



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,

ONLINE MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that an Online Meeting of the Town Council of Bognor Regis will be held at **6.30pm on MONDAY 4th JANUARY 2021** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

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.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements**, to the Council during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Monday 4th January 2021.

Online access to the Meeting will be via ZOOM using the following Meeting ID: [813-7311-3051](https://zoom.us/j/813-7311-3051). The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

DATED this 21st day of DECEMBER 2020

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare 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 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, 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
3. To APPROVE the Minutes of the Online Meeting of Bognor Regis Town Council held on 2nd November and the Extraordinary Online Meeting of Bognor Regis Town Council held on 30th November 2020
 4. To receive a report from Sussex Police on local policing (if available)
 5. Reports from WSCC and ADC Councillors
 6. Written Questions from Councillors
 7. Adjournment for the Mayor to read public questions and statements submitted in accordance with the requirements noted above
 8. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 8.1 **Online Meeting of the Policy and Resources Committee of 16th November 2020** with resolutions, recommendations and reports
(**PLEASE NOTE:** recommendations in relation to the Budget from the Minutes of 30th November 2020 will be considered under Agenda item 9)
 - 8.2 **Online Meeting of the Community Engagement and Environment Committee of 7th December 2020** with resolutions, recommendations and reports
 - 8.3 **Online Meetings of the Planning and Licensing Committee of 10th November, and 1st and 22nd December 2020** with resolutions, recommendations and reports including: -
 - Recommendation that the Online Planning and Licensing Committee Meetings continue to start at 4pm until May 2021 – Min. 331 (22nd December 2020) refers
 - 8.4 **Online Meeting of the Events, Promotion and Leisure Committee of 16th November 2020** with resolutions, recommendations and reports
 9. To Receive and Consider Minutes and Recommendations of **Policy and Resources Committee Online Meeting of 30th November 2020** - to consider the **BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2021/2022**
 10. To decide the amount for the **PRECEPT TO BE ISSUED FOR 2021/2022**
 11. 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
 12. To note the List of Payments and Transfers made in [September](#), [October](#) and [November](#) 2020 and to note the [balances, bank reconciliations and financial reports](#) (December not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Strategic Documents', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 13. To note the External Auditor's Certificate and Report year ending 31st March 2020 Accounts and consider any action

14. Notice of Motion - S.O. 9 - Proposed by Cllr. J. Erskine: ***“Arun District Council recently voted unanimously to officially recognise the Hidden Disabilities Sunflower Lanyard Scheme. Cllr Edwards, who brought the motion to ADC has been aware of the Sunflower Lanyard since its inception. He worked at Gatwick Airport when it was developed and had some input into the scheme as a manager within Passenger Security. Dealing with people who presented as difficult, nervous, and aggressive was a common occurrence. It was only when they dealt with the situation and discovered that the person had a hidden disability that the reason for their behaviour became apparent. So, in 2016, the Hidden Disabilities Sunflower was designed and launched when London Gatwick Airport asked, "How can we identify that one of our passengers may have a non-obvious disability?". Led by Sara Marchant, a team created a simple sunflower design on a green background for a lanyard - a subtle but visible sign to enable airport staff to identify that the wearer (or someone with them) may require some extra help, time, or assistance when moving through the airport. Wearing the Hidden Disabilities Sunflower discreetly indicates to people around the wearer including staff, colleagues, and health professionals that they need additional support, help or a little more time.***

Since its launch in 2016, it has now been adopted globally by major airports and venues and in the UK, by many supermarkets, railway and coach stations, leisure facilities, the NHS, a number of police, fire and ambulance services, and an increasing number of small and large businesses and organisations. Hidden disabilities can make people's lives particularly challenging, painful, or isolating. By wearing a sunflower lanyard, badge, or wristband someone is indicating they have a hidden disability and may find certain situations difficult or stressful, causing them to act differently. Covid-19 has created a range of extra difficulties for people with hidden disabilities such as the wearing of face coverings in many public places. This can create complex issues for people with hidden disabilities and they may encounter stigma for not wearing a face covering despite being exempt under Government guidance. The success of the Hidden Disabilities Sunflower and the positive response it has received has increased awareness of challenges adults and children with hidden disabilities can face. Hidden Disabilities Sunflower wearers now benefit more widely from help being offered to make their daily living a little easier.

This motion asks that Bognor Regis Town Council embrace this scheme at this time. Further, I am asking the members to support the following commitments:

- To officially recognise the Hidden Disabilities Sunflower***
- To officially promote what it stands for and its importance in breaking stigma***

- *To help promote Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it*
 - *To promote that the Council offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly*
 - *To actively promote and encourage other local Town and Parish Councils and West Sussex County Council to recognise the scheme.*
 - *Provide training to all Council staff and members on the scheme and how we can support people using the scheme."*
15. Regeneration including: -
 - To note Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 14th October 2020
 16. Town Mayor's Report and duties undertaken
 17. Reports from Representatives to other organisations
 18. To receive Correspondence and note circulation by email of list up to 30th November 2020
 19. Picturedrome Site update - Director's report, any urgent actions taken for ratification
 20. To resolve to move to Confidential Business (S.O. 3.d) - (contractual)
 21. Picturedrome Site update - Confidential Business
 22. To ratify decision taken in relation to a potential property purchase for the purpose of commercial letting within the 5 Wards of Bognor Regis

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

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 2nd NOVEMBER 2020

PRESENT:

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, J. Brooks, A. Cunard (ex. Mins. 311-314), Mrs. S. Daniells (ex. Mins. 311-314), S. Goodheart, H. Jones, Miss. C. Needs, Ms. A. Sharples, W. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
No members of the public attended via Zoom
7 members of the public viewing via Facebook (part of meeting)

The Meeting opened at 6.32pm

290. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. Members were reminded that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public until such point that Members resolve to go into Confidential Business whereby the streaming will be terminated and public will be temporarily excluded and removed from the meeting, by the Meeting Host, in accordance with the Town Council's Standing Orders.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection, to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies for absence were received from Cllr. Batley who was on annual leave, Cllr. Erskine for family reasons and Cllr. Mrs. Staniforth due to family commitments.

No apologies had been received from Cllr. Mrs. Erskine for this meeting. However, Cllr. Stanley reported that Cllr. Mrs. Erskine had given a blanket apology for forthcoming meetings for family reasons. Whilst this was acknowledged, there was no end date for the apologies and therefore was being noted as not being received for this meeting. A Member queried whether Cllr. Mrs. Erskine was likely to fall foul of the six-month rule for absence, but the Clerk stated that Cllr. Mrs. Erskine had until February before this would be the case.

291. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members and Officers should declare an Interest by stating: -

- a) the item they have an Interest in
- b) whether it is a Disclosable Pecuniary 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, 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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interest - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 18 and 21, as the tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when these Agenda items were discussed

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 18 and 21, as an employee of the Picturedrome Cinema, and stated that she would not take part in the discussion and would leave the Meeting when these Agenda items were discussed

292. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON 7th SEPTEMBER AND THE EXTRAORDINARY ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON 15th OCTOBER 2020

The Minutes of the Online Meeting of Bognor Regis Town Council held on 7th September and the Extraordinary Online Meeting held on 15th October 2020 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

293. TO RECEIVE A REPORT FROM SUSSEX POLICE ON LOCAL POLICING (IF AVAILABLE)

Members were advised that unfortunately it had not been possible for a report to be provided by the Police prior to the meeting.

294. REPORTS FROM WSCC AND ADC COUNCILLORS

Members were advised that invitations to address the Council Meeting had been sent to Cllr. Oppler for ADC and Cllrs. Oppler and Patel for WSCC.

Cllr. Patel had sent his apologies but had provided the following update which was read to Members by the Chairman:

Please accept my apologies. Please convey my report to all the councillors.

1. The temporary cycle lane installed during this Pandemic you will be pleased to know that it will be removed in Chichester as it served its purpose.
2. All libraries in West Sussex will be open regular times including lunch time and also on Saturdays. Lastly all street parking charges have been reviewed. Slight increase in charges. Wish my best wishes to all Councillors and hope all are keeping well. I will be attending the Remembrance service on Sunday 8th.

295. WRITTEN QUESTIONS FROM COUNCILLORS

Questions for the Mayor had been received from Cllr. Goodheart who was invited to read his questions and to which the Mayor responded immediately.

1. *Can the Chairman tell us if he agrees that the council should be supporting the aim to get the Rampion Wind Farm information centre for Bognor's promenade? Does he support the 2 councillors who are interested in being part of this project?*

The Mayor responded that this matter has already been considered by the Community Engagement and Environment Committee with that Committee agreeing that Cllr. Ms. Sharples should be the contact. Any further discussions on this matter need to be referred to that Committee.

2. *Does the Mayor support the reintroduction of matters arising into agendas?*

The Mayor replied by stating that this was part of the Agenda until a few years ago but as with many Councils that follow best practice, it was dropped as it is considered by Council advisory bodies such as SSALC and NALC to expose a Council to the risk of unlawful or "*ultra vires*" decisions. The Councillors Training that the Town Council received from SALC, both before the current Administration and in June 2019 after the Election (which all members attended), reiterated that Matters Arising or Urgent Matters should not be included on an Agenda. Furthermore, the Good Councillor Guide that all Members were provided a copy of in their post-election pack, specifically states on page 36 that "*It is actually unlawful to make a decision, especially a decision to spend money, without sufficient (three clear days) warning. Vague agenda items that don't specify exact business (such as Matters Arising, and Any Other Business) are dangerous and should be avoided, because the council cannot make unexpected decisions.*"

3. *Does the Mayor agree that all Clerks Reports should be written documents & available to be downloaded.*

The Mayor stated that in his opinion there was no need for a hard copy as it is only an update on any ongoing matters. There is no discussion, and no decisions can be taken under this item.

4. *Can the Mayor confirm that he supports the partnership of the BID & BRTC & that it should be enlarged in the future & all meetings should be minuted & available.*

The response from the Mayor was that, as the Town Council is not a member of the BID or its Board, we are permitted to have an Officer in attendance who reports to each Policy and Resources Committee. The Mayor felt that there was good collaborative working between the BID and the Town Council.

5. *Does the Mayor have any views on allowing the public to ask live questions on zoom meetings? Does he support the idea of allowing it?*

The reply from the Mayor was that this was discussed, and a decision taken, at the Policy and Resources Committee Meeting last Monday he would offer no further comment.

6. *Can the Mayor advise on how the design of the Xmas card from the BRTC is going, will it include the new branding style? & will it include the winning photo?*

Replying to this final question the Mayor stated that as the decision had only been taken on this issue the previous Monday, there was nothing further to report at the current time but that Members would be updated in due course.

A discussion took place regarding "Matters Arising" as referred to in Cllr. Goodheart's questions with another Member requesting that this is reintroduced onto Agendas. The Town Clerk reiterated the comments from the Mayor in response to Cllr. Goodheart on this matter, specifically referring to the advice from NALC and SALC and that this was evidenced by the extract from the Good Councillor Guide.

The Member who had raised the issue commented that the opinion stated was only guidance from an advisory body, requesting sight of the legal wording that stated this could not be included and maintained that "Matters Arising" should be reintroduced.

296. ADJOURNMENT FOR THE MAYOR TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no questions received from members of the public.

297. TO RATIFY DECISIONS TAKEN BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

The Town Clerk's report was **NOTED**, and the following decisions **RATIFIED**:

- Addition of Events, Promotion and Leisure Committee Meeting on 20th October 2020
- Addition of Policy and Resources Committee Meeting on 26th October 2020
- Change in start time of Planning and Licensing Committee Meetings to the earlier time of 4pm until the end of the year.

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

299. Policy and Resources Committee Online Meeting of 26th October 2020

The Chairman of the Committee, Cllr. Stanley, reported.

299.1 Min. 170 - Recommendation regarding Standing Orders

Members **RESOLVED** to **APPROVE** the recommendation that the Standing Orders include clarification that Members serving on a Committee are not able to ask questions under the public question/statements Agenda item.

299.2 Min. 170 - Recommendation regarding Standing Orders

Members unanimously **RESOLVED** to **APPROVE** the recommendation for the investigation of pre-recorded questions for public questions and statements.

300. Community Engagement and Environment Committee Online Meeting of 12th October 2020

The Chairman of the Committee, Cllr. Smith, reported.

300.1 A Member suggested that consideration be given to the installation of a Rampion Information Centre on the Promenade and sought advice as to how to progress this. Cllr. Smith, as Chairman of the Committee, asked for more information to be forwarded to him and he would then liaise with the Clerk to the Committee about inclusion on the next Agenda.

300.2 Min. 116 - Recommendation for a Representative to the proposed Project Liaison Group in relation to the Rampion Offshore Wind Farm

Members **RESOLVED** to **APPROVE** the recommendation that Cllr. Ms. Sharples be elected as the Town Council Representative to the proposed Project Liaison Group in relation to the Rampion Offshore Wind Farm.

301. Planning and Licensing Committee Online Meetings of the 8th and 29th September and 20th October 2020

The Chairman of the Committee, Cllr. Goodheart, reported.

302. Events, Promotion and Leisure Committee Online Meetings of the of 14th September and 20th October 2020

As neither the Chairman nor the Vice-Chairman of the Committee were present, and as there were no recommendations arising from the Meetings, the Mayor as Chairman of the Meeting, presented the Committee Minutes. Members were asked to send any questions on that

meeting to the Chairman for a written response, copied to all Councillors.

A Member queried why the amended Seafront Poster Policy, agreed at the Meeting on 20th October had not been considered by the Policy and Resources Committee on 26th October. The Chairman of the Policy and Resources Committee stated that he understood that the timing was the issue. However, he deferred to the Town Clerk for guidance, who confirmed that the Agenda for the Policy and Resources Committee had been issued on 19th October i.e. before the Committee had even amended the Policy the following day. It was therefore not possible to have the amended document discussed at the Policy and Resources Committee Meeting as it had not been possible to provide a copy of the final, amended Policy to all Members when the Agenda was issued on the 19th October.

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

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

304. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN AUGUST 2020 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (SEPTEMBER NOT YET AVAILABLE)

The Council **RESOLVED** 'to note the payments and transfers made in August 2020 and to note the balances, bank reconciliations and financial reports'.

305. TO NOTE THE COMPLETION OF THE ACQUISITION OF BOGNOR REGIS LTD

The Town Clerk's report, including confirmation that the acquisition of the dormant company was now completed, was **NOTED**.

Following some discussion about potential uses of this Company, a Councillor reminded Members that the Town Council has acquired a dormant Limited Company that currently has no trading activities. Members were also advised that no decisions have been taken by Council about any future use of the dormant Bognor Regis Ltd.

306. RECENT COMMUNICATIONS REGARDING WSALC AND TO NOTE THE VALUE FOR MONEY SURVEY

The Town Clerk's report, including the summary of correspondence on the matter as circulated to all, was **NOTED**. Members were also made aware via the report that should they wish to comment on the survey, to which Officers would be responding, this should be done by 5th November.

Members were advised that the published WSALC AGM for 10th November had now been postponed until 2nd December and Cllrs. Mrs. Daniells and Goodheart had been notified of this change.

Cllr. Stanley informed the Meeting that due to technical issues he had temporarily lost connection and therefore, having missed some of the debate, would abstain from voting on this matter

Having discussed the matter, whilst Members did not agree to submit any comments to WSALC on the review being taken, they did discuss the matter and the Motion to be submitted by Tony Steer, Chair of Mid Sussex Association of Local Councils. Members subsequently **AGREED** to support the Motion to be presented to the WSALC AGM as follows: -

- The Company Directors cease to progress the current value for money study.
- The Company Directors work constructively with SSALC to conclude the current strategic review which includes a value for money element.
- The Company Directors establish a clear mechanism for engaging Parish Councils in West Sussex in studies that fall outside of the SSALC operational framework.
- That the current Chairman and Vice Chairman of WSALC stand down.

307. REGENERATION INCLUDING TO NOTE BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 14th OCTOBER 2020

The Briefing Notes of the last meeting were not yet available.

Members discussed the recent BID Space campaign that the Regeneration Board supported financially.

308. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

309. 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. Members were reminded that should they attend virtual meetings or events on behalf of the Council, the appropriate report should be submitted to the Town Clerk.

309.1 Cllr. Mrs. Daniells - Bognor Regis Twinning Association.

309.2 Cllr. Ms. Sharples - The 39 Club.

309.3 Cllr. Brooks - nothing attended.

310. TO RECEIVE CORRESPONDENCE AND NOTE CIRCULATION BY EMAIL OF LIST UP TO 26th OCTOBER 2020

The Committee **NOTED** receipt of correspondence as detailed in the list and the Town Clerk highlighted the following: -

310.1 Letter from Bognor Regis Regeneration Board congratulating the Town Council and in support of the Town Council's bold decision to fund a Christmas Projection Light Show over the Christmas period.

310.2 SSALC Representatives Meeting with Sussex Police. The Town Clerk reminded Members that if they had any strategic or unresolved topics that they would like to be raised at the meeting these need to be advised to her by 9am on Wednesday 4th November so that they may be submitted by the deadline.

Cllrs. Cunard and Mrs. Daniells redeclared their Disclosable Pecuniary Interest and left the Meeting

311. PICTUREDROME SITE UPDATE

311.1 The previously circulated Director's Report was **NOTED**, and actions taken as detailed were **RATIFIED**.

311.2 A Member stated that he was pleased that the planning application for the ramp to the cinema had now been submitted. These works to improve access, together with the work to the Bandstand on the Prom and the recently announced commitment from ADC for beach access, demonstrated how instrumental the Town Council was in improving accessibility for all.

The Town Clerk, in an update to the published report, advised Members that ADC had now validated the application and accepted that the Schedule of Works and Method Statement should be a condition of any permission as these would form part of the tender process which cannot be undertaken until permission is granted.

- 311.3** With regard to the offer from the Group Operations Manager at the Picturedrome for a meeting, via Zoom, Members unanimously **AGREED** that the Town Clerk should make arrangements for this.
- 311.4** The receipt of the £26,500 Management Fee from Bognor Pier Co Ltd was **NOTED**.
- 311.5** The revised costing for the remedial and redecoration work, to be funded by the Schedule of Works Budget, was **NOTED**.
- 312.** **TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.D) - (CONTRACTUAL)**

The Council **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, with broadcasting live to Zoom and social media streaming also terminated (S.O. 3.d) - Agenda items 20 & 21 (contractual).

- 313.** It was **RESOLVED** to vary the order of business and take Agenda item 21 - Picturedrome Site Update - Confidential next (S.O. 10 a vi).
- 314.** **PICTUREDROME SITE UPDATE - CONFIDENTIAL**
- 314.1** The previously circulated confidential Director's Reports numbered 1 and 2 were **NOTED**, and actions taken as detailed in both reports were **RATIFIED**.
- 314.2** Members discussed at length the matter before them and following the full debate, Members **AGREED** to, subject to the receipt of appropriate legal advice, to respond to the tenant as detailed in the Confidential Note appended to the file minutes of this Meeting.
- 315.** Members **RESOLVED** to extend the Meeting by 15 minutes in accordance with S.O. 3aa.

Cllrs. Cunard and Mrs. Daniells rejoined the Meeting

- 316.** **TO CONSIDER DETAILS OF A POTENTIAL PROPERTY PURCHASE FOR THE PURPOSE OF COMMERCIAL LETTING WITHIN THE 5 WARDS OF BOGNOR REGIS AS AGREED AT THE COUNCIL MEETING HELD 6th JANUARY 2020 - MIN. 168 REFERS**

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

Cllrs. Cunard and Mrs. Daniells declared an Ordinary Interest in this item as they had previously been involved in negotiations to purchase the property but were no longer involved or negotiating

Following debate it was **AGREED** to instruct the Town Clerk to open negotiations under delegated authority to acquire the property and a maximum purchase price was determined as detailed in the Confidential Note appended to the file minutes of this Meeting. Furthermore, Members **AGREED** that the purchase would be funded by the existing Economic Development Fund.

A suggestion was also made that consideration be given to a Company being used as a vehicle to acquire the property and the Town Clerk stated that the advice of the Accountant would be sought on this matter.

The Meeting closed at 8.52pm



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MINUTES OF THE ONLINE EXTRAORDINARY MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 30th NOVEMBER 2020

PRESENT:

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, J. Brooks, J. Erskine, S. Goodheart, H. Jones, Miss. C. Needs, Ms. A. Sharples, W. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk and Meeting Host)
Mrs. J. Davis (Civic & Office Manager - and Meeting Host part of meeting)
Mr. D. Kemp - DCK Accounting Solutions Ltd
No members of the public attended via Zoom

The Meeting opened at 6.00pm

317. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Extraordinary Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. Members were reminded that the Meeting was being recorded by Bognor Regis Town Council, streamed live via Zoom and may also be recorded or filmed by any member of the public until such point that Members resolve to go into Confidential Business whereby the streaming will be terminated and public will be temporarily excluded and removed from the meeting, by the Meeting Host, in accordance with the Town Council's Standing Orders.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection, to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies for absence were received from Cllr. Batley due to work commitments, Cllr. Mrs. Erskine due to family commitments and Cllr. Mrs. Staniforth due to family commitments. Cllrs. Cunard and Mrs.

Daniells had also notified that they would not be attending due to their Disclosable Pecuniary Interest in the Picturedrome Cinema, the only subject for discussion at the meeting.

The Chairman also welcomed Mr. D. Kemp of DCK Accounting Solutions Ltd who was available to offer advice to Members on the matter before them.

318. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members and Officers should declare an Interest by stating: -

- a) the item they have an Interest in
- b) whether it is a Disclosable Pecuniary 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, 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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

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

There were no declarations of Interest

319. ADJOURNMENT FOR THE MAYOR TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no questions received from members of the public.

320. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.D) - (CONTRACTUAL)

The Council **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, with broadcasting live to Zoom terminated (S.O. 3.d) - Agenda item 5 (contractual).

321. PICTUREDROME - CURRENT POSITION WITH CINEMA AND IMPACT OF COVID 19 - MIN. 314.2 REFERS

321.1 The previously circulated confidential Director's Report was **NOTED**.

321.2 Members discussed at length the matter before them and following a full debate, Members **AGREED** to proceed with the agreed offer to the tenant as detailed in the Confidential Note appended to the File Minutes.

The Meeting closed at 6.39pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 16th NOVEMBER 2020

PRESENT ONLINE:

Cllr. J. Erskine (Vice-Chairman); Cllrs: J. Barrett,
A. Cunard (until during Min. 185), S. Goodheart,
Ms. A. Sharples, Mrs. J. Warr and P. Woodall

IN ATTENDANCE ONLINE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager and Meeting
Host)
No members of the public attended via Zoom
18 members of the public viewing via Facebook

The Meeting opened at 2.30pm

In the absence of the Chairman, the Vice-Chairman took the Chair for this meeting only.

182. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, live streamed via Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection, to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Members were advised that Cllr. Stanley had sent his apologies due to work commitments.

No apologies for absence had been received from Cllr. Jones.

183. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members and Officers should declare an Interest by stating: -

- a) the item they have an Interest in
- b) whether it is a Disclosable Pecuniary 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, 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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Cunard declared an Ordinary Interest in Agenda item 4 for any discussion relating to Arun Arts and the Twinning Association as he was a member of both organisations

Cllr. Erskine declared an Ordinary Interest in Agenda item 4 for any discussion relating to West Sussex Guitar Club due the applicant being an acquaintance of the family and stated that he would not take part in any discussion

Cllr. Goodheart declared an Ordinary Interest in Agenda item 4 for any discussion relating to 60 Minutes of Classical Music and Rox Music and Arts, stating that he would not take part in the discussion

184. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions.

185. CONSIDERATION OF GRANT AID FUNDING 2021

The Chairman referred Members to the summary and supporting documentation for all the applications received, that had been uploaded and were accessible in the Members' Area of the website. He hoped that Members had reviewed the paperwork prior to the meeting as it was not practicable to display these remotely.

The Grant Aid paperwork available on the Town Council's website provides guidelines/criteria to applicants which includes information regarding organisations in receipt of Grant Aid who may be required to have a Town Council appointed non-voting observer as a representative to any of the organisation's meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.

The Chairman referred back to the Grant Aid awards for 2020 and informed Members that many of the successful event applicants for 2020, unable to proceed with their planned activities due to COVID-19, have had funds earmarked for 2021 and these organisations would be written to in the New Year to discuss how those funds can be released.

Members were further advised that when agreeing to earmark these funds, at the Council Meeting held on the 8th of June 2020 (Min. 228 refers), it was resolved that any application received for Grant Aid 2021 from an organisation that already had their 2020 Grant Aid award Earmarked, must include an explanation to stress the material difference that warrants the additional funds being requested.

The Chairman highlighted that the Southdowns Folk Festival had 2020 funds earmarked to be returned to them, and a had also submitted a new application for 2021 to be considered this afternoon, but the application had distinguished between the two different purposes for the grants.

An update was also provided to Members from Arun Arts Limited who had contacted the Town Council to advise that due to COVID-19, they were still waiting for their 2019 accounts to be finalised but that they were in the process of catching up and would send the latest accounts once they have been finalised.

Finally, before moving to review the applications, Members were reminded that as noted in the Grant Aid Guidelines/Criteria, the Bognor Regis Town Council Vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2019-2024 and Grant Aid applicants were therefore asked to show how their application would meet one or more of these: -

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable residents and community groups to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit.

It was confirmed that the amount available for Grant Aid 2021 was £46,000. It was noted that, as many of the events that usually applied had their 2020 Grant Aid Earmarked for release in 2021, the total value applied for in 2021 was markedly lower than in previous years at £61,886.60, only £15,886.60 over the budget available.

The Chairman subsequently opened the debate on the applications. Considerations that were expressed during the debate that influenced the decisions included:

- The extent that the applicant was based and active within 5 wards of Bognor Regis.
- The level of reserves.
- A desire to support activities for young people together with organisations that are assisting with the impact of the pandemic on local residents.

Cllr. Goodheart redeclared his Ordinary Interest during the discussions relating to 60 Minutes of Classical Music. He also declared an Ordinary Interest in Bognor Shopmobility having previously used their services for a friend

Cllr. Erskine redeclared his Ordinary Interest in West Sussex Guitar Club

Cllr. Cunard left the Meeting during the debate and only took part in the initial discussions on the applications from 4 Sight Visions, Arun Arts Ltd, Rox Music and Arts, South Downs Folk Festival, Dementia Support, Shopmobility, 60 Minutes of Classical Music and the Arctic Fox Explorer Scout Unit

Members carried out an initial review deciding to: -

- Reject the applications from Dementia Support and Brent Lodge Bird and Wildlife Trust;
- Provisionally award 4Sight Vision, Bognor Shopmobility, Home-Start Arun, Worthing & Adur, Livability Ashley Place and Southdowns Folk Festival 50% of the applied for amount;
- Provisionally award Crimsham Farm CIC £250.

Members were subsequently informed that, taking into account the decisions taken so far, there remained a sum of £7,151.40 that could be used to increase the provisional awards made previously. Members therefore agreed to increase the awards to 4Sight Vision, Bognor Shopmobility, Home-Start Arun, Worthing & Adur and Southdowns Folk Festival to 100% of the amount applied for.

Finally, having fully considered the individual applications for Grant Aid 2021, Members **RESOLVED** to **APPROVE** the awards as summarised to Members by the Civic & Office Manager, and as attached to the Minutes as **Appendix 1**.

The Meeting closed at 4.11pm

Grant Aid 2021 Applicant	Amount Requested	Committee Decision
4Sight Vision	£2,356.00	£2,356.00
60 Minutes of Classical Music	£2,800.00	£2,800.00
Arctic Fox Explorer Scout Unit	£1,104.60	£1,104.60
Arun & Chichester Citizens Advice	£3,000.00	£3,000.00
Arun Arts Ltd	£9,000.00	£9,000.00
Bognor Regis Town Youth FC	£1,000.00	£1,000.00
Bognor Shopmobility	£5,000.00	£5,000.00
Brent Lodge Bird & Wildlife Trust	£5,000.00	£0.00
Crimsham Farm CIC	£750.00	£250.00
Dementia Support	£10,000.00	£0.00
Girlguiding Bognor Regis Division	£500.00	£500.00
Girlguiding Bognor Regis South District	£200.00	£200.00
Home-Start Arun, Worthing & Adur	£1,000.00	£1,000.00
Livability Ashley Place	£1,320.00	£660.00
Making Theatre Gaining Skills	£7,300.00	£7,300.00
Rox Music and Arts	£1,868.00	£1,868.00
Southdowns Folk Festival	£5,400.00	£5,400.00
UK Harvest	£3,288.00	£3,288.00
West Sussex Guitar Club	£1,000.00	£1,000.00
Total Amount Awarded	£61,886.60	£45,726.60
Remaining Balance (<i>overspend</i>)	<i>£15,886.60</i>	£273.40



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 7th DECEMBER 2020

PRESENT ONLINE:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, A. Cunard (from Min. 123),
Ms. A. Sharples and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. S. Hodgson (Projects Officer)
Mrs. J. Davis (Hosting the Meeting)
Mrs G. Frost (Town Clerk)
2 members of the public attending via Zoom
7 members of the public viewing via Facebook

The Meeting opened at 6.34pm

118. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies for absence had been received from Cllrs. Mrs. Erskine for family reasons and Miss. Needs for personal reasons.

No apologies had been received from Cllr. Jones or Cunard prior to the meeting.

119. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary 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 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

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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Smith declared an Ordinary Interest in Agenda item 16 as he is currently volunteering at Grandads Front Room

120. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD ON 12th OCTOBER 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 12th October 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 12th October 2020 as an accurate record of the proceedings and the Chairman duly signed them.

121. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

The Chairman adjourned the Meeting at 6.37pm to read out correspondence received from Cllr. Goodheart who is not a Committee Member

1. *Does the Chair. Agree that 'matters arising' should be a part of the CE&E agenda, after approval of minutes.*
2. *Item 7 does the Chair agree that the unspent ward allowance be carried forward or as in Item 12, any unspent money supports tree planting within the town.*
3. *Item 8 will the Chair explore all avenues of support from ADC & WSCC to develop these 4 electric scooter charging docks-units within these areas highlighted in the report.*
4. *Does the Chair support BRTC inviting a spokesperson from WSCC / ADC to explain & advise on how this project can be developed?*
5. *Item 10, Does the Chair agree that BRTC explore the opportunities that a partnership between Rampion Wind Farm & BRTC could bring to the town, developing & building a centre of information on the environment & wind farms. Located along the eastern promenade or Longbrook Gardens. To be arranged before the scheduled meeting.*
6. *What a wonderful tourist destination.*
7. *Would the Chair support a reserve member to support Cllr. Sharples during the project.*
8. *Item 11 Does the Chair support Cllr. Daniells proposal? I think its brilliant.*
9. *Item 13 will the Chair support lobbying WSCC to adopt an open door or 'fast track' policy on planting licenses on verges, this topic comes up in Items 17 & 10*
10. *Item 14 Does the chair support youth projects 100% within the town area.*
11. *Item 15, Community Open Forum, can the Chair explain the process & who's chairman*
12. *Item 16, Will the Chair support Granddads Front Room (GFR) to use the unspent £435.00 towards their Xmas community Help Project?*
13. *Item 17, Bloom within this item WSCC verge planting license are needed.*
14. *Will the Chair support Bloom linking up with Chestnuts on projects around the town?*
15. *Item 18, Does the Chair agree that a new tip be built north of BR within the Lindsey tip & the land developed into a tourist destination alongside the river?*
16. *Item 19 Will the Chair support BRTC arranging a special meeting with experts to develop ideas on Beach access.*

Chair, thank you in anticipation of your replies, if you would like to reply back in writing I understand.

The Chairman stated that as there were a number of questions and in view of the length of the Agenda, he would give his reply in writing and copy in all Members of the Committee.

The Chairman reconvened the Meeting at 6.41pm

122. CLERK'S REPORT FROM PREVIOUS MINUTES

122.1 12th October 2020 - Update on request to ADC that any new or replacement bus shelters should be specifically suitable for the installation of living roofs - Min. 108.2.1 refers

Members were asked to note that to date there has not been any response from ADC.

122.2 12th October 2020 - Update on request to ADC regarding the LED screens located by bus shelters to display reminders to people about climate change - Min. 108.2.2 refers

Members were asked to note that to date there has not been any response from ADC.

122.3 12th October 2020 - Update on the response from ADC regarding car idling with specific reference to an illegally parked ice-cream van that is idling in a residential area for up to 4½ hours at a time - Min. 108.2.3 refers

Members were asked to note the following response from the ADC Parking and Services Manager:

Please thank the Committee for their letter. Can you also please inform them that we were made aware during the summer of this particular issue and instructions have been given to the Officers who patrol those areas to look out for that van and carry out enforcement on the vehicle if it is illegally parked. I can also confirm that this issue will be raised again next year with the Enforcement Officers prior to the start of the summer season.

122.4 12th October 2020 - Update on the response from WSCC regarding the possibility of installing cameras to tackle car idling and motorists driving in pedestrianised areas - Min. 108.2.4 refers

Members were asked to note the response from the WSCC Cabinet Member for Highways and Infrastructure which was read out by the Clerk and appended to these Minutes (**Appendix 1**).

Cllr. Cunard joined the Meeting and gave apologies for his late arrival

123. CONSIDERATION OF THE ISSUE REGARDING STREET DRINKING REFERRED TO THIS COMMITTEE FOLLOWING THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 12th AUGUST 2020 - MIN. 110.2 REFERS

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

A Member commented it was important that everything should be done to help street drinkers and the homeless during the winter months and there should be somewhere they could go during the daytime for treatment and help.

The Clerk advised that Streetlink was the correct agency to contact regarding homelessness and they would be able to assist.

124. CONSIDERATION OF A PROPOSAL TO MAKE A RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE TO EARMARK ANY UNSPENT 2020/21 WARD ALLOCATION FUNDS FROM THE CURRENT YEARS ALLOWANCE TO CARRY FORWARD TO 2021/22 - MIN. 112 REFERS

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

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee to earmark any unspent 2020/21 Ward Allocation Funds from the current years allowance to carry forward to 2021/22.

125. FURTHER CONSIDERATION OF A PROPOSAL BY CLLR. MS. SHARPLES REGARDING ELECTRIC SCOOTERS AND BIKE SHARING IN BOGNOR REGIS - MIN. 114 REFERS

The Projects Officer's report, including the related Appendices, was **NOTED**.

A Member felt that perhaps Bognor Regis was not the best area to trial this idea and felt it was more suited to bigger towns and cities. Other Members felt a scaled down scheme could work. Concern regarding safety issues relating to electric scooters was also stressed.

Comment was made that ADC are about to appoint a Climate Change Environment Officer and it was felt this may be something for them to take forward.

Following discussion, it was unanimously **AGREED** to wait until the appointment of the ADC Climate Change Environment Officer and to then liaise and consult with them regarding further investigation of the project.

126. REPORT ON DAMAGE AND SUBSEQUENT REPAIRS TO THE TOWN HALL CLOCK

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

127. RAMPION 2 OFFSHORE WIND FARM - TO RECEIVE A REPORT FROM CLLR. MS. SHARPLES FOLLOWING HER ATTENDANCE AT THE PROJECT LIAISON MEETING HELD ON THE 22nd OCTOBER 2020 AND A PROPOSAL TO INVITE RAMPION 2 TO GIVE A PRESENTATION TO COUNCIL

The Projects Officer's report, including the accompanying report from Cllr. Ms. Sharples, was **NOTED**.

Members **AGREED** to invite Rampion 2 and an opposing group, as outlined in Cllr. Ms. Sharples report, to give a presentation to this Committee and invite all Councillors to attend.

128. CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS REGARDING THE POSSIBLE REDISTRIBUTION AND RECYCLING OF THE POPPY WREATHS LAID AT THE WAR MEMORIAL

The Projects Officer's report, including the related Appendices, was **NOTED**.

Members unanimously **AGREED** to run a similar project to that detailed in the Project Officer's report for recycling the wreaths laid at the War Memorial and for Officers to proceed with the project in liaison with community members.

129. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS

The Projects Officer's report, including the related Appendix, was **NOTED**.

There was no spending that required ratification.

A Member queried the remaining balance relating to Marine Ward as he thought the balance had been utilised. The Clerk confirmed that this was correct and that the Marine Ward allocation should show a Nil Balance. The spreadsheet would be updated accordingly.

130. TO RECEIVE THE NOTES FROM THE ONLINE CLIMATE CHANGE TOPIC TEAM PRESENTATION MEETING HELD ON THE 25th NOVEMBER 2020

The Projects Officer's report, along with the Notes from the Climate Change Topic Team Presentation, was **NOTED**.

131. UPDATE ON YOUTH PROVISION

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

132. TO NOTE THE DATE OF THE ONLINE COMMUNITY OPEN FORUM SCHEDULED FOR 15th DECEMBER 2020

Members **NOTED** the Projects Officer's report, along with the scheduled date of 15th December 2020 for the Online Community Open Forum Meeting.

133. FLEXIBLE COMMUNITY FUND INCLUDING:

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

133.1 To note and determine any applications received for the Flexible Community Fund including Ratification of the £2,200 paid to Bognor Regis Youth FC and £500 paid to Makerspace C.I.C as agreed by the Town Clerk and the Chairman under delegated authority

The Clerk drew Members attention to the additional item detailed in the published report referring to an application received from the Bognor Regis Yacht Club. Members had given their support to the application for the sum of £750 and the decision had been taken by the Town Clerk and the Chairman under Delegated Authority. Therefore, Members were asked to ratify this amount as well.

Members subsequently **RATIFIED** the decisions to support the Flexible Community Fund Applications as follows:

- Bognor Regis Youth FC £2,200
- Makerspace C.I.C. £500
- Bognor Regis Yacht Club £750

133.2 To consider the proposal by Cllr. Goodheart for the unspent funds of £435 previously donated to Grandads Front Room (GFR) to produce a Street Sheet, to be retained by GFR to assist with their Christmas Community Help Project

Members **AGREED** to the proposal for the unspent funds of £435 previously donated to GFR to produce a Street Sheet, to be retained by GFR to assist with their Christmas Community Help Project.

134. BOGNOR REGIS IN BLOOM WORKING GROUPS - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE ONLINE MEETING HELD ON THE 3rd NOVEMBER 2020

The Projects Officer's report, including the notes of the non-quorate Online Meeting of the Bognor Regis In Bloom Working Group held on 3rd November 2020, was **NOTED**.

Members **AGREED** to take all five decisions en bloc and subsequently unanimously **AGREED** to **RATIFY** the following: -

- 134.1** That the Competition Expenses be earmarked for the 2021 Awards Evening.
- 134.2** That the remaining Environmental Projects budget be put into the Town Force budget as a contribution and as thanks for the substantial amount of hours they spent building, installing and planting up the planters as part of the Railway Station project.
- 134.3** That the Fundraising budget should be earmarked.
- 134.4** Expenditure of £35.35 for the seeds purchased, funded from the new 2020/21 Competition Expenses budget.
- 134.5** Expenditure of £414.11, for costs relating to four buffer planters, to be funded from the 2019/20 Environmental Projects budget.

135. TO CONSIDER AND AGREE ANY COMMENT TO THE PROPOSAL AT WSCC CABINET 24th NOVEMBER 2020 FOR THE POSSIBLE CLOSURE OF TWO HOUSEHOLD RECYCLING SITES IN WEST SUSSEX

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

Following discussion, it was **AGREED** that no further action was required at the moment as there was no specific plans within the WSCC report to close the Bognor Regis Waste Recycling Site but to keep a watching brief on the situation.

136. TO NOTE DEVELOPMENTS AT ADC REGARDING POSSIBLE BEACH ACCESS PROJECT

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

Members welcomed the developments at ADC regarding their plans for a possible beach access project. Following discussion, Members felt that it would be a good idea to re-instate the Beach Access Topic Team with a new brief regarding possible involvement.

Members **AGREED** for this to be a future Agenda Item for further discussion and consideration.

137. CORRESPONDENCE

The Projects Officer confirmed that there were no updates to the report as circulated and if Members required a copy of any of the listed items to email her.

The Meeting closed at 7.27pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 10th NOVEMBER 2020

PRESENT ONLINE: Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,
W. Smith, Ms. A. Sharples and Mrs. J. Warr

IN ATTENDANCE ONLINE: Mrs. S. Norman (Deputy Clerk)
Mrs. G. Frost (Town Clerk)
No members of the public attended via Zoom

The Meeting opened at 4.00pm

302. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, and may also be recorded or filmed by any member of the public. Members were advised that unfortunately, due to technical issues it was not possible to start the live stream to Facebook. However the Deputy Clerk informed Members that she had asked for a notice to be placed on the Facebook page directing anyone who wished to view the meeting to use the Zoom link which is published on the website.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

No apologies for absence were received from Cllrs. Mrs. Daniells or Erskine.

Note: After the Meeting had started Cllr. Mrs. Daniells sent apologies that she had been delayed and could therefore not attend.

303. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary 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 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

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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

There were no declarations of Interest

304. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 20th OCTOBER 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 20th October 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 20th October 2020 as an accurate record of the proceedings and the Chairman duly signed them.

305. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

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

There had been no notification of any Pavement Licence Applications, in relation to Bognor Regis, being submitted to Arun District Council.

307. TO CONSIDER PLANNING APPLICATIONS ON LISTS 16th, 23rd AND 30th OCTOBER 2020

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

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

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

Due to technical issues, Cllr. Mrs. Warr was not present for discussion or voting on BR/239/20/TEL or the noting of No Comment to BR/242/20/PL

308. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 16th, 23rd AND 30th OCTOBER 2020

There were no applications to consider.

309. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

Licensing Act 2003

Premises: William Cole Ice Rink, Hotham Coach Park, London Road, Bognor Regis, PO21 1BA

Application Number: 114276

The Committee noted the application that had been received for a Premises Licence to be granted for the Supply of Alcohol (on and off premises) between 10:00 and 21:30 hours, Monday to Sunday from 26/11/2020 until 10/01/2021.

However, Members were informed that notification had since been received, from Arun District Council, to advise that the event had now been cancelled and the Premises Licence application, therefore, withdrawn.

310. TO RECEIVE A VERBAL REPORT FROM THE CHAIRMAN FOLLOWING PARTICIPATION IN THE ARUN ACTIVE TRAVEL WORKSHOP

The Chairman, Cllr. Goodheart, having attended the Arun Active Travel Workshop on 29th October gave a verbal report informing Members that the workshop had been extremely interesting.

The event had been organized by ADC and facilitated through a highways and transport consultancy firm called 2020. Attendees had included Members and Officers from District, Town and Parish Councils and the session had covered sustainable modes of transport with a focus on alternative transport for the District.

The Chairman stated that this could give an opportunity for Members to have an input and be able to influence the transport for the future including improvements to Public Rights of Way (PROW) including footpaths, bridleways etc. Members asked how they could find out details of local PROWs. The Deputy Clerk advised that the best way to investigate the PROW network was via WSCC's iMap, a link to which would be circulated to all Members.

A suggestion was also made that the consultants, 2020, be invited to make a presentation to a Council Meeting and Members agreed that this should be investigated further.

The Chairman stated that he had provided notes from the workshop to the office and asked that this be circulated to all Committee Members.

311. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated and the following was brought to Members attention:

Additional correspondence included: -

- 311.1** ADC - copy correspondence from Government Legal Department informing of the exercise of permitted development rights by the Department of Health and Social Care. As part of the Government's COVID-19 response, the Government is putting in place a walk-in medical testing centre sited on the University of Chichester Tech Park Car Park Bognor Regis Campus.

The Meeting closed at 4.56pm

APPENDIX 1**ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 10th NOVEMBER 2020**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 16th, 23rd AND 30th OCTOBER 2020

<p>BR/239/20/TEL Roundabout opposite Victoria Drive Chichester Road Bognor Regis PO22 9LQ</p>	<p>Prior Notification under Schedule 2 Part 16 Class A for the installation of a new 19m monopole supporting 6 No. antennas with proposed supporting equipment cabinet and ancillary development</p>	<p>NO OBJECTION Members expressed concern that this was a second pole at this location and that there was a risk that the area could become a hotspot for such installations. Therefore, whilst Members would not object to this second installation, should further applications come forward in the future, Members reserve the right to object to those applications on the basis of saturation of the site with equipment.</p>
<p>BR/242/20/PL 51 Canada Grove Bognor Regis PO21 1DW</p>	<p>Access ramp. This application affects the setting of a Listed Building, affects the character & appearance of the Bognor Regis Railway Station Conservation Area & is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO COMMENT Members of the Town Council RESOLVED to AGREE to submit no comment in respect of Planning Application BR/242/20/PL, as Landlord of the property.</p>
<p>BR/244/20/PL The Beach Hotel, former Mud Club Waterloo Square Bognor Regis PO21 1SU</p>	<p>Redevelopment into 11 No. 2 bed apartments & 2 No. commercial units (A1 Retail or A3 Restaurant/Cafe) (resubmission following BR/282/19/PL). This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area & may affect the setting of listed buildings. This site is in CIL Zone 4 (Zero Rated) as flats & other development</p>	<p>NO OBJECTION Members did raise concerns that this application did not cover the entire former site which Members had previously considered and that further applications may come forward in the future and furthermore, that parking may become an issue.</p>

<p>BR/234/20/PL Aronel Cottage Nursing Home 5-11 Highfield Road Bognor Regis PO22 8BQ</p>	<p>Three storey side extension comprised of twenty nursing units linked to the existing nursing home building. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION Whilst Members did not object, they noted that no comments were on the planning portal from WSCC Highways and suggested that consideration be given to the adoption of a nearby unadopted road which could improve access, especially for emergency vehicles.</p>
<p>BR/241/20/HH 32 Highland Avenue Bognor Regis PO21 2BJ</p>	<p>Single storey rear extension</p>	<p>NO OBJECTION</p>
<p>BR/237/20/HH 11 Elmwood Avenue Bognor Regis PO22 8DE</p>	<p>Single storey outbuilding to rear for use as a log cabin/summer house</p>	<p>NO OBJECTION</p>
<p>BR/247/20/HH 9 Waverley Road Bognor Regis PO21 5NB</p>	<p>Single storey rear extension, single storey side extension and single storey front extension</p>	<p>NO OBJECTION</p>
<p>BR/248/20/PL The Gables, Flat 4 Norfolk Square Bognor Regis PO21 2JD</p>	<p>French doors with glass Juliet balcony. Replacement of window and door with sliding patio door</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 1st DECEMBER 2020

PRESENT ONLINE: Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett
and Ms. A. Sharples

IN ATTENDANCE ONLINE: Mrs. J. Davis (Civic & Office Manager and
Meeting Host)
Mrs. S. Norman (Deputy Clerk)
Mrs. G. Frost (Town Clerk)
No members of the public attended via Zoom
8 members of the public watching via Facebook

The Meeting opened at 4.08pm

312. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, Streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies for absence had been received from Cllr. Mrs. Daniells due to an appointment and Cllr. Smith due to a prior engagement.

Members were also aware that Cllr. Mrs. Warr had tried to join the meeting but due to technical issues with Zoom this was not possible.

No apologies were received from Cllr. Erskine.

313. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary 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 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

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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

There were no declarations of Interest

314. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 10th NOVEMBER 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 10th November 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 10th November 2020 as an accurate record of the proceedings and the Chairman duly signed them.

315. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

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

There had been no notification of any Pavement Licence Applications, in relation to Bognor Regis, being submitted to Arun District Council.

317. TO CONSIDER PLANNING APPLICATIONS ON LISTS 6th, 13th AND 20th NOVEMBER 2020

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

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

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

318. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 6th, 13th AND 20th NOVEMBER 2020

There were no applications to consider.

319. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There had been no Premises Licence applications received.

320. TO RATIFY ATTENDANCE OF A TOWN COUNCIL REPRESENTATIVE FOR THE ADC DEVELOPMENT CONTROL COMMITTEE MEETING, TO BE HELD ON 2nd DECEMBER, IN RELATION TO PLANNING APPLICATION BR/213/20/PL IF REQUIRED

The Civic & Office Manager's report was **NOTED**, and the following decision was **RATIFIED**:

- Cllr. Ms. Sharples to act as the representative to speak on the Town Council's behalf in objection to planning application BR/213/20/PL at

the Arun District Council Development Control Committee Meeting to be held on 2nd December 2020.

321. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated and the following was brought to Members attention:

Additional correspondence included: -

321.1 Marketing circular received from ElanCity in relation to road safety equipment.

321.2 West Sussex County Council have advised that on the 15th of December Victoria Drive, from the junction of Chichester Road Roundabout to the junction of Carlingford Court, will be temporarily closed for up to 5 days and is required for the safety of the public and workforce while Portsmouth Water undertakes urgent repair to a fire hydrant frame and cover.

The Meeting closed at 4.36pm

<u>APPENDIX 1</u> <u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 1st DECEMBER 2020</u> <u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 6th, 13th AND 20th NOVEMBER 2020</u>		
BR/243/20/L 51 Canada Grove Bognor Regis PO21 1DW	Listed building consent for an access ramp.	NO COMMENT Members of the Town Council RESOLVED to AGREE to submit no comment in respect of Planning Application BR/243/20/L, as Landlord of the property.
BR/250/20/HH 81 Orchard Way Bognor Regis PO22 9JZ	Installation of dropped kerb to front.	NO OBJECTION
BR/254/20/HH 1 Sandymount Avenue Bognor Regis PO22 9ET	Pitch roof porch, pitch roof rear extension and flat roof garden store.	NO OBJECTION
BR/176/20/PL Ravenna Richmond Avenue West Bognor Regis PO21 2YG	Erection of a new building comprising of 3 No apartments (2 No 2 bed units & 1 No 1 bed unit) including alterations to the fenestration of the existing building. This site is in CIL Zone 4 (Zero Rated) as flats.	OBJECTION - Members of the Town Council's Planning and Licensing Committee unanimously objected to planning application BR/176/20/PL on the material planning grounds of Access and Highways safety - specifically access by emergency vehicles; the proposed layout and density of the buildings and resulting over development; and traffic generation.

BR/207/20/HH 25 Havelock Road Bognor Regis PO21 2EZ	Single storey rear extension including demolition of existing conservatory.	NO OBJECTION
BR/255/20/HH 21 Parklands Avenue Bognor Regis PO21 2BA	1 x storey pitch roof side extension.	NO OBJECTION
BR/260/20/HH 15 Hatherleigh Gardens Bognor Regis PO21 5HZ	Single storey rear extension and two storey side extension.	NO OBJECTION
BR/263/20/HH 44 Corbishley Road Bognor Regis PO21 9HS	Detached single storey outbuilding.	NO OBJECTION
BR/262/20/PL 2 Durban Park Bognor Regis PO22 9RJ	Extension to Mezzanine Floor. This site is in CIL Zone 4 (Zero Rated) as other development.	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 22nd DECEMBER 2020

PRESENT ONLINE:

Cllrs: J. Barrett, Mrs. S. Daniells, Ms. A. Sharples
and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. J. Davis (Civic & Office Manager and
Meeting Host)

Mrs. S. Norman (Deputy Clerk)

Mrs. G. Frost (Town Clerk)

No members of the public attended via Zoom

5 members of the public watching via Facebook

The Meeting opened at 4.01pm

322. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of Cllr. Goodheart, the Vice-Chairman Cllr. Mrs. Warr chaired the Meeting.

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, Streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies for absence had been received from Cllr. Erskine, who was working and Cllrs. Goodheart and Smith due to other commitments.

323. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary 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 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

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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

There were no declarations of Interest

324. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 1st DECEMBER 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 1st December 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 1st December 2020 as an accurate record of the proceedings and the Chairman duly signed them.

325. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

326. TO RECEIVE THE CLERK'S REPORT

10th November 2020 - Min. 310 - Arun Active Travel Workshop

Having received a verbal report at the meeting held 10th November, a Member suggested that the consultancy firm, 2020, be invited to make a presentation to a Council Meeting and Members agreed that this should be investigated further.

The Committee Clerk advised Members that 2020 have kindly agreed to give a 30-minute presentation, via Zoom, to all Members of the Town Council at 3.30pm on Tuesday the 12th of January, prior to the start of the Planning and Licensing Committee Meeting at 4pm.

An invite to attend the virtual presentation was sent to all Town Councillors on the 17th of December.

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

There had been no notification of any Pavement Licence Applications, in relation to Bognor Regis, being submitted to Arun District Council.

328. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 27th NOVEMBER, 4th AND 11th DECEMBER 2020

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

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

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

328.4 Cllr. Mrs. Warr stated that she would not take part in the discussion or vote in respect of application BR/272/20/HH, 12 Parkway, as a family member was a neighbour to the property.

329. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 27th NOVEMBER, 4th AND 11th DECEMBER 2020

There were no applications to consider.

330. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There had been no Premises Licence applications received.

331. TO CONSIDER AND AGREE A RECOMMENDATION TO FULL COUNCIL THAT THE ONLINE PLANNING AND LICENSING COMMITTEE MEETINGS CONTINUE TO START AT 4PM UNTIL MAY 2021

The Civic & Office Manager's report was **NOTED**, and following discussion, Members unanimously **AGREED** to **RECOMMEND** to Full Council that the Online Planning and Licensing Committee Meetings continue to start at 4pm until May 2021.

332. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated and the following was brought to Members attention:

Additional correspondence included: -

332.1 CPRE - Campaigns Update, December 2020

332.2 Copy correspondence of an email sent from a member of the public, to Arun District Council, objecting to planning application BR/213/20/PL (former Royal Bay Care Home, 86 Aldwick Road, Bognor Regis). Circulated to Committee Members by email on 17th December

The Meeting closed at 4.32pm

<u>APPENDIX 1</u> <u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 22nd DECEMBER 2020</u> <u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 27th NOVEMBER, 4th AND 11th DECEMBER</u> <u>2020</u>		
BR/271/20/HH Roslyn 3B Parklands Avenue Bognor Regis PO21 2BA	Conversion of garage to habitable use and single storey side extension	NO OBJECTION
BR/272/20/HH 12 Parkway Bognor Regis PO21 2XR	Conversion of garage to habitable use include a single storey side extension and single storey link extension from existing dwelling to converted garage	NO OBJECTION
BR/273/20/T 106 Chichester Road Bognor Regis PO21 6AA	Reduce lateral limbs to stop encroachment on to neighbours property of 1 No. Beech Tree (T1) Finished spread of 6m. Reduce lateral limbs to stop encroachment on property of 1 No. Beech Tree (T2) Finished spread of 7m	NO OBJECTION
BR/275/20/HH 53 Highcroft Crescent Bognor Regis PO22 8DJ	Single storey conservatory to rear	NO OBJECTION
BR/264/20/PL Ground Floor Flat 15 Canada Grove Bognor Regis PO21 1DW	Single storey rear garden room extension following demolition of lean-to building	NO OBJECTION

<p>BR/282/20/HH 34 Bassett Road Bognor Regis PO21 2JH</p>	<p>Removal of existing detached garage and erection of single storey side and rear extension</p>	<p>NO OBJECTION</p>
<p>BR/285/20/PL 12 Tennyson Road Bognor Regis PO21 2SB</p>	<p>Variation of condition 2-plans condition under BR/257/17/PL (also following approval of BR/217/20/NMA) for variation of attic floor plan, roof plan and north facing elevation to add dormer window</p>	<p>NO OBJECTION</p>
<p>BR/286/20/HH 17 Shelley Road Bognor Regis PO21 2SL</p>	<p>Removal of existing garage and erection of single storey side and rear extension</p>	<p>OBJECTION on the grounds of loss of daylight and the overbearing impact the proposals will have on the neighbouring property.</p>
<p>BR/288/20/PL Flat 4 42 Sudley Road Bognor Regis PO21 1ES</p>	<p>First floor rear extension. This site is in CIL Zone 4 (Zero Rated) as extensions under 100sqm</p>	<p>NO OBJECTION</p>
<p>BR/292/20/PL Butlin's Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Erection of temporary buildings to accommodate performance stage and seating for a period of up to 3 years. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p>BR/221/20/PL 5 Richmond Avenue Bognor Regis PO21 2YE</p>	<p>Detached garage with 1 No. flat above. This application is in CIL Zone 4 and is CIL Liable</p>	<p>NO OBJECTION</p>

<p>BR/255/20/HH 21 Parklands Avenue Bognor Regis PO21 2BA</p>	<p>Two storey side extension with dormers to front and rear.</p>	<p>NO OBJECTION</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 16th NOVEMBER 2020

PRESENT ONLINE:

Cllrs; J. Brooks, Mrs. S. Daniells, S. Goodheart,
W. Smith, and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. S. Hodgson (Projects Officer)
Mrs. J. Davis (Hosting the Meeting)
Ms. K. Fitzpatrick (Events Officer)
Mrs G. Frost (Town Clerk)
2 members of the public attending via Zoom
9 members of the public viewing via Facebook

The Meeting opened at 6.33pm

112. TO APPOINT A CHAIRMAN FOR THIS MEETING

In the absence of the Chairman and the Vice Chairman, Members **AGREED** to appoint Cllr. Mrs. Daniells as Chairman for this meeting.

113. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies had been received from Cllrs. Batley and Stanley due to work commitments and Cllr. Mrs. Staniforth due to personal reasons. No apologies had been received from Cllr. Erskine.

114. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary 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 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

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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Goodheart declared an Ordinary Interest in Agenda Item 12

115. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th OCTOBER 2020

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 20th October 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 20th October 2020 as an accurate record of the proceedings and the Chairman duly signed them.

116. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

No Public Questions or Statements had been received.

117. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk reported that the action points from the October meeting will be reported back to Members at the January meeting and there were no further updates at this time.

The Clerk's Report was **NOTED**.

118. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE ONLINE MEETING HELD ON THE 9th NOVEMBER 2020

The Projects Officer's report, including the Notes of the Allotments Sub-Committee Meeting held on the 9th November 2020 as circulated, was **NOTED**.

Members **AGREED** to **RATIFY** the costs as detailed in the Project Officer's report and further **AGREED** to **RECOMMEND** that any unspent funds from the 2020/21 Gravits Lane Maintenance Budget be earmarked at the end of the financial year to build a shelter on the re-established site.

119. UPDATE ON CHRISTMAS LIGHT PROJECTION

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

The Projects Officer reported that storyboards for the projection would be circulated to Members in the morning via email and Members would be invited to provide any feedback, comments, or suggestions to the Events Officer.

120. CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS REGARDING "BRAND PROTECTION" AND THE USE OF "OFFICIAL TITLE" BY OTHER COMMERCIAL ORGANISATIONS - DEFERRED FROM MEETING 20th OCTOBER 2020 - MIN. 111 REFERS

The report by the Projects Officer including the related appendices and the report from Cllr. Brooks were **NOTED**. The Chairman invited Cllr. Brooks to expand on his proposal.

Cllr. Brooks stated that in his opinion, the Council should be protective of its brand as it is a valuable item. Other organisations use the Town Council's logo or brand as they appreciate it adds weight and value to their own products. He would like the Committee to be aware of this and look at protecting the brand and ensure that it is not used without prior permission, so the Town Council gets every associated benefit.

During the discussion that followed a Member said that he felt a good opportunity to do this would be via the Town Council's website where provision could be made to make the Town Crest and logo available to other organisations as part of their promotion of Bognor Regis.

The Committee Clerk reminded Members that this Committee has agreed for Cllr. Brooks in association with other Members and Officers to undertake a review of the Town Council's website and report back. Brand protection will be included as part of this review.

121. CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS TO COMPILE A STOCK PICTURE/PHOTO LIBRARY FOR PROMOTIONAL USE AND TO REVIEW THE CURRENT PERMISSIONS FORM TO ALLOW USE OF ANY IMAGES THAT INCLUDE INDIVIDUALS - DEFERRED FROM MEETING 20th OCTOBER 2020 - MIN. 111 REFERS

The report by the Projects Officer including the current permissions form and the report from Cllr. Brooks were **NOTED**.

Members discussed the need to ensure any images taken by the Town Council should be credited as such. It was also felt that photos from the Town Council's Library could be made available on the Town Council's website. Members also discussed a catalogue of staged images and made reference to photos taken by third parties. There were also some suggestions regarding amendments to the current permissions form.

Following discussion Members **AGREED** for a clause to be added to the Town Council's Permission Form regarding ownership of images and that any shared Town Council images are credited as such. Members further **AGREED** that staged photos would be considered at the time of requirement.

122. CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS TO PRODUCE A FREESTANDING POSTER/DISPLAY IN BUTLIN'S AND TO FURTHER IDENTIFY ANY ASSOCIATED BUDGETARY REQUIREMENTS - DEFERRED FROM MEETING 20th OCTOBER 2020 - MIN. 111 REFERS

The report by the Projects Officer and the report from Cllr. Brooks were **NOTED**.

Cllr. Brooks informed Members that in his opinion this proposal has already been agreed by Butlin's but nothing had ever managed to be done. Cllr. Brooks also stated that he had a number of additional proposals including LED screen rotundas and was keen to set up a Zoom meeting with the Resort Director of Butlin's Bognor Regis.

The Committee Clerk advised that any approach to Butlin's for a meeting should come from the Office.

Following discussion Members **AGREED** for Officers to arrange a Zoom meeting with the Resort Director of Butlin's Bognor Regis, Officers and Committee Members to discuss the implementation of these ideas.

123. CONSIDERATION OF A PROPOSAL BY CLLR. GOODHEART REGARDING HOTHAM PARK BANDSTAND SITE IMPROVEMENTS AND ADDITIONS TO CREATE A COVID-19 SAFE AREA FOR SMALL EVENTS AND FURTHER CONSIDERATION OF ANY IDENTIFIED BUDGET IF REQUIRED

The brief provided by Cllr. Goodheart on his suggestions for the Bandstand was **NOTED**.

Cllrs. Brooks and Goodheart informed Members that they had already had some liaison with ADC Officers regarding a number of improvements and enhancements for the Bandstand in Hotham Park and would like to progress this with the involvement of the Town Council.

Following discussion Members **AGREED** that a formal letter be sent to the ADC Parks and Greenspace Officer acknowledging Cllr. Brooks' and Goodheart's involvement as District Councillors, and to gain an understanding of what level of commitment would be expected from the Town Council should any partnership arrangement be agreed. Once more information was available, the Committee could then consider how it wished to proceed.

124. FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON INCLUDING COSTS FOR A 30-MINUTE BURN AND CONSIDERATION OF A "SELFIE" OPPORTUNITY - 14th SEPTEMBER 2020 - MIN. 88.5 REFERS

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

A Member expressed his dissatisfaction that Committee Members had not been invited to be present at the trial burn.

Another Member challenged the accuracy of the installers engineering report regarding the Beacon stating that in his opinion the RHS was in fact CHS and was therefore inaccurate. The report failed to provide the answers needed.

Following discussion Members **AGREED** that another 30-minute burn be arranged when COVID-19 restrictions allow, and Members of the Committee be invited to attend.

Members further **AGREED** that Officers obtain more information from the installers regarding wind loading and how big a sign could be put on the Beacon.

125. ITEMS FOR FUTURE AGENDA

The Chairman and the Committee Clerk explained how this new Agenda item would work going forward.

A Member stated that he was not happy that a new standard Agenda item had been decided for this Committee by another Committee without prior consultation.

The Chairman suggested the possibility of incorporating a template to streamline the process.

Following discussion, Members **NOTED** the Projects Officer's report.

126. TO NOTE CORRESPONDENCE INCLUDING CORRESPONDENCE LIST DEFERRED FROM MEETING 14th SEPTEMBER 2020

The Committee **NOTED** receipt of the correspondence list, previously circulated.

A Member requested a copy of one of the items on the list which will be forwarded to him.

The Meeting closed at 8.28pm



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 ONLINE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 30th NOVEMBER 2020

PRESENT ONLINE:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard, J. Erskine, S. Goodheart, H. Jones, Ms. A. Sharples, Mrs. J. Warr and P. Woodall

IN ATTENDANCE ONLINE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk and Meeting Host)
Mrs. J. Davis (Civic and Office Manager - part of meeting)
Cllrs. J. Brooks & Mrs. S. Daniells as webinar attendees
Mr. D. Kemp - DCK Accounting Solutions Ltd
No members of the public attending via Zoom at the opening of the Meeting

The Meeting opened at 6.45pm

186. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council and may also be recorded or filmed by any member of the public.

It was noted that there were technical difficulties with the livestream to Facebook and the Meeting could not be broadcast via the Town Council's Facebook page. Members were informed that those accessing the Facebook page would be redirected to the Town Council website where the access code for the Zoom webinar was available.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection, to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

As all Members were present there were no apologies for absence.

The Chairman also welcomed Mr. Derek Kemp, the Town Council's Accountant, who would assist Members as they considered the Budget for 2021/22.

187. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members and Officers should declare an Interest by stating: -

- a) the item they have an Interest in
- b) whether it is a Disclosable Pecuniary 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, 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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Cunard declared a Disclosable Pecuniary Interest, as the tenant of the Cinema, in any discussion relating to the Picturedrome site and stated that he would leave the Meeting if required

188. TO APPROVE THE MINUTES OF THE ONLINE MEETINGS HELD ON 26th OCTOBER AND 16th NOVEMBER 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meetings, held on the 26th October and 16th November 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meetings held on 26th October and 16th November 2020 as an accurate record of the proceedings and the Chairman duly signed them.

189. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions.

190. TO RATIFY DECISION TAKEN REGARDING CHRISTMAS DONATION OF £2,000 TO THE BOGNOR REGIS FOODBANK

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

As the initial decision regarding the use of the unrequired 2020/21 Newsletter budget to fund a Christmas Card to residents had been taken within the previous six months (Min. 171 of the Committee meeting held 26th October 2020) and in accordance with S.O. 7, Members **AGREED** to suspend Standing Orders.

Members then **AGREED** that they did wish to revisit the previous decision and therefore Standing Orders were reinstated, and the Chairman opened the debate.

Members noted that whilst the sum of £2,000 had been muted as a possible level for the donation, a proposal was made to utilise the full Newsletter budget of £3,000. The Chairman sought clarification from the Town Clerk who confirmed that £120 had already been spent on preliminary artwork for the Newsletter prior to the first Lockdown, therefore the budget remaining in the 2020/21 Newsletter budget totalled £2,880.

Following a vote, it was unanimously **AGREED** that all unrequired funds in the 2020/21 Newsletter budget should be used for a donation.

Members subsequently **RATIFIED** the charitable donation of £2,880 to the Bognor Regis Foodbank funded by the remaining unrequired 2020/21 Newsletter budget.

191. ADJOURNMENT FOR TOWN COUNCILLORS NOT APPOINTED TO THIS COMMITTEE TO MAKE COMMENT AND ASK QUESTIONS ON THE DRAFT BUDGET PROPOSALS FOR 2021/2022

The Chairman adjourned the Meeting thereby enabling Cllrs. Brooks and Mrs. Daniells, who did not serve on the Policy and Resources Committee, to ask questions of the Accountant and/or make statements on the draft 2021/22 budget. A Member spoke of his concern that a budget was to be finalised before the COVID Task and Finish Group had met and the priorities for the Council reassessed in light of the pandemic and also spoke in favour of an operational review of the Council's activities.

Cllr. Mrs. Daniels left the Meeting

The Chairman thanked the non-Committee Members for their input, asked the Meeting Host to return Cllrs. Brooks to the attendees watching the meeting via Zoom and reconvened the Meeting.

192. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2021/2022 INCLUDING 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 for the financial year ending 31st March 2022 as prepared in liaison with the Town Council's Accountant and the Chairman of this Committee, and based on the recommendations from the various Committee Meetings.

The Chairman proceeded to invite Mr. Kemp to address Members regarding the Budget before them.

Mr. Kemp explained that the Budget before Members had been prepared before the Chancellor's Autumn Statement which had included a proposal for a freeze on public sector pay although this may not apply to all workers especially those on low wages.

Mr. Kemp informed Members that the Budget included an allowance for a 3% payrise for staff and highlighted to Members that given the negative responses that had already been made by the unions who form part of the National Joint Council which determines Local Government pay awards, and with much negotiations to come, he would recommend that this figure remains to avoid a disastrous situation where insufficient funds are budgeted for salaries.

Members were advised that to provide a balanced Budget an increase of 1.2% in the actual precept would be required, resulting in an increase to the Band D per household charge of £1.62 per annum or 3p per week.

However, Members had been provided with two alternative scenarios to a balanced budget; a Budget to retain the current precept level of £948,372 with the projected deficit of £11,395 funded by the Council's reserves and a further alternative retaining the current Band D per household charge of £128.61 per annum.

Mr. Kemp stated that he understood why at the current time a desire would be to not increase the Precept but warned Members that if they did not fully fund the 2021/22 Budget then discussions for the 2022/23 Budget would begin with a deficit.

Mr. Kemp also referred to the suggested increase in the Ward Allocation equaling additional expenditure of £6,000 per annum. Whilst this had not been included in the papers as circulated, Mr. Kemp had calculated that in a balanced Budget this would require an extra increase of 0.63% to the precept or 1.5p per week to the Band D per household charge.

Finally, it was noted that all calculations are based on an estimated Tax Base as the confirmed figures have not yet been provided by the District Council.

The Chairman thanked Mr. Kemp for his report and invited questions from the Committee.

During this part of the Meeting, Cllr. Cunard redeclared his Disclosable Pecuniary Interest as discussion turned to the Picturedrome site. Cllr. Cunard temporarily left the Meeting whilst the discussion took place

Having received all comments and questions from Members, the Chairman moved first to a decision regarding the Ward Allocations and following a vote it was **AGREED** that there should be no increase in Ward Allocations for the 2021/22 financial year.

Subsequently, Members unanimously **AGREED** to **RECOMMEND** to Council the draft Budget, but with no increase in the Precept, resulting in a required Precept for 2021/22 of £948,372 with the projected shortfall of £11,395 funded by the Town Council's reserves.

The Meeting closed at 7.50pm

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 4th JANUARY 2021**

AGENDA ITEM 9 - TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE ONLINE MEETING OF 30th NOVEMBER 2020 - TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2021/22

AGENDA ITEM 10 - TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2021/22

REPORT BY TOWN CLERK

FOR DECISION

Item 9 - To consider the Bognor Regis Town Council Budget for 2021/22

Please find below an excerpt from Min. 192 from the Policy and Resources Committee Meeting of 30th November 2020 with the recommendation to Council:

*Subsequently, Members unanimously **AGREED** to **RECOMMEND** to Council the draft Budget, but with no increase in the Precept, resulting in a required Precept for 2021/22 of £948,372 with the projected shortfall of £11,395 funded by the Town Council's reserves.*

This recommendation followed consideration by Members of the Budget Summary including Revenue Expenditure and Revenue Income for 2021/22, a copy of which was circulated to Members prior to the Meeting.

The detailed budget papers as previously circulated are unchanged.

Members are therefore now invited to **RESOLVE** to **APPROVE** the recommended Draft Budget for 2021/22.

Item 10 - To decide the amount for the Precept to be issued for 2021/22

As noted above Members of the Policy and Resources Committee have recommended that for the year 2021/22 there should be no increase in the Precept amount from the current year's level of £948,372.

At the Policy and Resources Committee Meeting, Members were informed that the per household figures had been calculated using an estimated Tax Base, provided by Arun District Council, as the current year's figure was not available in time for the meeting.

The final Tax Base figure has now been received and therefore, to enable the agreed Precept of £948,372, Members are invited to **RESOLVE** to **APPROVE** a decrease in the per household charge of 0.07% or £0.09 per annum resulting in a charge for a Band D property of £128.75 per annum for the 2021/22 year (Budget Summary attached as **APPENDIX 1**).

DECISIONS

To **RESOLVE** to **APPROVE** formal adoption of the recommended Income and Expenditure Budget for 2021/22.

To **RESOLVE** to **APPROVE** the Precept amount for 2021/22 of £948,372 funded by a Band D property charge of £128.75 per annum, a decrease of 0.07% or £0.09 per annum compared to the charge for the 2020/21 year.

Bognor Regis Town Council

(Updated 17/12/2020)

Budget Summary

Year Ended 31st March 2022

	2020/21		2021/22	Budget	
	Projected	Budgeted (Revised)	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Policy & Resources	673651	715124	723514	8390	
Comm'y Eng't & Env't	87213	91253	92703	1450	
Events, Prom'n & Leisure	86031	90332	87187	-3145	
Planning	3850	3850	3850	0	
	<u>850745</u>	<u>900559</u>	<u>907254</u>	<u>6695</u>	
INCOME					
Policy & Resources	27069	25100	26600	1500	
Comm'y Eng't & Env't	17571	23000	18300	-4700	
Events	2100	2100	2100	0	
Planning	0	0	0	0	
	<u>46740</u>	<u>50200</u>	<u>47000</u>	<u>-3200</u>	
NET REVENUE EXPENDITURE	<u>804005</u>	<u>850359</u>	<u>860254</u>	<u>9895</u>	
CAPITAL EXPENDITURE (NET)					
Loan Charges	89013	89013	89013	0	
BPCL - Additional Income	-39750	-51000	-49500	1500	
Capital Funding Provision	60000	60000	60000	0	
Policy & Resources	0	0	0	0	
Env & Leisure	0	0	0	0	
Planning	0	0	0	0	
	<u>109263</u>	<u>98013</u>	<u>99513</u>	<u>1500</u>	
TOTAL NET EXPENDITURE	<u>913268</u>	<u>948372</u>	<u>959767</u>	<u>11395</u>	1.20%
Financed as follows					
Reserves at 1st April	318110	299452	353214		
Reserves at 31st March	353214	299452	341819		
					Reserves Surplus
					126755
Used to Fund Expenditure	-35104	0	11395		1.20%
					(of Precept)
Precept Required	948372	948372	948372	0	0.00%
TOTAL TAXATION FUNDING REQUIRED	<u>948372</u>	<u>948372</u>	<u>948372</u>	<u>0</u>	0.00%
	<u>913268</u>	<u>948372</u>	<u>959767</u>	<u>0</u>	

ADJUSTED BASIS

			Final		
Band D Equivalents		7361	7366	5	0.07%
Precept per Band D Equivalent (£/annum)	£	128.84	£128.75	-£0.09	-0.07%
Precept per Band D Equivalent (p/week)		247.09	246.92	-£0.0017	-0.07%

NOTES

** Recommended <u>minimum</u> reserve equal to 3 months net expenditure	201001	212590	215064
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Earmarked Reserves	31/03/2020 (Actual)	31/03/2021 (Projected)	31/03/2022 (Available)
Rolling Capital Fund	80140	105688	165688
Economic Development	298000	298000	298000
Others (Incl unapplied grants)	110888	132798	133098
	<u>489028</u>	<u>536486</u>	<u>596786</u>

949035.4

Bognor Regis Town Council

(Updated 17/12/2020)

Budget Summary

Year Ended 31st March 2022

Revenue Expenditure

		<u>2020/21</u>		<u>2021/22</u>	<u>Budget</u>
		<u>Projected</u>	<u>Budgeted</u>	<u>Proposed</u>	<u>Incr/Decr</u>
			<i>(Revised)</i>		
<u>Operating Budgets (Net)</u>					
Administration	101	272534	284874	284334	-540
Civic	102	28479	30599	30579	-20
Mayor's Charity Activities	103	0	0	0	
Projects and Events	104	223729	234004	238454	4450
Town Force	105	52060	67398	70798	3400
B R Parking Scheme	106	21149	21149	21149	0
Street Scene Enhanc't	110	1000	100	1000	900
Meteorological	202	9812	10912	9062	-1850
Floral Displays	204	75509	75559	77009	1450
Roads & Streetlights	401	3850	3850	3850	0
Allotments	402	5809	5852	5807	-45
Planning (General)	403	0	0	0	0
<u>Discretionary Spending</u>					
Grant Aid	107	52700	55000	55200	200
P & R Partnership	108	22000	22000	22000	0
Christmas Activities	207	34157	34157	34157	0
E & L Projects	208	11704	15694	15694	0
Events	301-5	36253	39411	38161	-1250
<u>Revenue Expenditure</u>		<u>850745</u>	<u>900559</u>	<u>907254</u>	<u>6695</u>

Bognor Regis Town Council

(Updated 17/12/2020)

Budget Summary

Year Ended 31st March 2022

Revenue Income

		<u>2020/21</u>		<u>2021/22</u>	<u>Budget</u>
		Projected	Budgeted	Proposed	Incr/Decr
			<i>(Revised)</i>		
<u>Operating Budgets (Net)</u>					
Administration	101	2000	7000	2000	-5000
Civic	102	0	300	300	0
Mayor's Charity Activities	103	0	0	0	0
Projects and Events	104	0	0	0	0
Town Force	105	20600	15600	20600	5000
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	4469	2200	3700	1500
Seafront & Concessions	203	0	0	0	0
Floral Displays	204	17571	23000	18300	-4700
Roads & Streetlights	401	0	0	0	0
Allotments	402	2100	2100	2100	0
Planning (General)	403	0	0	0	0
<u>Discretionary Spending</u>					
Grant Aid	107	0	0	0	0
P & R Projects	108	0	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	0	0	0	0
<u>Revenue Income</u>		<u>46740</u>	<u>50200</u>	<u>47000</u>	<u>-3200</u>

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2021**

AGENDA ITEM 13 - TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2020 ACCOUNTS AND CONSIDER ANY ACTION

REPORT BY THE TOWN CLERK

FOR DECISION

Notification has been received from the External Auditors, Moore that they have completed the Town Council's annual audit for the year ended 31st March 2020. The certified Annual Governance and Accountability Return (AGAR) which includes the External Auditor's certificate and report and details any matters arising from the audit has also been returned.

In line with the Accounts and Audit Regulations 2015, a Notice has already been displayed along with a copy of the certified AGAR on the Town Council's noticeboards advising of the conclusion of the audit and the right to inspect this.

A copy of the certified AGAR and Notice has also been placed on the Town Council's website.

DECISION

The Council is therefore invited to **NOTE** receipt of the External Auditor's Certificate and Report. Also, to further **NOTE** 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.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2021**

AGENDA ITEM 14 - NOTICE OF MOTION - S.O. 9 - PROPOSED BY CLLR. J. ERSKINE - TO OFFICIALLY RECOGNISE THE HIDDEN DISABILITIES SUNFLOWER LANYARD SCHEME

REPORT BY TOWN CLERK

FOR DECISION

The following Motion has been received from Cllr. J. Erskine: -

"Arun District Council recently voted unanimously to officially recognise the Hidden Disabilities Sunflower Lanyard Scheme. Cllr Edwards, who brought the motion to ADC has been aware of the Sunflower Lanyard since its inception. He worked at Gatwick Airport when it was developed and had some input into the scheme as a manager within Passenger Security. Dealing with people who presented as difficult, nervous, and aggressive was a common occurrence. It was only when they dealt with the situation and discovered that the person had a hidden disability that the reason for their behaviour became apparent. So, in 2016, the Hidden Disabilities Sunflower was designed and launched when London Gatwick Airport asked, "How can we identify that one of our passengers may have a non-obvious disability?". Led by Sara Marchant, a team created a simple sunflower design on a green background for a lanyard - a subtle but visible sign to enable airport staff to identify that the wearer (or someone with them) may require some extra help, time, or assistance when moving through the airport. Wearing the Hidden Disabilities Sunflower discreetly indicates to people around the wearer including staff, colleagues, and health professionals that they need additional support, help or a little more time.

Since its launch in 2016, it has now been adopted globally by major airports and venues and in the UK, by many supermarkets, railway and coach stations, leisure facilities, the NHS, a number of police, fire and ambulance services, and an increasing number of small and large businesses and organisations. Hidden disabilities can make people's lives particularly challenging, painful, or isolating. By wearing a sunflower lanyard, badge, or wristband someone is indicating they have a hidden disability and may find certain situations difficult or stressful, causing them to act differently. Covid-19 has created a range of extra difficulties for people with hidden disabilities such as the wearing of face coverings in many public places. This can create complex issues for people with hidden disabilities and they may encounter stigma for not wearing a face covering despite being exempt under Government guidance. The success of the Hidden Disabilities Sunflower and the positive response it has received has increased awareness of challenges adults and children with hidden disabilities can face. Hidden Disabilities Sunflower wearers now benefit more widely from help being offered to make their daily living a little easier.

This motion asks that Bognor Regis Town Council embrace this scheme at this time. Further, I am asking the members to support the following commitments:

- To officially recognise the Hidden Disabilities Sunflower*
- To officially promote what it stands for and its importance in breaking stigma*
- To help promote Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it*
- To promote that the Council offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly*
- To actively promote and encourage other local Town and Parish Councils and West Sussex County Council to recognise the scheme*
- Provide training to all Council staff and members on the scheme and how we can support people using the scheme."*

Officer Comment

In accordance with S.O. 9 (a) if the subject matter of a Motion comes within the province of a Committee, upon being moved and seconded, it should stand referred without discussion to the relevant Committee, in this case the next Policy and Resources Committee, unless deemed as urgent by the Town Mayor.

DECISIONS

Is there a seconder for the Motion?

If the Motion is seconded, does the Mayor deem the matter urgent enough for immediate discussion or alternatively direct that the matter should stand referred, without discussion, to the next Policy and Resources Committee Meeting?

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 4th JANUARY 2021**

**AGENDA ITEM 15 - REGENERATION INCLUDING TO NOTE BRIEFING
NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING
HELD ON 14th OCTOBER 2020**

REPORT BY THE TOWN CLERK

FOR INFORMATION

Members are invited to receive the [link](#) to the Minutes of the most recent meeting of the Bognor Regis Regeneration Board (BRRB) held 14th October 2020 which had previously been circulated to all Members via email.

TO NOTE

Circulation to all Members of the link to the Minutes of the October 2020 BRRB Meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2021**

**AGENDA ITEM 16 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR PHIL WOODALL FROM 2nd NOVEMBER 2020 - 4th JANUARY 2021**

REPORT BY CIVIC OFFICE

FOR INFORMATION

- Sunday 08.11.20 : Remembrance Sunday Wreath Laying,
War Memorial, Town Hall, BR
- Wednesday 02.12.20 : Mayor and Town Crier appearance at
Christmas Projection and Illuminations,
High St, BR
- Friday 04.12.20 : Charity Christmas Lights Switch-On,
Mornington Crescent, BR
- Tuesday 08.12.20 : Photo op with West End Shops and Traders
(WEST) Chairman for Christmas Lights,
Aldwick Rd, BR
- Sunday 20.12.20 : Mayor of Bognor Regis' 'virtual' Civic Service
Featuring 'opening' by Town Crier
- W/C Monday 21.12.20 : Mayor reading a Christmas story, each day of
the week, up to and including Christmas Eve
(Facebook Live)
- Wednesday 23.12.20 : Prizedraw for BR Carnival's 'The Christmas
Elf Trail' (Facebook)
- Friday 25.12.20 : Mayor's Christmas Day Message (Facebook)

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING
4th JANUARY 2021**

**AGENDA ITEM 18 - CORRESPONDENCE RECEIVED UP TO 30th NOVEMBER
2020**

FOR INFORMATION

1. The latest from the UK's largest Public Sector Network newsletter October 2020
2. Neighbourhood Alert - Arun District Weekly Bulletin 27/10/2020 - circulated to Councillors and on Social Media
3. Parish Online Newsletter
4. Sussex Clubs for Young People - Receipt and letter of thanks to the Town Council for the donation of the second instalment of match funding towards projects for young people of Bognor Regis
5. VAAC weekly updates - circulated to Councillors and on Social Media
6. Countrymans Contractors marketing information
7. REMINDER: SSALC Chairs Networking Forum Invitation
8. SLC - WSALC Subscriptions
9. Bersted Parish Council - West Bersted masterplan -disappointing reply from the CCG
10. Arun District Council - Town & Parish Council Covid Briefing 28.10.20
11. Cabinet Member for Adults and Health Newsletter - Autumn/Winter 2020
12. WSALC AGM: revised agenda
13. Sussex by the sea Update 30.10.20 Dates for your diary: VERY useful webinars to help your business; Christmas Gift Voucher Campaign for you to join; and short West Sussex and Coastal Tourism business surveys
14. Sage House - Dementia Support information
15. Sussex by the Sea Update 30.10.20 The Big West Sussex Christmas Spree #ShopSussex
16. Latest news from Carers Support West Sussex
17. NALC - Chief executive's bulletin
18. SALC - Postponement of WSALC AGM
19. The Office of Sussex Police and Crime Commissioner - Troubled youths to join army cadets - circulated to Councillors
20. BR BID Coronavirus Update: 1st November 2020
21. Funding Focus - October 2020 Edition of VAAC's monthly fundraising newsletter - circulated to Councillors and on social media
22. NALC - Rebuilding Communities - Help give young people a voice in your community
23. NALC - Coronavirus — information for parish & town councils
24. BR BID an Important Christmas Message - Circulated to Councillors
25. SSALC - Charles Arnold Baker Twelfth Edition - discount
26. Press request - Bognor Regis Observer
27. Sussex by the Sea update 01.11.20 - England's second Lockdown: UK Hospitality webinar invitation tomorrow am - 03 November; Arun Business Partnership message and Tourism South East useful summary - so far
28. JWAAC County Council decision - circulated to TC rep
29. NALC - Coronavirus — information for parish & town councils

30. Email from a member of the public complaining that the parking meters on the seafront do not allow cashless payment
31. Dulux Decorator Centre price increases
32. Arun District Council - Town and Parish Council precepts 2021/22
33. WSCC RE: JWAAC County Council decision - circulated to BRTC Rep
34. BR BID Coronavirus Update: 3rd November 2020 - circulated to Councillors
35. NALC - Coronavirus Update
36. West Sussex's Government-funded temporary cycleways are set to be removed
37. The Parish Noticeboard Company - We're still open and happy to receive your order!
38. Message from the ADALC Chairman, and the accompanying Notes of the WSALC Board Meeting held 30th October 2020
39. NALC launches campaign to promote local elections
40. Arun District Council - Town & Parish Council Briefing 04.11.20 - issue 33 - circulated to Councillors
41. Neighbourhood Watch Ournews November E-Newsletter 04/11/2020 - circulated to Councillors and on social media
42. Arun and Chichester CAB - Public notice
43. Sussex by the Sea update 04.11.20: In this update: Invitation to the Friday Chat, this Friday 6th November, News from the Arun Business Partnership, Useful Quick Links and some reminders
44. VAAC weekly updates - circulated to Councillors and on social media
45. SSALC - WSALC AGM - revised agenda
46. Fixed Long-term Fully Compliant Website Costs
47. BR BID Coronavirus Update: Keep your business in people's minds - even if your doors are closed - circulated to Councillors
48. NALC - Coronavirus — Information for Parish & Town Councils
49. WSCC - Council to provide continued support during latest COVID lockdown - circulated to Councillors
50. NALC & SALC - Coronavirus — information for Parish & Town Councils
51. Sussex by the Sea update 06.11.20: Reminder Tourism Chat this morning 09.30
52. Neighbourhood Alert - Could You Or Someone You Know Be Eligible For A Free Gas Connection and Central Heating? 05/11/2020 - circulated to Councillors
53. WSCC New COVID-19 restrictions in West Sussex - circulated to Councillors and on Social Media
54. WSCC - Your Town and Parish Council News - November 2020 - circulated to Councillors
55. Sybron Hygiene Covid Support - marketing information
56. Reminder BR BID an Important Christmas Message - circulated to Councillors
57. Education Development Trust - Press release - Making a Difference programme
58. The Parish Noticeboard Company - Marketing information
59. NALC - Chief Executive's Bulletin
60. Neighbourhood Alert - Fake PayPal email scam - circulated to Councillors and on Social media
61. The Office of the Sussex Police and Crime Commissioner - Increased Covid enforcement - circulated to Councillors
62. NALC - Using strategic planning to delivery larger projects
63. Southern Co-op - News: New fund set up to help feed local families - circulated to Councillors
64. SALC - The Big Debate
65. Protect Your PasswOrd National Campaign Launched By Neighbourhood Watch 09/11/2020 13:36:26 circulated to Councillors and on social media

66. Final Reminder BR Bid an Important Christmas Message
67. West Sussex Mind - Our annual Impact Report shows how we've made a difference to people's mental health
68. WSCC - Feedback sought in West Sussex Transport Plan review
69. Notifications for Coastal Towns' Hub
70. Men Who Care Recruitment Campaign - Proud to Care
71. Sussex by the Sea Update 10.11.20: #ShopSussex - Calling For Content - FREE Marketing and ideas for West Sussex visitor economy businesses
72. NALC - Coronavirus — information for Parish & Town Councils
73. BR BID Christmas Campaign Register Your Interest - circulated to Councillors
74. BR BID Christmas Campaign Last Day to Register
75. SSALC - Message sent to West Sussex Health Network members on behalf of Louise Hutchinson, Senior Public Involvement Lead, Sussex Clinical Commissioning Groups
76. Local Outbreak Engagement Board meets to hear latest COVID developments - circulated to Councillors
77. VAAC - Zoom Fundraiser Network Meeting – Back to Fundraising Basics - circulated to Councillors
78. WSCC - COVID 19 - Communication and Community Activity Update - circulated to Councillors
79. Arun District Council - Town & Parish Council Briefing 11.11.20 - Issue 34 - circulated to Councillors
80. Arun District Council - Fitzleet Multi Storey Car Park works - circulated to Councillors and a Councillors response
81. Arun and Chichester Neighbourhood Policing - A Brief update - circulated to Councillors
82. Neighbourhood Alert - Supporting You and Your Community Through Covid-19 - Circulated to Councillors and on Social Media
83. VAAC Weekly Updates - circulated to Councillors
84. SALC - Roads Network Activity Update
85. WSCC - Disruption to County Council online services 13-16 November
86. BR BID Christmas campaign: next steps ... and one more chance! - circulated to Councillors
87. Sussex by the Sea Update; Invitation to the Friday All on Board Zoom Network Chat tomorrow, and other useful information
88. SALC - WSCC Budget Savings Proposals - circulated to Councillors
89. Neighbourhood Alert - Arun Bulletin - circulated to Councillors and on social media
90. Cabinet - 24 November 2020 - agenda
91. WSCC - Cabinet - 24 November 2020 - agenda - circulated to Councillors
92. NALC - Chief Executive's Bulletin
93. SALC - Looking for town and parish councillors to help shape the future of transport in our region
94. Giving Hope this Christmas - The Sussex Snowdrop Trust
95. WSCC - Reminder: disruption to our online services this weekend
96. Questions from a Councillor to P&R Chairman - circulated to Councillors
97. CAGNE - Council invitation to join the Aviation Town and Parish Council Forum
98. Member of the public email re housing conditions forwarded to ward Councillors and response from them and ADC
99. VAAC - Zoom General Networking Event
100. Invitation to an hour with Stonepillow - AGM 2020 - circulated to Councillors
101. SALC - Your Fund Surrey - Surrey Community Fund

102. SALC - Standards Matter 2: Public Consultation and Public Sector Surveys
103. WSCC - Newly published decisions
104. Neighbourhood Alert - Arun Weekly Bulletin 17/11/2020 - circulated to Councillors and on social media
105. Email from a member of the public thanking the Town Force team for their work in keeping the town looking nice especially the flowers around the town
106. WSCC - We're backing campaign to support West Sussex traders online - circulated to Councillors
107. CPRE - Sussex has never needed you more! - circulated to Councillors
108. John Lewis Partnership supporting vulnerable families
109. Arun District Council - Town and Parish Briefing - Issue 35
110. CAB - Act Now: Emergency Fuel Vouchers available
111. VAAC weekly updates - circulated to Councillors
112. NALC - LCR Magazine
113. VAAC - Organised Crime and County Lines Briefing (not shared as places are for VAAC Members only)
114. WSCC - West Sussex COVID-19 News - local cases - video on testing - shop local - circulated to Councillors
115. Arun District Council - Sussex by the Sea - All on Board Network Chat tomorrow Friday 20 November 0930-1030
116. Arun District Council /Business Partnership - Covid 19 Business Grants Update Circulated to Councillors
117. The Regis School Newsletter
118. BR BID Coronavirus Update: 20th November 2020 - circulated to Councillors
119. NALC - We want you to be a part of NALC's Make A Change campaign
120. St Wilfrid's Hospice eNews November 2020
121. NALC - Chief Executives Bulletin
122. Healthwatch West Sussex - Ask Us/Tell Us - about lockdown no2 - circulated to Councillors and on social media
123. The Office of Sussex Police and Crime Commissioner - Tackling domestic abuse - circulated to Councillors
124. WSCC - Work starts next week to remove Chichester, Horsham and Worthing temporary cycleways
125. Email from a member of the public about drain clearance leaving a mess, Town Council response and email thanking the TC for advice and that the mess will now be cleared
126. NALC - What will the future of play look like beyond COVID-19?
127. Bognor Regis Sailing Club - letter asking for financial help whilst they are closed due to Covid lockdown
128. Royal Mail - information on Franking Service Licence
129. Member of the public enquiry re memorial benches on the seafront
130. Office for National Statistics - Introduction to Census 2021 to Town Clerks, Mayors and Chairs
131. Public Sector Network Newsletter November 2020
132. Parish Online Newsletter
133. Email from member of the public re a memorial bench on the seafront
134. SALC - #KeepingChristmasKind partner pack - circulated to Councillors and on social media
135. West Sussex Fire and Rescue Deputy Chief Fire Officer retires after three decades of service
136. Sussex by the Sea Update: Register NOW for Inspirational Online Events for YOUR business this week from Experience West Sussex and Visit Britain

- 137.** Signed External Auditor Report and Certificate 2019/2020
- 138.** Sussex by the Sea Update - All on Board Update - Webinars and more Useful Links
- 139.** VAAC weekly updates - circulated to Councillors and on social media
- 140.** Local support for NHS Test & Trace launches across Sussex - circulated to Councillors
- 141.** DATE CORRECTION: VAAC funding Surgery, 21 January 2021
- 142.** Arun District Council - New Tier Restriction - circulated to Councillors
- 143.** West Sussex COVID-19 News - West Sussex to be put into Tier 2 next week - circulated to Councillors
- 144.** Sussex by the Sea Update: Latest news from the Arun Business Partnership re: Grants, Restrictions Update and Other News - circulated to Councillors
- 145.** Neighbourhood Alert - Surge in Online Shopping Fraud 27/11/2020 - circulated to Councillors and on Social Media
- 146.** Sussex by the Sea Update: Additional Funding Support Available!
- 147.** SALC - Updated LTN 57 - Easements Over Common Land and Village Greens
- 148.** Co-op - Reverse Advent calendar for local food banks
- 149.** NALC - Chief Executive's Bulletin
- 150.** Sussex Police and Crime Commissioner - Stalking perpetrator programme for Sussex - circulated to Councillors
- 151.** WSCC - Flooding prompts traffic light refurbishment at busy Crawley junction
- 152.** NALC - What will the future of play look like beyond COVID-19?
- 153.** Neighbourhood Alert - Have A Safe Christmas Online and Offline 30/11/2020 - circulated to Councillors and on Social Media
- 154.** VAAC - Introduction to becoming a Trustee with the FSI

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING
4th JANUARY 2021**

AGENDA ITEM 18 - ADDITIONAL CORRESPONDENCE FOR INFORMATION

1. VAAC Funding Focus - December 2020 Edition of VAAC's monthly fundraising newsletter - circulated to Councillors
2. NALC - Notifications for Coastal Towns' Hub
3. Neighbourhood Alert - Keeping Christmas Kind Campaign - circulated to Councillors and on social media
4. WSCC - Job seekers urged to consider care work this winter - circulated to Councillors
5. Arun Weekly Bulletin 01/12/2020 - circulated to Councillors and on social media
6. Neighbourhood Alert - Arun Weekly Bulletin 01/12/2020 - circulated to Councillors and on Social Media
7. Sussex by the Sea update: Ideas, invitations and information from Experience West Sussex
8. West Sussex Fire and Rescue - Safe Drive Stay Alive goes digital - circulated to Councillors and on social media
9. NALC - Job Vacancy Portishead
10. WSCC - COVID-19 update: Tier 2 rules now apply across West Sussex - circulated to Councillors
11. Confide Counselling - Covid 19 restrictions on leaflets from the service
12. Help Us Understand How Covid-19 Has Impacted Crime and Other Activities 02/12/2020 circulated to Councillors and on social media
13. WSCC - Work starts soon on trio of road safety improvement schemes - Crawley and Chichester
14. VAAC Weekly Updates 3/12/20 - circulated to Councillors
15. Grant Aid thank you letter from UK Harvest
16. Grant Aid thank you letter from Crimsham Farm
17. Grant Aid thank you letter from H Latus
18. Grant Aid thank you letter from Southdowns Folk Festival
19. Grant Aid thank you letter from Livability
20. Grant Aid thank you letter from Girlguiding Bognor Regis
21. Grant Aid thank you letter from West Sussex Guitar Club
22. Grant Aid thank you from Bognor Regis Town Football Club
23. Scam Mail Amnesty - Forward Your Scam Mail To Where It Will Do Some Good 03/12/2020 circulated to Councillors and on social media
24. Arun District Council - Weekly Briefing - circulated to Councillors
25. Sussex by the Sea Update: FW: All on Board Network zoom chat Friday 04 December PLUS latest news from Arun Business Partnership on National & Additional Restrictions Grants
26. Vision ICT Winter Newsletter 2020
27. WSCC - Proactive flood prevention team targets highway 'hotspots'
28. The Regis School newsletter
29. Arun Weekly Bulletin 04/12/2020 - circulated to Councillors and on social media
30. St. Wilfrid's Hospice eNews December 2020
31. NALC - Chief Executives Bulletin

32. Neighbourhood Alert – ‘Improve Your Cyber Security By Taking Six Actions’ and ‘Be Aware of Lottery and Prize Draw Scams’ . Shared on social media
33. West Sussex - COVID-19 News 07/12/2020. Circulated to Councillors and shared on social media
34. The Office of the Sussex Police & Crime Commissioner – ‘Be kind to shopworkers this Christmas’ campaign. Circulated to Councillors and shared on social media
35. WSCC - Cabinet Meeting - change of date from 27th January to 22nd January, and Agenda for Cabinet Meeting to be held 15th December. Circulated to all Councillors
36. CCLA – Public Sector Deposit Fund
37. Stonepillow – Winter Newsletter. Circulated to all Councillors
38. NALC – launch of ‘The Good Councillor’s Guide to Community Business’. Circulated to all Councillors
39. WSCC – email from Cabinet Member for Highways & Infrastructure in response to letter from BRTC in relation to the provision of roundabout signs for those sites currently managed by the Town Council
40. SSALC - online training dates have been released for January to March 2021
41. HSE e-Bulletin Service – latest health and safety updates and information
42. Arun Weekly Bulletin 09/12/2020 – Circulated to all Councillors and shared on social media
43. CCLA - Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund
44. Neighbourhood Alert - Sussex PCC Policing Priorities and Funding Survey. Circulated to all Councillors and shared on social media
45. ADC - Email from Chief Executive giving thanks for support and wishing a merry Christmas. Circulated to all Councillors and Officers
46. Office for National Statistics – CENSUS 2021 Councillor Handbook. Circulated to all Councillors
47. VAAC weekly updates 10/12/2020 – circulated to Councillors
48. Neighbourhood Alert - December Our News Neighbourhood Watch National Newsletter. Circulated to all Councillors and shared on social media
49. West Sussex Fire and Rescue Service - Warning after spate of deliberate fires - circulated to Councillors
50. West Sussex Transport Plan Review Survey - to be completed by Thursday 17th December - reminder
51. Arun District Council - Town and Parish Council - Weekly Briefing - circulated to Councillors
52. NALC - Chief Executive's Bulletin - 11 December 2020
53. Office of Sussex Police and Crime Commissioner - Take the policing challenge to have your say - circulated to Councillors
54. West Sussex COVID-19 News – latest figures - Christmas bubbles – Christmas travel – and more - circulated to Councillors
55. Neighbourhood Alert - Be Aware of Clairvoyant Scams 13/12/2020 - circulated to Councillors and on social media
56. VAAC - See how we can help your organisation flourish in 2021 - circulated to Councillors and on social media
57. West Sussex COVID-19 News – latest figures - Christmas bubbles – Christmas travel – and more - circulated to Councillors
58. Parish Online Newsletter - Christmas Edition
59. Email from member of the public regarding seafront lights
60. SALC - Merry Christmas from the SSALC Team
61. VAAC - Introduction to becoming a Trustee with the FSI - circulated to Councillors

62. WSCC - Advisory panel no longer needed to provide independent assurance to the fire service - circulated to Councillors
63. Clerk of Kingston PC reference Arun District Council meetings
64. NALC - Coronavirus updates (Same email sent also by SALC)
65. Member of the public reference glass on the cycle-path - re-directed to WSCC Highways
66. NALC - LCR Magazine - Share your opinions on changes during COVID-19
67. Angmering Parish Council - copy of letter sent to ADC Chief Executive
68. Angmering Parish Council - Recent theft in Angmering Village - circulated to Councillors
69. West Sussex Fire and Rescue Service - Appeal for unwanted vehicles for firefighter training
70. VAAC - Weekly Updates - circulated to Councillors
71. Bognor Regis Regeneration Board Christmas Message
72. WSCC - Health leaders urge everyone to help Keep West Sussex Safe this Christmas - circulated to Councillors
73. Proud to Care West Sussex - New Year recruitment drive
74. Liveability - Thank you and Happy Christmas!
75. Police and Crime Commissioner - survey - circulated to Councillors
76. West Sussex COVID-19 News - Tier announcement – Christmas travel - and more - circulated to Councillors
77. Walk Through Covid19 Testing Site 17/12/2020 - circulated to Councillors and on social media
78. Sussex PCC Policing Priorities and Funding Survey 17/12/2020 - circulated to Councillors and on social media
79. Southern Co-op joins national Christmas campaign to support the NHS
80. Bridge's complete overhaul set to span 50-plus years
81. NALC - Chief Executives Bulletin
82. ADC Traveller Update - circulated to Councillors
83. Sussex Police and Crime Commissioner - Supporting our frontline workers at Christmas - circulated to Councillors
84. Neighbourhood Alert - Cybercrime 2020 Survey for NWN and Avast - circulated to Councillors and on social media
85. Regent property Town Council Meeting January 2021
86. Member of the public asking for local information on shops etc
87. Neighbourhood Alert - Be Aware of Advanced Fee Scams 20/12/2020 - circulated to Councillors and on social media
88. Arun District Council - All on Board Christmas Newsletter and Arun Business Partnership December Newsletter
89. WSCC - How a zebra's helping to ease isolation in a West Sussex village
90. Seasons Greetings from Visav who provide the platform for Neighbourhood Alert
91. WSCC - Lifesaving Biker Down workshop goes virtual - circulated to Councillors
92. Neighbourhood Alert - Advice For A Safe Online Christmas 22/12/2020 - circulated to Councillors and on social media
93. WSCC - Work starts soon on another road safety improvement scheme - circulated to Councillors
94. Response to Matt Stanley's Question to the Mayor including correspondence from Nick Gibb MP and Luke Hall, Minister for Regional Growth and Local Government
95. Arun District Council - Weekly Briefing - circulated to Councillors
96. Public Sector Network Newsletter December 2020

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 4th JANUARY 2021**

AGENDA ITEM 19 - PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION INCLUDING: -

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 54 No.6 for November/December 2020 has been received, which is available for Members to view if required.

Town Force Works - weekly checks of 1b Linden Road continue to be carried out by Town Force in line with the insurance policy. This is funded by BPCL.

Disabled Ramp - notification has now been received from ADC to confirm that planning approval and Listed Building Consent for the proposed disabled ramp has now been granted subject to the following conditions: -

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 (as amended).

2. The development hereby approved shall be carried out in accordance with the following approved plans

- Proposed floor plan P01
- Proposed East Elevation P02
- Proposed South Elevation P03
- Block Plan BP01

Reason: For the avoidance of doubt and in the interests of amenity and the environment in accordance with policy D DM1 and D DM4 of the Arun Local Plan.

3. Details of the paving to be used on the surface of the ramp and of the railings (including their colour) should be provided, submitted to and approved in writing by the Local Planning Authority prior to their construction on site.

Reason: To enable the Local Planning Authority to control the development and character and appearance of the Listed Building in accordance with policy HER DM1 and HER DM3 of the Arun Local Plan.

Members are asked to note that there has been some negative reaction to the proposed installation of the disabled ramp to the front of the cinema with concern raised directly with the cinema by their patrons. The Group Operations Manager has been asked to direct anyone contacting the cinema to the Town Council so that any such concerns may be reported back to Members.

The following objection was received via the enquiry form on the Town Council's website: -

AGENDA ITEM 19

"I am frankly appalled that the council is considering wasting taxpayers money on another disabled access ramp at the Picturedrome. It is completely unnecessary and will ruin the appearance of the entrance. The council has already spent a considerable amount of money providing a ramp which accesses both of the downstairs screens and to add another seems to be a real indulgence. In these difficult times when money is hard to find I'm quite sure there are better things to spend it on."

Objections that had been submitted to the Local Planning Authority included the following comments: -

"There is a perfectly good ramp already at the cinema with access to two screens. This ramp will change the frontage which is not in keeping with the area. I strongly object and do not approve of my council tax payments to contribute to this second unnecessary ramp."

"It would ruin the overall look of the cinema building. There is already a ramp present which is more than adequate and allows access into the screens."

"I have two concerns.

The first is how this feature could be to the detriment of the frontage of a unique building. The second is cost. Who pays? The residents of the town wards, when money is tight anyway, and bearing in mind there is a ramp that gives access to two screens (this proposed ramp will only give access to one). I believe this to be a waste of tax payers money. This feature offers no positive benefits."

"There is a purpose built ramp to the rear of the building. This was built and all regulatory requirements taken into account. It gives excellent access to the cinema.

To put a ramp on the front would affect a listed building. It would degrade the frontage of the building.

It could affect the Health and Safety of members of the public who just want to pass by the Cinema.

Additional costs would be required for a Safety Barrier along the edge of the pavement, strong enough to withstand a rolling wheelchair.

There is no valid reason for this application and the use of Council Tax Payer funding."

"Unnecessary as already a great ramp at the side of the building which I have used successfully with a wheelchair. This plan would ruin the frontage of a period picture house!!!"

"I have no objection to the provision of an additional ramp but this design is inappropriate, out of keeping with the cinema architecture. It's too large and in the wrong place."

AGENDA ITEM 19

"What a way to ruin a stunning 19th century building. It look as if will take over most of the already crammed footpath."

Members now need to consider how they wish to proceed with this project. To move the project forward, quotations to have a specification drawn up for the required works would need to be sought prior to going out to tender to seek a contractor to undertake the works.

DECISION

Members are asked to **AGREE** whether the Town Clerk should be instructed to obtain quotations for the drawing up of the specification required for the tender process and report back to Members.

Or

Do Members **AGREE** that the project should proceed no further?

Remedial works and redecoration of the central tower and ancillary areas - Members were apprised of the progress of remediation and redecoration works at the Picturedrome cinema at the Full Council Meeting on the 2nd November 2020. Since the last report 95% of works have been completed without use of the provisional and contingency sums and the following report provides details of the reduced costs of the main contract.

However, during the fulfilment of the main contract further essential repairs and cosmetic decorative works have been identified as might be expected in a building of this age and these additional works and costs are also included for Members information.

Contractors Revised Costs for Remedial and Redecoration Work at the Picturedrome cinema

In the report to Full Council on 2nd November 2020 Members were advised that the contract costs were as follows: -

Original Estimate £29,600 plus VAT

Revised estimate £37,700 plus VAT (due to additional scaffolding, and additional costs due to COVID 19 and material costs)

Unforeseen Works £12,900 plus VAT

Saving on original estimate of £1,250 plus VAT

Resulting in a Net cost of Remedial and Redecoration Work of **£49,350 plus VAT**

The figure of £49,350 included £6,000 of contingencies and £980.00 of provisional sums which it has since been established were not required. Therefore, the net revised contract sum is **£42,370.00 plus VAT**

AGENDA ITEM 19

However, during the remedial works further unforeseen works were identified and these included: -

1. The cinema walls either side of the front turret were not included within the tender for redecoration nor were the windows within this area or the disused fire escape. To ensure these unpainted areas match the remainder of the newly painted building they require redecoration. The cost of this work is **£1,200.00 plus VAT**
2. Penetrating dampness was discovered within the Octagon room causing an area of plaster to become perished and loose. The cost for remediation of the damaged plaster work is **£650.00 plus VAT**
3. The lead flashing around the turret was found to be loose with missing nails. This is a particularly inaccessible area, and it follows that it is prudent to secure the lead flashing before it becomes unstable. The cost of this work including additional scaffolding work is **£1,150.00 plus VAT**

As stated above, the Net revised contract sum is **£42,370 plus VAT**

Additional unforeseen works detailed above are **£3,000 plus VAT**

The total for Remedial and Redecoration Works is therefore £45,370.00 plus VAT

(£3,980 less than the contract sum reported within the 2nd November report to Full Council).

DECISION

To **NOTE** the revised costs of remedial and redecoration of the tower and ancillary areas at the Picturedrome cinema Bognor Regis.