



# 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](mailto: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 8<sup>th</sup> MARCH 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 8<sup>th</sup> March 2021. Alternatively, a video recording of any Questions and Statements can be emailed to [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk) but MUST be received before 9am on Friday 5<sup>th</sup> March 2021. Recordings should be no longer than 2 minutes in duration, of good sound quality and appropriate. Persons submitting a recording that fails to meet these requirements will be notified via email by no later than 5pm on Friday 5<sup>th</sup> March 2021.**

Online access to the Meeting will be via ZOOM using the following Meeting ID: [893-8265-4747](https://join.zoom.us/j/893-8265-4747). The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

**DATED this 1<sup>st</sup> day of MARCH 2021**

**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 4<sup>th</sup> January 2021
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 19<sup>th</sup> January 2021** with resolutions, recommendations and reports including: -
  - Recommendation to approve the Audit Plan for 2021/22 - Min. 202.2 refers
  - Recommendation that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2020/21 be approved - Min. 205 refers(PLEASE NOTE: recommendations in relation to Place Branding Core Values will be considered under Agenda item 9)
- 8.2 **Online Meeting of the Community Engagement and Environment Committee of 8<sup>th</sup> February 2021** with resolutions, recommendations and reports including: -
  - Recommendation not to support the Rampion 2 project - Min. 144 refers(PLEASE NOTE: recommendations in relation to the 20 questions for Councils will be considered under Agenda item 10)
- 8.3 **Online Meetings of the Planning and Licensing Committee of 12<sup>th</sup> January, 2<sup>nd</sup> and 23<sup>rd</sup> February 2021** with resolutions, recommendations and reports
- 8.4 **Online Meeting of the Events, Promotion and Leisure Committee of 18<sup>th</sup> January 2021** with resolutions, recommendations and reports
9. Consideration of the adoption and implementation of the Place Branding Core Values as referred from the Online Meeting of the Policy and Resources Committee of 19<sup>th</sup> January 2021 - Min. 212.4 refers
10. To consider the collated responses to the 20 questions for Councils, and possible implementation, following recommendation from Online Meeting of the Community Engagement and Environment Committee of 8<sup>th</sup> February 2021 - Min. 146 refers

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 [December](#) 2020 and [January](#) 2021 and to note the [balances, bank reconciliations and financial reports](#) and outturn and approval of the contents and their publication (February 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. Annual Review of the Council's Internal Control Procedures and Practices
14. To consider alternative dates for the scheduled Events, Promotion and Leisure Committee Meeting to be held on 22<sup>nd</sup> March and the Annual Town Council Meeting to be held on 10<sup>th</sup> May 2021
15. To reaffirm the nomination of Cllr. Barrett as Deputy Mayor 2021/22 and make recommendation to the Annual Town Council Meeting 2021, as agreed at the Full Council Meeting held 8<sup>th</sup> June 2020 - Min. 226 refers
16. To receive an update on West Sussex Association of Local Councils
17. Arun District Association of Local Councils update
18. Regeneration including: -
  - To note Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 27<sup>th</sup> January 2021 (if available)
  - ADC Place St Maur consultation and consideration of any response
19. Town Mayor's Report and duties undertaken
20. Reports from Representatives to other organisations
21. To receive Correspondence
22. Picturedrome Site update: -
  - Director's report, any urgent actions taken for ratification
  - AGM of The Bognor Pier Company Ltd - to adopt the accounts Year Ended 31<sup>st</sup> December 2020 and to note the Director's report
  - To note receipt of the £16,000 Management Fee from The Bognor Pier Company Ltd (final payment 2020)
23. To resolve to move to Confidential Business (S.O. 3.d) - (contractual)
24. Picturedrome Site update - Confidential Business
25. 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 **24** and **25** 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 4<sup>th</sup> JANUARY 2021**

### **PRESENT:**

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, J. Brooks, A. Cunard (until. Min. 344), Mrs. S. Daniells (until. Min. 344), J. Erskine, S. Goodheart, H. Jones, Miss. C. Needs, Ms. A. Sharples, Mrs. S. Staniforth (from Min. 322.1), M. Stanley and Mrs. J. Warr

### **IN ATTENDANCE:**

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

***The Meeting opened at 6.31pm***

### **322. 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.

The Chairman also welcomed the Town Council's Accountant, Mr. D. Kemp, who would be able to assist Members with any queries regarding the Budget and Precept to be discussed under Agenda items 9 and 10.

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

It was noted that Cllr. Mrs. Staniforth was experiencing technical difficulties and it was hoped she would join the meeting shortly.

Apologies for absence were received from Cllr. Batley due to personal reasons, Cllr. Mrs. Erskine due to family commitments and Cllr. Smith for personal reasons.

A Member queried the reason for absence of Cllr. Mrs. Erskine and the Town Clerk confirmed that apologies had been noted by the Council when received, and restated the deadline for her attendance to avoid falling foul of the 6-month rule.

***Cllr. Mrs. Staniforth joined the Meeting***

- 322.1** It was suggested that the Meeting be concluded by 8pm to allow Members, and the public viewing remotely, to watch the Prime Minister's televised statement on the COVID pandemic.

**323. 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.

*Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 19 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 19 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*

**324. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON 2<sup>nd</sup> NOVEMBER AND THE EXTRAORDINARY ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON 30<sup>th</sup> NOVEMBER 2020**

**324.1** The Minutes of the Online Meeting of Bognor Regis Town Council held on 2<sup>nd</sup> November and the Extraordinary Online Meeting held on 30<sup>th</sup> November 2020 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

**324.2** A Member suggested that the wording of the item regarding Reports to Other Organisations be altered to reflect that often Members had not attended any meeting as they had not been invited to them.

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

**325.1** The Chairman read to Members a report provided by PCSO Katie Harsley which included updates regarding anti-social behaviour in Hotham Park and Operation Manner, which focusses on the Town Centre and engagement with vulnerable individuals.

**325.2** A Member commented on the report regarding the anti-social behaviour in Hotham Park and that the feedback from the Arun District Council Parks Management team, was that the locking of the three gates was having an effect and acting as a deterrent.

**326. 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.

**326.1** Cllr. Patel had forwarded a Press Release regarding Climate Change and Carbon Reduction Plans at WSCC, which the Town Clerk read out on Cllr. Patel's behalf.

**326.2** It was suggested and agreed that Cllr. Patel be invited to attend a meeting of the Climate Change Topic team.

**327. WRITTEN QUESTIONS FROM COUNCILLORS**

There were no written questions from Members.

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

The Mayor advised Members that correspondence had been received from four members of the public who all voiced their concerns over any plans to install a ramped entrance to the front of the Picturedrome Cinema.

*Cllrs. Cunard and Mrs. Daniells stated that should Members wish to discuss the matter they would leave the Meeting due to their Disclosable Pecuniary Interests*

The Mayor read the correspondence to Members.

In response to the questions and statements raised, the Chairman provided some clarity on the issue and stated that while the Town Council did agree to investigate a potential ramp, there had not been a final decision to proceed with any construction and no budget had yet been allocated. These decisions would be taken by the Town Council when details of costs were known and, of course, the comments read out this evening, together with any others received, would be taken into account when the matter is considered further.

*Cllr. Cunard left the Meeting for a short period during this item when he felt that a discussion was beginning, but rejoined after the Chairman advised Members that discussion on this matter should take place under Agenda item 19*

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

**330. Policy and Resources Committee Online Meeting of 16<sup>th</sup> November 2020**

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

**331. Community Engagement and Environment Committee Online Meeting of 7<sup>th</sup> December 2020**

In the absence of Cllr. Smith, the Vice-Chairman of the Committee, Cllr. Barrett, reported.

**331.1 Min. 122.2 - Bus Shelter LED Screens**

A Member asked if there had been any responses from ADC on this matter. The Town Clerk stated that this would need to be provided by the Clerk to the Community Engagement and Environment Committee and the enquiry would therefore be passed on.

**331.2 Min. 136 - Beach Access Topic Team**

A Member hoped that the Topic Team could be reinstated as soon as possible.

**332. Planning and Licensing Committee Online Meetings of 10<sup>th</sup> November, and 1<sup>st</sup> and 22<sup>nd</sup> December 2020**

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

**332.1 Min. 331 (22<sup>nd</sup> December 2020) - Recommendation regarding start time for Online Planning and Licensing Committee Meetings**

Members **RESOLVED** to **APPROVE** the recommendation that the Online Planning and Licensing Committee Meetings continue to start at 4pm until May 2021.

**333. Events, Promotion and Leisure Committee Online Meeting of the 16<sup>th</sup> November 2020**

In the absence of Cllr. Batley, the Vice-Chairman of the Committee, Cllr. Mrs. Staniforth, reported.

**334. TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE ONLINE MEETING OF 30<sup>th</sup> NOVEMBER 2020 - TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2021/2022**

The Mayor once again welcomed Mr. Kemp to the Meeting, to allow any queries on this matter to be raised with him.

The Town Clerk's report, recommendations from the Policy and Resources Committee and Budget Summaries were **NOTED**.

A Member restated his concerns that a Budget was to be agreed without the completion of the COVID review by the Task and Finish Group.

Members unanimously **RESOLVED** to **APPROVE** formal adoption of the Income and Expenditure Budget for 2021/22.

**335. TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2021/2022**

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



Members discussed the need for efficiencies and Mr. Kemp commented that the fact that the Precept was to be set at the same level as the previous year indicated that there had been some savings. However, it was also noted that the Budget for 2021/22 was not balanced and therefore future cost cutting would be required as the Council cannot continue to fund the Budget through the use of Reserves. Comment was made that efficiencies can take place during the year, after the Budget has been agreed. Finally, Members commented that it was important that there was no increase in the Precept for the coming year as the impact of the COVID pandemic on household incomes was not yet clear and there were many families struggling at the current time.

Following the debate, Members unanimously **RESOLVED** to set the Precept amount for 2021/22 at £948,372 resulting in a 0.07% or £0.09 decrease to the Band D household charge per annum thus reducing from £128.84 to £128.75 per year.

***Mr. Kemp left the Meeting***

- 336. 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’.

- 337. 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)**

The Council **RESOLVED** ‘to note the payments and transfers made in September, October and November 2020 and to note the balances, bank reconciliations and financial reports’.

- 338. TO NOTE THE EXTERNAL AUDITOR’S CERTIFICATE AND REPORT YEAR ENDING 31<sup>st</sup> MARCH 2020 ACCOUNTS AND CONSIDER ANY ACTION**

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

Members **RESOLVED**:

To **NOTE** receipt of the External Auditor’s Certificate and Report;

To **NOTE** that on the basis of the External Auditor’s review of the Annual Governance Accountability Return (AGAR), in their opinion the information in the AGAR is in accordance with proper practices and no

matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

A Member thanked the Town Clerk and her staff for their work that resulted in the positive response from the External Auditor.

**339. 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."*

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

Cllr. Erskine spoke for his Motion, stating that the Sunflower Lanyard Scheme has been taken up by companies large and small and had been used by many to good effect.

Following the Motion being moved and then seconded by Cllr. Brooks, and as the Mayor did not deem the issue as urgent, Members **RESOLVED** to instruct that the issue be placed on the Agenda for the next Policy and Resources Committee Meeting, in accordance with S.O. 9a.

**340. REGENERATION INCLUDING TO NOTE BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 14<sup>th</sup> OCTOBER 2020**

The Town Clerk's report, which included the previously circulated link for the Minutes from the Bognor Regis Regeneration Board Meeting held on 14<sup>th</sup> October 2020, was **NOTED**.

A Member commented that he could not find the link to the Minutes and it was agreed that the previously circulated email would be resent to all Members.

**341. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN**

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

**342. 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.

- 342.1** Cllr. Brooks - Chamber of Commerce, JWAAC, JWAAC Highways & Transport Sub-Group, Parish Liaison Meetings. No invites received and therefore no meetings attended.
- 342.2** A discussion took place regarding the appointment of representatives to Grant Aid recipient organisations. The Civic & Office Manager clarified any such appointments was a discretionary decision for the Policy and Resources Committee and there was no arbitrary threshold of grant level at which an appointment became a requirement.

**343. TO RECEIVE CORRESPONDENCE AND NOTE CIRCULATION BY EMAIL OF LIST UP TO 30<sup>th</sup> NOVEMBER 2020**

The Committee **NOTED** receipt of correspondence as detailed in the list including the correspondence list previously circulated up to 30<sup>th</sup> November 2020.

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

**344. PICTUREDROME SITE UPDATE**

- 344.1** The previously circulated Director's Report was **NOTED**, and actions taken as detailed were **RATIFIED**.
- 344.2** With regard to the ramp at the Picturedrome Cinema, having noted that the planning application had been approved by ADC, Members **AGREED** to instruct the Town Clerk to obtain quotations for the drawing up of the specification required for the tender process and report back to Members.
- 344.3** The revised costs of remedial and redecoration of the Tower and ancillary areas of the Picturedrome were **NOTED**.
- 344.4** A Member queried how the schedule for the remedial and redecoration of the Tower and ancillary areas had come about. The Town Clerk gave a brief report that the project had originated because of a leak in the Octagon Room, with the source of the water ingress being the Tower. This had led to a specification being drawn up by a surveyor to deal with the water ingress. As a result of the need to erect scaffolding to deal with the leak, which is very costly, it had been agreed that the exterior painting should be completed at the same time. The Town Clerk asked that should the Member require further details that he email her directly with his specific queries.

**345. 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 21 & 22 (contractual).

**346. PICTUREDROME SITE UPDATE - CONFIDENTIAL**

- 346.1** The previously circulated confidential Director's Report was **NOTED**, and actions taken as detailed were **RATIFIED**.
- 347.** Members **RESOLVED** to adjourn the meeting in accordance with S.O. 10(a)(xvii) and **AGREED** that the remaining Agenda item (no 22) should be deferred until the next Council Meeting.

*The Meeting closed at 7.59pm*



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## **MINUTES OF THE ONLINE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON TUESDAY 19<sup>th</sup> JANUARY 2021**

### **PRESENT ONLINE:**

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

### **IN ATTENDANCE ONLINE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk/Meeting Host)  
Mrs. J. Davis (Civic & Office Manager) (part of meeting)  
1 member of the public attended via Zoom (at start of meeting)  
9 members of the public viewing via Facebook (at start of meeting)

***The Meeting opened at 6.31pm***

### **193. 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.

Apologies for absence were received from Cllr. Ms. Sharples due to another commitment.

### **194. 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.

***There were no declarations of Interests***

**195. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD ON 30<sup>th</sup> NOVEMBER 2020**

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 30<sup>th</sup> 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 30<sup>th</sup> November 2020 as an accurate record of the proceedings and the Chairman duly signed them.

**196. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTION AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS**

The Chairman informed Members that there had been no correspondence received from members of the public regarding items on the Agenda.

**197. CLERK'S REPORT FROM PREVIOUS MINUTES**

**197.1 30<sup>th</sup> November 2020 - Min. 190 - Donation to Foodbank**

An email was received on 8<sup>th</sup> January from the Bognor Regis Foodbank Coordinator, thanking the Town Council for the donation. A report has subsequently been received from the Foodbank advising that they

processed 208 vouchers and gave out over 4.5 tons of food over the Christmas period - feeding 580 people.

**197.2 26<sup>th</sup> October 2020 - Min. 173 - Grant to West End Shops and Traders**

After some initial teething problems with the incorrect payee details being provided to the office, the grant of £5,000 was made in time and the trees installed along the Aldwick Road shops. We will shortly be writing to the West End Shops and Traders to ask for their feedback on the installation and requesting the copy invoices etc. as agreed by this Committee together with reimbursement of any unused funds.

**197.3 26<sup>th</sup> October 2020 - Min. 168 - COVID Seminar**

A Meeting is being arranged for week commencing 25<sup>th</sup> January for those Councillors previously identified to review the content of the Terms of Reference for the Task and Finish Group. It is planned that the Group will then meet on Monday 15<sup>th</sup> February at 6.30pm, via Zoom, to which all Councillors will be invited and report back to the next meeting of this Committee.

**197.4 26<sup>th</sup> October 2020 - Min. 164.2 - Planters Art Project**

There has not been any further discussion with the BID regarding any potential art project due to the priority of their Christmas activities within the Town, but the matter will be raised at the next suitable meeting with the BID Administrator. However, Members should note that this project would only relate to the 4 plastic planters remaining in Bedford Street, ownership of which has already been transferred to the BID as agreed.

**198. TO RECEIVE THE TOWN FORCE REPORT**

The Town Force Manager's report, including the Appendix, was **NOTED**.

***Cllr. Woodall temporarily left the Meeting due to technical difficulties and was not present for the vote***

With regard to the discussion at the Meeting held on 26<sup>th</sup> October regarding the request to WSCC for signage to acknowledge the contribution of the Town Council to the high level of roundabout maintenance (Min. 165 refers), Members noted the responses from the Cllr. Elkins, WSCC Cabinet Member for Highways and Infrastructure, as circulated with the report.

Following discussion, Members unanimously **AGREED** the proposal to proceed with the installation of signage on each of the 5 roundabouts maintained by the Town Council, at a cost of £82 plus VAT per sign, funded through the Town Force Equipment/Furniture Budget.

Members thanked Officers for their negotiations in reaching this acceptable conclusion.



**199. UPDATE ON THE BOGNOR REGIS HERITAGE PARTNERSHIP BOARD (BRHPB)**

*Cllr. Woodall rejoined the Meeting during this item and apologised for his temporary absence*

The Deputy Clerk's report, which included the booklet detailing novels and short stories that are connected to Bognor Regis, was **NOTED**.

Members acknowledged and thanked the Member of the Board who had compiled the novels booklet, which all agreed was an excellent publication.

**200. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

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

Members thanked the BID for all their work to attract shoppers into the Town over this very difficult Christmas period. It was noted that, having also been discussed at the recent Events, Promotion and Leisure Committee Meeting, the Chairman of that Committee would be writing to the BID to convey these thanks.

**201. TO NOTE THAT A JOINT ACTION GROUP (JAG) MEETING WAS HELD ON 27<sup>th</sup> NOVEMBER 2020**

The Deputy Clerk's report, which referred to the JAG Meeting held on 27<sup>th</sup> November, was **NOTED**.

A Member asked how he could get more information about the JAG's activities and plans. It was noted that reports are not circulated due to the sensitivity and confidentiality of the contents. However, the Town Clerk stated that she would liaise with the Projects Officer, who attends these meetings on behalf of the Town Council, to ascertain what information could be released to Members.

**202. INTERNAL AUDIT INCLUDING: TO CONSIDER INTERNAL AUDIT REPORT 2020-2021 (INTERIM); TO REVIEW THE 2021/22 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION**

**202.1 To consider Internal Audit Report 2020-2021 (Interim)**

The Town Clerk's report including the Internal Audit Report 2020-2021 (Interim), was **NOTED**.

Members welcomed the report that, once again, no significant issues had been identified by the Internal Auditor and thanked the Town Clerk and Officers for their work ensuring that the Town Council receives such a good report.

**202.2 To review the 2021/22 Annual Audit Plan and to consider any additional items for inclusion**

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and unanimously **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2021/22 to the Town Council.

**203. TO CONSIDER THE MODEL CODE OF CONDUCT AS DEVELOPED BY THE LOCAL GOVERNMENT ASSOCIATION AND AGREE ANY COMMENT TO ARUN DISTRICT COUNCIL**

The Deputy Clerk's report, including the appended draft model Code of Conduct as prepared by the Local Government Association (LGA), was **NOTED**.

The report detailed that ADC will consider adoption of the Code in February and it was hoped that, in due course, Town and Parish Councils would agree to adopt any new ADC Code for their own purposes so that there was consistency and clarity across the District.

However, Members were not being asked to adopt the model document at the current time, but rather to make any comment prior to its consideration by the District Council.

It was noted that previously the Town Council had rejected adoption of the ADC Code of Conduct as it was not considered fit for purpose; instead, the Town Council had engaged consultants LCS, to advise on a bespoke Code which had been subsequently adopted by the Town Council.

Following discussion, it was unanimously **AGREED** that no comments on the LGA model should be relayed to ADC at the current time.

However, it was **AGREED** that any new Code adopted by ADC, together with the actual LGA model document, should be referred again to the consultants who advised the Council previously to make comment to this Committee on whether a new Code of Conduct for the Town Council should be considered.

**204. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 15<sup>th</sup> MARCH 2021**

The Deputy Clerk's report, including the copy of the 2019 meeting Agenda, was **NOTED**.

**204.1** Having considered the implication of the COVID pandemic and restrictions on the 2021 Electors' Meeting, Members unanimously **AGREED** to hold an online meeting on 15<sup>th</sup> March 2021, **NOTING** that as this would be a remote meeting there could be no voting or resolutions considered. The other standard Agenda items would still be included.

***Cllr. Woodall briefly left the Meeting due to technical issues during the following debate but returned in time for the vote***

**204.2** Having decided to proceed with the online Electors' Meeting, Members discussed the content and unanimously **AGREED** to invite one of the following, listed in priority order: -

- \* Rt Hon. Nick Gibb MP - Member of Parliament for Bognor Regis and Littlehampton
- \* Representative from the CCG to talk about the pandemic response by the NHS and the vaccine rollout
- \* Rt Hon. the Baroness Smith of Basildon

Other suggestions were made but it was agreed to ascertain if any of the three above were able to attend in the first instance.

With regard to the start time of the meeting, it was suggested that this should be determined on the basis of the availability and preference of the invited speaker. However, it was felt that a proposed start time of 7pm be considered initially and a final decision taken by the Town Clerk in liaison with the Town Mayor.

**205. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS**

***Cllr. Woodall again left the Meeting due to the technical issues and was not present for the vote on this item***

The Deputy Clerk's report, including Appendices, was **NOTED**. Members considered the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2020/2021.

Members subsequently unanimously **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2020/2021 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council and the Town Clerk.

**206. TO CONSIDER A PROPOSAL FROM CLLR. ERSKINE THAT ALL TRAINING COURSES BOOKED THROUGH THE COUNCIL SHOULD BE FUNDED BY THE COUNCIL WITH THE SOLE EXCEPTION OF ANY COURSE WHERE THE COUNCILLOR HAS FAILED TO ATTEND WITHOUT PROVIDING A REASON THAT IS DEEMED TO BE ACCEPTABLE TO THIS COMMITTEE**

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

Members discussed the matter and subsequently unanimously **AGREED** that all training courses booked through the Council should be funded by the Council with the sole exception of any course where the Councillor has

failed to attend without providing a reason that is deemed to be acceptable to this committee. In these circumstances, the cost of the course should be reimbursed to the Town Council by the Member.

**207. TO RECEIVE THE RECOMMENDED POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 20<sup>th</sup> OCTOBER 2020 (MIN. 107 REFERS)**

The Deputy Clerk's report, including the Appended draft Policy, was **NOTED**.

*Cllr. Woodall returned to the Meeting during the debate, apologising again for the technical difficulties, and was present for the vote*

**207.1** Members unanimously **RESOLVED** to **APPROVE** the Poster, Banner and Outdoor Display Opportunities Policy as recommended by the Events, Promotion and Leisure Committee at their Meeting held 20<sup>th</sup> October 2020.

**207.2** Members unanimously **RESOLVED** to **APPROVE** the addition of the clause relating to lamppost banner sites as detailed below:

*Other organisations may use the sites, but the Town Council Reserve the Right to recharge any associated costs.*

**208. TO CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 7<sup>th</sup> DECEMBER 2020 (MIN. 124 REFERS) FOR ANY UNSPENT 2020/21 WARD ALLOCATION FUNDS TO BE EARMARKED AND CARRIED FORWARD FOR USE IN 2021/22**

The Deputy Clerk's report was **NOTED** and following discussion, Members unanimously **AGREED** that any unspent 2020/21 Ward Allocation funds as of 31<sup>st</sup> March 2021 should be earmarked and carried forward for use in 2021/22.

**209. TO CONSIDER THE MOTION FROM CLLR. J. ERSKINE, AS REFERRED FROM THE COUNCIL MEETING HELD 4<sup>th</sup> JANUARY 2021 (MIN. 339 REFERS) FOR THE TOWN COUNCIL TO ADOPT THE HIDDEN DISABILITIES SUNFLOWER SCHEME**

The Deputy Clerk's report was **NOTED**, including the following Motion from Cllr. 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. Covid19 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."*

Members discussed the need for further information as to how the adoption of the Scheme could be implemented particularly in relation to Town Council events and a Member questioned whether there would be any cost implications. It was also suggested that ADC be asked for details about their Action Plan, having recently adopted the Scheme.

Following the discussion, Members **AGREED** to adopt the Hidden Disabilities Sunflower Scheme and furthermore instructed Officers to investigate practical ways in which the scheme may be implemented with a report back to this Committee in due course.

**210. TO RECEIVE AN UPDATE ON THE 2021 NEWSLETTER**

The report from the Civic & Officer Manager was **NOTED**.

Members were made aware that a final proof will, in due course, be circulated by email to all Councillors for comment, although there will be no further opportunity for content to be amended as this has already been agreed.

**211. TO RECEIVE A REPORT ON TRAINING - MIN. 166.3 REFERS**

The Civic & Office Manager's report was **NOTED**. Members were also advised that details of all courses that the Office receive are circulated to all and Members invited to book onto the sessions.

**211.1** The Town Clerk advised Members that the previous day a Councillor had provided details of a webinar being run by Public Policy Exchange titled "Tourism in the UK: Building for the Future and Supporting Further Growth" and details of this had been emailed to all Members of this Committee. The Councillor who forwarded the details had suggested that consideration was given to this forming part of any Promotions Training. Concern was expressed that, whilst the subject matter may be interesting, Tourism is within the remit of the District Council not the Town Council.

**211.2 Public Speaking Training**

Members unanimously **REJECTED** the proposal for expenditure of £345 plus VAT for a course titled "Public Speaking Skills for Councillors".

**211.3 Facebook Live Training**

Members **REJECTED** the proposal for expenditure of £345 plus VAT for a course titled "Get in front of the camera: How to build your confidence and engage with your community through video and Facebook Live".

**211.4 Promotions Training**

With regard to the webinar titled "Tourism in the UK: Building for the Future and Supporting Further Growth", Members unanimously **REJECTED** the proposal of Town Council expenditure for places to be booked on the webinar.

Finally, with regard to the request from Officers for guidance on the topics to be covered by promotions training, Members felt that there needed to be an objective or desired end result from any training. It was therefore **AGREED** that the Councillor who had originally suggested training under the heading of promotions, should be asked to give further details about the content and objective of the training, with a report back to this Committee in due course.

**212. TO RECEIVE COMMENTS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND GIVE CONSIDERATION TO THE ADOPTION AND IMPLEMENTATION OF THE PLACE BRANDING CORE VALUES**

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

The Chairman informed Members that the matter had been considered by the Events, Promotion and Leisure Committee at their meeting the previous evening, but it had been necessary to defer the item in question due to lack of time and therefore no comments had been agreed by the Committee.

A Member commented that as this was a Council-wide policy, he could not support the recommendation to Council and would therefore abstain from the vote.

Following discussion, Members **REJECTED** the proposal to recommend the adoption of the Place Branding Core Values as identified in the report.

However, after the vote, it appeared that there had been some confusion amongst Members and they had not appreciated that by rejecting the proposal to recommend to Council, the matter could progress no further. The Member who had originally raised the objection to the recommendation, apologised if he had not explained himself properly, and stated that rather than objecting to the Place Branding Core Values, he was objecting to the decision to recommend to Council being taken by this Committee and would have preferred to have the matter referred to Council for debate and decision.

**212.1** As the vote had already been completed, and in line with S.O. 7a, the Chairman suspended Standing Orders so that the Committee could determine whether the decision should be revisited.

**212.2** Members **RESOLVED** that the previous decision should be reconsidered and therefore the Chairman reinstated Standing Orders.

**212.3** Following further discussion, Members **AGREED** to retract the previous decision to reject the recommendation to Council.

**212.4** An amended proposal was made, seconded and subsequently **AGREED** that consideration of the adoption and implementation of the Place Branding

Core Values should be referred to the next Council Meeting for consideration.

**213. TO CONSIDER HOW TO RESPOND TO ANY REQUESTS FROM EVENT ORGANISATIONS TO EARMARK GRANT AID AWARDS UNTIL 2022**

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

**213.1 Grant Aid award for Bognor Regis Carnival**

Members unanimously **AGREED** that the 2020 Grant Aid award should be earmarked for use towards the 2022 Carnival, subject to the previously stated conditions.

**213.2 Request from other event organisers**

Members unanimously **AGREED** that any similar requests to earmark funds for 2022 events should be approved on the understanding that this would be the final deferral of the grant and should an event not go ahead in 2022, the award should be withdrawn, and a new application submitted for Grant Aid 2023.

**214.** Members **RESOLVED** to an extension to the Meeting of 15 minutes in accordance with S.O. 3aa.

**215. TO RECEIVE AN UPDATE REGARDING PUBLIC PARTICIPATION AT COUNCIL AND COMMITTEE MEETINGS - MIN. 170 REFERS**

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

**215.1** Following discussion, it was **AGREED** that members of the public be offered the options of submitting a written question or alternatively a recording of their question, for insertion at the meeting at the appropriate time.

**215.2** It was **AGREED** that the reintroduction of live public questions should be considered again and therefore the matter should be placed on the Agenda for the next meeting of this Committee.

**216. FINANCIAL REPORTS INCLUDING: -**

**216.1 To note Committee I&E Reports for the month of December 2020 - previously copied to Councillors**

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

Members **NOTED** receipt of the financial reports for the month of December 2020.



- 216.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of October, November and December 2020, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations**

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

**217. CORRESPONDENCE**

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

**218. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL)**

- 218.1** The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw with broadcasting live to Zoom and social media streaming also terminated (S.O. 3d) - Agenda item 26 (contractual).

- 218.2** A Member raised concerns about conducting Confidential Business remotely and the potential for non-Council Members to be within earshot of the meeting in the homes of Councillors/staff. It was therefore **AGREED** that a Policy to protect against this situation should be considered at the next meeting.

**219. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

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

***The Meeting closed at 8.39pm***



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE ONLINE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 8<sup>th</sup> FEBRUARY 2021**

### **PRESENT ONLINE:**

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,  
J. Brooks, A. Cunard, Mrs. I. Erskine, H. Jones,  
Miss. C. Needs, Ms. A. Sharples and Mrs. J. Warr

### **IN ATTENDANCE ONLINE:**

Mrs. S. Hodgson (Projects Officer)  
Mrs. J. Davis (Hosting the Meeting)

2 members of the public attending via Zoom  
2 Councillors attending via Zoom. Cllrs: Mrs. S.  
Daniells and S. Goodheart  
11 members of the public viewing via Facebook

*The Meeting opened at 6.32pm*

### **138. 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.

No apologies had been received.

**139. 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.

If a Member were 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.

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

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

As per the Agenda, it is each Member's own 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***

**140. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD 7<sup>th</sup> DECEMBER 2020**

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 7<sup>th</sup> 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 7<sup>th</sup> December 2020 as an accurate record of the proceedings and the Chairman duly signed them.

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

There were no Public Questions or Statements

**142. CLERK'S REPORT FROM PREVIOUS MINUTES**

**142.1 7<sup>th</sup> December 2020 - Min. 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**

At the Policy and Resources Committee Meeting held on the 19<sup>th</sup> January 2021 (Min. 208 refers), it was unanimously **AGREED** that any unspent 2020/21 Ward Allocation funds as of 31<sup>st</sup> March 2021 should be earmarked and carried forward for use in 2021/22.

**142.2 7<sup>th</sup> December 2020 - Min. 128 refers - Consideration of a proposal by Cllr. Daniells regarding the possible redistribution and recycling of the Poppy Wreaths laid at the War Memorial**

The wreaths are currently being stored at the Town Council's Town Force Unit. A member of the community has agreed to be involved with this project and preparations are underway to contact all those who laid the wreaths to seek their permission to upcycle.

**143. CONSIDERATION OF THE NOTES FROM THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 15<sup>th</sup> DECEMBER 2020 INCLUDING CONSIDERATION OF ARRANGEMENTS FOR THE NEXT MEETING**

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

There were no items from the open forum that Members wished to consider further.

Members **AGREED** for Officers to make arrangements to hold an evening community online open forum during February and further **AGREED** that going forward the online community forums would alternate between evening and daytime sessions.

**144. CONSIDERATION OF THE PRESENTATIONS RECEIVED FROM RAMPION 2 AND PROTECT COASTAL ENGLAND ON THE 3<sup>rd</sup> FEBRUARY 2021**

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

Following presentations received from Rampion 2 and Protect Coastal England, Members were asked to consider if they wished to support the Rampion 2 project and make recommendation to Council.

During the discussion, some Members raised concerns and objections relating to:

- The impact on the skyline
- The effect on tourism
- The potential size of the wind turbines
- The environmental impact

Comments were made that Rampion 2 is a corporate investment company and the presentation was nothing more than a sales pitch. Any benefit comes at too large a cost.

However, another Member felt that:

- as this Council had declared itself a Council of Climate Emergency it should be more committed to tackling climate change
- Rampion 2 is a corporate investor, but investment encourages investment
- The turbines would not prevent people coming to Bognor Regis and that has been reflected in other areas that have wind farms

Following discussion Members **AGREED** to **RECOMMEND** to Council **NOT** to support the Rampion 2 project.

**145. 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**.

Members **AGREED** to **RATIFY** the sum of £36.00 from the Hotham Ward allocation budget to St Mary's School as a contribution to enable the installation of a defibrillator.

**146. TO RECEIVE THE NOTES FROM THE ONLINE CLIMATE CHANGE TOPIC TEAM MEETING HELD ON THE 21<sup>st</sup> JANUARY 2021 AND CONSIDERATION OF ANY RECOMMENDATIONS**

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

Members were asked to consider the following recommendations from the Climate Change Topic Team:

- To submit the collated responses relating to the 20 questions for Council's for consideration and possible recommendation to Full Council
- To request that a budget be identified to purchase some bee attracting seeds for distribution to encourage rewilding

Following consideration Members **AGREED** that all 20 questions be submitted to Full Council.

Members further **AGREED** to purchase some bee bombs for distribution to encourage bee corridors and rewilding.

Cllr. Mrs. Erskine reported that she would like to donate her Councillor Allowance towards the purchase of the bee bombs and would liaise with the Committee Clerk regarding arrangements for its return.

As there was some confusion over the costs for the bee bombs and the remaining balances of the Ward Allocation Allowance, it was **AGREED** that after deducting Cllr. Mrs. Erskine's Allowance, the Projects Officer would email Members with a list of possible options so Members could decide how many bee bombs to purchase and how to fund the remaining balance from the available Ward Allocation Allowance.

Cllr. Cunard asked for it to be noted that he did not wish his Ward Allocation allowance to be included.

**147. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE THE UTILISATION OF THE FLEXIBLE COMMUNITY FUND FOR THE 2020/21 ALLOWANCE, RATIFICATION OF THE REMAINING BALANCE OF £501 PAID TO ST MARY'S CATHOLIC SCHOOL TOWARDS INSTALLATION COSTS FOR A DEFIBRILLATOR**

The Projects Officer's report, including the related appendix was **NOTED** along with the utilisation of the 2020/21 Flexible Community Fund.

Members **AGREED** unanimously to **RATIFY** the payment of £501 to St Mary's Catholic School as a contribution toward the installation costs of a defibrillator.

**148. UPDATE ON YOUTH PROVISION**

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

A Member wished to acknowledge the work undertaken by U CAN Spray and expressed her gratitude to Keely Hardy and staff. She also felt the Council should do all it could to support youth provision and activities where possible.

The Chairman spoke about his concerns regarding the effect any disposal of WSCC built assets may have on youth provision and Members unanimously **AGREED** for Officers to gather further information to clarify the WSCC intended position and report back to the Committee.

**149. TO NOTE THE UPDATE ON WORKS TO THE TOWN HALL CLOCKS AND RATIFY THE OVERSPEND OF THE MILLENNIUM & OLBYS CLOCKS MAINTENANCE BUDGET – MIN. 126 REFERS**

The Town Clerk's report was **NOTED** and Members **RATIFIED** the overspend of the Millennium and Olby's Clock Maintenance Budget by £709.17.

**150. TO CONSIDER A BRIEF FOR THE BEACH ACCESS TOPIC TEAM IN RESPONSE TO THE ADC DECISION TO LOOK AT BUDGETING FOR BEACH ACCESS WHEN THEY SET BUDGETS FOR 2021/2022 – MIN. 136 REFERS**

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

Following a brief discussion Members **AGREED** unanimously that the Beach Access Topic Team's current Terms of Reference gave sufficient guidance and the only addition required was to ensure the Topic Team give consideration to any latest developments as they arise.

**151. CONSIDERATION OF A REQUEST FROM A MEMBER OF THE PUBLIC TO SUPPORT A "CHANGING PLACES" FACILITY FOR THE DISABLED TO BE INCLUDED IN FUTURE REGENERATION PLANS**

*Cllr. Cunard declared a Personal Interest during this item relating to a regeneration proposal*

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

A Member reported that as of January 2021 building regulations require that all new builds and major refurbishment must now include a changing places facility. Therefore, with the likelihood of such a facility being included within the regeneration plans for the seafront promenade area, it was suggested that Members look at existing sites within other areas of the Town, such as the Station, Library or the Bedford Street toilets that could accommodate a changing place facility.

Following discussion Members unanimously **AGREED** that a letter be sent to the relevant authorities, drawing attention to the need for changing place facilities and to ask them to consider installing these facilities in their existing premises.

**152. CORRESPONDENCE**

The Clerk reported some additional correspondence had been received following the circulation of the list as follows:

- Email from Bognor Makerspace giving an update on their project
- Email re Armed Forces Champions Event
- Email from a member of the public re adopting a telephone box
- Letter from St Mary's School thanking the Committee for their donation towards the installation costs for a defibrillator.

***The Meeting closed at 7.30pm***



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE**

**HELD ON TUESDAY 12<sup>th</sup> JANUARY 2021**

**PRESENT ONLINE:** Cllr. S. Goodheart (Chairman), 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)  
No members of the public attended via Zoom  
9 members of the public watching via Facebook  
(at start of meeting)

*The Meeting opened at 4.05pm*

### **333. 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. Erskine due to work commitments and Cllr. Smith for personal reasons.

### **334. 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***

**335. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 22<sup>nd</sup> DECEMBER 2020**

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 22<sup>nd</sup> 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 22<sup>nd</sup> December 2020 as an accurate record of the proceedings and the Chairman duly signed them.

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

There were no public questions or statements.

**337. TO RECEIVE THE CLERK'S REPORT**

There was nothing to report.

**338. 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.

**339. TO CONSIDER PLANNING APPLICATIONS ON LISTS 18<sup>th</sup> AND 23<sup>rd</sup> DECEMBER 2020**

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

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

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

**340. 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 18<sup>th</sup> AND 23<sup>rd</sup> DECEMBER 2020**

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

Following a vote, Members agreed to consider planning application BE/148/20/OUT (Nursery Fields, Land to the North of Chalcraft Lane, West Bersted).

Having considered planning application BE/148/20/OUT, the Committee **RESOLVED** to **OBJECT** on the material planning grounds of;

- a. Traffic generation - increased traffic movements arising from the proposed development on roads known already for their congestion;
- b. Layout and density of buildings - that being over development on land that is prone to flooding.

Members also **AGREED** that an item be included on the next Committee Agenda to enable Members to agree whether a letter should be sent to Bersted Parish Council to express the concerns raised in objection to the application and in support of the Parish Council.

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

There had been no Premises Licence applications received.

**342. TO NOTE THE PREVIOUSLY CIRCULATED 'FORD MASTERPLAN CONSULTATION' LAUNCHED BY ARUN DISTRICT COUNCIL AND TO CONSIDER ANY COMMENTS IN RESPONSE BY THE DEADLINE OF 5PM ON 14<sup>th</sup> JANUARY 2021**

The Civic & Office Manager's report, including the previously circulated ADC consultation titled 'Ford Masterplan', was **NOTED**.

Following discussion, it was **AGREED** that Members would submit comments on the Consultation individually. Members were reminded that the deadline for response was 14<sup>th</sup> January 2021.

**343. CORRESPONDENCE**

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

Additional correspondence included: -

**343.1** WSCC - Public Notice advising that Silverston Avenue, in Aldwick, will be temporarily closed from the junctions with Kings Parade to Marine Drive West from the 25<sup>th</sup> of January for up to 5 days. It is estimated to be completed on 25<sup>th</sup> January and is required for the safety of the public and workforce while West Sussex County Council undertake carriageway patching works. The restriction will be in place off peak only from 9.30am until 4pm.

**343.2** CPRE - Campaigns Update, January 2021.

***The Meeting closed at 4.42pm***

<b><u>APPENDIX 1</u></b> <b><u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 12<sup>th</sup> JANUARY 2021</u></b> <b><u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 18<sup>th</sup> AND 23<sup>rd</sup> DECEMBER 2020</u></b>		
<b>BR/289/20/PL</b> 39 Bedford Street Bognor Regis PO21 1SH	Continuance of use without compliance with conditions 3-disposal of litter, 4-Construction Management Plan & 5-noise control imposed under BR/2/20/PL	<b>NO OBJECTION</b>
<b>BR/291/20/CLE</b> 48 Applegate Way Bognor Regis PO21 5GB	Lawful development certificate for an existing conservatory	<b>NO OBJECTION</b>
<b>BR/294/20/HH</b> 33 Marshall Avenue Bognor Regis PO21 2TL	Erection of single storey side extension	<b>NO OBJECTION</b>
<b>BR/295/20/HH</b> 188 Aldwick Road Bognor Regis PO21 5UQ	2 storey front extension, part 2 storey part single storey side extension, single storey rear extension & conversion of roofspace to habitable use (alternative following BR/84/20/HH)	<b>NO OBJECTION</b>



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## **MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE**

**HELD ON TUESDAY 2<sup>nd</sup> FEBRUARY 2021**

**PRESENT ONLINE:** Cllrs: J. Barrett, Mrs. S. Daniells, Ms. A. Sharples,  
W. Smith and Mrs. J. Warr

**IN ATTENDANCE ONLINE:** Mrs. J. Davis (Civic & Office Manager and  
Meeting Host)  
Mrs. S. Norman (Deputy Clerk)  
No members of the public attended via Zoom  
(at start of meeting)  
5 members of the public watching via Facebook  
(at start of meeting)

*The Meeting opened at 4.00pm*

### **344. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

In the absence of the Chairman, Cllr. Goodheart, the Vice-Chairman of the Committee, 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, due to work commitments, and Cllr. Goodheart who had another Meeting.

**345. 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.

If a Member were 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.

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

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

As per the Agenda, it is each Member's own 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***

**346. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 12<sup>th</sup> JANUARY 2021**

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 12<sup>th</sup> January 2021. 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 12<sup>th</sup> January 2021 as an accurate record of the proceedings and the Chairman duly signed them.

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

There were no public questions or statements.

**348. TO RECEIVE THE CLERK'S REPORT**

There was nothing to report.

**349. 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.

**350. TO CONSIDER PLANNING APPLICATIONS ON LISTS 8<sup>th</sup>, 15<sup>th</sup> AND 22<sup>nd</sup> JANUARY 2021**

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

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

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

**351. 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 8<sup>th</sup>, 15<sup>th</sup> AND 22<sup>nd</sup> JANUARY 2021**

There were no applications to consider.

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

**Licensing Act 2003**

**Premises: Butlins Resort, Upper Bognor Road, Bognor Regis, PO21 1JJ**

**Application Number: 114456**

The Committee noted the application that had been received for a Variation of a Premises Licence to be granted for the sale of alcohol and regulated entertainment Monday to Sunday 1000 to 2300 in the Temporary Entertainment Venue.

Members **RESOLVED** unanimously to offer **NO OBJECTION** to a Variation of Premises Licence for Butlin's.

**353. TO RATIFY ATTENDANCE OF A TOWN COUNCIL REPRESENTATIVE FOR THE ADC DEVELOPMENT CONTROL COMMITTEE MEETING, TO BE HELD ON 3<sup>rd</sup> FEBRUARY, IN RELATION TO PLANNING APPLICATION BR/286/20/HH IF REQUIRED**

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

As there had been no nominations submitted to the Civic & Office Manager, it was not therefore necessary to ratify any attendance of a Town Council representative for the ADC Development Control Committee Meeting, to be held on 3<sup>rd</sup> February, in relation to planning application BR/286/20/HH.

It was noted the Town Council's previous representation on the application, as agreed at the Planning and Licensing Committee Meeting held on the 22<sup>nd</sup> December 2020 (Min. 328.3 refers), would be summarised for the Development Control Committee in the officer report.

**354. TO AGREE SENDING A LETTER TO BERSTED PARISH COUNCIL, IN RELATION TO RECENT PLANNING APPLICATIONS, AND, IF RELEVANT, APPROVE THE DRAFT LETTER TO BE SENT - MIN. 340 REFERS**

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

Following a vote, Members **RESOLVED** unanimously to **AGREE** that a letter, as proposed in the draft letter attached to the report as Appendix 1, be sent to Bersted Parish Council to express the concerns raised by the Town Council in objection to planning application BE/148/20/OUT (Nursery Fields, Land to the North of Chalcraft Lane, West Bersted).

**355. CORRESPONDENCE**

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

***The Meeting closed at 4.23pm***



<b><u>APPENDIX 1</u></b> <b><u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 2<sup>nd</sup> FEBRUARY 2021</u></b> <b><u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 8<sup>th</sup>, 15<sup>th</sup> AND 22<sup>nd</sup> JANUARY 2021</u></b>		
<b>BR/298/20/PL</b> 25 Sudley Road Bognor Regis PO21 1EW	New 2 storey extension on first floor with loft floor including 8 (4 front & 4 rear) dormer windows), first floor rear extension (mansard floor) with 8 No roof windows, alterations to ground floor shopfront and new access to upper floor into use for 10 residential units (5 No 1-bed & 5 No 2-bed) (resubmission following BR/196/20/PL). This application may affect the setting of a listed building & the site is in CIL Zone 4 (Zero Rated) as flats.	<b>NO OBJECTION</b>
<b>BR/305/20/PL</b> Flat 2 42 Sudley Road Bognor Regis PO21 1ES	Ground floor rear extension. This site is in CIL Zone 4 (Zero Rated) as extensions under 100 sqm.	<b>NO OBJECTION</b>
<b>BR/307/20/PL</b> Butlin's Upper Bognor Road Bognor Regis PO21 1JJ	New reception kiosk and alterations to car park layout. This application is in CIL Zone 4 zero rated as other development.	<b>NO OBJECTION</b>
<b>BR/302/20/PL</b> 3 York Road Bognor Regis PO21 1LW	Change of use from shop (Class E) to nail salon (Sui Generis). This site is in CIL Zone 4 (Zero Rated) as other development.	<b>NO OBJECTION</b>
<b>BR/1/21/HH</b> 69 Longford Road Bognor Regis PO21 1AE	Extension and conversion of detached garage into habitable space.	<b>NO OBJECTION</b>

<p><b>BR/2/21/PL</b>            9-11 Station Road            Bognor Regis            PO21 1QD</p>	<p>Change of use from commercial on ground floor &amp; dwelling on first floor &amp; conversion to the ground floor, first floor, loft &amp; new first floor over the garage area to create bed &amp; breakfast accommodation. This site is in CIL Zone 4 (Zero Rated) as other development.</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/4/21/HH</b>            Courtney Lodge            Sylvan Way            Bognor Regis            PO21 2RS</p>	<p>Rear/side single storey extension and alterations.</p>	<p><b>NO OBJECTION</b></p>



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## **MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE**

**HELD ON TUESDAY 23<sup>rd</sup> FEBRUARY 2021**

**PRESENT ONLINE:** Cllr. S. Goodheart (Chairman) (from Min. 357),  
Cllrs: J. Barrett, Mrs. S. Daniells, Ms. A. Sharples,  
W. Smith and Mrs. J. Warr

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

***The Meeting opened at 4.00pm***

### **356. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

In the absence of the Chairman, Cllr. Goodheart, the Vice-Chairman of the Committee, 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.

No apologies for absence had been received from either Cllrs. J. Erskine or S. Goodheart.

***Cllr. Goodheart joined the Meeting, thanked Cllr. Mrs. Warr for taking the Chair and took over as Chairman of the Meeting***

### **357. 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.

If a Member were 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.

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

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

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

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary 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 a Disclosable Pecuniary Interest in Agenda item 7, application BR/8/21/RES (Richmond Arms) as a neighbour to the site and stated that he would exercise his right to address the Committee under Agenda item 4 and would be leaving the Meeting when the matter was discussed***

**358. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 2<sup>nd</sup> FEBRUARY 2021**

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 2<sup>nd</sup> February 2021. 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 2<sup>nd</sup> February 2021 as an accurate record of the proceedings and the Chairman duly signed them.

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

There were no public questions or statements. However, as stated previously, Cllr. Goodheart wished to exercise his right to address the Committee as a member of the public.

*Meeting adjourned at 4.06pm*

Cllr. Goodheart spoke to express his concerns about application BR/8/21/RES, Richmond Arms, 224 London Road, Bognor Regis.

*Meeting reconvened 4.09pm*

**360. TO RECEIVE THE CLERK'S REPORT**

There was nothing to report.

**361. 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.

**362. TO CONSIDER PLANNING APPLICATIONS ON LISTS 29<sup>th</sup> JANUARY, 5<sup>th</sup> AND 12<sup>th</sup> FEBRUARY 2021**

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

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

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

*Before the discussion regarding BR/8/21/RES, Richmond Arms, 224 London Road, Bognor Regis, Cllr. Goodheart redeclared his Disclosable Pecuniary Interest and left the Meeting, before re-joining the Meeting to discuss the remaining applications*

- 363. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7a) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING MINOR ADJUSTMENT TO PLANNING APPLICATION BR/244/20/PL - THE BEACH HOTEL, FORMER MUD CLUB, WATERLOO SQUARE, BOGNOR REGIS (MIN. 307.3 OF 10<sup>th</sup> NOVEMBER 2020 REFERS)**

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

Following a vote, Members **RESOLVED** not to suspend Standing Orders and therefore did not wish to revisit the previous decision and the Chairman moved to Agenda item 10.

- 364. 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 29<sup>th</sup> JANUARY, 5<sup>th</sup> AND 12<sup>th</sup> FEBRUARY 2021**

There were no applications to consider.

- 365. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

There were no applications to consider.

- 366. TO RECEIVE AN UPDATE AND CONSIDER PREPARATION OF A SPENDING PLAN IN RELATION TO COMMUNITY INFRASTRUCTURE LEVY (CIL)**

The Civic & Office Manager's report was **NOTED**, which included notification that any suggestions for potential project ideas should be emailed to the Civic & Office Manager by 9am on 8<sup>th</sup> March to enable a further report back to this Committee on 16<sup>th</sup> March.

A Member stressed the importance of the Council preparing a CIL spending plan and offered to liaise with Members outside of the Committee Meeting to explain a little more about CIL, including why any spending plan needs to tie into ADC's own priorities.

**367. TO NOTE THAT ALDINGBOURNE PARISH COUNCIL HAS SUBMITTED TO ARUN DISTRICT COUNCIL LOCAL PLANNING AUTHORITY AREA (LPAA), THEIR PLAN MODIFICATION PROPOSAL UNDER PART 5 OF THE NEIGHBOURHOOD PLANNING (GENERAL) REGULATIONS 2012**

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

Following discussion, it was **NOTED** that Members and the public were invited to submit individual comments in response to the consultation by no later than 5pm on 1<sup>st</sup> April 2021.

**368. TO AGREE ANY COMMENTS IN RESPONSE TO ARUN DISTRICT COUNCIL'S PROPOSAL TO VARY THE PARKING CHARGES**

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

Following a vote, Members **RESOLVED** to **AGREE** to submit the following comments to Arun District Council in response to the proposal to vary the parking charges;

- a. Noting with disappointment that the daily charge for Gloucester Road for the peak months of July and August would be increasing from their current March to October rate of £7.40 to £10 (increase of 35%);
- b. Suggest that the pricing structure should revert to the March to October flat tariff rather than the large increase in charging for July and August;
- c. Disappointment at the timing of the increases, as the Town is trying to attract both visitors and shoppers to the Town as the country emerges from lockdown;
- d. There is a danger that on-street parking may be cheaper than the use of a car park, thereby increasing traffic congestion while drivers try to find an on-street parking space, or resulting in inconsiderate parking (i.e. on pavements/verges, across driveways, yellow lines etc);
- e. Consideration should be given to free parking on Sundays as is currently the case in Towns such as Chichester.

**369. CORRESPONDENCE**

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

***The Meeting closed at 4.52pm***

**APPENDIX 1****ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 23<sup>rd</sup> FEBRUARY 2021**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 29<sup>th</sup> JANUARY, 5<sup>th</sup> AND 12<sup>th</sup> FEBRUARY 2021**

<b>BR/292/20/PL</b> Butlin's Upper Bognor Road Bognor Regis PO21 1JJ	Erection of temporary enclosed buildings to accommodate performance stage and seating for a period of up to 3 years (January 2021-amended description: plans now include mechanical ventilation system/external plant equipment). Re-consultation. This site is in CIL Zone 4 (Zero Rated) as other development.	<b>NO OBJECTION</b>
<b>BR/306/20/HH</b> Holly Holm Sylvan Way Bognor Regis PO21 2RS	Installation of Solar PV system 8.28kWp to be mounted to flat roof of the house.	<b>NO OBJECTION</b>
<b>BR/308/20/L</b> 20 Glamis Street Bognor Regis PO21 1DQ	Listed building consent for the removal of two internal basement walls.	<b>NO OBJECTION</b>
<b>BR/8/21/RES</b> Richmond Arms 224 London Road Bognor Regis PO21 1AU	Approval of reserved matters following BR/142/18/OUT for the demolition & conversion of existing public house with residential accommodation to 1st floor to form 10 No. residential flats over 3.5 storeys.	<b>OBJECTION</b> on material grounds of:  over-development of the site and the overbearing nature of the proposal is likely to have an adverse overshadowing, overlooking and overbearing effect on neighbouring properties, both being in contravention of ALP Policy D DM4;  Traffic generation – adding additional pressure to on-street parking with no parking provision included in the proposal;



		Members also expressed sadness at the prospect of losing a building of character.
<b>BR/16/21/PL</b> St Mary's Roman Catholic School Glamis Street Bognor Regis PO21 1DJ	Erection of trim trail items, concrete games area, a MUGA (Multi Use games Area) with an artificial grass pitch, Daily Mile Track and Clamber Stack. This site is in CIL Zone 4 (Zero Rated) as other development.	<b>NO OBJECTION</b>
<b>BR/15/21/HH</b> 32 Murina Avenue Bognor Regis PO21 2DA	Two storey rear extension and balcony with internal alterations.	<b>NO OBJECTION</b>
<b>BR/17/21/HH</b> 12 Tennyson Road Bognor Regis PO21 2SB	Conversion of roof space to habitable use.	<b>NO OBJECTION</b>
<b>BR/19/21/HH</b> 34 Bassett Road Bognor Regis PO21 2JH	Loft conversion to form new second floor with roof alteration to form gable end and rear dormer projection.	<b>NO OBJECTION</b>
<b>BR/21/21/HH</b> 8 Waverley Road Bognor Regis PO21 5NB	Proposed single storey rear extension.	<b>NO OBJECTION</b>



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 18<sup>th</sup> JANUARY 2021**

### **PRESENT ONLINE:**

Cllr. K. Batley (Chairman); Cllrs; J. Brooks,  
Mrs. S. Daniells, S. Goodheart, W. Smith,  
Mrs. S. Staniforth, M. Stanley and Mrs. J. Warr

### **IN ATTENDANCE ONLINE:**

Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer)  
Mrs. J. Davis (Hosting the Meeting)  
2 members of the public attended via Zoom (at start of meeting)  
11 members of the public viewing via Facebook (at start of meeting)

*The Meeting opened at 6.32pm*

### **127. 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, 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.

No apologies had been received from Cllr. Erskine.

### **128. 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 Interests***

**129. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16<sup>th</sup> NOVEMBER 2020**

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 16<sup>th</sup> November 2020. It was noted that the Minutes would be forwarded to the Chairman and once agreed and duly signed, returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 16<sup>th</sup> November 2020 as an accurate record of the proceedings and the Chairman would duly sign these once received.

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

No public questions or statements had been received.

It was noted that a question had been received from a Member serving on the Committee. However, the Chairman reminded Members that as per the Standing Orders, a Member serving on a Committee may not submit questions under the Public Questions and Statements Agenda item and therefore moved to the next Agenda item.

### **131. CLERK'S REPORT FROM PREVIOUS MINUTES**

#### **131.1 Update on a proposal by Cllr. Brooks to undertake an overview of social media platforms and website - 20<sup>th</sup> October 2020 - Min. 110 refers**

This item will be deferred until the next meeting to allow time for statistics to be gathered and analysed. A report will be presented to this Committee based on these findings along with a proposal for consideration on how to proceed.

#### **131.2 Consideration of a proposal by Cllr. Brooks to review the current permissions form to allow use of any images that include individuals - 16<sup>th</sup> November 2020 - Min. 121 refers**

Members are asked to note that the amendments to the permissions form have been actioned and will be made available at future Town Council events and Civic occasions.

#### **131.3 Consideration of a proposal by Cllr. Brooks to produce a freestanding poster/display in Butlin's and to further identify any associated cost - 16<sup>th</sup> November 2020 - Min. 122 refers**

Arrangements will be made with Butlin's in due course. The resort is currently closed until the 28<sup>th</sup> February 2021.

#### **131.4 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 - 16<sup>th</sup> November 2020 - Min. 123 refers**

An email has been sent to the ADC Environmental Services & Strategy Manager, Neighbourhood Services as per the Members instruction, who has advised he will contact the Committee Clerk shortly to discuss further.

### **132. REPORT ON CHRISTMAS ILLUMINATIONS (2<sup>nd</sup> YEAR OF 3-YEAR CONTRACT) AND OVERVIEW OF THE SUCCESSFUL CHRISTMAS LIGHT PROJECTION**

The Projects Officer's and the Events Officer's report was **NOTED**.

#### **132.1 Christmas Illuminations**

Following discussion Members unanimously **AGREED** to initiate the tender process for 2022-24 and a full specification will be provided at the next meeting to determine a brief.

Members further **AGREED** for a letter to be sent to the Bognor Regis BID thanking them for the additional enhancements they provided throughout the Town. Members also wished to thank the Events Officer and the Town Force Team.

### 132.2 Christmas Light Projection

All Members agreed the light projection was a huge success and made a huge difference to the Town Centre during this particularly difficult Christmas. The projection had been well received by the businesses and members of the public and had generated a massive amount of attention on social media.

Members expressed a wish to investigate the possibility of providing something similar for Christmas 2021 with potentially additional locations throughout the Town and other shopping areas. There were also some comments in relation to the quality of the sound and some concerns over the potential costs and how the budget could be met.

Following discussion, Members unanimously **AGREED** to investigate a projection installation for Christmas 2021 and the matter will be placed on the next Agenda for further consideration when the Events Officer will report some initial ideas and costings.

### 133. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2021 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED; CONSIDERATION OF THE IMPACT OF COVID-19 ON TOWN COUNCIL EVENTS AND WHETHER A "PLAN B" IS REQUIRED FOR 2021, AS REFERRED BY THE POLICY AND RESOURCES COMMITTEE AT THEIR MEETING 26<sup>th</sup> OCTOBER 2020 - MIN. 168 REFERS

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

Members discussed the requirement of a potential "Plan B" in relation to the impact of COVID-19 on the 2021 Events programme. Once again Members thanked the Events Officer for her reaction to the impact on this year's events and felt that the online competitions and virtual deliveries were successful and therefore could be replicated if necessary.

Following discussion Members felt a "Flexible Thinking" approach throughout the year would be more appropriate than a "Plan B" and for the planned programme to be maintained wherever possible and if necessary, to try and mirror virtually where possible.

Members unanimously **AGREED** to adopt a flexible thinking approach to any potential changes to the planned calendar of events for 2021 and where possible the Events Officer, in liaison with Members via reporting back to this Committee, will try and mirror any cancelled event virtually.

**134. CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2021 INCLUDING DESIGN AND FORMAT**

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

Following discussion, it was proposed and seconded that the decision on whether to produce an Events Guide/Leaflet should be deferred until the March meeting when it is hoped there will be greater information and guidance available in relation to events for 2021.

Therefore, Members unanimously **AGREED** to defer this item to the March Agenda.

**135. FURTHER CONSIDERATION OF THE UTILISATION OF THE 12 SEAFRONT POSTER SITES ON THE PROMENADE INCLUDING HOW TO PROCEED WITH THE PRODUCTION OF A SET OF GENERIC POSTERS TO BE FUNDED FROM THE 2020/21 PROMOTIONS BUDGET UP TO MAXIMUM OF £600.00 - 20<sup>th</sup> OCTOBER 2020 - MIN. 107.8 REFERS**

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

During the discussion, a number of suggestions were made as to how the generic posters could be delivered:

- Local artists, sketchers and photographers to be involved
- Posters to be produced based on a selection of their designs
- Engagement with community via social media and website
- Formation of working group
- An outside stakeholder co-ordinating the process
- The Town Council to co-ordinate the process
- Reference to the Place Branding Core Values

Following the discussion, it was proposed, seconded and **AGREED** that the Town Council reach out to community-based artists via social media to produce identifiable images of Bognor Regis to be produced and displayed in the 12 Seafront Poster sites on the Promenade from within the maximum budget of £600 previously identified.

The proposal to form a working party was discussed and following a vote was rejected. Therefore, any designs submitted will be referred back to the Committee for decision.

**136. UPDATE ON LAMP POST BANNER SITES (UPPER BOGNOR ROAD AND HIGH STREET BY HOTHAM PARK) 20<sup>th</sup> OCTOBER 2020 - MIN. 109 REFERS INCLUDING: CONSIDERATION OF USING LED DISPLAYS, SIZE AND TYPES OF BANNERS**

*Cllr. Brooks declared an Ordinary Interest due to his business activities*

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

Following some debate, Members **AGREED** unanimously to **CONCLUDE** the item relating to LED Displays for the Lamp Post Banner Sites and no further action be taken.

A Member rejected the information in the report relating to the advice from suppliers that standard banners are being phased out and further questioned whether quotes had been obtained from appropriate sources.

Some Members felt it would not be a good time to invest money into banners and fixings, as this would then require additional costs in carrying out stress testing and felt it would be prudent to wait until there were some events to promote. Other Members felt that as the Committee had committed to utilising these sites this should continue.

Following a query by a Member as to whether feedback could be sought from event organisers as to whether they would utilise these sites, the Events Officer suggested that she could try to obtain some historical data from the District Council on use of these sites by others.

Following discussion, it was proposed, seconded and unanimously **AGREED** that this item should be deferred to a future Agenda but in the meantime further research will continue in reference to the quotations for banners, fixtures and fixings.

- 137.** Members **RESOLVED** to **APPROVE** an extension to the meeting of 15 minutes, as per S.O. 3aa.

Following some discussion on the remaining Agenda items, the Chairman stated that he would not be changing the order of business and wished to continue with Agenda item 11.

- 138.** **FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON INCLUDING COSTS FOR A 30-MINUTE BURN AND CONSIDERATION OF A "SELFIE" OPPORTUNITY - 16<sup>th</sup> NOVEMBER 2020 - MIN. 124 REFERS**

***Cllr. Smith left and re-joined the Meeting during this item***

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

A Member stated that he was disappointed that the decision outlined in the Projects Officers report to delay the 30-minute test burn due to COVID-19 restrictions had been taken. The Member still felt the test burn should proceed as soon as possible and suggested an early morning burn when the Promenade was less busy.

Another Member supported this and said he expected the burn to include the screens so the burn could be monitored. The Clerk stated that her report had been written in light of the current lockdown restrictions and if Members still wanted this to go ahead, she would refer it to the Town Clerk to confirm if this should proceed as she would not be able to commit to this.

Discussion turned to the "Selfie" opportunity and once again a Member was not satisfied with the update from the Beacon supplier. The Member also stated that designs had already been produced and was unhappy that these had not been considered and further insisted that designs had already been brought to this Committee at a previous meeting and suggested the Clerk was giving the wrong guidance. The Clerk reminded the Member that designs had indeed been brought to this Committee, but no decision had been made at that time, which the Member subsequently acknowledged.

Other Members felt that the area around the Beacon was not the best place to erect a "Selfie" opportunity, due to the concessions in the summer and therefore other areas should be considered.

Following a lengthy discussion as no proposal was put forward, and no decision made, the item was deferred to the next meeting.

139. At this point the Chairman **NOTED** that the meeting had exceeded the two-hour time limit and the extension (S.O. 3aa).
140. Members therefore **RESOLVED** to defer the remaining Agenda items 11, 12, 13 and 14 to the next Committee Meeting.

***The Meeting closed at 8.50pm***



**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> MARCH 2021**

**AGENDA ITEM 9 - CONSIDERATION OF THE ADOPTION AND IMPLEMENTATION OF THE PLACE BRANDING CORE VALUES AS REFERRED FROM THE ONLINE MEETING OF THE POLICY AND RESOURCES COMMITTEE OF 19<sup>th</sup> JANUARY 2021 - MIN. 212.4 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

As some Members will be aware, Arun District Council have for some time been working in association with Hemmingway Design to create a Place Brand for Bognor Regis.

The findings of the place branding perception study are noted as a reflection on community perceptions following the public consultation exercise. Place Branding is not about Logos or marketing, it's about Stakeholders coming together and adopting shared values and narrative to change outward perceptions.

Hemmingway Design presented the Place Branding for Bognor Regis at a virtual meeting on 11<sup>th</sup> September 2020. The presentation was attended by a good cross-section of local stakeholders including the University of Chichester, Bognor Regis BID, Bognor Regis Regeneration Board, West Sussex County Council, The Track, Butlin's, Vinco Marketing and both Town and District Councillors.

The presentation opened with a contextual introduction to Place Branding, emphasising that places are brands and should therefore behave like brands, with a set of shared values and common goals. Commitment to those values assists in building civic pride through a shared story and telling the world who you are as a Town. Effective implementation of Place Branding has the power to positively change the conversation about, and thus perceptions of, Bognor Regis.

Hemmingway Design identified the core values for Bognor Regis as:

1. A beacon for a bold future  
*A place of opportunity, looking forward and futureproofing our designs, developments and people, attracting investment and talent*
2. Blue sky thinking  
*Celebrating our fabulous natural assets and environmental credentials, innovative thinking and going beyond the expected*
3. Ready for fun  
*Stay quirky, always design the fun in*

The overall aim of the Place Brand is to emphasise, develop and communicate the positive qualities and characteristics of Bognor Regis to residents, businesses and visitors. The success of the Place Branding is dependent on consistently presenting the Town as a forward-thinking, ambitious, enterprising, creative, dynamic and vibrant place to visit, work, study, invest and live.

Members should note that this is not intended to replace any existing individual Logo or Place Branding initiatives, but to use a shared narrative to complement them and create a definitive positive approach to the promotion and perception of Bognor Regis.

Further collaboration with aforementioned stakeholders has already resulted in the Bognor Regis Regeneration Board, Butlin's, The Track and the Bognor Regis BID agreeing to adopt these core principles. ADC, BRTC, WSCC and the University are being asked to do the same.

Adopting the Place Branding values does not mean losing the Council's identity or replacing the Sunniest Bognor Regis logo or Town Crest. It is about all of Bognor Regis working to the same set of core values by incorporating and reflecting them as much as possible when promoting, advertising or marketing Bognor Regis.

#### **DECISION**

Do Members **AGREE** to the adoption and implementation of the Place Branding core values as referred from the Online Meeting of the Policy and Resources Committee of 19<sup>th</sup> January 2021 - Min. 212.4 refers?

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> MARCH 2021**

**AGENDA ITEM 10 - TO CONSIDER THE COLLATED RESPONSES TO THE 20 QUESTIONS FOR COUNCILS, AND POSSIBLE IMPLEMENTATION, FOLLOWING RECOMMENDATION FROM ONLINE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE OF 8<sup>th</sup> FEBRUARY 2021 - MIN. 146 REFERS**

**REPORT BY TOWN CLERK**

**FOR DECISION**

A member of the Climate Change Topic Team (CCTT) had produced a set of 20 questions for Councils in relation to Climate Change. Having considered the questions, the CCTT recommended to submit the collated responses relating to the 20 questions for Councils to the Community Engagement and Environment Committee for consideration and possible further recommendation to Full Council.

At the Online Meeting held 8<sup>th</sup> February 2021, Members of the Community Engagement and Environment Committee were invited to consider the questions. To assist Members, some comments had been added in red text and it was highlighted that most of the questions referred to an "Action Plan" and associated budget, which is something this Council has yet to implement.

Following consideration Members of the Community Engagement and Environment Committee agreed that all 20 questions be submitted to Full Council – Min. 146 refers.

Therefore, Members are invited to consider the collated responses to the 20 questions for Councils (attached as **Appendix 1**) and possible implementation.

**DECISION**

How do Members wish to proceed?

## LIST OF QUESTIONS TO COUNCILS

1. Has a climate emergency been declared?  
**Yes**
2. Does this include biodiversity as well as carbon emissions?  
**Not discussed**
3. When was it declared?  
**4<sup>th</sup> November 2019**
4. What was the target date for net zero?  
**No target has been set**
5. Does this include the whole area or just council operations?  
**Town Council can only operate within the 5 wards**
6. Have they committed to an action plan?  
**No**
7. Has a climate emergency steering group been formed?  
**The Climate Change Topic Team**
8. What date is the action plan due to be written by?  
**N/A**
9. Have local XR representatives been asked for their input on the plan?  
**N/A**  
If that date has passed has an action plan been produced?  
**N/A**
10. Has the action plan been published on the council web page?  
**N/A**
11. If no action plan, has a new date been set?  
**No**
12. Does the action plan call for a Citizens' Assembly?  
**The CCTT are discussing this and will make their recommendation to the Council**
13. If yes, is there a proposed date for that and has a budget been allocated?  
**N/A at this stage**
14. Is the action plan SMART and costed?  
**N/A**
15. Is there regularly reported information available on the council's progress towards net zero targets?  
**No**
16. Is the council graphing their progress to net zero and other targets?  
**No**
17. Has the council committed to divest from fossil fuels (and by when?)  
**N/A**

18. Does the council post minutes of climate emergency steering group on website?

Yes

19. What is the council already doing/ what examples of best practice can we learn from?

20. Has a budget been discussed and set for any climate emergency projects already underway and is there a reserve amount for future projects?

Not at this stage

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> MARCH 2021**

**AGENDA ITEM 13 - ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL PROCEDURES AND PRACTICES**

**REPORT BY TOWN CLERK**

**FOR DECISION**

As part of the Town Council's audit procedures, Members are required to confirm on the Annual Return that they have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement.

A Statement of the Town Council's Internal Controls has been prepared, which identifies the controls that are in place in line with the Town Council's Financial Regulations and Standing Orders. These controls relate to income and expenditure, accounting procedures and engaging the services of both external accountants and an independent internal auditor – **Appendix 1**.

**DECISIONS**

Members are therefore invited to review the procedures and practices that are followed as detailed on the attached Statement of Internal Control.

Following this review, Members are asked to **RESOLVE** that the Town Council's internal control procedures and practices are adequate and operating effectively.

Bognor Regis Town Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for the raising and signing of purchase orders.
2. A scheme of delegation for approval of all items of expenditure (including orders).
3. The total segregation of the accounting function (through the medium of independent external contractors) from those officers authorised to incur expenditure.
4. The separate authorisation for payment of all expenditure.
5. The retention of the "two signature" rule by Councillors for the effecting of all payments.
6. A separate authorisation procedure for incurring expenditure by the use of a corporate Debit Card, subject to strict monetary limits.

Income Controls

1. Sales invoices are raised for all significant sums due to the Council.
2. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
3. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

Further Controls

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained, and overspends duly authorised.

In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> MARCH 2021**

**AGENDA ITEM 14 – TO CONSIDER ALTERNATIVE DATES FOR THE SCHEDULED EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING TO BE HELD ON 22<sup>nd</sup> MARCH AND THE ANNUAL TOWN COUNCIL MEETING TO BE HELD ON 10<sup>th</sup> MAY 2021**

**REPORT BY TOWN CLERK**

**FOR DECISION**

Events, Promotion and Leisure Committee Meeting - 22<sup>nd</sup> March 2021

It has been noted that this meeting clashes with a meeting of the Cabinet at ADC, on which two members of the Committee also serve. It is therefore suggested that the Committee Meeting be moved to either Tuesday 23<sup>rd</sup> or Wednesday 24<sup>th</sup> March, following liaison with the Committee Chairman.

**DECISION**

Do Members **AGREE** to change the date for the Events, Promotion and Leisure Committee Meeting scheduled for 22<sup>nd</sup> March, subject to liaison with the Committee Chairman?

Annual Town Council Meeting - 10<sup>th</sup> May 2021

As set out in Standing Order 5b, and in accordance with the Local Government Act 1972 Sch 12 (7)(2), in a year which is not an election year, the Annual Town Council Meeting shall be held on a Monday in May as the Council decides. At the Online Council Meeting held 7<sup>th</sup> Sept 2020, Members unanimously resolved to approve the calendar of Meetings for January to December 2021 (Min. 276 refers). This included the scheduling of the Annual Town Council Meeting on Monday 10<sup>th</sup> May 2021.

Following the enactment of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 it was necessary for certain temporary amendments to be made to the Standing Orders to enable Online, remote meetings to take place (Reg. 6 refers). The temporary changes, as outlined in the Standing Orders Coronavirus Addendum were agreed by the Town Council and adopted by the Council at its Meeting held 8<sup>th</sup> June 2020. Included in the Addendum was S.O. 3e which allowed Meetings of the Council to be held remotely on dates to be confirmed as required, until 7<sup>th</sup> May 2021, as per Reg. 4.

It would appear from the current published guidance that an “in person” Annual Town Council Meeting on 10<sup>th</sup> May will not be possible, as the current programme for the Lockdown easing does not remove the restriction of a maximum of 6 people meeting in doors, which will become effective again from 17<sup>th</sup> May, to be lifted until 21<sup>st</sup> June 2021.



It is therefore assumed that an extension to the ability to hold remote Meetings beyond 7<sup>th</sup> May will be forthcoming, and the Annual Town Council Meeting can proceed on 10<sup>th</sup> May via Zoom. However, until this happens, the Council needs to make preparations to ensure it can fulfil its obligations and hold its Annual Meeting in May.

However, the Government has stated that it is not currently planning to extend the remote meeting regulations beyond 7<sup>th</sup> May 2021, which is clearly problematic. Along with other local government bodies, NALC is continuing to press for this extension.

It is therefore proposed as an alternative that, if necessary, the Annual Town Council Meeting be brought forward to Tuesday 4<sup>th</sup> May so that it falls within The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and can therefore be held remotely.

It should be noted that a final decision would only be made on the date of the Meeting when further guidance has been issued by Government, but by agreeing to the alternative remote Meeting date of 4<sup>th</sup> May now, Members are ensuring that regardless of any further actions by Government, the Annual Town Council Meeting can proceed in May.

#### **DECISION**

Do Members **AGREE** that, should there be no extension to the deadline of 7<sup>th</sup> May 2021 for remote meetings as permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, the date for the Annual Town Council Meeting should be rescheduled for Tuesday 4<sup>th</sup> May 2021 and the Meeting held remotely?

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> MARCH 2021**

**AGENDA ITEM 15 - TO REAFFIRM THE NOMINATION OF CLLR. BARRETT AS DEPUTY MAYOR 2021/22 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2021, AS AGREED AT THE FULL COUNCIL MEETING HELD 8<sup>th</sup> JUNE 2020 - MIN. 226 REFERS**

**REPORT BY TOWN CLERK**

**FOR DECISION**

Following a Motion put to Full Council at the meeting held 2<sup>nd</sup> September 2019, Members resolved to agree that the Mayoralty Selection Committee be dissolved with nominations for Deputy Mayor being discussed at the March Council Meeting (Min. 98 refers).

At the Full Council Meeting held on 9<sup>th</sup> March 2020, Members unanimously agreed to recommend that Cllr. Barrett be nominated as Deputy Mayor for 2020/21 with the recommendation put before Full Council at the Annual Town Council Meeting (Min. 203 refers).

However, as a result of the Coronavirus pandemic, Members agreed at the Full Council Meeting held 8<sup>th</sup> June 2020 to the cancellation of the 2020 Annual Town Council Meeting, and the resulting postponement of all appointments usually undertaken at that meeting, until May 2021, as permitted under the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. Following the agreed cancellation, Members resolved that the next Annual Town Council Meeting be held in May 2021 and that the nomination of Cllr. Barrett as Deputy Mayor be reaffirmed at the March 2021 Council Meeting (Min. 226 refers).

**DECISION**

Do Members **RESOLVE** to **AGREE** with the recommendation that Cllr. Barrett be appointed as Deputy Mayor for 2021/2022?

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> MARCH 2021**

**AGENDA ITEM 16 - TO RECEIVE AN UPDATE ON WEST SUSSEX  
ASSOCIATION OF LOCAL COUNCILS**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

As Members may recall, this matter was last considered by Council at the Online Meeting held on 2<sup>nd</sup> November 2020 (Min. 306 refers).

At that time, it was understood the AGM would take place on 2<sup>nd</sup> December and Members agreed to support a Motion submitted to that AGM by the Chair of the Mid Sussex Association of Local Councils, 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.

The AGM was then postponed again and eventually took place on 25<sup>th</sup> February 2021 and the meeting was attended by Cllrs. Cunard and Mrs. Daniells on behalf of Bognor Regis Town Council. A copy of the Minutes of the meeting are attached as **Appendix 1**.

Since the matter was last considered by the Town Council the situation has changed and progressed rapidly but before moving on, the following is a reminder of arrangements regarding the District, County and National Associations as follows: -

**National Association of Local Councils (NALC)** - National body that represents the interests of 10,000 local (parish and town) councils in England. NALC works in partnership with county associations to support, promote and improve local councils (<https://www.nalc.gov.uk/>).

**West Sussex Association of Local Councils Ltd (WSALC)** - the body to which the towns and parishes in West Sussex subscribe. Its role is to collect subscription income and ensure that member councils are satisfied with the services provided by SSALC. Its equivalent associations across the rest of Sussex and Surrey are East Sussex Association of Local Councils (ESALC) and Surrey ALC.

**Surrey & Sussex Association of Local Councils Ltd (SSALC)** - The overarching company of which WSALC, ESALC and Surrey ALC are the three shareholders; its main responsibilities are to employ the staff, manage

contracts, set subscription levels and arrange training/events. Staff employed by SSALC Ltd provide response and advice to questions and issues from member councils over an extended day or at weekends if urgency is required (<http://www.sussexalc.org.uk/>).

**District Associations** - under each County Association there are District Associations such as Arun District Association of Local Councils (ADALC) for Bognor Regis Town Council. In other parts of the County these include Mid Sussex Association of Local Councils (MSALC) or Horsham Association of Local Councils (HALC), for example.

On a practical level, in the past when the Town Council needs advice, assistance or training, this is done through Trevor Leggo/Anne Bott and their team at SSALC Ltd. SSALC Ltd are also the organisation that arrange the plethora of training events that Members and staff are offered.

### Recent Events

Prior to the AGM, the Board of WSALC Ltd has pressed ahead with their plans to appoint Hampshire Association of Local Councils as the provider of support and services that are currently provided by SSALC Ltd. At the WSALC Board Meeting on 22<sup>nd</sup> February 2020 the acceptance of an agreement with Hampshire Association of Local Councils (subject to two amendments) was confirmed.

As Members will read in the attached Minutes under item 9, the Chairman of the WSALC Board, Cllr. Oliver, stated that *"...it was always the intention of the WSALC Board to allow the member councils to decide on the Value for Money review. However, as the Surrey ALC had resigned from the SSALC arrangement as from 31st March 2021, the WSALC Board had no option to press ahead and secure a service provider as from 1st April 2021."*

However, at the request of the Chairman of the Surrey Association of Local Councils, the member Councils have also been provided with the following extract from the Minutes of another body - the South East Regional County Association Forum:

*[b] Letter from Chairman of WSALC to all non SSALC Chairmen on SERCAF – Steve Cosser, Chairman of Surrey ALC stated his concern over the letter sent by Terry Oliver which was factually incorrect and a distortion of the present position concerning SSALC. For several months WSALC had made no secret of intending to leave the 'triple alliance' and pursued discussions with Hampshire ALC for provision of services in West Sussex, something that will be decided by the membership. What is a distortion is that Surrey's decision to leave SSALC has brought this about; in fact Surrey's decision was to protect the support for its parishes from 1st April in the face of mounting uncertainty and only taken in the past three weeks.*

Members will also note that the basis of the review which has resulted in the course of action was a "Value for Money Review". However, the report commissioned by the WSALC Ltd Board and as compiled by Prof. Colin Copus, makes little or no reference to value for money and does not have any

comparisons of costs between various options for the provision of services and support.

Member Councils have now been provided with a cost analysis (attached as **Appendix 2**). However, the Board has also included a disclaimer that these figures are only an indication.

Furthermore, the following comments on these figures have been received from the CEO of SSALC Ltd, Trevor Leggo:

*The estimated charge from SSALC for the coming year fails to recognise reduction in costs following surrender of the lease and other contracts, estimated proportion of savings to WSALC in 21/22 = £14,000. So around £61,000 in equivalent terms as a cross charge.*

*It also fails to include a County Officer for WSALC as a presence in the County on top of the HALC quote, say £20k part time plus on cost, so let's say £65k - £70k - where is the saving ?*

*If you give training away it may not be appreciated in the same way as if a modest charge is made and in any event we also offer free sessions eg Chairs Forum, Clerks Forum with guest speakers on relevant topics. Moreover we have only had praise for the training arranged and delivered.*

*Councils will I am sure want to distinguish between cost and value – the latter being the benefits of dealing with a team who know 'where you are located' and have local contacts to step in to assist when needed as opposed to a remote organisation in Eastleigh or Winchester.*

The matter of ongoing training is also somewhat confused as it has been stated that this will be provided free by Hampshire Association of Local Council. However, the Hampshire Association of Local Councils website refers to charging for training so it is unclear as to whether the move away from SSALC could incur charges for training.

There is a great deal of unhappiness across all of West Sussex about how this matter has been dealt with and the undemocratic process that has been followed, as WSALC Ltd is governed by Company law rather than as a democratic body. The Member Councils of West Sussex have therefore had no ability to influence, direct or stop the unilateral actions of the Board.

One option open to all Councils in West Sussex is to not renew their membership of WSALC Ltd. However, it must be noted that by ceasing membership of WSALC Ltd a Council also forfeits its membership of NALC; It is not possible to be a member of NALC without being a member of the local County Association. Furthermore, it is not possible to have more than one Association for a geographical county and you cannot opt to continue membership of NALC by joining an Association outside of the Council's geographical county. Therefore, as long as WSALC Ltd is in existence, if membership of NALC is wanted, there is no option but to renew membership of WSALC Ltd.

If, as is possible, many Councils choose not to renew their membership of WSALC (and thereby of NALC) this will impact on the effectiveness of WSALC Ltd and presumably, with a reduction of subscriptions, may affect the finances in relation to the agreement with Hampshire Association of Local Councils.

Since the AGM, the following has been received from one of the current Directors of WSALC Ltd:

*I note from Today's AGM meeting how the Companies Act frustrates the Democratic Process we are accustomed to as Councillors. I wish to test opinions within the association for the Company WSALC Ltd. to be closed in favour of returning to an Association again as we were when we received services from AIRS. This would mean surrendering our VAT registration and ability to reclaim VAT however I feel it would restore the democratic control we all desire.*

*I would like to have the support of at least 25 member councils to call an EGM and also suggestions for proposals or motions to put on the Agenda.*

*I would also welcome any contrary views or alternate proposals to bring us back together as an association by finding consensus.*

Finally, with regard to any cessation of membership of WSALC Ltd, member Councils have been referred to the Articles of Association which under section 23 - Termination of membership states:

- 1) A member may withdraw from membership of the company by giving to the company in writing not less than three months' notice to expire on or before 31 March in any year.
- 2) Membership is not transferable.
- 3) A local council's membership terminates when that local council ceases to exist.
- 4) A local council's membership terminates on 1 July in any year if the local council fails to have paid in full its subscriptions on or by 30 June (unless the directors upon prior application consider that there are substantial grounds for waiving the requirement).

Therefore, whilst these Articles state the three months' notice is required, if subscriptions are not paid within three months of the renewal date of 1<sup>st</sup> April, membership is terminated anyway.

Subsequent to the AGM there have been further email exchanges which suggest that, as a result of the votes taken at the AGM, the contract with Hampshire will not now proceed although this has not been confirmed.

Members therefore need to agree how they wish to proceed.

Membership can continue with WSALC Ltd and in future any support, service and training will be delivered by Hampshire Association of Local Councils or, another organisation if the suggestion that the Hampshire Contract is not now

progressing proves to be correct. If Members wish to go with this option, then consideration also needs to be given to the suggestion from the WSALC Director as detailed earlier in the report regarding the dissolution of the WSALC Ltd company in favour of the previous "Association" model.

Alternatively, the subscriptions due on 1<sup>st</sup> April 2021 could be withheld and then membership of WSALC Ltd would cease on 1<sup>st</sup> July if the payment was not made in full before that date. Replacement support, services, training etc could be sought from neighbouring County Associations, noting however, that this would result in the membership of NALC ceasing also.

## **DECISION**

How do Members **AGREE** to proceed with regard to the Town Council's membership of WSALC for the year 2021/22?



## WEST SUSSEX ALC LIMITED

2<sup>nd</sup> Floor Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ  
Company No. 08500937 Registered in England

### **Minutes of the Annual General Meeting of the West Sussex Association of Local Councils Limited held on Thursday 25<sup>th</sup> February 2021. Commencing at 10:00am via Zoom**

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#### **AGENDA**

1. **(a) Election of President** – The Vice President, Lord Lytton, advised that the President, Michael Chater, had resigned and that he had been asked to Chair the AGM. He paid tribute to the untiring past service of the out-going President and that the Association had benefitted greatly from his advice, experience, knowledge and good grace. He reported that no nominations had been received for the post of President and that it was a matter for the Members to propose nominations.  
**(b) Welcome by the President** – The Chairman welcomed all to the meeting and asked that any questions be posted via the Zoom chat facility. He recognised that the agenda contained some contentious issues but asked that attendees to be moderate in their language and not criticise any individuals directly. He reminded those attending that only the authorised representatives of their respective local councils may vote. Observers and others may not vote unless a validated proxy had been submitted before the meeting.
2. **Apologies** – none received.
3. **Minutes of the Annual General Meeting held on 3<sup>rd</sup> October 2019 to be approved and signed.**  
The minutes were proposed for approval and signature by Cllr Oliver and seconded by Cllr Bryant. After voting, Members **APPROVED** the minutes and that the Chairman sign them. The votes were 80 in favour, 1 against with 71 abstentions.
4. **Report from the Chairman of West Sussex ALC Limited on the Annual Report for 2019/2020.**  
The Chairman invited the WSALC Chairman, Cllr Oliver, to present his report. Cllr Oliver also joined in the tribute to the past President and regretted that he could not persuade him to stay on. The report was noted.
5. **To Adopt the Accounts for the Year Ended 31 March 2020.**  
The Company Secretary presented the accounts and, after questions, moved that they be accepted. This was seconded by Cllr Jackson. After voting, Members **APPROVED** the accounts. The votes were 72 in favour, 1 against with 74 abstentions.
6. **To note the current Directors appointed by the District Associations.**  
The Chairman referred to the list of WSALC Directors, circulated with the agenda, and advised on the following changes to that list namely:-
  - Michael Warden (Arun District Association) – resigned;
  - Mike Beal (Chichester District Association) – deselected by the Chichester District Association;
  - David Ribbens (Chichester District Association) – deselected by the Chichester District Association;
  - Tim Russell (Chichester District Association) – elected by the Chichester District Association;
  - Charles Britton (Chichester District Association) – elected by the Chichester District Association;
  - Tony Steer (Mid Sussex District Association) – resigned; and
  - Mark Mulberry (Company Secretary) – resigned as Director but remains as Company Secretary.



Cllr Nicklen contested the recent actions of the Chichester District Association to deselect Cllrs Beal and Ribbens and elect Cllrs Russell and Britton. He asserted that the AGM called by that Association contravened the terms of the Companies Act. Cllr Nicklen suggested that WSALC must comply with the Companies Act and he advised the meeting of the Chichester District Association of this. He advised them to call an AGM to appoint Directors to WSALC. He suggested the meeting called by the Association was not a formal AGM and therefore any election of Directors would not be valid. The Chairman stated that he would be guided by the Honorary Solicitor and Company Secretary and asked them to comment. The Company Secretary advised that the terms of the Companies Act would not apply to the Association and that they could elect and deselect as they wish. The Honorary Solicitor agreed that the Association must abide by their own rules and not those of the Companies Act. He confirmed that WSALC must accept the Directors appointed by the District Associations. The WSALC AGM need only note the Directors.

The Chairman advised that Cllr Nicklen's points were recorded and that the meeting noted the revised list of Directors.

**7. Election of Vice Presidents.**

Lord Lytton DL and Dr John Godfrey DL were proposed for re-election. The Chairman advised that, as one of those nominated, it would normally be the case that the President moved to propose the re-election of the Vice Presidents. Given there was no President in attendance, Cllr Oliver proposed the motion and this seconded by Cllr Jackson. After voting, Members **APPROVED** the re-election of Lord Lytton DL and Dr John Godfrey DL as Vice Presidents to WSALC. The votes were 107 in favour, 10 against with 28 abstentions.

**8. Election of Representatives to the National Association 2020/2021** will be proposed as follows:

- i. To elect a representative on the Council of NALC – The Chairman advised that, by convention, it was for the Board to elect the NALC representatives.
- ii. Cllr T Oliver, Cllr M Beal & Cllr L Richardson as voting representatives at the Annual General Meeting of NALC. The Chairman advised that, by convention, it was for the Board to elect the voting representatives at the Annual General Meeting of NALC.

As Chairman of the WSALC Board, Cllr Oliver agreed that this was customary. The Chairman advised the meeting that these nominations were noted.

**9. Any other matters** - The Chairman invited Cllr Oliver to make a statement regarding the special resolutions. He reminded the meeting that only the local council representatives may vote on these resolutions.

Cllr Oliver advised that his statement is made with his personal interpretation of legal advice received and his own understanding of the matters in question. He suggested that, in accordance with section 5.1 of the WSALC Articles of Association, insufficient notice had been given in calling the AGM and that these special resolutions were not legitimate. However, he recognised that it would be a matter for the Chairman to decide if the AGM would allow these special resolutions.

The Chairman advised that he was minded to seek the views of the meeting but would adjourn proceedings to take the relevant advice.

*10:52am – the meeting was adjourned.*

*10:59am – the meeting resumed.*

The Chairman reconvened the meeting and reported that, following advice, he would propose to the meeting that voting representatives decide that special resolutions at 9.1 and ordinary resolution at 9.2 be allowed. This was seconded by Cllr Hind. After voting, Members **APPROVED** that the special resolutions at 9.1 and ordinary resolution at 9.2 be allowed. The votes were 121 in favour, 5 against with 3 abstentions. The Chairman allowed questions from representatives.

Cllr Eastwood paid tribute to the SSALC CEO and officers for their excellent service over the past years and wanted to record his thanks and those from local councils attending the AGM. The Chairman was grateful for these comments.

Cllr Cooper questioned the validity of the AGM making decisions on items 9.1 and 9.2 given they may be subject to a future legal challenge. The Honorary Solicitor advised that any challenge would need to come from the WSALC Board.

Cllr Oliver reiterated his concerns regarding the validity of these resolutions as they not in accordance with sections 5.1 and 5.2 of the WSALC Articles of Association. With regard to the resolutions he advised that :-

- 9.1.1 - On 22<sup>nd</sup> February 2021, the service agreement with the Hampshire ALC was agreed by the WSALC Board. This information was sent to member councils;
- 9.1.2 - he is in contact with the East Sussex ALC, has held two Zoom meeting with them and has drafted a Memorandum of Understanding promoting a close and collaborative working relationship between the two County Associations; and
- 9.1.3 – it is not for this AGM to determine the election of Chairman and Vice Chairman. This is a matter reserved to the Board of Directors.

Cllr Bangert asked if the proposed amendments to the service agreement with the Hampshire ALC had been agreed. She also criticised the Board's lack of communication with the member councils. Cllr Oliver reported that these final amendments had not been agreed to date. He also stated that it was always the intention of the WSALC Board to allow the member councils to decide on the Value for Money review. However, as the Surrey ALC had resigned from the SSALC arrangement as from 31<sup>st</sup> March 2021, the WSALC Board had no option to press ahead and secure a service provider as from 1<sup>st</sup> April 2021. He referred to section 5.1. of the Articles of Association and reminded those attended that any 25 member councils could have invoked section 5.1. to convene an extraordinary meeting anytime from July 2020. This had not been so invoked. He also regretted the personal animosity from certain member councils to the Board, but it was the fiduciary duty of the WSALC Directors to seek best value for the member councils.

The Chairman advised that he would now move to the votes.

**9.1 Special Resolutions** - to be voted upon in accordance with the articles of association para 5.1 and Companies Act 2006 Section 283.

The following resolutions were voted on as special resolutions only: -

1. The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution not to purchase governance services from the Hampshire Association of Local Councils. The resolution was proposed by Cllr Hind and seconded by Cllr Tait. After voting, Members **APPROVED** the special resolution at 9.1.1. The votes were 136 in favour, 7 against with 6 abstentions.
2. The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution to work with the East Sussex Association of Local Councils to re-establish a Sussex Association and to receive joint governance arrangements through a single service. The resolution was proposed by Cllr Beaton and seconded by Cllr Stafford. After voting, Members **APPROVED** the special resolution at 9.1.2. The votes were 138 in favour, 3 against with 8 abstentions.
3. The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution to appoint a new Chairman and Vice Chairman of WSALC. The resolution was proposed by Cllr Beaton and seconded by Cllr Stafford. After voting, Members **APPROVED** the special resolution at 9.1.3. The votes were 134 in favour, 2 against with 9 abstentions.

**9.2 Ordinary resolutions** - per the Companies Act 2006 these need to be voted and passed by 50% of the membership present at the meeting and entitled to vote.

The Chairman advised that he was aware that Cllr Beal had been de-selected by the Chichester District Association as a Director to WSALC and therefore could no longer be their Vice Chairman. He was also mindful of the legal challenge as noted at agenda item 6. However, the meeting had decided, with the resolution at 9.1, that ordinary resolution 9.2 could proceed. He invited Cllr Oliver to make a statement.

Cllr Oliver stated that :-

- he had advised the WSALC of his future retirement plans and it would be his intention to not attend the next WSALC Board meeting;
- the resolution at 9.2 was invalid. He referred to section 168 of the Companies Act which describes a strict process and procedure to remove a standing Director. He suggested that insufficient notice had been given and that this resolution was therefore invalid;
- Board Directors were entitled to receive a personal notice of any proposed removal from office. He suggested that no notice had been given and that this resolution was therefore invalid.;
- The resolution was composite to remove multiple Directors and that there should be a resolution for each Director to allow them the opportunity to defend their position; and
- The Company Secretary did not have the authority of the WSALC Board to act independently. The Board did not give the Company Secretary any instruction to add this resolution to the agenda. He did recognise that it was the right of the Chairman to ask the AGM to move the motions.

The Chairman advised that there was a clear and unequivocal wish of the meeting to vote on resolution 9.2.1 and he must give effect to this. If there is a legal defect relating to the validity of the resolution, then this is a matter for the AGM to bear in mind, not the Chair who cannot give legal advice. The Honorary Solicitor agreed and stated that, as before, it is for the AGM to decide, but the WSALC Board may choose to challenge this decision later. The Chairman moved to vote on the resolution.

1. That Terry Oliver and Michael Beal be removed from office as directors of the Company with immediate effect 25th February 2021. The resolution was proposed by Cllr Beaton and seconded by Cllr Stafford. After voting, Members **APPROVED** the special resolution at 9.1.3. The votes were 130 in favour, 5 against with 16 abstentions.

The Chairman advised that this concluded the AGM and thanked all for attending. He reminded those attending that the WSALC Board had spent a considerable amount of time preparing for the best value review and that it should not be assumed they were acting in bad faith. He paid tribute to their hard work to date. He stressed the need for local democracy with a clear focus and objective to (a) the democratic process including representation at NALC and (b) how services are procured; both were important.

In closing, the Chairman reminded member councils that, as Vice President, both he and Dr John Godfrey stood ready to assist where needed.

The meeting closed at 12:05pm.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> MARCH 2021**

**AGENDA ITEM 17 - ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS  
UPDATE**

**REPORT BY TOWN CLERK**

**FOR DECISION**

Members are asked to note that the last meeting of ADALC was held in February 2020.

ADALC appoints two Members to the Board of Directors for WSALC and as a result of the recent activities regarding WSALC, and the fact that there has not been a meeting called for more than a year, the Town Council was approached by other Town and Parish Councils in the Arun District to support the calling of an Extraordinary General Meeting (EGM).

Following liaison with the Mayor and the Chairman of the Policy and Resources Committee, the calling of an ADALC EGM was supported under Delegated Authority, due to the timing of the meeting.

**DECISION**

Members are asked to **RATIFY** the calling of the ADALC EGM.

It has now been confirmed that the meeting will be held on Friday 5<sup>th</sup> March and Cllr. Mrs. Daniells, as one of the appointed representatives to ADALC, has confirmed that she can attend.

**BOGNOR REGIS TOWN COUNCIL  
ONLINE TOWN COUNCIL MEETING - 8<sup>th</sup> MARCH 2021**

**AGENDA ITEM 18 - REGENERATION INCLUDING: - TO NOTE BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 27<sup>th</sup> JANUARY 2021 (IF AVAILABLE); ADC PLACE ST MAUR CONSULTATION AND CONSIDERATION OF ANY RESPONSE**

**REPORT BY THE TOWN CLERK**

**FOR INFORMATION  
& DECISION**

**Bognor Regis Regeneration Board**

At the time of issue, the Minutes of the last meeting of the Regeneration Board on 27<sup>th</sup> January have not been circulated, but if published before the Meeting their circulation will be noted.

**DECISION**

To **NOTE** the publication of the Minutes of the Regeneration Board held 27<sup>th</sup> January 2021 (if available).

**ADC Place St Maur Consultation**

After a successful funding bid to Coast to Capital, the Arun District Council has been provisionally awarded a £1.2 million grant to completely revive Place St Maur, transforming it into an attractive and welcoming space.

The Coast to Capital grant, which has been agreed in principle, is set to fund a project to create a stronger connection between the Esplanade and Town Centre to raise its appeal to local people and tourists alike. Early proposals include water jets, a creative lighting scheme and modern seating areas to encourage people to relax and enjoy the setting.

Experienced design consultants LUC were appointed to prepare design proposals and support the Council in delivering the preferred scheme. Initial proposals have now been drawn up and these were unveiled to the public on 11<sup>th</sup> February 2021 as part of a public consultation that will run until 8<sup>th</sup> March 2021. The designs for the site focus on keeping the space as flexible as possible so that events can be held but keeping it attractive and interesting so that it will be a popular space to visit all year round.

The consultation can be viewed, and a questionnaire completed, via the Arun District Council website and at [www.lucmaps.co.uk/Place](http://www.lucmaps.co.uk/Place). Anyone unable to access the consultation online can call 01903 737500 to request a paper copy of the plans and questionnaire.

To enable Council to formulate any response to this consultation, Members are asked to email their comments to the Town Clerk by **9am on Monday 8<sup>th</sup> March** to allow comments to be collated and a Council response submitted.

**AGENDA ITEM 19**

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> MARCH 2021**

**AGENDA ITEM 19 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR  
CLLR PHIL WOODALL FROM 4<sup>th</sup> JANUARY - 8<sup>th</sup> MARCH 2021**

**REPORT BY CIVIC OFFICE**

**FOR INFORMATION**

- Wednesday 03.02.21 : Virtual Local Chairman's Networking Mtg
- Thursday 18.02.21 : Official Opening of LIDL Store, Unit 1, Newlands Road, Bersted
- Monday 01.03.21 : Recording of 'Mayor's Message' for University of Chichester students 'A Day in the Arts' virtual Event (on behalf of Rox)
- Tuesday 02.03.21 : BR Regeneration Board presentation to Town Council re Place Branding (virtual)

**BOGNOR REGIS ONLINE TOWN COUNCIL MEETING  
8<sup>th</sup> MARCH 2021**

**AGENDA ITEM 21 - CORRESPONDENCE**

**FOR INFORMATION**

1. WSCC - Top tips for businesses to survive... and hopefully grow.... in 2021
2. Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund
3. WSCC - Bus pass rules relaxed to help people get to early-morning COVID-19 vaccinations - circulated to Councillors and in E-Bulletin
4. VAAC - Training and Events Survey 2021
5. Member of the public asking where parking discs can be purchased
6. WSCC - Completed: £64,000 programme of improvements for pedestrians - circulated to Councillors
7. VAAC Weekly updates - circulated to Councillors
8. NALC Coronavirus Update also sent by SALC
9. WSCC - Cabinet – 22 January 2021 - agenda
10. ADC - Weekly Briefing
11. Email from a member of the public House of Commons Library research briefing about the Towns Fund was announced by the Ministry of Housing, Communities and Local Government in July 2019
12. British Red Cross Hardship Fund information
13. NALC - Job Vacancy
14. The Regis School Newsletter
15. VAAC - Training and Events Survey 2021 - circulated to Councillors
16. Neighbourhood Alert - Weekly bulletin - circulated to Councillors and on social Media
17. Neighbourhood Alert - We Need To Stay Strong Work Together and Protect Each Other - circulated to Councillors
18. NALC - Chief Executives Bulletin
19. WSCC - West Sussex COVID-19 News – Vaccines update - Business help - Skills courses - and more - circulated to Councillors
20. Arun Business Partnership - January Newsletter
21. NHS, Social Care and Frontline Workers' Day - 5TH JULY 2021
22. SSALC Newsletter January 2021
23. NALC Online Events
24. Marketing information from a Grounds Maintenance Service
25. WSCC - More than 20,500 potholes repaired in 2020 - circulated to Councillors
26. Local Authority important Census 2021 update - circulated to Councillors and relevant information on social media
27. WSCC - Cabinet – 22 January 2021 – To Follow papers
28. Arun District Council - Weekly Briefing 21.1.2021 - circulated to Councillors also amended version with correct pdf sent later
29. WSCC - Steps forward in £2.3million boost for cycling and walking in West Sussex
30. Sussex by the Sea - FW: All on Board latest Updates and Zoom chat link for Friday 22.01.21 - circulated to Councillors
31. Parish Online Newsletter - Welcome Back
32. WSCC - Winter Fuel Hardship Support - new additional resource - circulated to Councillors
33. Stonepillow January Newsletter

34. NALC - Chief Executive's Bulletin
35. Neighbourhood Alert - Arun Weekly Bulletin 22/01/2021 - circulated to Councillors and on Social Media
36. Tsunami Explorer Scout Unit - letter of thanks for Grant Aid success
37. The Office of the Sussex Police and Crime Commissioner - The impact of policing Covid - circulated to Councillors
38. West Sussex COVID-19 News – Coronavirus update - budget news and more - circulated to Councillors
39. CPRE - A ticket out of isolation for my community
40. WSCC - Bestselling authors to join West Sussex Libraries Online
41. Marketing information - Helping Town Councils considering a new playground or sports facility
42. VAAC - Could you be our new Development Team Lead? Job Vacancy at VAAC
43. Local Councils Update Issue 247 January 2021
44. WSCC - Successful bidders announced for highway improvement contracts worth up to £15million
45. NALC - Online Events Why representation in local councils matters -Leaders talk: Building back resilient communities - circulated to Councillors
46. SSALC - Briefing Note from Sussex Police - circulated to Councillors
47. Neighbourhood Alert - New Police Enforcement Unit Target Criminals Sussex Roads 26/01/2021 - circulated to Councillors and on social media
48. Member of the public - House of Commons Library research briefing about the Towns Fund was announced by the Ministry of Housing, Communities and Local Government in July 2019
49. WSCC - JWAAC - 22 February 2021 - CANCELLED - circulated to TC Representative
50. WSCC - New West Sussex Director of Public Health will help lead pandemic response - circulated to Councillors
51. Neighbourhood Alert - Design A Croods 2 Inspired Treehouse and Win It For Your Local Community 26/01/2021 - circulated to Councillors and on social media
52. NALC - Leaders talk: Building back resilient communities
53. Aldingbourne PC - email ref WSALC
54. Click It Local - Webinar: Friday 29th January - forwarded to BR BID
55. what3words for vaccination centres
56. NALC - Coronavirus update (also same email via SALC)
57. SSALC - Section 137 2021-22
58. VAAC - weekly updates
59. PSN - The latest from the UK's largest Public Sector Network
60. CAGNE - Gatwick Airport 2nd Runway
61. Neighbourhood Alert - Warning Criminals Continue To Take Advantage of Coronavirus Vaccine Roll-Out As Phishing Email Reports Soar circulated to Councillors and on Social Media
62. Arun District Council - Weekly Briefing - circulated to Councillors
63. Neighbourhood Alert - Resources For Raising Awareness about Vaccine Fraud 28/01/2021 - circulated to Councillors
64. The Regis School Newsletter
65. Census2021 - Newsletter for Local Authority Partners Issue 13
66. Neighbourhood Alert - FAQs about the Covid 19 vaccine - circulated to Councillors and on social media
67. NALC - Chief Executives Bulletin
68. The Office of Sussex Police and Crime Commissioner - Scrutiny panel backs more investment for Sussex Police - circulated to Councillors



69. Neighbourhood Alert - Online Dating Scams Have Increased During the Covid-19 Pandemic 31/01/2021 - circulated to Councillors
70. Funding Focus - February 2021 Edition of VAAC's monthly fundraising newsletter
71. Local causes pushed to partner up with their local co-operative
72. Email from the Sun newspaper regarding the posters of their front page on Bognor Regis seafront.
73. NALC - Why representation in local councils matters - circulated to Councillors
74. Citizens Online - Free Helpline For Help with Digital Skills to Reduce Isolation - Circulated to Councillors and on social media and E-Bulletin
75. Neighbourhood Alert - Soaring Prices For Pets During Lockdown Has Seen A Rise In Theft Nationally 01/02/2021 - circulated to Councillors and on social media
76. Email from a member of the public re toilets on seafront - forwarded to ADC with permission
77. CAGNE - Green Jobs for the Gatwick Area
78. VAAC - Zoom Fundraiser Network Meeting – Gift Aid – Are you claiming it?
79. SGN - A27 Chichester bypass emergency work - circulated to Councillors
80. ADC - Travellers Littlehampton - circulated to Councillors
81. Befriending Groups and Community Volunteers - Free webinars on Bereavement and loss awareness
82. Arun District Council - Weekly Briefing - circulated to Councillors
83. St Wilfrid's Hospice eNews February 2021
84. NALC - Leaders talk: Building back resilient communities - previously circulated to Councillors
85. Neighbourhood Alert - Our News Newsletter - Feb Edition - circulated to Councillors and on social media
86. VAAC weekly updates - circulated to Councillors and on social media
87. NALC - Job Vacancy - Bedfordshire
88. Neighbourhood Alert - Arun - Catalytic Converter Thefts 04/02/2021 - circulated to Councillors and on social media
89. WSCC - On course to complete more than £19million worth of road and footway improvements by April - circulated to Councillors
90. Arun District council amended Covid Briefing - circulated to Councillors
91. SSALC Chairs Networking Forum
92. NALC Coronavirus Update
93. SSALC Coronavirus Update
94. WSCC - West Sussex County Council: Met Office Level 3 Cold Weather Alert - circulated to Councillors
95. Census 2021 Newsletter for Local Authority Partners Issue 14
96. Coming up ..... The Sussex Snowdrop Trust
97. Neighbourhood Alert Arun Weekly Bulletin - circulated to Councillors and on social media
98. Office of the Sussex Police and Crime Commissioner - Greater protection for stalking victims - circulated to Councillors
99. NALC - Chief Executives Bulletin
100. West Sussex COVID-19 News – Vaccine scams - help for over 50s - free school meals and more- circulated to Councillors
101. CPRE Star Count is live!
102. WSCC - Coming to a screen near you... season two of West Sussex Unwrapped
103. VAAC - Training and Events Survey 2021 - 1 week to go
104. CORRECTION - Understanding and Supporting LGBTU+ Young People
105. Email from a member of the public to Cllrs Stanley and Needs ref bed bugs in her home and Cllr Stanley's response

106. SGN - Keeping our communities safe and warm this winter
107. Arun Tourism - All on board Friday network meetings for February
108. SSALC Functions in West Sussex
109. WSCC Your Town and Parish Council News - Budget news - Grants available - and more - circulated to Councillors
110. NALC Why representation in local councils matters - previously circulated to Councillors
111. CCLA - FW: Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund
112. WSCC - Digital training sessions on the rise: extra workshops added in council's Recover and Rise programme for businesses in West Sussex
113. CPRE - Join the CPRE Sussex Festival of Spring
114. NALC - How are local councils vital to community recovery? Building back resilient communities - previously circulated to Councillors
115. SSALC - Chairman's Forum: slides and recording
116. Arun District Council - Town & Parish Briefing re Covid-19 - 10.2.21 - circulated to Councillors
117. Member of the public - walking in England website marketing
118. West Sussex County Council: Met Office Level 3 Cold Weather Alert extension - circulated to Councillors
119. WSCC - Improvements for pedestrians and energy efficiency with an upgraded pedestrian crossing - circulated to Councillors
120. Neighbourhood Alert - Incident Information from WSCC Resilience and Emergencies Team 10/02/2021
121. Neighbourhood Alert - Covid 19 Nhs Organised Home Visits 10/02/2021 - circulated to Councillors and on social media
122. Neighbourhood Alert - Do You Know Who Can See Your Data on the Alert System?
123. VAAC - Weekly Updates - circulated to Councillors
124. Arun District Council - All On Board Meeting & info
125. NHW & Speed Wheelie bin stickers - marketing information
126. CENSUS 2021 - Social Media
127. West Sussex County Council: Met Office Level 3 Cold Weather Alert extension - circulated to Councillors
128. Project Sunrise : Presentation Video
129. NALC - Chief Executives Bulletin
130. West Sussex COVID-19 News – Vaccines - symptom-less testing - our budget and more - circulated to Councillors
131. Bitcoin-Related Scam Emails 12/02/2021 - circulated to Councillors and on social media
132. the Census Is Coming on 21st March 2021 14/02/2021 circulated to Councillors and on social media
133. NALC - job vacancy
134. Cabinet – 23 February 2021 - agenda
135. National Anpr Survey Have Your Say 15/02/2021 circuated to Councillors and on social media
136. NALC - Job vacancy
137. CCLA - Cash Article - With your cash reserves now earning less extra prudence is required
138. Newsletter for Local Authority Partners Issue 15
139. NALC - Why representation in local councils matters - previously circulated to Councillors

- 140.** Thanks received from organisers of Bognor Pride and Birdman in response to decision taken by Members at P&R Meeting held 19th January in relation to Grant Aid funding
- 141.** Panodyne Antigen Rapid Test Kit - marketing information
- 142.** Family Support Worker Vacancies - Arun and Chichester Early Help
- 143.** Town and Parish Council News Special - Take part in our communications survey - circulated to Councillors
- 144.** Neighbourhood Alert - Arun Weekly Bulletin 17/02/2021 - circulated to Councillors and on social media
- 145.** CPRE - Rural bus services petition
- 146.** VAAC - weekly bulletin
- 147.** SSALC - Borrowing Approval Applications
- 148.** ADC - Weekly Briefing - circulated to Councillors
- 149.** NALC - Chief Executives Bulletin
- 150.** Neighbourhood Alert - Have your say on dog thefts - circulated to Councillors and on Social Media
- 151.** 'Developing West Sussex Experiences' - Your invitation to an Interactive Workshop, Wednesday 24 February
- 152.** Census 2021 - Newsletter for Local Authority Partners Issue 16
- 153.** The Office of the Sussex Police and Crime Commissioner Have your say on dog thefts
- 154.** NALC - Why representation in local councils matters - reminder
- 155.** Chestnut Tree House Newsletter
- 156.** Littlehampton Town Council newsletter Spring 2021
- 157.** Neighbourhood Alert - Arun Weekly Bulletin 22/02/2021 - circulated to Councillors
- 158.** NALC - Job Vacancy
- 159.** Bognor Regis BID AGM invitation
- 160.** West Sussex Fire and Rescue Service - Smoke alarm advice following house fire - circulated to Councillors
- 161.** West Sussex Mind - Autism Professionals Programme - new courses and spaces available!
- 162.** NALC Coronavirus Update
- 163.** CAGNE - Night Flight Consultation
- 164.** Public Sector Network Newsletter - February 2021
- 165.** Arun District Council Weekly Briefing - circulated to Councillors
- 166.** Member of the public re: Unprovoked dog on dog attack
- 167.** VAAC - weekly updates - circulated to Councillors
- 168.** Parish Online Newsletter - February Edition
- 169.** NALC launches Star Council Awards 2021
- 170.** WSCC - Health leaders urge residents to play their part in lockdown exit - circulated to Councillors
- 171.** Email from member of the public - Steyne Gardens turfed over - asking for comment
- 172.** Arun District Council - Friday Network Chat with All On Board / Experience West Sussex
- 173.** SALC - Armed Forces Community- Opportunity to work for the NHS
- 174.** Alert Survey Results and A Request For Your Help 25/02/2021 circulated to Councillors
- 175.** Census 2021 - Newsletter for Local Authority Partners Issue 17

- 176.** Sussex by the Sea useful business news: Visit Britain guidance on re-opening; Extra Reassurance stamp for Good to Go scheme; Arun Business Partnership Grants Update and Developing Experiences events
- 177.** NALC - Chief Executives Bulletin
- 178.** Home-Start's former Chairman Pete Crowe has died. Press release.
- 179.** Email from a member of the public regarding rubbish in a garden
- 180.** WSCC - Newly published decisions
- 181.** Sussex Police and Crime Commissioner - Working in partnership to tackle business crime - circulated to Councillors
- 182.** CPRE - Thanks for taking part in our star count! And more news about events...
- 183.** WSCC - West Sussex COVID-19 News – Roadmap out of lockdown - vaccines - and more
- 184.** Neighbourhood Alert - Do Not Get Caught Out By A Covid-19 Vaccination Scam 28/02/2021 - circulated to Councillors and on social media
- 185.** Funding Focus - February 2021 Edition of VAAC's monthly fundraising newsletter - circulated to Councillors
- 186.** NALC - Job Vacancy
- 187.** BR BID Coronavirus Update: 1st March 2021
- 188.** TOWN & PARISH COUNCILS - West Sussex Libraries Census Support Service
- 189.** Local Councils Update Issue 248 March 2021
- 190.** NALC - Coronavirus Update

## AGENDA ITEM 22

### BOGNOR REGIS TOWN COUNCIL ONLINE TOWN COUNCIL MEETING - 8<sup>th</sup> MARCH 2021

#### AGENDA ITEM 22 - PICTUREDROME SITE UPDATE INCLUDING: -

- DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION
- A.G.M. OF THE BOGNOR PIER COMPANY LTD. - TO ADOPT THE ACCOUNTS YEAR ENDED 31<sup>st</sup> DECEMBER 2020 AND TO NOTE THE DIRECTOR'S REPORT
- TO NOTE RECEIPT OF THE £16,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD (FINAL PAYMENT 2020)

#### DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

**Cinema Theatre Association** - a copy of the Picture House Magazine No. 45, for 2020 has been received, which is available for Members to view if required.

**Cinema Theatre Association** - a copy of the Bulletin Magazine Vol 55 No.1 for January/February 2021 has been received, which is available for Members to view if required.

**Balance Sheet for The Bognor Pier Company Ltd** - a copy of the detailed Balance Sheet up to and including 31<sup>st</sup> December 2020 will be copied to Councillors for information under separate cover.

**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.

**Proposed Monthly Budget for year ending December 2021** - further information in relation to this matter will be given at the meeting. However, as this deals with individual annual rental payments, which are not a matter of public record, this item will therefore be dealt with under confidential business.

**Remedial works and redecoration of the central tower and ancillary areas** - Members were apprised of the progress of remediation and redecoration work at the Picturedrome cinema at the Full Council meeting on the 4<sup>th</sup> January 2021. Since the last report the works are all but complete, however further unforeseen work has been identified requiring urgent repair.

Details of the unforeseen work and ancillary costs are included below: -

#### Further Revision to Contractors Costs for Remedial and Redecoration Work at the Picturedrome cinema

Members will recall that unforeseen works were required to secure the lead flashing to the turret. Whilst completing this work, loose and rotted woodwork was identified above the lead flashing, which required immediate repair. The

## AGENDA ITEM 22

estimate for this work amounts to **£480** plus vat including removing and repairing rotted wood and redecoration.

Whilst repairing the turret the contractor identified several missing and cracked red roof tiles. The tiles can only be accessed by scaffolding and some were loose and in danger of falling. Urgent action was required to replace the cracked and missing tiles estimated at **£1,090** plus vat.

### Revised Net Costs of Remedial and Redecoration Work

Previously reported net cost of remedial and redecoration work = £45,370 + vat

Additional unforeseen work (£480 + £1,090 plus vat) = £1,570 + vat

Net revised contract sum = £46,940.00 plus VAT

(£2,410 less than the contract sum reported within the 2<sup>nd</sup> November report to Full Council).

### **DECISION**

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

**1b Linden Road** - Members are advised that an item of a contractual nature relating to the site will be reported under confidential business.

### **A.G.M. OF BOGNOR PIER COMPANY LTD. - TO ADOPT THE ACCOUNTS YEAR ENDED 31<sup>st</sup> DECEMBER 2020 AND TO NOTE THE DIRECTOR'S REPORT**

Members are invited to **ADOPT** the accounts, copied to Councillors under separate cover and to **NOTE** the Director's Report.

### **DECISION**

Members are invited to **ADOPT** the accounts for year ending 31<sup>st</sup> December 2020 and to **NOTE** the Director's Report.

### **TO NOTE RECEIPT OF THE £16,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FINAL PAYMENT 2020)**

Members are advised that £16,000 Management Fee has been received from The Bognor Pier Company Ltd. and is being paid into the Town Council's account.

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

## AGENDA ITEM 22

### **DECISION**

Members are asked to **NOTE** receipt of the £16,000 Management Fee received from The Bognor Pier Company Ltd (final payment 2020).

**Disabled Access Ramp** - Members are advised that an item of a contractual nature relating to this matter will be reported under confidential business.