussex Police to provide a report on local policing (if available)
- 5. To APPROVE the Minutes of the Council Meeting held on 30th October 2023 and the Extraordinary Council Meeting held on 13th November 2023
- 6. Reports from WSCC County and ADC District Councillors (if available)
- 7. Written Questions from Councillors
- 8. Adjournment for public question time and statements
- 9. To consider any written dispensation requests received from Town Councillors
- 10. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 10.1 **Policy and Resources Committee Meeting of 20th November 2023** with resolutions, recommendations and reports
(**PLEASE NOTE:** recommendations in relation to the Budget from the Minutes of 11th December 2023 will be considered under Agenda items 11 & 12)
- 10.2 **Planning and Licensing Committee Meetings of 31st October, 21st November, 5th December and 19th December 2023** with resolutions, recommendations and reports
- 10.3 **Events, Promotion and Leisure Committee Meeting of 6th November 2023** with resolutions, recommendations and reports
- 11. To Receive and Consider Minutes and Recommendations of **Policy and Resources Committee Meeting of 11th December 2023 including:** -
 - To consider the **BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2024/25**
- 12. To decide the amount for the **PRECEPT TO BE ISSUED FOR 2024/25**
- 13. To consider a recommendation from the Policy and Resources Committee in relation to Boom Community Bank and to agree any next steps
- 14. 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
- 15. To note the List of Payments and Transfers made in [October](#) and [November](#) 2023 and to note the [balances, bank reconciliations and financial reports](#) (December 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)
- 16. To Note updates to the Council's Terms of Reference following the dissolution of the Community Engagement and Environment Committee - Min. 131 refers
- 17. To agree new name for the previous 'Events, Promotion and Leisure' Committee – Min. 131 refers
- 18. To consider any additional appointments of Representatives to 'Outside' Bodies
- 19. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board AGM held on 13th September 2023 (if available) (deferred from

last meeting – Min. 120 refers)

20. Mayor's Report and duties undertaken
21. Town Crier's Report and duties undertaken
22. Reports from Representatives to other organisations
23. To receive the Notes of the Arun District Association of Local Councils Conference held on 1st December 2023
24. To receive Correspondence
25. Picturedrome Site update including: - Director's report, any urgent actions taken for ratification
26. To resolve to move to Confidential Business (S.O. 3.d) - (contractual)
27. Picturedrome Site update - Confidential Business

Agenda item **27** 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



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 30th OCTOBER 2023

PRESENT:

Mayor: Cllr. F. Oppler; Cllrs: J. Barrett, K. Batley, J. Brooks, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, P. Ralph, N. Smith, Mrs. J. Warr, B. Waterhouse, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. K. Greenway (WSCC) (part of meeting)
1 member of the press

Prior to the Meeting, Members received a presentation from the Bognor Regis Twinning Association

The Meeting opened at 6.47pm

99. 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.

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

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

101. 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.

Cllr. Batley declared an Ordinary Interest as an Arun District Councillor

Cllr. Brooks declared an Ordinary Interest as an Arun District Councillor

Cllr. Goodheart declared an Ordinary Interest as an Arun District Councillor and an Ordinary Interest in Agenda items 4 and 16

Cllr. Nash declared an Ordinary Interest in Agenda item 10.1 as the Chair of Arun District Council's Economy Committee

Cllr. Miss. Needs declared an Ordinary Interest as an Arun District Councillor

Cllr. Oppler declared an Ordinary Interest as an Arun District Councillor

Cllr. Mrs. Warr declared an Ordinary Interest as an Arun District Councillor

Cllr. Mrs. Yeates declared an Ordinary interest as an Arun District Councillor

102. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 4th SEPTEMBER 2023 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 3rd OCTOBER 2023

The Minutes of the Council Meeting held on 4th September 2023 and the Extraordinary Council Meeting held on 3rd October 2023 were unanimously

APPROVED by the Council as a correct record and were signed by the Chair.

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

Cllr. Greenway, WSCC Councillor for Bersted, addressed Members from the public gallery. He spoke of the flooding that had been affecting the local area in recent days, following heavy rain, and stated that he had made his opinions on the matter known to the Environment Agency, who he believed had failed to take any action to prevent the floods. Cllr. Greenway had received many complaints from local people, and he declared that the floods were placing unsustainable pressure on businesses and residents, some of whom were experiencing foul sewage and damage to vehicles and property. Cllr. Greenway will be calling on the responsible bodies, including WSCC, the Environment Agency, Southern Water and local landowners, to come together and he hoped that BRTC could support him in this.

The Town Clerk verbally reported that Cllr. McDougall, an ADC Councillor for Pevensey Ward, had sent apologies for not being able to attend owing to a Planning Briefing at Arun taking place at the same time.

The Mayor thanked Cllr. Greenway for his report and personally agreed to support him on the matter of flooding, hoping that others would too. He believed that an unsustainable Local Plan had contributed to the current problems. As a WSCC Councillor himself, the Mayor stated that he would be happy to work together with Cllr. Greenway on the issue.

104. WRITTEN QUESTIONS FROM COUNCILLORS

The Chairman invited Cllr. Woodall to read his question regarding attendance at Mayoral engagements.

QUESTION 1 - I would like to ask the Mayor a question with regards to non attended Mayoral invites. From 22nd May 2023, when you were elected as the Bognor Regis Town Mayor, I have noticed that there have been 15 invites that neither yourself or your Deputy have attended. As a previous Mayor myself, I believe that these figures have never been so high in such a short space of time. Could you please give me, and the Town electorate, reasons to why this is happening as First Citizen of our Town you are surely expected to be seen at these events that you have kindly been invited to.

The Mayor responded by saying that both he and the Deputy Mayor had been busy attending a number of events. He explained that he had prioritised events in Bognor Regis, rather than those in Horsham or Worthing for example, but on occasion had been unable to attend owing to work or prior arrangements.

The Deputy Mayor followed this up by adding that she had been unable to attend a number of evening events as a result of transport issues, or due to other responsibilities.

105. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from those seated in the public gallery and the Chair did not, therefore, adjourn the meeting.

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

There were no written dispensation requests received from Town Councillors.

A Member asked for a reminder as to what a written dispensation request was. The Town Clerk advised that the dispensation allows for discussion about topics in which Members have a Disclosable Pecuniary Interest, such as Members Allowance payments, in order for the business of the Council to continue.

107. TO CONSIDER SUPPORTING THE SALVATION ARMY 'CHRISTMAS APPEAL 2023'

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

There was a short discussion about other ways to support The Salvation Army appeal, and of alternate avenues that the Town Council might support the community, it was proposed and seconded that £500 be donated to the Christmas Appeal.

The Clerk reminded Members that they would need to decide where any funding would come from and suggested that unspent funds from the 2023 unallocated Grant Aid Budget, usually returned to General Reserves, could be utilised.

Following a vote, Members **RESOLVED** to **AGREE** that £500, funded from the unspent 2023 unallocated Grant Aid Budget, would be donated to The Salvation Army for their 2023 Christmas Appeal.

108. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)**109. Policy and Resources Committee Meeting of 25th September 2023**

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

Min. 55.3 - 25th September 2023 - Town Force Report - Graffiti

A Member spoke of a recent visit they had made to the Bognor Regis Youth and Community Centre where they observed young people engaging with a 'legal' graffiti wall. By involving professional graffiti artists, whose work the youngsters respected, the workshops were considered an effective way to deter graffiti in the Town Centre.

110. Community Engagement and Environment Committee Meeting of 2nd October 2023

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

A Member mentioned the presentation delivered by Boom Community Bank prior to the meeting held on 2nd October 2023, and voiced his support for the initiative which he believed could be of help to lots of people with financial problems in Bognor Regis. The Town Clerk advised that consideration of the Town Council's future involvement with Boom Community Bank had been referred to the Policy and Resources Committee.

111. Planning and Licensing Committee Meetings of 19th September and 10th October 2023

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

112. Events, Promotion and Leisure Committee Meeting of 11th September 2023

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

112.1 Min. 36 – 11th September 2023 – ‘Sunniest Bognor Regis’ logo

Comment was made about the data collection of sunshine hours. The Town Clerk advised that discussions with the Met Office about their automated weather reading system were ongoing and suggested that the matter be included on the next Events, Promotion and Leisure Committee Agenda to follow up.

113. 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’.

114. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN AUGUST AND SEPTEMBER 2023 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 unanimously **RESOLVED** ‘to note the payments and transfers made in August and September 2023 and to note the balances, bank reconciliations and financial reports (October not yet available) and outturn and approval of the contents and their publication’.

115. TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2023 ACCOUNTS AND CONSIDER ANY ACTION IF REQUIRED

The Town Clerk's report, and receipt of the External Auditor's Certificate and Report were **NOTED** including the one matter not affecting their opinion. Members further **NOTED** 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.

116. TO NOMINATE AND AGREE A NAMED TOWN COUNCILLOR REPRESENTATIVE AND RESERVE REPRESENTATIVE TO BE PUT FORWARD AS A 'CLASS B' MEMBER TO THE BOGNOR REGIS BID, ON BEHALF OF THE TOWN COUNCIL - MIN. 82 REFERS

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

Councillors Brooks and Goodheart both expressed an interest in being the Town Councillor Representative and following a vote it was **AGREED** to put forward Cllr. Brooks as the named Town Councillor Representative, and Cllr. Goodheart as the Reserve Representative, as a Class B Member to the Bognor Regis BID, subject to the appointments being approved by the BID's Board of Directors.

117. TO CONSIDER ANY ADDITIONAL APPOINTMENTS OF REPRESENTATIVES TO 'OUTSIDE' BODIES DEFERRED FROM THE PREVIOUS MEETING - MIN. 85 REFERS

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

117.1 Arun Partnership Advisory Board Early Help (Arun Supporting Families Locality Group)

Following a vote, it was unanimously **AGREED** to appoint Cllr. Woodall as the Representative to the Arun Supporting Families Locality Group.

117.2 Bognor Regis Heritage & Arts Partnership Board

With a meeting due to take place to discuss the Town Council's future involvement with the Board, it was **AGREED** to **DEFER** the appointment of any further Reserve Representatives until the outcome of the meeting is known.

117.3 West Sussex ALC Ltd.

Members **AGREED** to **DEFER** the appointment of a Reserve Representative to WSALC to a future meeting, until such time that a Member has indicated to the Town Clerk that they wish to fill this vacancy.

118. TO CONSIDER THE MEMBERSHIP OF A WORKING PARTY, APPOINTED AT THE JULY COUNCIL MEETING, TO DISCUSS THE FUTURE OF BOGNOR REGIS TOWN HALL - DEFERRED FROM PREVIOUS MEETING - MIN. 86 REFERS

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

No further information was available at this time, and it was understood that a report from Arun District Council may be available in January 2024.

Therefore, it was **AGREED** to **DEFER** the matter until the Council Meeting in March 2024, unless information is forthcoming beforehand in which case an Extraordinary Meeting could be called.

119. TO NOTE THAT THE TOWN COUNCIL'S COMMUNITY WINTER RESILIENCE PLAN HAS BEEN UPDATED, AND SUBMITTED TO WSCC, FOR 2023/24

The Town Clerk's report and relating appendix, detailing the Town Council's Community Winter Resilience Plan for 2023/24, was **NOTED**.

120. REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD AGM HELD ON 13th SEPTEMBER 2023 (IF AVAILABLE)

The Town Clerk's report which advised that the Minutes of the Bognor Regis Regeneration Board AGM held on 13th September 2023 were not yet available and would be noted at the next meeting, was **NOTED**.

121. MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

In highlighting his attendance at two particular events, one of which being the Punch and Judy Festival, a Member suggested that the Mayor write a letter of thanks to the Royal Norfolk Hotel who had allowed the event organisers to use the venue. The Mayor agreed that this was an excellent idea and would ask the Mayor's Secretary to action this.

122. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

123. 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.

123.1 Cllr. Batley - Bognor Regis Foodbank; The 39 Club.

123.2 Cllr. Brooks - Bognor Regis Heritage & Arts Partnership Board; Bognor Regis Regeneration Board; BRTC/ADC Liaison Meetings; Chamber of Commerce.

- 123.3 Cllr. Goodheart** – Bognor Regis Heritage & Arts Partnership Board; Bognor Regis Twinning Association; Southdowns Music Festival; UK Harvest.
- 123.4 Cllr. Smith** - Bognor Regis Heritage & Arts Partnership Board; Bognor Regis Regeneration Board.
- 123.5 Cllr. Woodall** - BRTC/ADC Liaison Meetings; Bognor Regis Carnival Association; Grandad's Front Room; Southdowns Music Festival.

124. TO RECEIVE CORRESPONDENCE

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

125. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

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

A Member who had recently taken a tour of the Picturedrome Cinema commented on how superb they believed the work to be and urged the Council to offer its support.

The Meeting closed at 7.42pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE EXTRAORDINARY MEETING **OF BOGNOR REGIS TOWN COUNCIL** **HELD ON MONDAY 13th NOVEMBER 2023**

PRESENT:

Mayor: Cllr. F. Oppler; Cllrs: J. Barrett, J. Brooks, D. Dawes, Miss. C. Needs, P. Ralph, N. Smith (from Min. 127), Mrs. J. Warr, B. Waterhouse, P. Wells, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)

The Meeting opened at 6.32pm

126. 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.

Cllr. Smith arrived at the Meeting

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

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

There were no apologies for absence received from Cllrs. Goodheart and Stanley. These could therefore not be approved.

128. 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.

Cllr. Dawes declared a Disclosable Pecuniary Interest as a recipient of Town Council funding through his association with Grandads Front Room

129. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

130. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.D)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 6 (staffing).

131. TO CONSIDER RECOMMENDATIONS FROM A MEETING OF LEADING MEMBERS RELATING TO IMPROVING THE COUNCIL'S EFFICIENCY

Reference was made to the confidential papers that had been circulated to Members prior to the meeting. A Member commented that year on year, when setting the budget, the Council had tended to continue with the same spending patterns and raising the precept.

With the budget setting for 2024/25 underway, preliminary conversations had identified the significant costs to the Council, such as Grant Aid and

administration costs. Early discussions had also included the repetition of certain matters that kept appearing on the Agendas of some Committee Meetings, and the lack of engagement with some sub-groups of Committees. The effectiveness of such Committees and sub-groups, and the Officer resources attributed to them, was therefore called into question and, together with budget considerations, recommendations were proposed that had the potential to improve the Council's efficiency.

Whilst it was suggested that many other organisations were carrying out these type of housekeeping exercises as a part of their budget setting process, there was strong opposition from some Members to the recommendations proposed which were deemed to be drastic, in their opinion. Attention was drawn to the risk of reducing services delivered to residents as a result of making cuts, with concern shared that this would diminish the status and effectiveness of the Council.

There was further brief discussion about benchmarking against similar Council's, streamlining the work of the Town Council, recruitment, Committee structures and meeting cycles, assets and income streams.

In closing, it was explained to Members that the objective for the 2024/25 budget is to have a nil increase in the precept in order to support residents during the continuing Cost of Living crisis. At the same time, however, it is hoped to build gradual reserves that would stand the Council in good stead for when larger projects came along. The current major costs to the Town Council were considered by some to be immense and it was felt that the action recommended to Members could see savings made without affecting the services delivered to residents.

In order to expedite the possibility of achieving the efficiency savings required for the next financial year 2024/25, Members **RESOLVED** to **APPROVE** the following recommendations: -

1. That there should be no or minor increases to the Council's precept for the next financial year 2024/25 and to authorise the Clerk to undertake an efficiency review to identify across the board savings ideally in the region of 20% with 15% of savings achieved through saving in administration costs if possible.
2. To reduce and reorganise the Council's Committees to support the efficiency saving strategy and to take the following action:
 - Dissolve Community Engagement and Environment Committee and associated Working Groups.
 - Reorganise Events, Promotion and Leisure Committee and replace with a new Committee (title to be agreed).
3. To delegate the responsibility for implementing the efficiency savings identified above to the Clerk in consultation with the Joint Consultation Sub-Committee (Staffing) and Policy and Resources Committee.

The Meeting closed at 7.21pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 20th NOVEMBER 2023

PRESENT: Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, S. Goodheart,
P. Ralph, N. Smith, P. Wells and P. Woodall

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)

The Meeting opened at 6.31pm

71. 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.

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

Apologies for absence were received from Cllrs. Miss. C. Needs and F. Oppler with the Clerk recommending that the reasons given were acceptable. These absences was **APPROVED** by Members.

73. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Cllr. Goodheart declared an Ordinary Interest in Agenda item 8, as a member of the Bognor Regis Heritage & Arts Partnership Board, and Agenda item 18

Cllr. Wells declared an Ordinary Interest in Agenda item 8, as a member of the Bognor Pier Trust C.I.C., and in Agenda item 10 as a BID Levy payer. He also declared a Disclosable Pecuniary Interest in Agenda item 18 as a sponsor of Town Council owned planters

74. TO APPROVE THE MINUTES OF THE MEETING HELD ON 25th SEPTEMBER 2023

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 25th September 2023 and these were signed by the Chair.

75. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

76. CLERK'S REPORT FROM PREVIOUS MINUTES

76.1 25th September 2023 - Min 54.1 - NALC campaign for remote meetings

An update was received via the SLCC News Bulletin of 19th October 2023 advising that on 17th October, MPs debated the amendments made by the House of Lords to the Levelling Up and Regeneration Bill. Disappointingly, the government had disagreed with the amendment (22) that would have enabled the option of remote meetings. The official response was that local authorities should continue to meet in-person to ensure good governance. Though the vote was passed to overturn the amendment, it was encouraging that during the debate, there was still much cross-party support for the change.

The amendment had entered a period of 'ping-pong' which is the toing and froing of amendments to Bills between the House of Commons and the House of Lords until both are happy before it reaches the final parliamentary stage, Royal Assent. Like the National Association of Local Councils (NALC), the Association of Democratic Services Officers (ADSO), Lawyers for Local Government (LLG) and others, SLCC will be urging peers to re-amend the Bill.

76.2 25th September 2023 – Min. 54.4 New location for the Model Bathing Machine

Members were updated at the last meeting on progress with relocation of the Model Bathing Machine to be sited on a pole on the corner of the grounds of the Royal Norfolk Hotel. Planning permission had now been granted by ADC and a basic agreement would be drawn up between BRTC and the Hotel which would ensure that access for any ongoing maintenance and ownership would be clarified.

76.3 25th September 2023 - Min. 54.5 - Arun District Association of Local Councils (ADALC)

Members were advised at the last meeting that the forthcoming ADALC Conference to be held on 10th October 2023 unfortunately had been postponed until a later date. A new date for the Conference had been received with the event now taking place on Friday 1st December 2023 from 10am until 1pm at Arundel Town Hall. The BRTC representatives had been advised accordingly and had both confirmed their attendance.

76.4 25th September 2023 – Min. 55 Town Force Report - Graffiti

Members were asked to note that notification had been received from the COO of the Bognor Regis BID to advise that at the Directors' meeting held on 2nd November, Directors voted unanimously to continue supporting BRTC's efforts to eliminate graffiti with a continued annual commitment of £750 for the 24-25 financial year.

76.5 25th September 2023 – Min. 57 – Membership of 2 Hour Free Parking Liaison Working Party

At the Policy and Resources Committee Meeting held on 31st July 2023, Members unanimously agreed the appointment of a Liaison Working Party to discuss the 2 Hour Free Car Parking Scheme. An email was sent to all Members, on 8th August 2023, confirming that the 5 Town Councillors appointed to the Town Council's 2 Hour Free Parking Liaison Working Party were: - Cllrs. Goodheart, Nash (unless subsequently appointed as the ADC rep), Miss. Needs, Waterhouse and Woodall. The email also advised that liaison was ongoing in relation to appointing the partnership representatives. This was noted by Members of the Committee. In view of the Town Council no longer being a financial partner in this scheme the need for this Working Party would need to be considered and will be referred to the next Committee meeting for dissolution.

76.6 25th September 2023 – Min. 60 Banking Hub

Members had previously agreed to write to Arun District Council, as Landlord of Bognor Regis Town Hall, to request that they consider the provision of a community banking hub in the building. Although an acknowledgement of receipt of this request had been received, no formal response had to date been forthcoming. A chaser email had been sent to ADC requesting a response.

76.7 21st August 2023 – Min. 48 Two-Hour Free Parking Disc Scheme

Following the decision to disagree with entering into a new two-year agreement, based on the proposals for changes to the scheme in Bognor Regis, the Town Council's response was forwarded to the Group Head of Technical Services and ADC Councillors, who sit on the Environment Committee, prior to their meeting on 7th September 2023. As part of the decisions taken by the Environment Committee it was resolved that a Working Party be established to comprehensively review the free parking scheme and report its recommendations to the Committee as soon as possible. The membership of the Working Party shall be made up of the Chair and Vice-Chair of the Environment Committee plus three other Committee Members, two named representatives from each of Bognor Regis and Littlehampton Town Councils, a named representative of the Bognor Regis Business Improvement District and a named representative of Littlehampton traders. Only Arun District Council Councillors will have voting rights and substitutions are not permissible.

A request had now been received from ADC to nominate two named BRTC representatives to sit on this Working Party with the first meeting of this Working Party taking place on Monday 5th February 2024. Confirmation from ADC was being sought that, as the Town Council are no longer funding partners in the Free Parking Scheme going forward, is the Council still being invited to have a seat at the Working Party table. Once this was clarified representatives could then be chosen if applicable.

77. TO RECEIVE THE TOWN FORCE REPORT

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

In reference to the response detailed within the report from Sussex Police, relating to graffiti in the Town, it was proposed that the Council write to the Sussex Police & Crime Commissioner (PCC) to raise concerns. This had been a big issue that has cost the Town Council money and resources. It was felt that, despite CCTV evidence of graffiti being done, the Police were not taking the issue seriously enough although it was acknowledged that there are other, more pressing, matters for them to attend to.

Members **AGREED** to write a letter to the Sussex PCC to highlight the Council's concerns in relation to the ongoing issue of graffiti in the Town. The Chair asked the Town Clerk to thank the Town Force Manager for the comprehensive report.

78. BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO CONSIDER THE FUTURE INVOLVEMENT OF THE TOWN COUNCIL WITH THE BOARD, DEFERRED FROM THE PREVIOUS MEETING – MIN. 56.2 REFERS

Cllr. Wells redeclared an Ordinary Interest as a member of the Bognor Pier Trust C.I.C. and stated that he would not vote

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

Members **AGREED** to **SUPPORT** the Bognor Regis Heritage & Arts Partnership Board's proposal to take over the administration of the groups work going forward.

It was further **RESOLVED** to **AGREE** to supporting the Bognor Regis Heritage & Arts Partnership Board by entering into a 3-year Funding Agreement with a budget provision made for £2,000 per annum, commencing 1st April 2024.

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

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

In reference to the bench on High Street, as detailed in the report, a Member raised the potential to relocate the two benches in York Road, related to the proposal, should they be removed.

80. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, FOR SEPTEMBER 2023

The Assistant Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of September and October, was **NOTED**.

81. TO RECEIVE A REPORT IN RELATION TO BOOM COMMUNITY BANK AND CONSIDER ANY FURTHER ACTION - REFERRED BY THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE AT THE MEETING HELD ON 2nd OCTOBER 2023 – MIN. 39 REFERS

The Assistant Clerk's report, including the related appendix providing further details about No Interest Loans Schemes, was **NOTED**.

A Member believed this to be a good opportunity and explained that the Council were being asked to make a one-off grant to Boom Community Bank that would provide financial assistance to local people. A figure of £40,000 was proposed as it was felt that this amount would be impactful, would require no additional work for Town Council staff, and had the potential to find its way back into the local economy.

Discussion took place about the mechanisms of financing the Boom Community Bank initiative, with clarity sought about whether monies would be regarded as a loan, investment or gifted, with questions raised about whether the Council could withdraw their money at any time. The Chair advised that, if Members were agreeable to funding the initiative, money would be taken from the Town Council's Economic Development Fund, which was intended to support this type of activity in the community.

Conversation also included the type of customer that the initiative was aimed at, and the eligibility criteria used by Boom Community Bank. There was a sense that the Town Council could help local residents, some of whom were only one step away from needing a loan at any given time, by supporting socially responsible banking. It was hoped that having access to funding in this way would discourage those in financial need from approaching loan sharks, for instance.

Following a vote, it was unanimously **AGREED IN PRINCIPLE** to give Delegated Authority to the Town Clerk to perform due diligence in liaison with the Council's Accountant, about the possibility of the Town Council supporting Boom Community Bank, with it suggested that the final decision be made by Full Council.

At the suggestion of the Clerk, it was further **AGREED** to **REFER** the matter for further consideration to the next Policy and Resources Committee Meeting, at which the Council's Budget for 2024/25 would be discussed and where the Accountant would be present to answer any questions, before making any recommendation to Council in January.

82. TO NOTE THE REVISED HEALTH AND SAFETY POLICY MANUAL WITH THE POLICY STATEMENT TO BE SIGNED BY THE CHAIR OF THE COMMITTEE

The Assistant Clerk's report, including the appended updated version of the Health & Safety Policy Manual, was **NOTED**.

Cllr. Wells left the Meeting

Members also **NOTED** that the Policy Statement would be signed by the Chair of the Policy and Resources Committee.

83. TO RECEIVE THE MINUTES OF THE AGM OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 20th OCTOBER 2023

The Assistant Clerk's report, and the appended Minutes of the ADALC AGM held on 20th October 2023, was **NOTED**.

Cllr. Wells returned to the Meeting

84. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

To ratify expenditure of £4,190.00 excluding VAT for a replacement grass cutting trailer - Min. 55.2 refers

Members unanimously **RESOLVED** to **RATIFY** expenditure of £4,190.00 excluding VAT for a replacement grass cutting trailer.

85. FINANCIAL REPORTS INCLUDING: -

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

85.1 To note Committee I&E Reports for the month of October 2023 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of October 2023.

85.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of September and October 2023, undertaken by the Chair of the Policy and Resources Committee in line with the Council's Financial Regulations

The verification of bank reconciliations as detailed was **NOTED**.

86. CORRESPONDENCE

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

Comment was made about the correspondence pertaining to recent floods with the opinion expressed that information received by Town and Parish Councils, who were regarded as the level of local government closest to the people, being sparse. It was acknowledged that authorities involved with the flooding had had their work cut out for them during the crisis but that there had been a perceived lack of information to those closest to the ground.

87. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL AND STAFFING)

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 18 (contractual) and Agenda item 19 (staffing).

88. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

89. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 20th NOVEMBER 2023

The Town Clerk verbally reported to Members that at the meeting of the Joint Consultative Sub-Committee (Staffing), held on 20th November 2023, Members further considered matters in relation to improving the Council's efficiency within the context of the decision made at the Extraordinary Council Meeting held on 13th November 2023 to:

1. Dissolve Community Engagement and Environment Committee and associated working groups.
2. Reorganise Events, Promotion and Leisure Committee and replace with a new Committee.

Members **AGREED** to **RATIFY** the recommendation of the Joint Consultative Sub-Committee (Staffing) made at the meeting held on 20th November 2023 as detailed in the confidential verbal report given by the Clerk, resulting in changes to staff resources.

A transcript of the Clerk's verbal confidential report is appended to the file copy of these Minutes.

The Chair reiterated to all those present the importance for confidentiality in relation to this matter.

The Meeting closed at 7.33pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 31st OCTOBER 2023

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, S. Goodheart (from Min. 91), Miss. C. Needs, P. Ralph, B. Waterhouse and P. Woodall

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

The Meeting opened at 4.00pm

86. 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.

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

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

No apologies had been received from Cllr. Goodheart.

88. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

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

There were no declarations of Interest

89. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 10th OCTOBER 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 10th October 2023 as an accurate record of the proceedings and the Chair signed them.

90. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

91. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6th, 13th AND 20th OCTOBER 2023

Cllr. Goodheart arrived at the Meeting

- 91.1** The Committee noted that there were no views from other Town Councillors to report.
- 91.2** The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 91.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

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

Members unanimously **AGREED** to raise **NO OBJECTION** to Pavement Licence Application Number 118892 (Poppins café Restaurant, 64 High Street, Bognor Regis, West Sussex, PO21 1SP).

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

93.1 Licensing Act 2003

Premises: Premier Bersted 377 - 379 Chichester Road, Bognor Regis, PO21 5AT

Licence Number: 118774

The Committee noted the application received for a Premises Licence for the Sale and Supply of alcohol 24hrs Monday – Sunday off the premises including delivery.

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

93.2 Licensing Act 2003

Premises: RC Catering, Land at Car and Coach Parking, London Road, Bognor Regis

Licence Number: 118865

The Committee noted the application received for a Premises Licence for the Supply of Alcohol for consumption on and off the premises Monday – Sunday between the hours of 10.00 – 20.00, for the period of the Ice Skating Rink 23-11-2023 until 07-01-2024.

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

94. TO CONSIDER SUBMITTING ANY FURTHER COMMENTS TO THE PLANNING INSPECTORATE IN RELATION TO THE RAMPLION 2 OFFSHORE WIND FARM – MIN. 83 REFERS

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

Members noted the ways in which the project differed, having evolved since feedback was received during the first Statutory Consultation in 2021, including factors such as the introduction of separation zones in the Offshore Array Area, to mitigate visual impacts, and a reduction in the maximum number of overall turbines from 116 to 90.

There was a general feeling amongst those present that the visual impact of the Rampion 2 Wind Farm project would be lessened owing to its distance offshore.

There was a keenness for the project to proceed with the view that it offered not only greener energy but an excellent marine environment for kelp forests.

It was unanimously **AGREED** to submit further comments to the Planning Inspectorate in relation to the Rampion 2 Offshore Wind Farm, summarising the positive discussion that had taken place.

95. TO FURTHER CONSIDER THE APPOINTMENT OF A REPRESENTATIVE AND A RESERVE REPRESENTATIVE TO THE NETWORK FOR NEIGHBOURHOOD PLANNING, DEFERRED FROM THE MEETING HELD ON 19th SEPTEMBER 2023 – MIN. 71 REFERS

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

Members **AGREED** to appoint Cllr. Ralph as the Town Council's Representative to the Network for Neighbourhood Planning, with Cllr. Mrs. Warr and Cllr. Waterhouse appointed as Reserves. All three Members requested to attend the seminar to be held on 24th November, in-person, with a verbal report to be made at the Committee Meeting to be held on 5th December 2023 (if available).

96. CORRESPONDENCE

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

Additional correspondence included: -

- 96.1** WSCC – Public Notice that Rowan Way, between the Retail Park and junction with Ash Grove, will be temporarily closed to all traffic. The temporary closure is scheduled to commence on 15th November 2023 for up to 5 days (it is estimated to be completed on 16th November 2023) and is required while West Sussex County Council undertakes carriageway patching. The restriction will be in place overnight only from 20:00 until 06:00. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians.
- 96.2** CPRE Sussex - October 2023 Newsletter.
- 96.3** WSCC - Public Notice that Amberley Drive to Lewes Close, throughout the entire footpath, will be temporarily closed on 20th November 2023 for up to 5 days (it is estimated to be completed on 24th November 2023) and is required while fibre optic cabling work is undertaken. The restriction will be in place daytime only from 08:00 until 20:00. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians.
- 96.4** WSCC – Public Notice that Oxford Street will be temporarily closed, for a distance of approximately 118 metres, on 21st November 2023 for up to 5 days (it is estimated to be completed on 21st November 2023) and is required for while West Sussex County Council undertakes carriageway patching. The restriction will be in place daytime only from 09:30 until 15:00 An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians.

The Meeting closed at 4.20pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 31st OCTOBER 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 6th, 13th AND 20th OCTOBER 2023)**

Please Note: there were no applications for Bognor Regis advertised on the Lists Dated 13th and 20th October 2023.

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

<p><u>BR/216/23/HH</u> <u>23 Argyle Road</u> Bognor Regis PO21 1DY</p>	<p>Single storey rear extension, side shed structure and replacement of window on north elevation</p>	<p>NO OBJECTION</p>
<p><u>BR/219/23/HH</u> <u>26 Hatherleigh Gardens</u> Bognor Regis PO21 5HZ</p>	<p>Works to extend the existing side extension to provide level access shower room</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 21st NOVEMBER 2023

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, S. Goodheart,
Miss. C. Needs, P. Ralph, B. Waterhouse and P. Woodall

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

The Meeting opened at 4.05pm

97. 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.

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

No apologies had been received from Cllr. Mrs. Yeates and could not therefore be approved.

99. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

There were no declarations of Interest

100. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 31st OCTOBER 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 31st October 2023 as an accurate record of the proceedings and the Chair signed them.

101. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

102. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 27th OCTOBER, 3rd AND 10th NOVEMBER 2023

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

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

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

103. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

There were no Pavement Licence application representations to be ratified.

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

Licensing Act 2003

Premises: The William Hardwicke, 12 High Street, Bognor Regis, West Sussex, PO21 1SR

Licence Number: 118886

The Committee noted the application received for a Premises Licence to extend the licensing period for the Supply of Alcohol on and off the premises from 09:00 to 03:00 on Friday and Saturday.

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

105. TO CONSIDER A REQUEST TO SUPPORT A PARKING RESTRICTION ON CHICHESTER ROAD, BOGNOR REGIS

The Assistant Clerk's report, including the appended photograph, was **NOTED**.

Having considered the difficulties raised by the resident of Chichester Road, with road visibility and the potential risk of a road accident happening as a result, Members unanimously **AGREED** to write a letter of **SUPPORT** to WSCC Highways for a parking restriction to be put in place at the identified location.

106. TO RECEIVE DETAILS OF ADC'S REVIEW OF PLANNING LOCAL VALIDATION REQUIREMENTS LISTS, AND TO NOTE THAT MEMBERS WILL BE INVITED TO CONSIDER ANY COMMENTS IN RESPONSE TO THE LOCAL REQUIREMENTS WITHIN THE LISTS AT THE COMMITTEE MEETING TO BE HELD ON 5th DECEMBER 2023

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

Members **NOTED** that they will be invited to consider any comments in response to ADC's review of Planning Local Validation Requirements Lists at the Committee Meeting to be held on 5th December 2023, and asked for the email with all of the pertinent information to be recirculated to them via email.

107. TO NOTE THE ISSUES HIGHLIGHTED BY ALDINGBOURNE PARISH COUNCIL IN A REPORT RELATING TO CONCERNS THEY HAVE REGARDING ARUN DISTRICT COUNCIL'S MANAGEMENT AND CONTROL OF ITS STRATEGIC DEVELOPMENT PROGRAMMES, AND TO AGREE ANY COMMENTS IN RESPONSE TO THE REPORT

Further to the email circulated to Members by the Assistant Clerk on 13th November 2023, detailing the concerns of Aldingbourne Parish Council regarding ADC's management and control of its Strategic development programmes, Members **AGREED** to **DEFER** consideration of any comments in response to the next Committee Meeting.

108. CORRESPONDENCE

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

The Meeting closed at 4.53pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 21st NOVEMBER 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 27th OCTOBER, 3rd AND 10th NOVEMBER 2023)**

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

<p><u>BR/235/23/PL</u> <u>Former Ambulance Station</u> 44 Chichester Road Bognor Regis <u>PO21 2XJ</u></p>	<p>Change of use from former ambulance station (sui generis) to a mixed class E and B8 use. This application is CIL zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/236/23/A</u> <u>44 High Street</u> Bognor Regis PO21 1SP</p>	<p>Replace 1 No projecting sign, 1 No fascia sign, 1 No ATM surround and decals, statutory signage and installation of new window message and safety manifestation to windows and doors.</p>	<p>NO OBJECTION</p>
<p><u>BR/238/23/OUT</u> <u>Formerly Westside Supplies Unit</u> 17 Durban Road Bognor Regis PO22 9QT</p>	<p>Outline application with all matters reserved, except access and appearance, for the development of new build four-storey block of 23 No. flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/225/23/HH</u> <u>71 Amberley Drive</u> Bognor Regis PO21 5PG</p>	<p>Front infill extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/239/23/HH</u> <u>45 Church Lane</u> Bognor Regis PO22 9RA</p>	<p>Single storey side and rear extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/244/23/PL</u> <u>Durban Road Business Centre</u> Unit 7, Durban Road Bognor Regis PO22 9FE</p>	<p>Change of use from B2 (General Industrial) and B8 (Storage & Distribution) to Class E (Commercial, Business and Service) (resubmission following BR/114/23/PL). This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>OBJECTION on the grounds of Economic Impact. Members concurred with the concerns raised by ADC's Economic Development response, citing that with few</p>

		<p>industrial spaces available and plenty of retail premises in more traditional retail locations, this business would be better suited using a retail space instead. Members also felt this business would be more accessible and potentially have higher footfall, should it be within a more central shopping location within the Town. Furthermore, if permission were granted for change of use from industrial to commercial at this location, contrary to Arun's adopted Economic Strategy, then this could set a dangerous precedent.</p>
<p>BR/247/23/HH 103 Nyewood Lane Bognor Regis PO21 2TY</p>	<p>Single storey porch and car port extension.</p>	<p>NO OBJECTION</p>
<p>BR/248/23/T Rear of 78 - 80 Kyoto Court Bognor Regis PO21 2UL</p>	<p>Reduce to a height of 4m to create a high hedge to G1 consisting of 1 No. Holly, 1 No. Elder and 3 No. Conifers and remove large, detached hanger in crown and raise crown to 3m from ground level to T1 Weeping Ash.</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p>BR/249/23/T Eagle House Norfolk Close Bognor Regis PO21 2DJ</p>	<p>T6 – Fell 1 No. Sycamore Tree, T1 – T5 all Sycamores – height 6-7m to re pollard height to remove 3-4m to leave 3m, T7 – Holm Oak – height 8m to reduce height to remove 3m to leave 5m, T8 – Sycamore Tree – to reduce south side 4m to remove 2m to leave 2m, T9 – Sycamore Tree – height 13m to reduce height to remove 3m to leave 10m and to reduce width 4m to remove 2m to leave 2m.</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 5th DECEMBER 2023

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, S. Goodheart, Miss. C. Needs, P. Ralph, B. Waterhouse and Mrs. G. Yeates

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

The Meeting opened at 4.04pm

109. 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.

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

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

111. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

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

There were no declarations of Interest

112. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 21st NOVEMBER 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 21st November 2023 as an accurate record of the proceedings and the Chair signed them.

113. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

114. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 17th AND 24th NOVEMBER 2023

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

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

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

115. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

There were no Pavement Licence application representations to be ratified.

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

Licensing Act 2003

Premises: Bognor Regis Yacht Club, Victoria Road South, Bognor Regis, West Sussex, PO21 2NA

Licence Number: 119015

The Committee noted the application received for a Variation to a Club Premises Certificate for: - a marquee on the lawned area for events, when weather permits; performance of live or recorded music and live or recorded television and film outdoors on lawned area; extension of hours for Summer Ball and New Year's Eve until 01:00 including music; non-members permitted for up to 8 occasions for fundraising events and to increase membership.

Members **RESOLVED** to raise **NO OBJECTION** to the Variation to a Club Premises Certificate being granted for the reasons outlined in the application.

117. TO CONSIDER ANY COMMENTS IN RESPONSE TO ADC'S REVIEW OF PLANNING LOCAL VALIDATION REQUIREMENTS LISTS – MIN. 106 REFERS

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

Cllr. Goodheart declared an Ordinary Interest as an Arun District Councillor

Cllr. Miss. Needs declared an Ordinary Interest as an Arun District Councillor

Cllr. Mrs. Warr declared an Ordinary Interest as an Arun District Councillor

Cllr. Mrs. Yeates declared an Ordinary Interest as the Vice-Chair of Arun District Council's Planning Policy Committee

Having considered the copies of Validation Requirements Lists circulated by ADC, Members **AGREED** to submit **NO COMMENT** in response to the local requirements, which appeared in the second part of each document.

118. TO CONSIDER ANY COMMENTS IN RESPONSE TO THE ISSUES HIGHLIGHTED BY ALDINGBOURNE PARISH COUNCIL IN A REPORT RELATING TO CONCERNS THEY HAVE REGARDING ARUN DISTRICT COUNCIL'S MANAGEMENT AND CONTROL OF ITS STRATEGIC DEVELOPMENT PROGRAMMES – MIN. 107 REFERS

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

Cllr. Goodheart declared an Ordinary Interest as an Arun District Councillor

Cllr. Miss. Needs declared an Ordinary Interest as an Arun District Councillor

Cllr. Mrs. Warr declared an Ordinary Interest as an Arun District Councillor

Cllr. Mrs. Yeates declared an Ordinary Interest as the Vice-Chair of Arun District Council's Planning Policy Committee

In discussing the concerns raised by Aldingbourne Parish Council, a Member spoke of the development proposal on land off Chalcraft Land in West Bersted, as an example where they felt a sufficient and adequate infrastructure was lacking, which could result in spine roads being inundated with traffic. It was the opinion of those present that developments are given the go-ahead before infrastructure is in place, which was the wrong way around.

Members **AGREED** to write **IN SUPPORT** of Aldingbourne Parish Council, sharing their concerns regarding ADC's management and control of development in the district without the necessary infrastructure coming forward in a timely and structured manner.

Cllrs. Goodheart, Miss. Needs, Mrs. Warr and Mrs. Yeates abstained from voting and asked that this be noted in the Minutes

119. CORRESPONDENCE

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

The Meeting closed at 4.52pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 5th DECEMBER 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 17th AND 24th NOVEMBER 2023)**

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

<p><u>BR/228/23/T</u> <u>1 Sudley Gardens</u> Bognor Regis PO21 1HY</p>	<p>1 No. Holm Oak (T1) crown reduction to a height of 12m and spread of 12m.</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><u>BR/245/23/HH</u> <u>1 Den Avenue</u> Bognor Regis PO21 1HE</p>	<p>Demolition of existing conservatory and lean to shed and replacement single storey side/rear extension and new single storey detached annex for dependent relative. Extension of existing fence to the boundary.</p>	<p>NO OBJECTION</p>
<p><u>BR/255/23/HH</u> <u>10 Ivy Lane</u> Bognor Regis PO22 8AF</p>	<p>Proposed single-storey rear extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/257/23/CLE</u> <u>41 Longford Road</u> Bognor Regis PO21 1AD</p>	<p>Lawful development certificate for an existing use as 4 No. self-contained flats.</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 19th DECEMBER 2023

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, S. Goodheart, Miss. C. Needs, P. Ralph, B. Waterhouse and Mrs. G. Yeates

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

The Meeting opened at 4.07pm

120. 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.

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

No apologies had been received from Cllr. Woodall and could not therefore be approved.

122. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

There were no declarations of Interest

123. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 5th DECEMBER 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 5th December 2023 as an accurate record of the proceedings and the Chair signed them.

124. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

125. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 1st AND 8th DECEMBER 2023

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

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

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

126. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

There were no Pavement Licence application representations to be ratified.

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

There were no Premises Licence applications to be considered.

128. TO RECEIVE DETAILS OF ADC'S DESIGN GUIDE UPDATE 2023 SUPPLEMENTARY PLANNING DOCUMENT, AND TO NOTE THAT MEMBERS WILL BE INVITED TO CONSIDER ANY COMMENTS IN RESPONSE TO THE LOCAL REQUIREMENTS WITHIN THE LISTS AT THE COMMITTEE MEETING TO BE HELD ON 9th JANUARY 2024

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

Members **NOTED** that that they will be invited to consider any comments in response to ADC's updates to Chapter F of the Design Guide SPD, needed to reflect new guidance on design standards for cycling infrastructure and the requirements for highway and junction design, at the Committee Meeting to be held on 9th January 2024.

129. CONSIDERATION OF RESPONSES TO THE PUBLIC CONSULTATION EXERCISES IN RELATION TO A BENCH LOCATED ON HIGH STREET, BOGNOR REGIS, AND TO AGREE WHETHER TO SUPPORT ITS RELOCATION TO YORK ROAD

The Assistant Clerk's report, and the related appendix providing the outcomes of the public consultation exercises, was **NOTED**.

Having considered the responses to the public consultation, Members **AGREED** to **SUPPORT** the relocation of the bench located on High Street to replace two benches currently sited on York Road. It was suggested that, if suitable for use, the benches in York Road could be moved to Waterloo Square.

130. CORRESPONDENCE

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

The Meeting closed at 5.08pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 19th DECEMBER 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 1st AND 8th DECEMBER 2023)**

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

<p><u>BR/251/23/HH</u> <u>13 Parklands Avenue</u> Bognor Regis PO21 2BA</p>	<p>Single storey side extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/264/23/T</u> <u>246 Hawthorn Road</u> Bognor Regis PO21 2UP</p>	<p>Reduce 3 No. Poplars trees (T1, 2 and 3) of equal size along West boundary by 5-6m in height leaving the trees at 10m, remove any dead stems, remove 1 No. low large West facing bough from centre tree (T2), reduce 1 No. stem from Poplar tree located in Southwest corner by 4-5m leaving the tree at 10m (T4).</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><u>BR/262/23/PL</u> <u>Sea House</u> 2 Marine Parade Bognor Regis PO21 2LT</p>	<p>Internal alterations, replacement of rear polycarbonate sheet roof to conservatory with a glazed roof, replacement of an existing flat roof window to front flat roof and formation of new access gate to front garden wall. (This application may affect the character and appearance of the Bognor Regis conservation area).</p>	<p>NO OBJECTION</p>
<p><u>BR/263/23/L</u> <u>Sea House</u> 2 Marine Parade Bognor Regis PO21 2LT</p>	<p>Internal alterations, replacement of rear Polycarbonate sheet roof to conservatory with a glazed roof, replacement of an existing flat roof window to front flat roof and formation of new access gate to front garden wall.</p>	<p>NO OBJECTION</p>
<p><u>BR/269/23/S73</u> <u>Butlin's</u> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Variation of condition 9 imposed under BR/161/23/PL relating to extension of hours of operation on Monday to Thursdays to 23:00 for amplified or live music and 23:30 for buildings use and egress.</p>	<p>NO OBJECTION</p>

<p><u>BR/261/23/HH</u> <u>Brodick</u> 1 Castle Close Bognor Regis PO21 2FG</p>	<p>Construction of a 2m garden wall with sliding gate access.</p>	<p>NO OBJECTION</p>
<p><u>BR/268/23/PL</u> <u>9-11 Station Road</u> Bognor Regis PO21 1QD</p>	<p>Demolition to part of ground floor, extension to 9-11 Station Road on to provide 20 No. bed and breakfast accommodation (resubmission following BR/70/23/PL). This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 6th NOVEMBER 2023

PRESENT:

Cllr: K. Batley (Chair); Cllrs: J. Brooks,
Miss. C. Needs, P. Ralph and Mrs. J. Warr

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Ms. K. Fitzpatrick (Events Officer) (part of the
meeting)
Mrs. S. Miah (Committee Administrator)
1 Member seated in the public gallery

The Meeting opened at 6.34pm

45. 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.

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

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

47. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Cllr. Brooks declared an Ordinary Interest in Agenda Items 9 and 12, as his company has previously supplied equipment to event organisers

48. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th SEPTEMBER 2023

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 11th September 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 11th September 2023, as an accurate record of the proceedings and the Chair duly signed them.

49. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.36pm

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

A Member seated in the public gallery asked whether Members would note his concern as to whether the Correx lamp post sleeves (Agenda item 13) would be the only method for promoting events using lamppost columns.

The Chair reconvened the Meeting at 6.37pm

50. CLERK'S REPORT

There were no updates to report.

51. UPDATE ON THE EVENTS PROGRAMME FOR 2023 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

51.1 **Christmas Illuminations Switch-On – 25th November 2023**

A Member asked for the Events Officer to clarify if there was any possibility for extra funding in 2024, to which the Events Officer advised she will explore the possibility of additional funding.

52. PROPOSALS FOR EVENTS PROGRAMME FOR 2024 INCLUDING CONSIDERATION OF BUDGETS FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE

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

52.1 **Book Day – 10th April / 29th May 2024**

With the hope that the weather in May (as opposed to April) would be more clement, and the potential of higher footfall, Members **AGREED** for Book Day to move to the May Half Term, 29th May 2024.

Members **AGREED** to the Book Day theme being 'Jurassic Park'.

A Member felt it was important to think about making some savings and look further into sponsorship to increase funding. The Events Officer advised the rise in costs is due to inflation, which was noticed when organising the event last year. To have an event of the same calibre as previous years, the rise in budget had been suggested.

Members subsequently **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee a budget for the 2024 Book Day event, considering the Officer recommendation of £5,000.

52.2 **Lighting of the Beacon Brazier to mark the 80th Anniversary of D-Day – 6th June 2024**

Members raised concerns about the costs involved in providing free portions of fish and chips. The Events Officer advised, should Members agree, the free meals could be provided to vulnerable and low-income families like the Town Council did for the Coronation 'Big Lunch', which will avoid any loss by ordering to match the demand. The Events Officer added fish and chips will only be provided if funding is secured from the 'National Lottery Awards For All'.

A Member suggested the Events Officer use musicians who may volunteer their services, such as local buskers, to make savings. The Events Officer advised the elements are based on the national guidelines for the 80th Anniversary of D-Day.

Members **AGREED** to take part in the national beacon lighting to mark the 80th Anniversary of D-Day on 6th June 2024 and further **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee a budget of £5,000 for the event.

52.3 Proms in the Park – 15th June 2024

A Member suggested a VIP Tent as a way of thanking our sponsors, to which the Events Officer stated she would investigate getting further sponsorship for, as this would not be possible within the proposed budget.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee a budget of £3,000 for the 2024 Proms in the Park event, based on the Officer recommendation.

52.4 Drive Through Time – 7th July 2024

Cllr. Brooks declared a Disclosable Pecuniary Interest, as previously a supplier of big screens at previous events

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the 2024 budget for the Drive Through Time event is £5,000 based on the Officer recommendation.

52.5 Funshine Days - 1st to 24th August (Tues, Weds & Thurs) 2024

The Events Officer highlighted the success of this event and the need for free events during the summer holidays and stated that no members of the public had commented on why the event had reduced by two days per week.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the 2024 budget for the Funshine Days, considering the Officer recommendation of £5,000 for 4 weeks x three-day programmes.

52.6 Sunday Afternoon Concerts – in partnership with the Rotary Club

Cllr. Brooks redeclared a Disclosable Pecuniary Interest, as he supplied PA equipment for all 3 events last year

Members **AGREED** to work collaboratively with the Rotary Club on a series of events throughout the Summer.

A Member who had previously worked with the Rotary Club suggested that they may be faced with challenges such as inflation, as well as securing volunteers. He suggested that instead of 6 concerts, which included the 3

originally identified to be funded from the 2023/24 Publicity and Promotion Budget, he felt the original 3 concerts, could be increased to 4, and that they could all be enhanced by utilising the additional £1,500 from the 2023/24 Publicity and Promotion Budget.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee a budget for the events, considering the Officer recommendation of £1,500, including an additional budget of £1,500 from the 2023/24 Publicity and Promotion Budget, to add one additional event and enhance all four concerts to cover any increases such as inflation.

52.7 Christmas Illuminations Switch-On – 23rd November 2024

A Member queried whether the Bognor Regis BID would be looking to contribute to the Christmas Illuminations Switch-On again. It is not yet known if Bognor Regis BID will be contributing to the Christmas Illuminations Switch-On for 2024.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the 2024 budget for the Christmas Illuminations Switch-On, considering the Officer recommendation of £6,000.

On behalf of the Committee, the Chair thanked the Events Officer for holding successful events this year and was looking forward to the current line-up for the Christmas Illuminations Switch-On.

The Events Officer left the Meeting at 7.14pm

53. TO RECEIVE A REPORT ON THE SEAFRONT SHELTER POSTER SITES AND AGREE A WAY FORWARD INCLUDING ANY ASSOCIATED COSTS

The Projects Officer's report was **NOTED**.

The Projects Officer advised the Committee that he had gathered quotes for the Seafront Shelter Poster Sites. To replace all 12 existing frames with a similar style clip frame would cost up to £600, robust lockable frames up to £1,900 or alternatively Perspex/PVC covers would cost up to £180.

A Member commented that the use of Perspex or a glass covering can result in damage from condensation or be easily vandalised. He felt the posters are better seen without a cover. The Member enquired if the lockable frames were water resistant, to which the Projects Officer responded that the manufacturers state the frames are waterproof and have acrylic front panels to add extra protection, however vandalism is not covered under the manufacturer warranty.

The Member mentioned the possibility of adding an additional poster site to each shelter. The Projects Officer advised this is not possible due to the lattice framework of the shelter structure.

Members subsequently **RESOLVED** to **RECOMMEND** £2,000 be included in the 2024/25 Publicity and Promotion Budget, to be recommended to the Policy and Resources Committee, to cover the costs associated with the Seafront Shelter Poster Sites.

54. CONSIDERATION OF ANY FURTHER PROPOSALS AND REQUIRED BUDGETS FOR 2024/2025 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE

The Projects Officer's report was **NOTED**.

A Member stated that the previous need for £10,000 was a one-off. The Chair reminded Members of the £2,000 to cover the costs associated with the Seafront Shelter Poster Sites previously discussed. He also suggested Members consider £5,000 to cover any future publicity and promotional needs that may be needed over the course of 2024/25.

Members **RESOLVED** to **RECOMMEND** up to £7,000 to the Policy and Resources Committee for the 2024/25 Publicity and Promotion Budget.

55. TO RECEIVE QUOTES FOR WIND SHIELDS TO BE UTILISED ON THE PROMENADE BANDSTAND AND AGREE ANY NEXT STEPS – MIN. 37 REFERS

The Projects Officer's report was **NOTED**.

A Member suggested making the booking process easier for bands to perform on the Promenade Bandstand. The Projects Officer advised the booking process is via Arun District Council (ADC), who also advised there have been less than five requests to use the Promenade Bandstand in each of the last two years and that there is an alternative bandstand available for use in Hotham Park, which benefits from a more sheltered location. Concerns were raised as to whether the windshields would provide adequate protection for the band, and if it would be financially viable if an alternative bandstand is available for use.

A Member enquired whether the windshield mesh could be made transparent to allow the public to see from the other side, whilst also questioning if the material used will be enough to provide wind protection. The Projects Officer stated that the materials are not specifically designed as wind shields and that the samples supplied to Members were the closest matches to the specification outlined by the Structural Engineer at ADC. He added that he would contact the manufacturers to see if they could produce a clear material and report back at the next meeting.

Before Members decide on choosing a supplier, the Projects Officer suggested he could contact ADC for their feedback and advice, to which Members **AGREED**.

Members **RESOLVED** to **RECOMMEND** a budget of £1,500 to the Policy and Resources Committee, including costs to instruct the supplier to draw up a Risk Assessment.

56. TO RECEIVE AN UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET – MIN. 38 REFERS, INCLUDING: –

The Projects Officer's report was **NOTED** and the related appendix detailing the music bandstand banner designs.

56.1 To note that of the £500 identified for a combined Bognor Regis in Bloom and Allotments Presentation Event, an underspend of £291.46 has been returned to the Publicity and Promotion Budget – Min. 26.3 refers

Members **NOTED** an underspend of £291.46, from the £500 identified for a combined Bognor Regis in Bloom and Allotments Presentation Event, has been returned to the 2023/24 Publicity and Promotion Budget.

56.2 To further consider the £1,500 identified for 3 x additional bandstand music events and agree any next steps – Min. 38.1 refers
Members **RESOLVED** to **AGREE** that the £1,500 identified in the 2023/24 Publicity and Promotion Budget, for 3 x additional Bandstand Music Events, be Earmarked and reallocated to the Rotary Club to enable their 2024 programme to be enhanced to deliver 4 concerts to cover any increases such as inflation, subject to their agreement.

56.3 To approve the design of the music bandstand banners for the Bognor Regis Concert Band – Min. 38.3 refers

A Member queried the duration of the Town Council's sponsorship, suggesting the possibility of creating a formal partnership. The Projects Officer advised that this is a one-off sponsorship of the Bognor Regis Concert Band (BRCB), and at present there are no further plans to support the BRCB in 2024 in terms of funding.

Members **AGREED** to proceed with option D as the proposed design for the music bandstand banners.

Members **RESOLVED** to proceed with the production of the preferred option, **NOTING** that should there be any surplus funds that are not required then these will be returned to the Publicity and Promotion Budget as an underspend.

57. TO RECEIVE A REPORT ON CORREX BOARD LAMP POST SLEEVES, AND RELATING COSTS, AND TO AGREE ANY NEXT STEPS – MIN. 42 REFERS

The Projects Officer's report was **NOTED**.

Cllr. Mrs. Warr left the Meeting at 8.04pm

A Member highlighted the Town Council's Poster, Banner and Outdoor Display Opportunities Policy and the suggested the Correx Boards adhere to the Policy in as much as they would only be displayed for two weeks before the event and removed afterwards. He then questioned how the suggested Correx boards align with the Policy, in terms of promoting the list of pre-agreed event organisers, such as the case with the Seafront Shelters, as he felt the generic posters rather vague.

Several Members commented on the generic 'family event' Correx lamp post sleeve design and suggested it would be more beneficial to have event content displayed on the Correx boards. The Projects Officer explained that the generic Correx boards were in addition to specific Bognor Regis Town Council event posters such as Switch-On, Proms In The Park, Funshine Days. He added, should the Correx lamp post sleeves prove successful, other options can be explored by the Committee provided they are within the allocated budget.

A Member felt the position of the QR code was rather low which may be difficult for members of the public to scan, to which the Projects Officer stated elements such as logos, QR codes etc can be altered to fit within the real estate of the 1.2m x 20-25cm boards.

Subsequently, Members **AGREED** with the Officer recommendation for two styles of generic Correx boards to be utilised to advertise forthcoming events/Councillor Surgeries in the Town Centre.

Members **RESOLVED** to **AGREE** to use supplier E and to the purchase of 10 of each of the generic Correx lamp post sleeves at the preferred size of 1.2m x 20-25cm, at a cost of up to a maximum of £30.40 plus VAT. The Projects Officer advised he would contact the supplier to enquire whether they would be open to pricing halfway between £30.40 (for 10+ boards) and £28.00 (for 25+ boards), as the order total of 20 Correx boards sits equally between quoted prices, to which Members **AGREED**. The Officer recommended locations around the Town Centre, as indicated within the report, were also **AGREED**.

58. TO RATIFY THE OVERSPEND TO IMPLEMENT A NEW ELECTRICITY SUPPLY FOR THE CHRISTMAS ILLUMINATIONS LOCATED AT THE QUEENSWAY

The Projects Officer's report was **NOTED**.

A Member shared his concern that some of the lights were not working last year, to which the Projects Officer advised, as per 2022 he shall be monitoring the lights over the festive period and reporting issues to the contractor should they occur this year.

Members **RATIFIED** the expenditure of £700.00 excluding VAT to implement a new electricity supply for the Christmas Illuminations and **NOTED** that this will result in an overspend of the Equipment Maintenance Budget.

59. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated, and asked that the Projects Officer recirculate the item to Members.

The Meeting closed at 8.19pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 2nd JANUARY 2024**

AGENDA ITEM 11 - TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE MEETING OF 11th DECEMBER 2023 - TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2024/25

AGENDA ITEM 12 - TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2024/25

REPORT BY TOWN CLERK

FOR DECISION

Item 11 - To consider the Bognor Regis Town Council Budget for 2024/25

Please find below an excerpt from the Minutes of the Policy and Resources Committee Meeting of 11th December 2023 (Min. 99 refers), with the following recommendation to Council:

*Following the discussion, Members **RESOLVED** to **RECOMMEND** to **COUNCIL** the draft Budget, as amended and set a Precept for 2024/2025 of £999,504, a reduction from 2023-24 of £10,315 or 1.02% in the Precept, in order to leave the Band D Tax Charge unchanged at £135.95 per Band D Equivalent.*

This recommendation followed consideration by Members of the Budget Summary including Revenue Expenditure and Revenue Income for 2024/25, a copy of which was circulated to Members prior to the meeting. An updated Budget Summary following receipt of the Tax Base from ADC for 2024-25 was subsequently provided to all Members at the meeting. However, the detailed budget papers, as previously circulated, changed as a result of the budget decisions made during discussions on the night and the recalculations are reflected in the above recommendation to Council.

Members are therefore now invited to **RESOLVE** to **APPROVE** the recommended Draft Budget for 2024/25.

During the meeting it was also proposed that any savings identified as part of the efficiency review and as part of the decisions taken at the meeting would be allocated to the Economic Development Fund.

Please find below an excerpt from the Minutes of the Policy and Resources Committee Meeting of 11th December 2023 (Min. 100 refers), with the following recommendation to Council:

*Members further **RESOLVED** to **RECOMMEND** to **COUNCIL** that the various budget savings identified (a net saving of £81,000 from the original computation) be placed in the Economic Development Fund, for such use as may be determined.*

Item 12 - To decide the amount for the Precept to be issued for 2024/25

As noted above Members of the Policy and Resources Committee have recommended for the year 2024/25 the Precept amount of £999,504. (Budget Summary attached as **APPENDIX 1**).

DECISIONS

To **RESOLVE** to **APPROVE** formal adoption of the recommended Income and Expenditure Budget for 2024/25.

To **RESOLVE** to **APPROVE** *that the various budget savings identified (a net saving of £81,000 from the original computation) be placed in the Economic Development Fund, for such use as may be determined.*

To **RESOLVE** to **APPROVE** the Precept amount for 2024/25 of £999,504.



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 11th DECEMBER 2023

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, S. Goodheart, Miss. C. Needs, F. Oppler (during Min. 91), P. Ralph, N. Smith and P. Wells

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mr. D. Kemp - DCK Accounting Solutions Ltd
Cllrs. J. Brooks, D. Dawes, R. Nash Mrs. J. Warr and Mrs. G. Yeates in the public gallery

The Meeting opened at 6.33pm

90. 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.

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

Cllr. Oppler arrived at the Meeting

No apologies had been received from Cllr. Woodall and could not therefore be approved.

92. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Cllr. Goodheart declared an Ordinary Interest in Agenda item 6

Cllr. Wells declared an Ordinary Interest as a BID Levy payer

93. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th NOVEMBER 2023

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 20th November 2023 and these were signed by the Chair.

94. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

95. TO CONSIDER A GRANT REQUEST FROM BOGNOR REGIS YOUTH AND COMMUNITY CENTRE FOR EMERGENCY REPAIRS

The Vice-Chair, as the Town Council appointed Representative to the Youth and Community Centre advised Members that the issues had now been resolved and invited Cllr. Goodheart, who is a Trustee for the Centre, to elaborate.

Cllr. Goodheart explained that the situation had been crucial hence the request for grant funding being added to the Agenda. However, having overcome the hurdle themselves, Bognor Regis Youth and Community Centre no longer needed a grant for emergency repairs, but thanks was given to the Town Council for having included the matter for consideration.

96. 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 items 8 and 9 (contractual).

97. ADJOURNMENT FOR TOWN COUNCILLORS NOT APPOINTED TO THIS COMMITTEE TO MAKE COMMENT AND ASK QUESTIONS ON THE DRAFT BUDGET PROPOSALS FOR 2024/2025

The Chair adjourned the Meeting at 6.38pm

Having given a brief summary as to how the 2024/2025 Budget had been drafted, with the level of Precept and savings borne in mind, the Chair invited non-Committee Members, seated in the public gallery, to make comment and ask questions. He reminded those present that the Policy and Resources Committee would recommend a Budget for 2024/2025 to the Full Council Meeting in January, which would provide an opportunity for all Members in attendance at that meeting to make further comment.

Overall, a Member stated that they felt reasonably comfortable with the Budget proposed, agreeing that there should be a limited increase in the Precept whilst living in difficult times, and speaking favorably of Warden provision in the Town Centre.

A query was raised about the level of funding apportioned to Floral Displays with the Accountant explaining that the figure included Town Force time.

In relation to the provision of a Warden, a Member shared their experience of running a business in the Town, and urged fellow Councillors to meet with the current Warden to understand the challenges faced every day. Whilst supportive of continuing to fund Warden provision, the Member wished to see a Service Level Agreement (SLA) in place, to better understand what the Council could expect for their money.

The Chair reconvened the Meeting at 7.07pm

98. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2024/2025 INCLUDING ANY RECOMMENDATIONS FROM COMMITTEES

The Town Clerk's report, including the statement regarding restrictions on voting under Section 106 of the Local Government Finance Act 1992, was **NOTED**.

It was also **NOTED** that all Members of the Council had received a hard copy of the draft Budget proposals, prior to the meeting, which had also included a Budget Summary, together with breakdowns of Income and Expenditure for the financial year ending 31st March 2025.

These had been prepared in liaison with the Town Council's Accountant and the Chair of the Policy and Resources Committee and based on the recommendations from the various Committee Meetings. In addition to the Committee recommendations, provision had been made within the draft Budget proposals for various savings for consideration. A list of these proposals was provided to Members under separate cover. An updated Budget Summary following receipt of the Tax Base from ADC for 2024-25 was subsequently provided to all Members at the meeting.

The Chair presented the Budget proposal highlights for 2024/2025, some of which required a decision whilst others were to be noted having been agreed at a previous meeting.

- 98.1** In discussing the Town Crier, Members remarked upon what an excellent ambassador Jane was for Bognor Regis, going above and beyond the expectations of the role, and putting the Town on the map time after time.
- 98.2** When considering budgets for Partnership Funding and Grant Aid the importance of supporting local groups was balanced against a desire to see groups moving towards becoming more self-sufficient, sourcing funding from elsewhere, rather than continuing to rely on the Town Council's limited resources. Having debated the level of funding for these budget headings, there was an agreed amendment to the figures originally highlighted in the confidential proposal in relation to the Grant Aid Budget.
- 98.3** ***Cllr. Wells declared an Ordinary Interest in the Bognor Regis Heritage & Arts Partnership Board***
- 98.4** Having received a formal request from the Bognor Regis BID for the Council to contribute towards Business Warden provision in the Town, which had previously been circulated, Members were advised of an amendment to the figures in the confidential proposals to reflect this. It was suggested that Warden provision be allocated as hours rather than days, to capitalise on the times when the Warden's presence is most needed in the Town Centre, in addition to the previously mentioned SLA being put in place.
- 98.5** Simultaneous to the request from the BID, the Town Council had also been approached by Arun District Council (ADC) about becoming a funding partner with the proposal for an Arun-wide Business Crime Reduction Partnership (BCRP) initiative, details of which had been circulated to all Members.

Cllr. Wells redeclared an Ordinary Interest as a BID Levy payer and confirmed that he would not take part in the vote on this item

Historic work to formalise a Disc system in the Town, for reporting low-level crime and antisocial behaviour which is then shared online with ADC, Sussex Police and local businesses, was discussed. Some Members personally involved with the Disc system spoke of a perceived apathy amongst business users in the Town who feel that no action comes from

reporting. The need for a Warden who knows the names and faces of regular offenders, possessing the required local knowledge, was stressed. Following further discussion, it was felt that it was not for the Town Council to support this proposal.

Members **DISAGREED** and **RESOLVED** not to support the request from ADC for the Town Council to financially contribute towards a BCRP initiative and did not, therefore, include any provision for this within the 2024/2025 Budget proposals.

- 98.6** In coming to consider a proposal in relation to Boom Community Bank (BCB), the Chair advised Members that a meeting had taken place earlier in the day with representatives from BRTC and BCB. The Town Council's Accountant, Mr. Kemp, was also present at the meeting and was invited by the Chair to explain the options available should Members be receptive to the proposal.

Mr. Kemp outlined a variety of lending options, detailing the associated banking regulations that would apply and the lending parameters that could be set. The level of risk to the Town Council was discussed as was the benefit of this type of loan scheme to the community and the local economy. He went on to explain how any investment from the Town Council would be shown on the balance sheet and would not be classified as expenditure coming from the 2024/2025 Budget. Members noted that this would be funded from the Council's Economic Development Fund.

With Adur & Worthing Councils already involved with BCB, it was suggested that contact be made with them to seek their feedback on the loan scheme.

- 98.7** The proposals considered by the Committee as detailed in the confidential appendix, reflect the items discussed to be incorporated in the draft Budget for recommending to Council. This also included a recommendation to Council in support of Boom Community Bank which is subject to due diligence. It is also proposed that any savings identified as part of the efficiency review and as part of the decisions taken at this meeting will be allocated to the Economic Development Fund.

The Clerk reminded Members that these proposals should all be treated as confidential at this time, as a final draft will need to be presented to Council for approval in the New Year.

- 99.** Following the discussion, Members **RESOLVED** to **RECOMMEND** to **COUNCIL** the draft Budget, as amended and set a Precept for 2024/2025 of £999,504, a reduction from 2023-24 of £10,315 or 1.02% in the Precept, in order to leave the Band D Tax Charge unchanged at £135.95 per Band D Equivalent.
- 100.** Members further **RESOLVED** to **RECOMMEND** to **COUNCIL** that the various budget savings identified (a net saving of £81,000 from the original

computation) be placed in the Economic Development Fund, for such use as may be determined.

- 101. Cllr. Miss. Needs declared a Disclosable Pecuniary Interest in relation to the proposal to increase the Civic Activities Travel Expenses budget in the next financial year**

The Meeting closed at 8.32pm

CONFIDENTIAL APPENDIX
BUDGET PROPOSAL HIGHLIGHTS 2024-2025
DECISIONS FOLLOWING COMMITTEE CONSIDERATION

CIVIC ACTIVITIES

4009 - 102 increased Travel Expenses by **£1.5k** - **AGREED**.

4209 - 102 Town Crier Honorarium of **£2k** added - unanimously **AGREED**.

PROJECTS AND EVENTS

4001/2/3 Efficiency savings reflected in these codes previously agreed - **NOTED**.

BR PARKING SCHEME

4350 - 106 of **£21k** original car parking contribution **£15k** savings and **£6k** for Town Centre Events under 4738 - 301 - unanimously **AGREED**.

GRANT AID - 107

4750 - 107 Grant Aid reduced from **£46k** to **£15k** (increased from original proposal of £10k during the meeting) - reallocated **£21k** to Partnership Funding under 4708 - 108 and balance as **£10k** savings - unanimously **AGREED**.

4757 - 107 BR Seafront Lights Grant - **£9k** removed will now be considered under the new Partnership Funding budget 4708 - 108 - **AGREED**.

4764 - 107 Bognor Regis Heritage & Arts Partnership Board - support with a 3-year funding agreement for **£2k** per annum, commencing on 1st April 2024 previously agreed - **NOTED**.

P&R PARTNERSHIP FUNDING

4702 - 108 Business Wardens reduced from **£21k** - following some discussion, the budget to be set at **£16,683** for 1 year only as annual provision can no longer be relied upon, and subject to a satisfactory Service Level Agreement (SLA) being set up between BRTC and BR BID. The SLA to include ensuring the most efficient use of the paid hours is provided through this service by seeking to deliver this facility by the hour at times when this is most needed rather than by the day - **AGREED**.

4708 - 108 **£21k** for new Partnership Funding (possible 3-year agreements) not identified which organisations yet. This will be done at a future meeting - **NOTED**.

4718 - 108 Ongoing maintenance of UKSPF project for Public Bike Repair Stations added **£325** - previously agreed - **NOTED**.

4719 - 108 Removed budget for ongoing maintenance of UKSPF lighting project previously agreed as this project is no longer viable owing to the inability to source the necessary power supply - **NOTED**.

4042 - 110 Funding for ongoing maintenance/annual service charge for bin in Victoria Drive added **£300** – as previously agreed - **NOTED**.

FLORAL DISPLAYS - 204 CE&E RECOMMENDATION

4311 - 204 In Bloom Competition Expenses increased by **£200** – unanimously **AGREED**.

EVENTS GENERAL - 301 E,P&L RECOMMENDATIONS

4032 - 301 Publicity/Promotion budget reduced from **£10k** to **£2k** to cover the costs associated with the seafront shelter poster sites - replacement frames or perspex/pvc covers – unanimously **AGREED**.

ADDITIONAL E, P&L RECOMMENDATION – NO PROVISION MADE IN DRAFT BUDGET PROPOSALS PROVIDED

Recommendation for a further **£5k** budget to cover any future publicity and promotional needs - **AGREED**. This will be funded from other identified savings rather than as an increase on the budget.

ADDITIONAL E, P & L RECOMMENDATION – NO PROVISION MADE IN DRAFT BUDGET PROPOSALS PROVIDED

Recommendation from E, P&L under Min. 55 from meeting on 6.11.23 - for a further **£1.5k** budget for the provision of windshields for the Promenade Bandstand including costs for the supplier to draw up a risk assessment. Following some discussion Members **DISAGREED** with providing a further budget for this proposal as it was felt that this could be funded from within the extra £5k budget already agreed.

EVENTS - 301 E, P&L RECOMMENDATIONS

- 4736 – 301 **Proms £3k**
- 4737 – 301 **Funshine Days £5k**
- 4740 – 301 **£5k put to 4211-301 for D Day Celebrations**
- 4745 – 301 **Book Day increased to £5k**
- 4746 – 301 **Drive Through Time increased to £5k**
- 4749 – 301 **Sunday Afternoon Concerts £1.5k**
- 4000 – 306 **Christmas Switch-On Event increased to £6k**

All the above Event recommendations were unanimously **AGREED**.

BOOM COMMUNITY BANK PROPOSAL FOR £40,000 GRANT P&R MIN. 81 REFERS 20.11.23

This proposal was discussed in some detail and Members unanimously **AGREED IN PRINCIPLE** to **RECOMMEND TO COUNCIL** that a grant of **£30k** be made to Boom Community Bank to set up a No Interest Loan Scheme (NILS) for the benefit of Bognor Regis residents, subject to the outcome of the due diligence checks, with any shortfall in the Fund being topped up on an annual basis through budgetary provision. Members further **AGREED** to **NOTE** that 15% of the £30k Loan Fund would be allocated as a Deferred Share Investment and therefore not available to be used as part of the No Interest Loan Scheme (NILS).

Bognor Regis Town Council

(Updated 11/12/2023)

Proposed Budget - Staff & other savings as currently proposed - Balanced Budget Band D Constant

Budget Summary

Year Ended 31st March 2025

	2023/24		2024/25	<i>Budget</i>	
	Projected	<i>Budgeted</i> (Revised)	Proposed	<i>Incr/Decr</i>	
REVENUE EXPENDITURE					
Policy & Resources	809960	834080	736339	-97741	
Comm'y Eng't & Env't	78018	77777	77377	-400	
Events, Prom'n & Leisure	144784	111599	115519	3920	
Planning	7000	9750	7000	-2750	
	<u>1039762</u>	<u>1033206</u>	<u>936235</u>	<u>-96971</u>	
INCOME					
Policy & Resources	93967	37900	62900	25000	
Comm'y Eng't & Env't	14537	14300	13300	-1000	
Events	28514	2200	2400	200	
Planning	0	0	0	0	
	<u>137018</u>	<u>54400</u>	<u>78600</u>	<u>24200</u>	
NET REVENUE EXPENDITURE	<u>902744</u>	<u>978806</u>	<u>857635</u>	<u>-121171</u>	
CAPITAL EXPENDITURE (NET)					
Loan Charges	89013	89013	89013	0	
BPCL - Management Fees	-58000	-58000	-58000	0	
Development Provision			81000		
Capital Funding Provision	30000	30000	30000	0	
Capital Funding Provision Prior Year adjustment	80000	0	0	0	
Policy & Resources	-908	0	0	0	
Env & Leisure	0	0	0	0	
Earmarked Reserves released to General	-16619	0	0	0	
	<u>123486</u>	<u>61013</u>	<u>142013</u>	<u>0</u>	
TOTAL NET EXPENDITURE	<u>1026230</u>	<u>1039819</u>	<u>999648</u>	<u>-121171</u>	-3.86%
Financed as follows					
Reserves at 1st April	497484	406517	481073		
Reserves at 31st March	481073	376517	480929	**	Reserves Surplus 266520
Used to Fund Expenditure	16411	30000	144		0.01% (of Precept)
Precept Required	1009819	1009819	999504	-10315	-1.02%
TOTAL TAXATION FUNDING REQUIRED	<u>1009819</u>	<u>1009819</u>	<u>999504</u>	<u>-10315</u>	<u>-1.02%</u>
	<u>1026230</u>	<u>1039819</u>	<u>999648</u>	<u>-10315</u>	

ADJUSTED BASIS

		Advised		
Band D Equivalents	<u>7428</u>	<u>7352</u>	-76	-1.02%
Precept per Band D Equivalent (£/annum)	<u>£ 135.95</u>	<u>£135.95</u>	£0.00	0.00%
Precept per Band D Equivalent (p/week)	<u>260.73</u>	<u>260.73</u>	£0.0000	0.00%

£ 999,504.40

NOTES

** Recommended minimum reserve equal to 3 months net expenditure	225686	244702	214409
---	--------	--------	--------

	31/03/2023 (Actual)	31/03/2024 (Projected)	31/03/2025 (Available)
Earmarked Reserves			
Rolling Capital Fund	106245	131339	161339
Economic Development	298000	298000	379000
Others (Incl unapplied grants)	171243	109517	109817
	<u>575488</u>	<u>538856</u>	<u>650156</u>

Bognor Regis Town Council**(Updated 11/12/2023)****Budget Summary****Revenue Expenditure****Year Ended 31st March 2025**

		2023/24		2024/25	<i>Budget</i>
		Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
			<i>(Revised)</i>		
Operating Budgets (Net)					
Administration	101	292220	312120	303740	-8380
Civic	102	43052	32273	32423	150
Mayor's Charity Activities	103	562	0	0	
Projects and Events	104	215270	229002	181947	-47055
Town Force	105	116887	147411	146647	-764
B R Parking Scheme	106	21000	21000	0	-21000
Street Scene Enhanc't	110	15981	7286	7586	300
Meteorological	202	8096	7492	8442	950
Floral Displays	204	56208	56146	56096	-50
Roads & Streetlights	401	7000	9750	7000	-2750
Allotments	402	3180	3376	3126	-250
Planning (General)	403	0	0	0	0
		<u>779456</u>	<u>825856</u>	<u>747007</u>	<u>-78849</u>
Discretionary Spending					
Grant Aid	107	72088	59588	21588	-38000
P & R Partnership	108	32900	25400	42408	17008
Christmas Activities	207	58114	57364	57364	0
E & L Projects	208	21810	21631	21281	-350
Events	301-5	75394	43367	46587	3220
		<u>260306</u>	<u>207350</u>	<u>189228</u>	<u>-18122</u>
Revenue Expenditure					
		<u>1039762</u>	<u>1033206</u>	<u>936235</u>	<u>-96971</u>

Bognor Regis Town Council

(Updated 11/12/2023)

Budget Summary

Year Ended 31st March 2025

Revenue Income

		<u>2023/24</u>		<u>2024/25</u>	<i>Budget</i>
		Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
			<i>(Revised)</i>		
<u>Operating Budgets (Net)</u>					
Administration	101	50000	15000	40000	25000
Civic	102	300	300	300	0
Mayor's Charity Activities	103	562	0	0	0
Projects and Events	104	0	0	0	0
Town Force	105	20605	20100	20100	0
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	2500	2500	2500	0
Floral Displays	204	14537	14300	13300	-1000
Roads & Streetlights	401	0	0	0	0
Allotments	402	2606	2200	2400	200
Planning (General)	403	0	0	0	0
		<u>91110</u>	<u>54400</u>	<u>78600</u>	
<u>Discretionary Spending</u>					
Grant Aid	107	12500	0	0	0
P & R Projects	108	7500	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	25908	0	0	0
		<u>45908</u>	<u>0</u>	<u>0</u>	
<u>Revenue Income</u>					
		<u>137018</u>	<u>54400</u>	<u>78600</u>	<u>24200</u>

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JANUARY 2024**

**AGENDA ITEM 13 – TO CONSIDER A RECOMMENDATION FROM THE
POLICY AND RESOURCES COMMITTEE IN RELATION TO BOOM
COMMUNITY BANK AND TO AGREE ANY NEXT STEPS**

REPORT BY THE TOWN CLERK

FOR DECISION

At the Policy and Resources Committee Meeting, held on 20th November 2023, Members received a report in relation to Boom Community Bank and were invited to consider any further action. Following a vote, it was unanimously agreed in principle to give Delegated Authority to the Town Clerk to perform due diligence in liaison with the Council's Accountant, about the possibility of the Town Council supporting Boom Community Bank, with it suggested that the final decision be made by Full Council. At the suggestion of the Clerk, it was further agreed to refer the matter for further consideration to the next Policy and Resources Committee Meeting, at which the Council's Budget for 2024/25 would be discussed and where the Accountant would be present to answer any questions, before making any recommendation to Council in January (Min. 81 refers).

During consideration of the 2024/25 Budget at the Policy and Resources Committee Meeting held on 11th December 2023, Members further discussed the proposal in relation to Boom Community Bank (BCB). The Town Council's Accountant, Mr. Kemp, who was present at the meeting, outlined a variety of lending options, detailing the associated banking regulations that would apply and the lending parameters that could be set. The level of risk to the Town Council was discussed as was the benefit of this type of loan scheme to the community and the local economy. He went on to explain how any investment from the Town Council would be shown on the balance sheet and would not be classified as expenditure coming from the 2024/2025 Budget. Members noted that this would be funded from the Council's Economic Development Fund.

With Adur & Worthing Councils already involved with BCB, it was suggested that contact be made with them to seek their feedback on the loan scheme (Min. 98.6 refers).

Members unanimously **AGREED IN PRINCIPLE** to **RECOMMEND TO COUNCIL** that a grant of **£30k** be made to Boom Community Bank to set up a No Interest Loan Scheme (NILS) for the benefit of Bognor Regis residents, subject to the outcome of the due diligence checks, with any shortfall in the Fund being topped up on an annual basis through budgetary provision.

Members further **AGREED** to **NOTE** that 15% of the £30k Loan Fund would be allocated as a Deferred Share Investment and therefore not available to be used as part of the No Interest Loan Scheme (NILS).

DECISION

Do Members **RESOLVE** to **AGREE IN PRINCIPLE** that a grant of **£30k** be made to Boom Community Bank, funded from the Council's Economic Development Fund, to set up a No Interest Loan Scheme (NILS) subject to the outcome of the due diligence checks, with any shortfall in the Fund being topped up on an annual basis through budgetary provision?

Should Members be minded to proceed with the proposal that a grant be made to Boom Community Bank then, subject to the outcome of the due diligence checks, the next step would be to pass the following Resolution: -

"To West Sussex and Surrey Credit Union Limited (trading as Boom Community Bank): We confirm that at a properly convened meeting, it was Resolved:

- 1. We wish to open an account with Boom Community Bank and, in doing so, agree to abide by the social objects, rules, policies, and procedures of the Credit Union.*
- 2. The individuals representing the organisation consent to furnish the necessary personal details and identification documents in accordance with the Credit Union's requirements. They also acknowledge and authorise the processing and retention of their information for the sole purpose of opening and managing the account.*
- 3. Boom Community Bank will rely on the appointed representatives unless it receives written confirmation of changes to representatives.*
- 4. To provide Boom Community Bank with the organisation's governing documents in accordance with the Credit Union's requirements."*

This Resolution is a requirement of the 'West Sussex and Surrey Credit Union Limited Trading As Boom Community Bank' application form to open a Corporate Account with them.

In passing the Resolution it will be necessary to nominate and agree two signatories from those Councillors currently named as bank signatories. Both signatories are required to sign the Resolution in Section 3 of the Credit Union application form, on behalf of the governing body. Furthermore, for each signatory on the account, copies of the following are required:

AGENDA ITEM 13

One photo ID - Identification documents must be current and display the correct name and address. The following can be accepted:

- Passport
- UK driving licence or UK blue disabled driver's pass (photocards)
- National ID card or EU Member State photo ID card
- Biometric Residence permit (BRP)
- Home Office travel documents
- UK Armed Forces ID card
- If no photo ID is unavailable, a combination of other documents, such as a birth certificate, marriage certificate, and letters from an official office may be asked for.

One proof of address - Documents must be dated within the last three months. The following are acceptable:

- Council tax, gas, electricity, or water bill
- Building society, credit card or bank statement from the past three months
- Tax assessment or HMRC letter
- Photographic ID, such as a driving licence (when not used as proof of ID)
- Council rent card
- Mortgage statement
- Private tenancy agreement
- Certificate of Voter Registration
- Official letter from a UK solicitor, Benefits Agency, Pensions Service, JobCentre Plus or the DVLA

The key contacts for communications should also be confirmed on the form.

DECISIONS

Do Members **RESOLVE TO AGREE IN PRINCIPLE**, subject to the outcome of the due diligence checks, that Bognor Regis Town Council open a Corporate Savings Account with West Sussex and Surrey Credit Union Limited trading as Boom Community Bank and, in doing so, pass the Resolution as described above?

Two signatories are required to sign the Resolution and Members are invited to nominate and **AGREE** two named Councillors, who are current bank signatories, to act on behalf of the Town Council as signatories for the Credit Union Account and who are agreeable to providing the identification documents required to do so.

Members are asked to further **AGREE** that the key contact for communications would be the Clerk to the Council, Glenna Frost, with the Assistant Clerk, Joanne Davis, as a second.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JANUARY 2024**

AGENDA ITEM 16 - TO NOTE UPDATES TO THE COUNCIL'S TERMS OF REFERENCE FOLLOWING THE DISSOLUTION OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE - MIN. 131 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Extraordinary Council Meeting held on 13th November 2023, Members considered recommendations relating to improving the Council's efficiency (Min. 131 refers). Included in the recommendations, that were subsequently approved, was the dissolution of the Community Engagement and Environment (CE&E) Committee and associated Working Groups including the Beach & Sea Access Topic Team, Climate Emergency Focus Group and Youth Provision Steering Group. It was agreed that the Bognor Regis in Bloom Working Group, which previously reported to CE&E, would report to the Events, Promotion and Leisure (E,P&L) Committee. Furthermore, it was agreed to reorganise the E,P&L Committee, removing the 'events' element from this Committee to sit under the Policy and Resources (P&R) Committee instead.

Prior to the Extraordinary Meeting, papers had been circulated to Members which included proposals as to where the Functions, set out in the Terms of Reference, of the CE&E Committee could be reallocated. They also detailed which Functions of the E,P&L Committee, pertaining to 'events', would be incorporated into the Terms of Reference for the P&R Committee.

A summary of the reallocated Functions is shown in the table below, with the updated Terms of Reference attached to this report as **Appendices 1-5** (amendments shown in red):

Function	Previous C'ttee	Reallocated C'ttee
Community Engagement	CE&E	Council
Environment	CE&E	Planning & Licensing
Environmental & Public Health	CE&E	Planning & Licensing
Personal Health	CE&E	Council
Children & Young People	CE&E	Events, Promotion & Leisure
Public Realm & Facilities	CE&E	Planning & Licensing
Clocks	CE&E	Planning & Licensing
Heritage	CE&E	Council
Home Safety	CE&E	Council
Events	E,P&L	Policy & Resources
Entertainment & the Arts outdoors	E,P&L	Policy & Resources
Markets	E,P&L	Policy & Resources

DECISION

Members are asked to **NOTE** updates to the Council's Terms of Reference as detailed in the report and related appendices.



BOGNOR REGIS TOWN COUNCIL

COUNCIL

TERMS OF REFERENCE

Adopted by the Council at its Meeting held on **2nd January 2024**

BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: COUNCIL

16 Members of the Authority

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

Introduction to Powers and Duties of Standing Committees

Subject to the matters to be reserved to Council, a majority of the Council's powers and duties are delegated to standing committees as set out in their respective terms of reference, subject to the acts and proceedings of a committee: a. where delegated to committee, so far as is legally permissible, be deemed the acts and proceedings of the Council;

b. where not delegated, recommendations from committee, will be subject to confirmation by Council and when confirmed will be deemed the acts and proceedings of the Council;

c. in all respects be subject to the provisions of the Council's Standing Orders, Standing Orders for Contracts and Financial Regulations except as otherwise determined by Council.

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

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

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

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

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

Council Meeting 2nd January 2024
Agenda item 16 - Appendix 1

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

Council Meeting 2nd January 2024
Agenda item 16 - Appendix 1

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

Council Meeting 2nd January 2024
Agenda item 16 - Appendix 1

<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Quality & Integrated Management</p> <p>Matters relating to Quality and Integrated Management and Local Council Award Scheme</p> <p>Administration of the Complaints Procedure</p>	<ul style="list-style-type: none"> • Policy & Resources Committee • As set out in Complaints Procedure
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p>	<p>Finance</p> <p>Authorisation of Payment of accounts.</p> <p>Approval of Annual Return & Statement of Accounts</p> <p>Approval of Banking Arrangements</p> <p>Approval of Orders for work, goods or services</p> <p>Audit arrangements</p> <p>Power to accept gifts, Local Government Act 1972, S139 and to borrow money Local Government Act 1972 Sch. 13</p> <p>Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11</p> <p>Authority for capital expenditure not specifically included Budget</p>	<ul style="list-style-type: none"> • Council/ Policy & Resources Committee/ Town Clerk in accordance with Financial Regulations <p>None</p> <p>None</p> <ul style="list-style-type: none"> • Council/ Policy & Resources Committee/ Town Clerk in accordance with Financial Regulations <ul style="list-style-type: none"> • Town Clerk/ RFO to manage in accordance with Financial Regulations • Council to approve annual external audit report • Policy & Resources Committee to consider interim audit report, final internal audit report and any agree internal audit brief <p>None</p> <p>None</p> <p>None</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Land</p> <p>Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127</p> <p>Power to accept gifts of land, Local Government Act 1972, S139</p> <p>Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10</p>	<p>None</p> <p>None</p> <p>None for acquisition</p> <ul style="list-style-type: none"> • Community Engagement & Environment Committee for maintenance & management
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>Delegated Services</p> <p>To take on services from other local authorities or public bodies (LGA 1972, S101, 111 & 112 or Localism Act 2011) or General Power</p> <p>To undertake services for another local authority or public body</p>	<p>None</p> <p>None</p>

<p>8. 8.1</p>	<p>Ethical Framework To approve Member & Officer codes of conduct and protocols</p>	<p>None</p>
<p>8.2</p>	<p>To monitor and control the Council's Ethical Framework</p>	<ul style="list-style-type: none"> • Proper Officer to obtain declarations, give reminder annually and to act as necessary for Monitoring Officer • Mayor may obtain declarations of office in the absence of the Proper Officer
<p>8.3</p>	<p>To approve dispensations</p>	<p>None, except in a case of urgency, Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chairman, subject to reporting the justification to the next Council meeting</p>
<p>9. 9.1</p>	<p>Community Engagement To lead and encourage effective local community engagement, ensuring that, embedded throughout the Council and its decision-making processes is a clear understanding of the need to engage with the local community about decisions which affect them. Such thinking to be reflected throughout the implementation of the terms of reference 1 to 8 detailed below.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
<p>9.2</p>	<p>To champion and where possible enable the aspirations/comments/suggestions obtained from the community to have an impact on decision making and the way in which services are being delivered.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational Management to Town Clerk
<p>9.3</p>	<p>To promote the social wellbeing of the Town and to facilitate and support local community and voluntary organisations within the framework of our Corporate Strategy.</p>	<ul style="list-style-type: none"> • Grants to Policy and Resources Committee • Management Overview to Council • Operational Management to Town Clerk
<p>9.4</p>	<p>To lead the drive for one Bognor Regis engaged community and to take responsibility for the reporting of Community Engagement to those living and working in the Town.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational Management to Town Clerk
<p>9.5</p>	<p>To identify different community sectors of place or interest not already involved in the engagement process to ensure all parts of the community are reached.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational Management to Town Clerk
<p>9.6</p>	<p>To organise and facilitate the methods of community engagement for participation by all Members of the Council, tailored to the specifics of the target community sectors when applicable.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
<p>9.7</p>	<p>To organise and facilitate the formation of Topic Teams with focus on specific issues identified through community engagement.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
<p>9.8</p>	<p>To review the outcome from all engagement activities with reference to the Corporate Strategy.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
<p>9.9</p>	<p>To regularly assess the delivery of engagement to identify strengths and weaknesses and required resources from within the Council to ensure effective engagement.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk

Council Meeting 2nd January 2024
Agenda item 16 - Appendix 1

10. Personal Health	
10.1	To work with partner organisations to improve the health of people in the Town.
10.2	To improve access to services which can contribute to health.
10.3	To promote healthy living.
10.4	Contribute to the development of and co-ordination of NHS services.
	<ul style="list-style-type: none"> • Management Overview to Council • Operational Management to Town Clerk
11. Heritage	
11.1	To directly or indirectly, conserve the cultural heritage of the town.
11.2	To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4.
	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
12. Home Safety	
12.1	To support home safety initiatives in the town.
	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

POLICY AND RESOURCES

COMMITTEE

Adopted by the Council at its Meeting held on **2nd January 2024**

BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: POLICY AND RESOURCES COMMITTEE

9 Members of the Authority

Quorum = 3

Purpose

The Policy and Resources Committee (P&R) is the senior Committee of the Council. The Policy and Resources Committee shall consider all matters that affect the finances of the Council and report to the Council accordingly.

- Where there is a dispute between itself and another committee, the matter shall be determined by Council.

Definitions

- “Management Overview”: To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions within budget and Financial Regulations/Standing Orders for contracts.
- “Operational Management” That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1		Delegation of Functions Column 2
1.	Governance	
1.1	To advise Council on Corporate Strategy, policies not within the terms of reference of any other committee and the Constitution, including Standing Orders, Financial Regulations and Standing Orders for Contracts.	<ul style="list-style-type: none"> • Committee
1.2	To advise Council on the need for new services and facilities and major changes in administration.	<ul style="list-style-type: none"> • Committee
1.3	To advise Council on new or revised policies.	<ul style="list-style-type: none"> • Committee after considering the advice of the Town Clerk and recommendations from other committees
1.4	Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.	<ul style="list-style-type: none"> • Committee, except for Arun District Council and West Sussex County Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee
1.5	To agree terms of reference of any sub-committees established by itself.	<ul style="list-style-type: none"> • Committee
2.	Resources	
2.1	To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations. • Strategic advice by Town Clerk & Accountant
3.	Finance	
	Under the direction of the Council: -	
3.1	To be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> • Management Overview to Committee • RFO / Town Clerk in accordance with Financial Regulation and for Operational Management

3.2	To formulate the annual budget for Council and submit recommendations on Budget & Precept requirements (including recommendations on savings and efficiency gains) by December preceding the relevant Council year, after receipt of draft budget submissions from other committees.	<ul style="list-style-type: none"> • Committee • Town Clerk/RFO to prepare draft Budget & Budget Report in consultation with the Accountant, Chairman and political group leaders
3.3	To monitor the Council's capital and revenue budgets during the year & consider requests from other committees for supplementary expenditure, recommending to Council in accordance with Financial Regulations.	<ul style="list-style-type: none"> • Committee/ RFO in accordance with Financial Regulations.

3.4	Approval of variation, overspend, and virement in accordance with Financial regulations.	<ul style="list-style-type: none"> • Committee, Town Clerk / RFO as set out in Financial Regulations
3.5	To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	<ul style="list-style-type: none"> • Committee
3.6	To advise Council on borrowing policy, investment & treasury management.	<ul style="list-style-type: none"> • Committee
3.7	To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> • Committee, Town Clerk/RFO
3.8	To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> • Town Clerk for renewal & operational matters. • Town Clerk for tendering & changes of cover such as an increase to public liability cover, or loss of business, i.e. changing cover by adding a new section
3.9	To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> • RFO • Authorised signatories to authorise Mandate
3.10	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> • RFO, & Committee as set out in the Financial arrangements
3.11	Approval of all fees and charges	<ul style="list-style-type: none"> • Committee
3.12	To consider reports on outstanding debts due to the Council and to undertake recovery or write off	<ul style="list-style-type: none"> • Committee in accordance with Financial Regulations
3.13	To issue orders for work, goods & services.	<ul style="list-style-type: none"> • Committee/Town Clerk/ RFO in accordance with Financial Regulations • Other officers as approved Budget holders as set out at the end of this Terms of Reference. Exemption from Financial Regulations or Standing Orders for Contracts reserved to Council.
3.14	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
3.15	To authorise investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> • Committee
3.16	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
4.	Grant Scheme	
4.1	To administer the Council's Grant Scheme in accordance with Policy	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations.
4.2	To approve grants within the approved budget and policy	<ul style="list-style-type: none"> • Committee

4.3	Events Sponsorship Budget	<ul style="list-style-type: none"> • Oversee to ensure delivery of sponsored events • To negotiate the return of sponsorship money if events do not take place
4.4	Grants and sponsorship for cultural activities in the Town	<ul style="list-style-type: none"> • Committee
4.5	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies.	<ul style="list-style-type: none"> • Committee, but may refer to Community Engagement and Environment Committee
4.6	To advise Council on the formulation and amendment of its Grants Policy	<ul style="list-style-type: none"> • Committee
4.7	Powers to make grants for bus services or taxi concession	<ul style="list-style-type: none"> • Committee within any policy adopted by Council
4.8	To support a CAB for the Town, Local Government Act 1972, s 142	<ul style="list-style-type: none"> • Committee under the direction of Council • Grants to Policy and Resources Committee

5.	Information Technology Services	
5.1	To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
5.2	Amendments & updates to layout of website	<ul style="list-style-type: none"> • Town Clerk for updates & layout • Committee for new websites & contracts within budget.
6.	Procurement	
6.1	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
7.	Performance & Business Management	
7.1	To be responsible for monitoring the performance of the Council.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
7.2	To monitor the progress of the Capital Programme.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
7.3	Approval of Corporate Business Plan	<ul style="list-style-type: none"> • Committee • Town Clerk to determine underlying Action & Project Plans
7.4	To promote efficiency, value for money and an integrated approach to management and to manage any formal quality systems, risk assessments, local council awards and self assessments programmes.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Approval of operational procedures to Town Clerk
7.5	To promote customer care and equality in service delivery and access.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
8.	Communications / Public Relations and Marketing	
8.1	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
8.2	To promote the public face of the Council through the management of public and media relations. Design and presentation of the council website, including content of Civic, governance and policy pages (content of website pages relating to events and promotion to EP&L Committee)	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

8.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
8.4	To advise Council on adoption of a Publication Scheme, including Information Guide, and Information & Data Protection Policy	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.	Land & Asset Management	
9.1	Maintenance of the Asset Register	<ul style="list-style-type: none"> • Town Clerk (Chairman to verify annually)
9.2	Provision & management of office accommodation, other corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.3	Provision of common land	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.4	Responsibility for energy conservation and disabled access in the Council's facilities.	<ul style="list-style-type: none"> • Management Overview to Committee Operational Management to Town Clerk
9.5	Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings and land registration.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.6	Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215 Power to provide and equip community buildings, Local Government Act 1972, S133	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.7	Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
10.	Audit	
10.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit brief.	<ul style="list-style-type: none"> • Committee • Town Clerk to support with operating procedures
10.2	To receive, approve and action audit reports.	<ul style="list-style-type: none"> • Committee generally, Council if change of policy required. • Council to receive external audit reports.
10.3	To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> • Management Overview to Committee • Policies reserved for Council • Operational Management to Town Clerk
11.	Crime & Disorder	
11.1	Power to install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management and maintenance of any CCTV.
11.2	To support initiatives of the Crime Reduction Partnership.	<ul style="list-style-type: none"> • Committee/ Town Clerk in accordance with Council direction.
11.3	To lobby for road safety improvement schemes	<ul style="list-style-type: none"> • Committee
11.4	To liaise with the Police & Crime Commissioner	<ul style="list-style-type: none"> • Committee to respond to consultations • Operational Management to Town Clerk
11.5	To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
12.	Town Development	
12.1	To promote the economic wellbeing of the Town through partnership with the business and community sectors	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

12.2	Power to provide conference & other facilities	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
12.3	To promote regeneration in the Town	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
12.4	To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment	<ul style="list-style-type: none"> • Management Overview to Committee, in conjunction with Planning Committee • Operational Management to Town Clerk
12.5	To support skills & training for local businesses	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
13.	Personnel To administer personnel matters on behalf of the Council after considering recommendations from the Joint Consultative Sub-Committee (Staffing)	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
13.1	To determine on behalf of Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> • Committee, but Town Clerk reserved for Council, except increments which are determined by Committee
13.2	To agree the pay and conditions of staff	<ul style="list-style-type: none"> • All other staff to Committee including payment of honoraria
13.3	Determination of individual grading issues and job Evaluation	<ul style="list-style-type: none"> • Committee, except Town Clerk reserved to Council
13.4	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> • Committee, including discretionary provisions of National Joint Agreement
13.5	Appointment of Staff	<ul style="list-style-type: none"> • Recommend appointment of Town Clerk to be endorsed by Council

13.6	Disciplinary matters under the Council's Disciplinary Procedure	<ul style="list-style-type: none"> • Selection of long list for Town Clerk list by personnel advisor. • Selection of final short list for Town Clerk - Chairman & Vice Chairman, plus Mayor & Deputy Mayor • Final Interview - 5 members of Committee & Mayor • Appointment of other management Staff to Town Clerk & 2 Members of Committee • Appointment of other Staff to Town Clerk • Town Clerk for casual staff and temporary appointments to approved positions • Decision on whether to fill vacant positions is delegated to Town Clerk • Decision on recruitment of contract staff or interim contract staff to Committee • Town Clerk with appeal to Policy and Resources Committee. Policy and Resources Committee in the case of the Town Clerk with appeal to 3 members of Council who are not on P&R and not previously connected to the process. • Dismissal of Town Clerk to be ratified by Council
13.7	Appeals Procedure (other appeals including Redundancy, Competency, Grievance & Absence)	<ul style="list-style-type: none"> • Committee - however in the case of the Town Clerk to Council.
13.8	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement	<ul style="list-style-type: none"> • Committee (Council in case of Town Clerk) • Committee for administration of retirement in cases of permanent ill health, after appropriate medical advice via West Sussex County Council Pensions • Pensions Discretions Policies to Committee
13.9	Approval of job descriptions & person specifications	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk

13.10	Absence issues under the Council's Attendance Management Guidelines	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of the Town Clerk • Council
13.11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	
13.12	Competence Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Town Clerk except Committee in the case of Town Clerk • Model Contract approved by Committee • Committee • Committee • Council • Committee for approval of Policy other than General Statement & Organisation which are reserved for Council • Management overview by Committee • Operational Management to Town Clerk on advice from consultants • Town Clerk except Committee in the case of Town Clerk • Town Clerk for all staff often delegated to direct manager. • Mayor, P&R Chairman and one other Member of Committee for Town Clerk • Town Clerk except Committee in the case of Town Clerk
13.13	Issue of Contracts of Employment	
13.14	Redundancy & Redeployment.	
13.15	Monitoring Equalities Policy in relation to employment	
13.16	Approval of Officer Codes of Conduct	
13.17	Health & Safety	
13.18	Grievance Procedure	
13.19	Administration of other Personnel procedures	
13.20	Employee Development Review and assessment at end of Probationary period	
13.21	Training & Development Plan	

13.22	To administer the Volunteers Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council • Town Clerk to administer • Committee to monitor & recommend to Council
13.23	To administer the Child & Vulnerable Adult Policy	
14.	Burial Facilities	<ul style="list-style-type: none"> • Acquisition & provision reserved for Council • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk
14.1	Power to acquire, provide & maintain; Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, S9 & S10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1	
14.2	Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215	
14.3	Power to provide Mortuaries, Public Health Act 1936, S198	
15.	Public Realm & Public Facilities	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk
15.1	Power to maintain, repair, protect & alter War Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133	
15.2	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies referred from the Policy and Resources Committee	

16.	Events	
16.1	To agree an Events Programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors.	<ul style="list-style-type: none"> • Committee
16.2	To consider the impact the agreed Events Programme would have on the Town Council from a financial, organisational and administrative point of view.	<ul style="list-style-type: none"> • Committee
16.3	Recognise the value of volunteers and external organisations and establish the level of support to be given to them by the Town Council. This will include Events Sponsorship and support for cultural activities and events from Council officers or Town Force.	<ul style="list-style-type: none"> • Committee
16.4	To agree budget expenditure for each event under delegated powers within the overall budget allocation and always ensure adherence to the Town Council's Standing Orders relating to contracts.	<ul style="list-style-type: none"> • Committee
16.5	To ensure that all necessary licences are obtained and all appropriate application forms for events run by the Council are completed in time and forwarded to appropriate agency.	<ul style="list-style-type: none"> • Town Clerk
16.6	To ensure all events are run with due consideration to Health & Safety issues and that Management Plans and Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the over-riding consideration when determining whether an event proceeds.	<ul style="list-style-type: none"> • Town Clerk
16.7	Develop and deliver a marketing plan for all Town Council events, ensuring that an appropriate marketing budget is allocated.	<ul style="list-style-type: none"> • Management Overview to Committee within budget • Operational Management to Town Clerk
17.	Entertainment & the Arts outdoors	
17.1	Power to provide entertainment and support of the arts, Local Government Act 1972, S145.	<ul style="list-style-type: none"> • Committee
17.2	Power to promote lotteries, Gambling Act 2005.	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
18.	Markets	
18.1	Any matters concerning markets including power to operate markets. Food Act 1984 S50-61 or any charters.	<ul style="list-style-type: none"> • Management Overview to Committee within policy & budget • Operational Management to Town Clerk



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLANNING AND LICENSING **COMMITTEE**

Adopted by the Council at its Meeting held on **2nd January 2024**

BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

9 Members of the Authority

Quorum = 3

Introduction

The Planning and Licensing Committee shall exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities and shall authorise the Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications. Where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Definitions

- Management Overview: To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- Operational Management: That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Planning and Development Control</p> <p>To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy & traveller consultations</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>2 Referring any Planning enforcement issue to the principal Council</p>	<ul style="list-style-type: none"> • Town Clerk
<p>3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>4 To comment on Tree Preservation applications or the making of Orders</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>5 To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies</p>	<ul style="list-style-type: none"> • Committee, except Local Plan and strategic Regeneration sites which are reserved for Council
<p>6 To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members

Council Meeting 2nd January 2024
Agenda item 16 - Appendix 3

7	To make observations on Hazardous Substance applications	<ul style="list-style-type: none"> • Committee
8	Responding to consultations from adjoining parishes	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
9	Making observations on applications for amendments to planning and other related consents previously granted by any authority	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
10	Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
11	Making observations on applications and other actions in relation to hedge rows	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
12	Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
13	Making observations on street naming or numbering	<ul style="list-style-type: none"> • Committee
14	Making observations on highways consultations including all on-road issues, on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
15	Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> • Committee
16	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
17	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
18	To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> • Town Clerk in the case of an emergency, or following consultation with Members
19	To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
20	Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 S3: Highways Act 1980, S301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
21	Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> • Committee
22	Responding to consultations on community assets	<ul style="list-style-type: none"> • Committee
23	Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> • Committee within Council Policy

<p>24 Highways & Transport</p> <p>24.1 Power to maintain footpaths & bridleways</p> <p>24.2 Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives</p> <p>24.3 Improve off street parking</p> <p>24.4 Power to provide roadside seats & shelters</p> <p>24.5 Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee Operational Management to Town Clerk
<p>24.6 Power to provide traffic signs and other objects or devices warning of danger</p>	<p>Management Overview to Committee Operational Management to Town Clerk</p>
<p>24.7 Power to plant trees and lay grass verges and to maintain them</p> <p>24.8 Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk
<p>24.9 To support approved community transport schemes.</p> <p>24.10 Making observations on transportation consultations</p> <p>24.11 Power to erect flagpoles in highway land. Highways Act 1980, S144</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Committee under the direction of Council • Grants to Policy and Resources Committee • Management Overview to Committee • Operational Management to Town Clerk
<p>25. To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
<p>26. Bus Shelters</p> <p>26.1 Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Power to make contribution, within budget to Committee
<p>27. Neighbourhood Planning</p> <p>27.1 To monitor for any changes in Neighbourhood Plan legislation</p> <p>27.2 To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee</p>	<ul style="list-style-type: none"> • Management overview to Committee • Committee

<p>28. Environment</p> <p>28.1 To promote the environmental wellbeing of the Town.</p> <p>28.2 Issues involving ancient monuments & areas of archaeological interest.</p> <p>28.3 To approve & action any Environmental Audits.</p> <p>28.4 To promote environmental awareness.</p> <p>28.5 To work in partnership on sustainability and transition for the Town.</p> <p>28.6 To lead the duty to consider the conservation of biodiversity when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, S40.</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk
<p>29. Environmental & Public Health</p> <p>29.1 Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125.</p> <p>29.2 Power to deal with ponds & ditches, Public Health 1936, S260.</p> <p>29.3 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, animal welfare issue.</p> <p>29.4 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).</p> <p>29.5 Waste & recycling.</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Petitions to Committee • Town Clerk in other cases • Committee • Town Clerk in consultation with Chair in cases of urgency • Management Overview to Committee • Operational Management to Town Clerk
<p>30. Public Realm & Public Facilities</p> <p>30.1 Provision of litter receptacles, Litter Act 1983, S5&6.</p> <p>30.2 Provision and maintenance of street furniture and directional signs in the public realm.</p> <p>30.3 Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005.</p> <p>30.4 Power to provide & maintain public conveniences, Public Health Act 1936, S87, including partnerships for community provision.</p> <p>30.5 To promote and support floral and planting Initiatives, Local Government Act 1972, S144.</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk

<p>31. Clocks</p> <p>31.1 Power to provide & contribute to public clocks, Parish Councils Act 1957, S2.</p> <p>31.2 Liaison with private owners of publicly viewed clocks, to support and encourage high standards.</p>	<ul style="list-style-type: none">• Management Overview to Committee• Operational Management to Town Clerk • Management Overview to Committee• Operational Management to Town Clerk
--	--



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

~~EVENTS, PROMOTION AND LEISURE~~ ????????????? COMMITTEE

Adopted by the Council at its Meeting held on 2nd January 2024

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ~~EVENTS, PROMOTION AND LEISURE~~ ??????? COMMITTEE

9 Members of the Authority

Quorum = 3

Definitions

- "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

	Function of Committee Column 1	Delegation of Functions Column 2
1.	Events, Promotions, Publicity & Marketing	
1.1	<p>To work with partners on the publicity and promotion of the town, its environs and attractions, as agreed by Council including:</p> <ul style="list-style-type: none"> • Promotion and protection of the Brand Image and advertising campaigns. • Issuing of press releases, press features, promotional copy and reports on matters within the remit of the Committee • Producing and managing Newsletters, webcams, and social media. Design and presentation of the Website and content of promotional pages. (Content of Civic, governance and policy pages to Policy & Resources Committee) • Reviewing and initiating literature available for visitors including Visitor Guide • Devising marketing logos and strap-lines • Managing Town boundary signs, poster sites and Town map boards 	<ul style="list-style-type: none"> • Management Overview to Committee • Town Clerk for management and promotion of events, marketing & public relations within policy and approved programme, subject to reporting on progress. • Grants to Policy and Resources Committee
1.2	<p>To advise Policy and Resources Committee on relevant aspects of Communications & Marketing Policy, particularly Town Council events.</p>	<ul style="list-style-type: none"> • Committee
1.3	<p>To agree an Events Programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors</p>	<ul style="list-style-type: none"> • Committee
1.4	<p>To consider the impact the agreed Events Programme would have on the Town Council from a financial, organisational and administrative point of view</p>	<ul style="list-style-type: none"> • Committee
1.5	<p>Recognise the value of volunteers and external organisations and establish the level of support to be given to them by the Town Council. This will include Events Sponsorship and support for cultural activities and events from Council officers or Town Force.</p>	<ul style="list-style-type: none"> • Committee
1.6	<p>To agree budget expenditure for each event under delegated powers within the overall budget allocation approved by the Events Committee and always ensure adherence to the Town Council's Standing Orders relating to contracts.</p>	<ul style="list-style-type: none"> • Committee

1.7	To ensure that all necessary licences are obtained and all appropriate application forms for events run by the Council are completed in time and forwarded to appropriate agency.	<ul style="list-style-type: none"> • Town Clerk
1.8	To ensure all events are run with due consideration to Health & Safety issues and that Management Plans and Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the over-riding consideration when determining whether an event proceeds	<ul style="list-style-type: none"> • Town Clerk
1.9	Develop and deliver a marketing plan for all Town Council events, ensuring that an appropriate marketing budget is allocated	<ul style="list-style-type: none"> • Management Overview to Committee within budget • Operational Management to Town Clerk
1.10	To support local tourism initiatives to promote the town of Bognor Regis including the allocation of funding, providing each project is reported to and agreed by the Events, Promotion and Leisure Committee	<ul style="list-style-type: none"> • Management Overview to Committee within budget • Operational Management to Town Clerk
2.	Entertainment & the Arts outdoors	
2.1	Power to provide entertainment and support of the arts, Local Government Act 1972, S145	<ul style="list-style-type: none"> • Committee within policy • Grants to Policy and Resources Committee
2.2	Power to promote lotteries, Gambling Act 2005	<ul style="list-style-type: none"> • Committee within policy • Operational management to Town Clerk
3.	Markets	
3.1	Any matters concerning markets including power to operate markets. Food Act 1984 S50-61 or any charters	<ul style="list-style-type: none"> • Management Overview to Committee within policy & budget • Operational management to Town Clerk
4.	Leisure & Recreation	
4.1	Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	<ul style="list-style-type: none"> • Committee for Management overview • Town Clerk for operational management
4.2	Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54	<ul style="list-style-type: none"> • Acquisition to Council • Management & development to Committee within budget & policy • Town Clerk for operational management
4.3	Management & enhancement of Play areas	<ul style="list-style-type: none"> • Management & development to Committee within budget & policy • Town Clerk for Operational management
5.	Allotments	
5.1	To provide and manage allotments, improve land and let rights under S23, 26, & 42 of the Small Holding & Allotments Act 1908	<ul style="list-style-type: none"> • Operational Management to Town Clerk • Management overview & development to Committee
6.	Tourism & Christmas Lights	
6.1	To promote tourism within the Town and encourage visitors.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
6.2	To work in partnership with others to promote and develop the Bognor Regis brand and to market the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

6.3	Provision, directly or indirectly of Christmas lights, Local Government Act 1972. S144, including sponsorship and maintenance of the High Street Pea Lights.	<ul style="list-style-type: none"> • Grants to Policy Committee. • Management Overview to Committee within budget • Operational Management to Town Clerk
7. 7.1	Meteorological Office Maintenance of the Town Meteorological Office	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
8. 8.1 8.2 8.3	Children and Young People Support public and community services and facilities for the young. Co-ordinate the involvement of children and young people in decision-making. Support to children and young people in their communities.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk • Management Overview to Committee • Operational management to Town Clerk • Management Overview to Committee • Operational management to Town Clerk



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM **WORKING GROUP**

Adopted by the Council at its Meeting held on **2nd January 2024**

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JANUARY 2024**

AGENDA ITEM 17 - TO AGREE NEW NAME FOR THE PREVIOUS 'EVENTS, PROMOTION AND LEISURE' COMMITTEE – MIN. 131 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

As reported under Agenda item 16, following decisions made at the Extraordinary Council Meeting held on 13th November 2023, the Functions relating to 'events' elements have been removed from the Terms of Reference for the Events, Promotion and Leisure Committee, and reallocated to the Policy and Resources Committee. Consequently, the Committee previously referred to as 'Events, Promotion and Leisure' requires a new, more appropriate, name.

To aid Members in considering a new name, the remaining Functions within the Committee's Terms of Reference include: -

- Promotions, Publicity & Marketing
- Leisure & Recreation
- Allotments (and In Bloom)
- Tourism & Christmas Lights
- Meteorological Office
- Children & Young People

Having looked at other local councils in the district, Members may wish to consider the following committee name suggestions: -

- Leisure & Amenities
- Recreation & Open Spaces
- Community Resources
- General Purposes
- External Relations
- Leisure, Tourism & Youth

DECISION

Members are asked to **AGREE** a new name for the Committee previously referred to as 'Events, Promotion and Leisure' that is appropriate to the Functions of that committee.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JANUARY 2024**

**AGENDA ITEM 18 - TO CONSIDER ANY ADDITIONAL APPOINTMENTS
OF REPRESENTATIVES TO 'OUTSIDE' BODIES**

REPORT BY THE TOWN CLERK

FOR DECISION

Various appointments of Representatives to 'Outside' Bodies were made at the Annual Town Council Meeting held on 22nd May 2023, and additionally at the July, September and October Council Meetings, where vacancies remained.

Most vacancies have been filled and there are some remaining where it has been agreed that they will remain so until such time that a Member comes forward, expressing an interest to the Town Clerk that they wish to fill a particular vacancy.

Also remaining vacant are the following: -

Bognor Regis Heritage & Arts Partnership Board:

With a meeting due to take place to discuss the Town Council's future involvement with the Board, it was agreed at the last Council Meeting to defer the appointment of any further Reserve Representatives (Min. 117.2 refers).

On 1st November 2023, a meeting was held between Officers and Board Members, including Town Councillor Representatives, where it was agreed by all those present that a connection between the Bognor Regis Heritage & Arts Partnership Board (BRHAPB) and the Town Council was important. The Board wished to continue managing the budget allocated to them by the Town Council, with the funds remaining in the Bognor Pier Trust C.I.C. account, and were happy to administer the workload themselves, arranging their own meetings, without BRTC Officer support. In retaining links with the Town Council, it was proposed that membership of the Board would continue to include Town Councillor Representatives. At the Policy and Resources Committee Meeting held on 20th November 2023, to whom the BRHAPB reports, Members agreed to support the Board's proposals (Min. 78 refers).

In light of the Town Council's continued involvement with the Bognor Regis Heritage & Arts Partnership Board, Members are invited to consider nominees to be appointed to the two vacant Reserve Representative positions available.

Chamber of Commerce & Industry:

At the Annual Town Council Meeting held on 22nd May 2023, Members **RESOLVED** to appoint Cllr. Brooks as the Representative to the Chamber of Commerce (Min. 11.8 refers). There were comments regarding the 'inactive' state of the Chamber of Commerce in recent years, and whilst a Reserve Representative was usually appointed, Members **AGREED** this appointment should be delayed, until the position of the Chamber of Commerce, going forward, was clearer.

AGENDA ITEM 18

Further to this, Officers contacted the President of the Chamber, who acknowledged the organisation had not been as 'active' as they once were in Town, but that they are still an entity and he hopes they will become a more visible presence in the Town, very soon.

Members are therefore asked to consider and agree whether to appoint a Reserve Representative to the Chamber of Commerce, at this time.

DECISIONS

To consider and **AGREE** the appointment of two Reserve Representatives to the Bognor Regis Heritage & Arts Partnership Board.

To consider and **AGREE** whether to appoint a Reserve Representative to the Chamber of Commerce, or to **AGREE** to **DEFER** the appointment of a Reserve Representative to a future meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JANUARY 2024**

AGENDA ITEM 19 – REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD AGM HELD ON 13th SEPTEMBER 2023 (IF AVAILABLE) (DEFERRED FROM LAST MEETING – MIN. 120 REFERS)

REPORT BY THE TOWN CLERK

FOR INFORMATION

Bognor Regis Regeneration Board AGM held on 13th September 2023

At the time of publishing this report, the Minutes from the AGM held on 13th September 2023 had not been released. However, as soon as these are available a link to the Bognor Regis Regeneration Board website will be circulated to Members and the Minutes will be noted at the next meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JANUARY 2024**

**AGENDA ITEM 20 - CIVIC DUTIES UNDERTAKEN BY MAYOR
CLLR. FRANCIS OPPLER FROM 30th OCTOBER 2023 - 2nd JANUARY 2024**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

- Friday 03.11.23 : West Sussex Guitar Club Concert, Regis School of Music, Sudley Rd, BR
- Sunday 05.11.23 : 'Music Man Project' Concert, The Salvation Church Hall, Canada Grove, BR
- Saturday 11.11.23 : *Deputy Mayor attended: BRTC Armistice Day Service, War Memorial, Town Hall, Clarence Rd, BR*
- Sunday 12.11.23 : BRTC Remembrance Day Service, War Memorial, Town Hall, Clarence Rd, BR
- Wednesday 15.11.23 : Talk on role of Mayor to Key Stage One pupils, Nyewood C of E Infant School, Brent Rd, BR
- Wednesday 15.11.23 : *Deputy Mayor attended: British Heart Foundation Presentation, BR Golf Club, Downview Rd, Felpham*
- Thursday 16.11.23 : Bersted Parish Council 'Chairs Networking Mtg' (via Zoom)
- Thursday 23.11.23 : *Deputy Mayor attended: Opening of 'Ice Skating in the Park' 2023, London Rd Coach Park, London Rd, BR*
- Friday 24.11.23 : *Cllr. Barrett attended: Switch-On of Pam Evans' Christmas Lights (for St Wilfrid's Hospice), Mornington Crescent, Felpham*
- Saturday 25.11.23 : Bognor Makerspace Winter Fair, Bognor Makerspace premises, Longford Rd, BR
- Saturday 25.11.23 : BRTC Christmas Lights Switch-On, Town Centre, BR
- Wednesday 29.11.23 : Cheque presentation to The Salvation Army 'Christmas Appeal', The Salvation Army Church Hall, Canada Grove, BR

AGENDA ITEM 20

- Wednesday 29.11.23 : Delivering 'In Bloom' trophy to winner Of 'Best Kept Front Garden' category, Northcote Rd, BR
- Wednesday 29.11.23 : Mayor of Chichester's 'Christmas at Home' event, Council House, Chichester
- Friday 01.12.23 : RNLI Littlehampton Christmas Carol Service, Littlehampton Baptist Church, Fitzalan Rd, Littlehampton
- Sunday 03.12.23 : BRTC Civic Carol Service, St Mary Magdalene Church, Bersted St, BR
- Monday 04.12.23 : Interview with BBC Radio Sussex re. Christmas events in the Town, Regis Centre car park, Belmont St, BR
- Tuesday 05.12.23 : Formal line-up to welcome HRH The Duke Of Gloucester to BR, BR Museum, West St, BR
- Wednesday 06.12.23 : Cheque presentation to 39 Youth Club (funding from Youth & Young Persons Budget), 39 Youth Club premises, Church Path, Glamis St, BR
- Thursday 07.12.23 : HMP Ford Christmas Carol Service, Ford Prison, Ford Rd, Arundel
- Saturday 09.12.23 : BR Concert Band 'Christmas Concert 2023' St Mary's Centre, Grassmere Cl, Felpham
- Thursday 14.12.23 : Bersted Parish Council 'Chairs Networking Mtg', Bersted Parish Council Offices, Community Centre, Chalcroft Lane, BR
- Saturday 16.12.23 : BR Twinning Association Christmas Coffee Morning, Barrack Lane, Aldwick

Invites not Attended

Opening of 'Chatty Café', West Park

High Sheriff of West Sussex' Annual Judges Service, Chichester Cathedral

Stonepillow AGM (Town Council rep. attending), Chichester

Friends of Arundel Cathedral 'Christmas Pontifical Sung Vespers', Arundel Cathedral

AGENDA ITEM 20

University of Chichester Christmas Carol Service, University Campus, Chichester

St John Ambulance Sussex Carol Service, Shoreham

Chair of Mid-Sussex District Council's Civic Service, Hurstpierpoint

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JANUARY 2024**

**AGENDA ITEM 21 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 30th OCTOBER 2023 - 2nd JANUARY 2024**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Wednesday 08.11.23	:	Launch of 'Chatty Café' initiative, West Park Café, West Park, Aldwick
Saturday 11.11.23	:	BRTC Armistice Day Service, War Memorial, Town Hall, Clarence Rd, BR
Sunday 12.11.23	:	BRTC Remembrance Day Service, War Memorial, Town Hall, Clarence Rd, BR
Wednesday 15.11.23	:	Talk on role of Mayor to Key Stage One pupils, Nyewood C of E Infant School, Brent Rd, BR (with Mayor)
Monday 20.11.23	:	Talk at Bersted Parish Council 'Tea and Coffee Club', Jubilee Hall, Bersted
Thursday 23.11.23	:	Opening of 'Ice Skating in the Park' 2023, London Rd Coach Park, London Rd, BR (with Deputy Mayor)
Friday 24.11.23	:	Switch-On of Pam Evan's Christmas Lights, (for St Wilfrid's Hospice), Mornington Crescent, Felpham (with Cllr. Barrett)
Saturday 25.11.23	:	Opening of Four Seasons Craft & Gift Fair, BR Methodist Church, High St, BR
Saturday 25.11.23	:	BRTC Christmas Lights Switch-On, Town Centre, BR
Sunday 03.12.23	:	BRTC Civic Carol Service, St Mary Magdalene Church, Bersted St, BR
Tuesday 26.12.23	:	Pagham Pram Race, The Mill, Pagham Rd, Pagham

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JANUARY 2024

AGENDA ITEM 23 - TO RECEIVE THE NOTES OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS CONFERENCE HELD ON 1st DECEMBER 2023

REPORT BY TOWN CLERK

FOR DECISION

The Notes of the Arun District Association of Local Councils Conference held on 1st December 2023 are attached (**Appendix 1**).

DECISION

Members are invited to **NOTE** the Notes of the ADALC Conference held 1st December 2023.

ADALC Conference

1st December 2023
Arundel Town Hall

Notes

30 in attendance from 22 Town and Parish Councils.

Apologies received from Nick Gibb MP and Management Committee members; Cllrs Nikki Hamilton-Street, Michael Warden and Colin Humphris.

The Chairman welcomed all to the meeting including Trevor Leggo (CEO, WSALC), Cllr Douglas Denham St Pinnock (Chair, WSALC) and Andrew Griffith MP. He thanked Nick Gibb MP for his work in representing Bognor and Littlehampton constituency since 1997 and wish him best of luck in his new role.

Andrew Griffith MP

Andrew Griffith thanked and recognised all town and parish councils for the work they carry out on behalf of residents. He provided updates on -

Planning:

- The current planning system does not work for communities or developers and the aim is to restore a broken planning system.
- The NPPF has been consulted on and is expected to be published soon.
- National planning reforms are coming down the line.

Southern Water:

- Work is underway to remedy issues.
- Please speak to Andrew regarding any issues experienced as he is in direct contact with the CEO.

Rampion:

- Largest construction project in the Southeast which my last 10 years.
- A first round of consultation has taken place and there will be further rounds.
- Mitigations will be required to be able to respond to consultations.
- Andrew has joined forces with CPRE and is there to help.

Q&A

Q - Paghman PC – have concerns regarding central Government inflicting planning targets and the impact on infrastructure.

A – There is a national target system in place which is not reconciled with the Neighbourhood Plan system. The District Plan prevails in Law. National targets may become advisory with greater weight moving in favour of NPs. New Infrastructure Levy will require monies to be paid up-front.

Trevor Leggo questioned whether Government will make it compulsory for Planning Authorities to adopt CIL. Andrew will come back to Trevor with a response.

Q – Barnham & Eastergate – Air pollution is above safe levels in the village and more development is planned which will exacerbate the situation. What is Government doing about air pollution?

A – The Environmental Protection Office picks up cases, Andrew will investigate whether this case falls within their scope.

Q – John Godfrey DL (joint President, WSALC) – has concerns that Right to Buy may be extended to Housing Associations and will subsequently influence the ability to provide social housing. Is also interested in the form that agricultural payments will take and the effect on flooding.

A – Planning recognises 80% of value as affordable, affordable housing is needed for those being forced out of the market. Andrew will report back.

All monies paid to landowners (Agricultural Support System) must be used for environmental factors of which flood abatement is one aspect.

Q – Can Andrew Griffith attend council meetings to speak and support residents on the matter of overdevelopment and flooding?

A – Yes.

Engagement with Arun District Council

An open discussion was held regarding moving forward relationships between the parish and town councils through ADALC and ADC.

- It was agreed that a coalition of councils (ADALC) is needed to make a stronger voice when approaching and communicating with ADC.
- Councils need to work together based on the Horsham Association of Local Councils model where all councils are in membership, the Chair has regular two-way dialogue with the Chief Executive and Leader of the District Council.
- Twice yearly meetings are held attended by Officers and Members of ADC – District Councillors present offered to take this forward.
- A forum is set up for ADALC members to liaise and communicate on matters of common interest – Groups.io has been trialled by the ADALC Management Committee and can now be rolled out – Clerks will be invited to join along with a nominated representative from the council.
- Steve Tilbury (WSALC planning advisor) can be commissioned to co-ordinate approached to ADC.

ACTIONS

- Groups.io forum to be extended to all ADALC members – Clerk and nominated person to be invited.
- 1 face to face ADALC meeting and 3 hybrid meetings to take place per year.
- Conference to be held in the spring – ADC and WSCC to be invited to attend with another key-note speaker. Theme 'It's Good to Talk'. Possible to be held at Civic Centre to ensure attendance by ADC.
- Topics for conference to be targeted.

AGENDA ITEM 24

BOGNOR REGIS TOWN COUNCIL MEETING
2nd JANUARY 2024

AGENDA ITEM 24 - CORRESPONDENCE

FOR INFORMATION

1. Letter of thanks sent to The Royal Norfolk Hotel re; Hosting Punch and Judy Festival (as requested at last Council Meeting) 15.11.2023
2. Ways to support St Wilfrid's this Christmas – Circulated to all Councillors 15.11.2023
3. West Sussex Mind Ofsted inspection into services for CYP with special educational needs 16.11.2023
4. NALC Chief Executives Bulletin – Circulated to all Councillors 16.11.2023
5. ADALC Conference - 1st December – Agenda – Reminder forwarded to Cllr Goodheart, Town Council representative 16.11.2023
6. News release – West Sussex announced as 5G Innovation Region – Circulated to all Councillors 16.11.2023
7. VAAC 'Improving Lives Workshops' – Circulated to all Councillors 16.11.2023
8. WSCC Residents' E-Newsletter 'Covid-19 and flu jabs, road safety, additional school places, bus discounts for young people, and more' – Circulated to all Councillors 16.11.2023
9. The Sussex Police and Crime Commissioner – Celebrating our county's force – Circulated to all Councillors 16.11.2023
10. Arun Weekly Bulletin – Circulated to all Councillors and on social media 17.11.2023
11. Email from Bognor Regis Regeneration Board advising of the Board's support of the planning application for Premier Inn, which was passed (subject to conditions). The Board were thanked for their support 19.11.2023
12. Email from Bognor Regis BID, on behalf of BBC Radio 4, who are looking for any local businesses that run a traditional tea trolley service 19.11.2023
13. WSCC Cabinet Agenda – notification of next meeting – Circulated to all Councillors 20.11.2023
14. Parish Online Newsletter 21.11.2023
15. NALC Newsletter – Circulated to all Councillors 22.11.2023
16. WSCC – Your Environment & climate change newsletter – November '23 edition – Circulated to all Councillors 22.11.2023
17. NALC Chief Executive's Bulletin – Circulated to all Councillors 23.11.2023
18. The Regis News 23.11.2023
19. ADALC Conference Agenda and details forwarded to Council reps Yeates and Goodheart 23.11.2023
20. VAAC E-bulletin – Circulated to all Councillors 23.11.2023
21. ONS Local authority update – Your November 2023 Newsletter
22. DCK Accounting Changes to our fees effective 1st April 2024
23. Super Councils' Network Session I 15 November 2023 – Circulated to all Councillors 24.11.2023
24. The Sussex Police and Crime Commissioner – Supporting White Ribbon Day – Circulated to all Councillors 24.11.2023
25. ADC Safeguarding training 27.11.2023
26. GTR Check every journey: Train Service Disruption – Circulated to all Councillors and on social media 27.11.2023
27. Next International film at Picturedrome Cinema – Circulated to all Councillors 27.11.2023

28. Local Councils Update issue 279 Dec 23
29. NALC Events – Circulated to all Councillors 28.11.2023
30. NALC Newsletter 29.11.2023
31. Correspondence from Sovereign Playground/Recreation Areas 29.11.2023
32. WSALD Letter to Sussex MPs and Councillors – Circulated to all Councillors 30.11.2023
33. Sussex Alerts How to keep safe online this festive season – The 12 tips of Christmas – Circulated to all Councillors and on social media 30.11.2023
34. VAAC Website Survey – Circulated to all Councillors 30.11.2023
35. NALC Chief Executive’s Bulletin 30.11.2023
36. St Wilfrid’s Hospice newsletter – Circulated to all Councillors 30.11.2023
37. Reminder from Govia check every journey: 1 December to 10 Dec – Circulated to all Councillors and on social media 30.11.2023
38. Events and training by VAAC – Circulated to all Councillors 30.11.2023
39. Arun Newsletter 01.12.2023
40. Bognor Regis BID team update – Circulated to all Councillors 01.12.2023
41. The Regis News 01.12.2023
42. NALC Star Council Awards 2023 – Circulated to all Councillors 01.12.2023
43. Sussex Alerts – Immediate Justice Grant Funding – Circulated to all Councillors and on social media 01.12.2023
44. NALC Chance to send expression of interest 01.12.2023
45. Sussex Alerts we need your views on cybercrime! – Circulate to all Councillor 01.12.2023
46. NALC Job listings 04.12.2023
47. The Sussex Police and Crime Commissioner – Continued work to end violence against women & girls – Circulated to all Councillors 01.12.2023
48. Arun Weekly Bulletin – Circulated to all Councillors 01.12.2023
49. VAAC Funding Focus – December – Circulated to all Councillors 04.12.2023
50. Sussex Alerts December edition of OUR NEWS – Circulated to all Councillors 04.12.2023
51. NALC Events – Previously circulated to all Councillors 05.12.2023
52. VAAC Christmas Networking Event – Circulated to all Councillors 05.12.2023
53. Bognor Regis BID secures accreditation newsletter – Circulated to all Councillors 05.12.2023
54. CCLA Public Sector Deposit Fund 05.12.2023
55. NALC Newsletter 06.12.2023
56. Rialtas Year End Accountancy Closedown Service 2024 Registration 06.12.2023
57. WSCC Be a Councillor 2025 – letter and drop in information from the Chairman of the County Council – Circulated to all Councillor 06.12.2023
58. NALC Chief Executive’s Bulletin – Circulated to all Councillors 07.12.2023
59. VAAC E-bulletin – Circulated to all Councillors 07.12.2023
60. Email from ADC Interim CEO, Karl Roberts, confirming the ADC Environment Committee’s formal response to the Motion passed by Members of Bognor Regis Town Council, regarding the future use of the Brewer’s Fayre site (Extraordinary Council Meeting of Tuesday 3rd October 2023 – Min. 97 refers)
61. St Wilfrid's Hospice e-news – Circulated to all Councillors 08.12.2023
62. November PSDF Factsheet 08.12.2023
63. The Sussex Police and Crime Commissioner – Thank you to our volunteers – Circulated to all Councillors 08.12.2023
64. Sussex Alerts Arun Weekly Bulletin – Circulated to all Councillors and on social media 08.12.2023

65. WSCC Residents e-newsletter festive shopping, winter safety, free prize draw and more – Circulated to all Councillors 08.12.2023
66. Stonepillow Are you going home tonight winter campaign – Circulated to Cllrs Oppler and Barrett 11.12.2023
67. NALC Job listings 11.12.2023
68. Karl Roberts ADC response to the BRTC Motion in relation to Brewers Fayre – Circulated to all Councillors 12.12.2023
69. Parish Online Newsletter 12.12.2023
70. NALC Events – Circulated to all Councillors 12.12.2023
71. Vision ICT Winter Newsletter 12.12.2023
72. NALC Newsletter 13.12.2023
73. WSCC Booking system to be extended to all Recycling Centres – Circulated to all Councillors 13.12.2023
74. West Sussex Mind Parenting Support: Winter group timetable 14.12.2023
75. VAAC E-bulletin – Circulated to all Councillors 14.12.2023
76. NALC Chief Executive Bulletin – Circulated to all Councillors 14.12.2023
77. Letter of Condolence sent to Ford Parish Council on the passing of their Chair Cllr Trevor Ford 14.12.2023
78. Connecting with the BID Team over Christmas – Circulated to all Councillors 15.12.2023
79. Arun Newsletter – Circulated to all Councillors 15.12.2023
80. Arun Weekly Bulletin – Circulated to all Councillors and on social media 15.12.2023
81. The Sussex Police and Crime Commissioner – Tackling serious organised crime groups – Circulated to all Councillors 15.12.2023
82. Arun and Chichester Citizens Advice – Arun & Chichester Citizens Advice Stakeholder Newsletter – Circulated to all Councillors 18.12.2023
83. Letter of thanks from the Salvation Army for the £500 donation for their Christmas Appeal 18.12.2023
84. Sussex Alerts – Merry Christmas and a Happy New Year – Circulated to all Councillors and on social media 18.12.2023
85. Office for National Statistics update December Newsletter 18.12.2023
86. WSCC Christmas newsletter – Circulated to all Councillors 19.12.2023
87. NALC Newsletter 20.12.2023
88. West Sussex Mind Could you support us this Christmas? Plus, fundraising news 20.12.2023
89. NALC Events – Previously forwarded to Councillors 20.12.2023
90. St Wilfrid's Hospice Christmas Tree to be recycled with St Wilfrid's – Circulated to all Councillors 20.12.2023
91. BR BID Empowering Businesses – Circulated to all Councillors 20.12.2023
92. Arun and Chichester Citizens Advice – Merry Christmas message – Circulated to all Councillors 20.12.2023
93. Sussex by the Sea 21.12.2023
94. Season's Greetings and Happy New Year from Sussex Neighbourhood Watch – Circulated to all Councillors and on social media 21.12.2023
95. Chief Executive's Bulletin – Circulated to all Councillors 21.12.2023
96. Twinning minutes for December 2023 and January 2024 agenda – Forward to Town Council Rep to the organisation 22.12.2023

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JANUARY 2024**

**AGENDA ITEM 25 - PICTUREDROME SITE UPDATE INCLUDING: -
DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR
RATIFICATION**

Leak in Screens 1 and 4 – having been advised by the cinema that there was a leak in Screen 1 and following an initial investigation by Town Force which identified areas of water ingress into both Screen 4 and Screen 1 below it, a site visit was arranged with the contractors who had carried out works on the tower dome recently to investigate the issue.

The contractor was subsequently commissioned to access the roof by cherry picker. He found there was extensive cracking to the asphalt roof together with several missing and cracked roof tiles, causing dampness to penetrate into the cinema. Several pictures were taken of the cracks within the roof covering, copies of which are available to members on request.

It follows that urgent action was required to prevent further damage to the electrical systems and internal structures of the cinema. The Clerk subsequently requested the contractor to provide an estimate for repair works.

The estimated cost of this work is £14,500 excluding VAT and will be funded by BPCL. However due to the urgency of this work, the contractor has undertaken temporary repairs to prevent ingress of water pending a full repair to be undertaken when the weather improves, and it is safe to do so.

The works to be undertaken include the following:

EXTERNAL WORKS REQUIRED:

To allow to erect scaffold tower and pulley wheel to gain access to carry out safe works required to stop water ingress around the pitched roof on both sides of the turret.

REPAIRS TO ASPHALT GULLEY: (10 metres each side of turret)

To allow asphalter to cut out splits and opened cracks as shown in video and re-asphalt.

To apply 2 coats of solar reflective paint to all areas.

To replace missing and cracked hipped tiles, dress down all lead flashings and weld in split areas.

INTERNAL REPAIRS TO CINEMA SCREEN:

To allow 2 x scaffold towers to water damaged areas.

Protect all carpets.

Carefully hack off all plaster taking care not to damage decorative mouldings.

Clean up and clear away debris.

AGENDA ITEM 25

*Waterproof and re plaster with heritage lime.
Re-plaster including decorative mouldings areas.
Allow full redecoration to match existing decorations.*

Refurbishment Works at the cinema – an update from the Group Operations Manager at the cinema has been received advising that the Foyer area accessed via the main entrance on Canada Grove to Screen 1 is now open and they have their decorations for Christmas in place. They have been experiencing issues with the leaking roof causing damage to Screen 1 and leaking into the foyer, meaning they have had to completely replace their fire alarm panel. Screen 3 remains on the works schedule as do the upper-level toilets.

Town Force Works – to visit the cinema to check on suspected water ingress into Screen 2 including visual inspection of the external gutters and visual inspection of the inside of the Dome for any water ingress in this area following heavy rain (none found) on 7th November at a total cost of £93.50 plus VAT. These works were funded by BPCL.

Proposed Monthly Budget for year ending December 2024 - a copy of the proposed Monthly Budget for year ending December 2024 will be provided to Councillors under separate cover. This information deals with individual annual rental payments, which are not a matter of public record, so this item will therefore be dealt with under confidential business.