



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place at the **Jeneses Community Centre, 45 Linden Road, Bognor Regis** at **6.30pm on MONDAY 6th SEPTEMBER 2021.**

All Members of the Town Council are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted, as set out hereunder.

An opportunity will be afforded to **Members of the Public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of the Town Council.)

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

Prior to the commencement of the Meeting new appointments of the Mayor's Cadets will take place including presentation of badges and certificates

PLEASE NOTE THE VENUE

TOWN CLERK

DATED THIS 31st DAY OF AUGUST 2021

AGENDA AND BUSINESS

1. Welcome by Town Mayor 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 adjourn the Meeting and welcome a representative from Sussex Police to provide a report on local policing (if available)
4. To APPROVE the Minutes of the Council Meeting held on 5th July 2021
5. Reports from WSCC County and ADC District Councillors
6. Written Questions from Councillors
7. Adjournment for public question time and statements
8. To consider any written dispensation requests received from Town Councillors
9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 9.1 **Policy and Resources Committee Meeting of 2nd August 2021** with resolutions, recommendations and reports including: -
 - Adoption of Terms of Reference for the Events, Promotion and Leisure Committee; Allotments Sub-Committee; Community Engagement and Environment Committee; Bognor Regis in Bloom Working Group; Beach & Sea Access Topic Team; Youth Provision Steering Group; and Climate Emergency Focus Group - Min. 35 refers
 - Adoption of the LGA Code of Conduct with the inclusion of the Town Council's current Code of Conduct Appendices 1 to 5 - Min. 38 refers
- 9.2 **Community Engagement and Environment Committee Meeting of 9th August 2021** with resolutions, recommendations and reports including: -
 - Additional appointment of Mr. P. Dillon and Mr. D. Meagher as co-opted members of the Bognor Regis in Bloom Working Group for the Municipal Year - Min. 28
 - To formally commit in principle to supporting beach access for Bognor Regis, subject to a review should any new ideas or proposals come forward and if BRTC will offer any financial support to the project either capital, revenue or operational - Min. 31
- 9.3 **Planning and Licensing Committee Meeting of 31st August 2021** with resolutions, recommendations and reports
- 9.4 **Events, Promotion and Leisure Committee Meeting of 19th July 2021** with resolutions, recommendations and reports
10. 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

11. To consider a further date for a COVID seminar
12. Delegated decisions including: -
 - Planning and Licensing
 - Changes to meeting dates
 - To ratify expenditure for meeting venue hire
13. To consider future meeting venues
14. Councillor Vacancy including: -
 - To note the resignation of Cllr. Ms. Sharples
 - To note the proposed By-Election date of 14th October 2021
 - To ratify the decision to issue polling cards for the By-Election and the associated expenditure
 - To appoint a new Vice-Chairman to the Community Engagement and Environment Committee
15. To note the change of dates for the November Policy and Resources Committee and the Budget Policy and Resources Committee Meeting
16. Notice of Motion - S.O. 9 - Proposed by Cllr. M. Stanley: ***This Council acknowledges the importance of the Bognor Regis gateway location (Picturedrome/Train Station and Reynolds Building area) and notes the considerable investment already made here, £600k on Station Square, £500k Station Road public realm improvements and £2m on the railway station. This area has also seen further improvements more recently with the opening of 'The Track', the relocation of Heygates Bookshop and the significant improvements underway at the Picturedrome Cinema. This Council believes the Bognor Regis gateway location is a key area within the town centre and it is vitally important to present the right tone when welcoming both visitors and residents alike to the town centre. Therefore we resolve to write to WSCC requesting they explore a pedestrianised or shared-space area for the junctions in and around the Bognor Regis gateway location. This Council further resolves to write to ADC, the Bognor Regis BID and the Bognor Regis Regeneration Board for their support in this project.***
17. To consider approval of absence from Meetings for Cllr. Miss. C. Needs due To Covid-19 implications
18. To note the List of Payments and Transfers made in [June](#) and [July](#) and to note the [balances, bank reconciliations and financial reports](#) (August 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 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
19. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board Annual General Meeting held on 21st July 2021 (if available)
20. Town Mayor's Report and duties undertaken
21. Town Crier's Report and duties undertaken

22. Reports from Representatives to other organisations
23. To receive Correspondence
24. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification
 - To note receipt of the £9,000 Management fee from The Bognor Pier Company Ltd (first quarter payment 2021)
 - To note matters of a contractual nature in relation to the site

Agenda item **24** will contain confidential items and require a resolution to exclude public & press.



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 5th JULY 2021

PRESENT:

Cllrs: J. Barrett, J. Brooks, A. Cunard (until Min. 59), Mrs. S. Daniells (until Min. 59), J. Erskine (from Min. 43), S. Reynolds (until Min. 59), W. Smith, M. Stanley, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
No members of the public

The Meeting opened at 6.30pm

35. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

In the absence of the Mayor, the Deputy Mayor Cllr. Barrett chaired the meeting and welcomed all those present before reading the Council's opening statement.

As the Deputy Mayor was to act as Chair for the meeting, Members **AGREED** that Cllr. Mrs. Warr should act as Vice-Chairman for this meeting.

The Town Clerk gave apologies for Cllr. Batley who was working, Cllr. Goodheart who was on annual leave, Cllr. Jones due to another commitment, Cllr. Miss. Needs owing to COVID restrictions, Cllr. Ms. Sharples due to family commitments, and Cllr. Mrs. Staniforth who had another meeting.

No apologies had been received from Cllr. Erskine.

The Chairman informed Members that as it was 'NHS, Social Care and Frontline Workers' Day', to mark the 73rd anniversary of the creation of the NHS at 8pm there would be "Clapping for our Heroes" together with the ringing of Church Bells. The Chairman stated that he hoped that, if possible, the meeting could conclude before 8pm to allow those who wished to take part, to do so with their families at home. However, if the meeting did not conclude before 8pm, there would be a brief adjournment so that those who wished to, could take part in the national clap.

36. **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.

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. Brooks declared an Ordinary Interest in Agenda item 22 as a non-charging supplier to the tenant of the Picturedrome Cinema

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 22, as the tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 22 was discussed

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 22, as an employee of the Picturedrome Cinema, and stated that she would not take part in the discussion and would leave the Meeting when Agenda item 22 was discussed

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 22, as an employee of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 22 was discussed

Cllr. Stanley declared an Ordinary Interest in Agenda item 17 as he was the interim Vice-Chairman of the Bognor Regis Regeneration Board and also a Member of the Levelling Up Working Group

37. TO ADJOURN THE MEETING AND WELCOME A REPRESENTATIVE FROM SUSSEX POLICE TO PROVIDE A REPORT ON LOCAL POLICING (IF AVAILABLE)

Before moving to any adjournment, the Town Clerk informed Members that an offer has been made - via a third party - for Insp. Carter of Sussex Police to address Members, and the public, specifically on policing in the Town Centre.

This offer had come about following concerns raised by a business owner in the Town Centre and a rise in incidents in the BID area. The business owner had approached the BID asking for a meeting of all BID area business owners at which Insp. Carter can address these concerns, but this did not progress.

The business owner therefore approached the Town Council to arrange such a meeting. However, any such meeting would have to be facilitated by the BID as the Town Council would not have access to contact details to ensure all businesses in the BID were made aware of the meeting.

The only alternative would therefore be for Insp. Carter to speak at a Council Meeting with a wider address to the general public rather than just the business owners.

Bearing in mind that the Town Council regularly receives the reports from the local Policing Team (if Officers are available) on local matters, Members were invited to consider if Insp. Carter specifically should be invited to attend a future Council Meeting to speak about Town Centre issues.

Following a brief discussion, it was **AGREED** that it would not be necessary to invite Insp. Carter to a meeting as it was felt that this should be the responsibility of the BID and it would take Insp. Carter away from operational duties, at a time when policing is stretched and has greater priorities.

Unfortunately, it had not been possible for a representative from Sussex Police to attend the meeting and, therefore, no adjournment was necessary.

38. TO APPROVE THE MINUTES OF THE ONLINE ANNUAL TOWN COUNCIL MEETING HELD ON 4th MAY 2021 AND SPECIAL COUNCIL MEETING HELD ON 28th JUNE 2021

The Minutes of the Online Annual Town Council Meeting held on 4th May 2021 and Special Council Meeting held on 28th June 2021 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

39. REPORTS FROM WSCC COUNTY AND ADC DISTRICT 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 but unfortunately neither had responded.

A Member advised the Meeting that Cllr. Oppler had informed her that he would do his best to attend but he had other commitments.

40. WRITTEN QUESTIONS FROM COUNCILLORS

The Chairman invited Cllr. Stanley to read the question he had submitted in accordance with the requirements. However, Cllr. Stanley advised that, due to the length of the Agenda, he would withdraw his question to Cllr. Mrs. Staniforth and would instead circulate the question, and the response received, via email to all Councillors.

41. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Deputy Mayor advised Members that no correspondence had been received from members of the public prior to the meeting and with no public present, no adjournment was necessary.

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

The Town Clerk's report was **NOTED**, and Members **GRANTED APPROVAL** of the written dispensation request received by the Town Clerk for Cllr. Reynolds.

Without the dispensation the number of persons unable to participate in the transaction of business in relation to the Basic Parish Allowance would be so great as to impede the transaction of the business.

This is to take effect immediately and to cover the period of Cllr. Reynolds current term of office, which will cease in May 2023.

Cllr. Erskine joined the Meeting

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

44. Policy and Resources Committee Meeting of 28th June 2021

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

44.1 A Member expressed dissatisfaction with the recommended Terms of Reference and felt that these needed tightening up for the Policy and Resources Committee as, in his opinion, there was some duplication with the Terms of Reference for the Events, Promotion and Leisure Committee. Another Member was concerned that the comments being made, and live streamed, suggested that the Town Council was not operating properly, or were doing things incorrectly, and this was categorically not the case. The Chairman of the Policy and Resources Committee reminded Members that the Committee were given the opportunity to review and amend the Terms of Reference at the meeting the previous month, but no recommendations or comments had been received.

44.2 Min. 8.3 - Recommendation to adopt the Terms of Reference for both the Policy and Resources Committee and the Joint Consultative Sub-Committee (Staffing)

Members **RESOLVED** to adopt the Terms of Reference for both the Policy and Resources Committee and the Joint Consultative Sub-Committee (Staffing).

44.3 Min. 14.2 - Recommendation that one of Cllrs. Cunard, Goodheart or Stanley be appointed as the representative of the Policy and Resources Committee to the Town Centre Task Force Strategy Group

Following a vote, Members **RESOLVED** to **AGREE** that Cllr. Stanley be appointed as the representative of the Policy and Resources Committee to the Town Centre Task Force Strategy Group.

45. Community Engagement and Environment Committee Meeting of 30th June 2021

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

45.1 A Member made the following comments on the Minutes as circulated: -

- A "Focus Group" is terminology usually associated with the consideration of opinions and ideas in relation to marketing and therefore questioned whether the Group's title was appropriate.
- With regard to ParkVision, whilst it is noted that this is a worthwhile project in which existing Councillors are already involved, concern was expressed about the increasing of the Bognor Regis in Bloom budget to enable funding of ParkVision. The Member questioned why ParkVision could not apply for Grant Aid as all other community

groups are required to do and also, what could ParkVision deliver with the funding that could not be delivered by the In Bloom Working Group.

- With regard to the live streaming and increase in the number of Climate Emergency Focus Group sessions, the Chairman of the Committee was asked if any consideration had been given to the increase in staffing resource that would be required to deliver these elements. The Member also queried why the existing Community Forums, the recent session of which had no members of the public in attendance, could not incorporate members of the public wishing to engage on Climate Emergency matters.

The Chairman of the Community Engagement and Environment Committee advised Members that he would respond to the question via email, copied to all Councillors, but did highlight that in relation to the Climate Emergency Focus Group one of the recommendations was to appoint more members which would give a greater idea of the future.

45.2 Min. 5.1 - Recommendation of the appointment of the Co-Opted Members to the Bognor Regis in Bloom Working Group

Members **RESOLVED** to **AGREE** that Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane, Mrs. G. Edom, Mr. R. Earl, Mr. E. Fane and a representative for Arun District Council be appointed to the Bognor Regis in Bloom Working Group.

45.3 Min. 5.2 - Recommendation of appointments to the Beach and Sea Access Topic Team

Members **RESOLVED** to **AGREE** the appointment of Cllrs. Barrett, Brooks and Mrs. J. Warr to the Beach and Sea Access Topic Team.

45.4 Min. 5.3 - Recommendation for an appointment to the Youth Provision Steering Group

Members **RESOLVED** to **AGREE** that the Chairman of the Community Engagement and Environment Committee be appointed to the Youth Provision Steering Group.

45.5 Min. 5.4 - Recommendation for appointments to the Climate Emergency Focus Group

Members **RESOLVED** to **AGREE** to appoint Cllrs. Barrett, Brooks and Mrs. J. Warr to the Climate Emergency Focus Group.

45.6 Min. 13 - Recommendation to formally commit in principle to supporting a built ramp for Bognor Regis

Concern was expressed about the use of the words "built ramp" in the recommendation and that other means of access to the beach and sea should be considered. Also, the importance of consultation with all users of the beach was noted. Following a lengthy discussion, the recommendation as presented from the Committee was **REJECTED** and it was **AGREED** that the matter should be referred back to the Community Engagement and Environment Committee with consideration

of “built ramp” being replaced by “beach access” in the wording of the recommendation.

Cllr. Cunard temporarily left the Meeting during the discussion but was present for the vote

45.7 Min. 18 - Recommendation for appointment to the Community Public Liaison Group meetings in relation to the Rampion 2 Project

Members **RESOLVED** to **AGREE** that Cllr. Barrett be appointed as the BRTC representative to participate in the Community Public Liaison Group meetings in relation to the Rampion 2 Project.

46. Online Meeting of the Events, Promotion and Leisure Committee of 29th April 2021

In the absence of the Chairman, Cllr. Batley, the Vice-Chairman of the Committee, Cllr. Brooks, reported. There were no recommendations.

47. 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’.

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

The Council unanimously **RESOLVED** ‘to note the payments and transfers made in April and May 2021 and to note the balances, bank reconciliations, financial reports and outturn and approval of the contents and their publication’.

49. DECLARATIONS OF ACCEPTANCE OF OFFICE INCLUDING: TO NOTE COMPLETION OF THE STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE BY THE TOWN MAYOR - MIN 3 REFERS; TO NOTE COMPLETION OF THE NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE BY THE DEPUTY TOWN MAYOR - MIN 5 REFERS; REPORT BY THE TOWN CLERK ON THE COMPLETION OF THE DECLARATION OF ACCEPTANCE OF OFFICE BY CLLR. STEPHEN REYNOLDS, ELECTED AT THE BY-ELECTION ON 6th MAY 2021

The Town Clerk's report, including confirmation of the following was **NOTED**: -

- 49.1** The Statutory Declaration of Acceptance of Office had been signed by the Town Mayor and this had been received and duly signed by the Town Clerk as Proper Officer of the Council.
- 49.2** The Non-Statutory Declaration of Acceptance of Office had been signed by the Deputy Town Mayor and this had been received and duly signed by the Town Clerk as Proper Officer of the Council.
- 49.3** The Declaration of Acceptance of Office had been signed by Cllr. Stephen Reynolds following his election to the Town Council at the By-election on 6th May 2021, and this had been received and duly signed by the Town Clerk as Proper Officer of the Council.

50. TO RECONSIDER THE COMMITTEE MEMBERSHIPS FOLLOWING THE BY-ELECTION HELD 6th MAY 2021 AND THE CHANGE IN POLITICAL AFFILIATION OF CLLR. MRS. STANIFORTH

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

50.1 Policy and Resources Committee

Members unanimously **AGREED** that following the withdrawal from this Committee of Cllr. Mrs. Warr as a Liberal Democrats Group Member, Cllr. Reynolds would take a seat on this Committee using the single Conservative Group allocation.

50.2 Community Engagement and Environment Committee

Members unanimously **AGREED** that following the withdrawal from this Committee of Cllr. Batley as a Liberal Democrats Group Member, Cllr. Mrs. Staniforth would take a seat on this Committee using the single Conservative Group allocation.

50.3 Planning and Licensing Committee

Members unanimously **AGREED** that Cllr. Mrs. Staniforth would take a seat on this Committee using the single Conservative Group allocation.

It was noted that one Liberal Democrats Group vacancy would remain on this Committee.

50.4 Events, Promotion and Leisure Committee

Members unanimously **AGREED** that following the withdrawal from this Committee of Cllr. Mrs. Staniforth as she was no longer a Liberal Democrats Group Member, Cllr. Reynolds would take a seat on this Committee using the single Conservative Group allocation.

51. TO APPOINT REPRESENTATIVES TO OTHER 'OUTSIDE' BODIES VACANCIES - MIN. 11.5 REFERS

The Town Clerk's report was **NOTED** and following a brief discussion it was **AGREED** that Cllr. Brooks would replace Cllr. Stanley as the representative to the Bognor Regis Heritage Partnership Board.

Members also **NOTED** that there were two remaining vacancies for "Reserves" on the Board.

52. DELEGATED DECISIONS INCLUDING: PLANNING AND LICENSING, CHANGES TO MEETING DATES AND TO RATIFY EXPENDITURE FOR MEETING VENUE HIRE

The Town Clerk's report including the verbal update was **NOTED** and following a brief discussion Members unanimously **RATIFIED** the following: -

52.1 Planning and Licensing Committee

Due to the expiration of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, on Friday 7th May 2021, the Planning and Licensing Meetings scheduled to be held on 18th May, 8th and 29th June were cancelled. Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 23rd April and 18th June, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority.

52.2 Changes to Meeting Dates

Following the expiration of the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 on 7th May 2021 and the removal of the ability to hold remote meetings, whilst it has not been necessary to cancel any Meeting of the Town Council or its Committee (except for the Planning and Licensing Committee as referred to under Min. 52.1), it has been necessary to change the dates and venue for:

- Events, Promotion and Leisure Committee - scheduled for 17th May 2021, brought forward to 29th April;
- Policy and Resources Committee - scheduled for 7th June 2021, postponed and rescheduled for 28th June with venue changed to the Chichester University (Bognor Regis Campus);
- Special Full Council - scheduled for 7th June 2021 postponed and rescheduled for 28th June with venue changed to the Chichester University (Bognor Regis Campus);
- Community Engagement and Environment Committee - scheduled for 15th June 2021 postponed and rescheduled for 30th June with venue changed to the Regis Centre/Theatre;
- Events, Promotion and Leisure Committee - scheduled for 12th July 2021 postponed and rescheduled for 19th July with alternative

venue to be reserved in case ADC continue to prohibit access to the Council Chamber.

It was noted that it was possible that further meetings would have to be moved to alternative venues, depending on ADC's decisions regarding the opening of the Town Hall, and any such expenditure will be ratified at a future meeting.

52.3 To ratify expenditure for Meeting venue hire

It was noted that due to the decision by ADC not to allow public into the Town Hall and therefore not permit the Town Council use of the Chamber for Council Meetings, and to ensure that the cancellation of meetings was restricted to just the Planning and Licensing Committee, it had been necessary to hire alternative venues as follows: -

Policy and Resources

/Special Council on 28 th June 2021	£190
Full Council on 5 th July 2021	£150
Community Engagement and Environment on 30 th June	£45

A Member expressed frustration the Town Council was being forced to incur these additional costs due to the refusal of the District Council to open the Town Hall and Council Chamber, the use of which the Town Council has by way of it's Licence for the use of the offices. It was subsequently **AGREED** that when raised at the next BRTC/ADC Liaison Meeting, the District Council should be informed that the costs of alternative venue hire should be taken from the next rental payment due.

53. **NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY CLLR. M. STANLEY - TO CONSIDER SUPPORTING A LOWERING OF THE LEGAL VOTING AGE**

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

The Chairman invited Cllr. Stanley to present his Motion as follows:

"This Council supports the principle of 16yr olds being given the opportunity to vote, and agrees to write to the relevant minster and the local member of parliament requesting the due consideration is given to lowering the legal voting age to 16. This Council urges swift action is taken on this matter with a view to 16yr olds being given the opportunity to vote at the 2023 local elections."

The Motion was seconded by Cllr. Woodall and in accordance with S.O. 9a, was referred without discussion to the next Policy and Resources Committee Meeting.

54. REGENERATION INCLUDING: TO NOTE THE PREVIOUSLY CIRCULATED BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 28th APRIL 2021 (IF AVAILABLE); TO RATIFY DECISION REGARDING LEVELLING UP FUND BID

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

54.1 Bognor Regis Regeneration Board

Members **NOTED** the circulation of the link to the Minutes from the Bognor Regis Regeneration Board Meeting held on 28th April 2021.

54.2 Levelling Up Fund bid by Arun District Council

Following discussion Members **RATIFIED** the decision (taken via email due to the deadline for response) to support the bid by the District Council to the Government's Levelling Up Fund, **NOTING** that emails of support were received from 9 of the 16 Town Councillors, namely Cllrs: Barrett, Batley, Cunard, Mrs. Daniells, Erskine, Jones, Reynolds, Mrs. Staniforth and Stanley.

55. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

56. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

57. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

Members **NOTED** that no reports had been received from the representatives to other organisations. Members were reminded that should they attend meetings or events on behalf of the Council, the appropriate report should be submitted to the Town Clerk.

57.1 Cllr. Mrs. Daniells apologised for not submitting her report prior to the meeting but she had attended a Twinning Association meeting and could report that whilst the planned trip to Weil am Rhein would probably not now go ahead, a coffee morning later in the month and a Boule tournament in August were planned.

58. TO RECEIVE CORRESPONDENCE

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

Cllrs. Cunard, Mrs. Daniells and Reynolds redeclared their Disclosable Pecuniary Interests and left the Meeting

59. PICTUREDROME SITE UPDATE

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

It was **NOTED** that an element of this item would need to be discussed under Confidential Business.

The Meeting was adjourned from 7.59pm to 8.02pm to enable Members to take part in the "Clap for Our Heroes"

60. 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, social media streaming also terminated (S.O. 3.d) - Agenda item 22 (contractual).

61. PICTUREDROME SITE UPDATE - CONFIDENTIAL

- 61.1** The previously circulated confidential Director's Report was **NOTED**, and the granting of Landlord's Consents for the identified works to the cinema, 1a Linden Road and 1b Linden Road were **APPROVED**.

The Meeting closed at 8.12pm



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 2nd AUGUST 2021

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard (from Min. 37 and exc. Min 52), J. Erskine, H. Jones, S. Reynolds (exc. Min. 52) and W. Smith

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
0 members of the public

The Meeting opened at 6.30pm

30. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies for absence were received from Cllrs: S. Goodheart due to annual leave and P. Woodall for personal reasons.

No apologies had been received from Cllr. Cunard. A Member reported that Cllr. Cunard was en route, and he subsequently joined the meeting for Agenda item 8, apologising for his lateness.

31. 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.

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. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 23 as an employee of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 23 was discussed

32. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28th JUNE 2021

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 28th June 2021 and these were signed by the Chairman.

33. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

As there were no public present, the Chairman moved to the next Agenda item.

34. CLERK'S REPORT FROM PREVIOUS MINUTES

34.1 19th January 2021 - Min. 213.2 - Grant Aid Earmarking

Following the Committee's decision at the January meeting regarding any requests received from event organisers that Grant Aid for their 2021 event be earmarked again until 2022, the organisers of the Bognor Regis Kite Festival and Rox have had such requests approved.

34.2 26th October 2020 - Min. 166.2 - Attendance at NALC Conference 2020

Members were reminded that a place had been booked for Cllr. Goodheart to attend the NALC conference on 17th March 2020 but this had been cancelled due to the pandemic. The charge of £224.14 for the ticket was held by NALC, on account, in the hope that the event would be rescheduled. However, this has not happened and therefore, the sum is to be returned to the Town Council.

34.3 28th June 2021 - Min. 19 - Fishermen's Huts

As instructed at the last meeting, a letter was sent to both the Director of Place and the Director of Services at ADC seeking clarity on the legal

ownership position. A response had been received advising that the District Council was still in the process of establishing the legal ownership, and in a follow up email, the Director of Place had given assurances that ADC will share what they find before any decisions are taken.

35. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- Events, Promotion and Leisure Committee
- Allotments Sub-Committee
- Community Engagement and Environment Committee
- Bognor Regis in Bloom Working Group
- Beach & Sea Access Topic Team
- Youth Provision Steering Group
- Climate Emergency Focus Group

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

The Committee unanimously **RESOLVED** to **RECOMMEND** to Council that the Terms of Reference, listed above, be adopted with no amendments.

36. TO RECEIVE THE TOWN FORCE REPORT INCLUDING CONSIDERATION OF THE TOWN COUNCIL FUNDING REMOVAL OF NON-OBSCENE/NON-RACIST GRAFFITI FROM WSCC OWNED ASSETS – MIN. 12.2

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

Members unanimously **RESOLVED** for the Town Council to take on responsibility for removing graffiti from WSCC assets that do not meet the County Council's threshold for being obscene or racist, noting that the funding of any such activity would be determined by the Town Clerk in liaison with the Town Council's Accountant.

Cllr. Cunard arrived at the Meeting and at the invitation of the Chairman advised that he wished to declare a Disclosable Pecuniary Interest in Agenda item 23 as the tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 23 was discussed

37. TO NOTE THE JOINT ACTION GROUP (JAG) MEETING HELD ON 19th JULY 2021

The Projects Officer's report, including confirmation that notes from the meetings could be made available to Members, was **NOTED**.

38. TO CONSIDER ANY RECOMMENDATION TO COUNCIL ON THE ADOPTION OF A NEW CODE OF CONDUCT, FOLLOWING THE REPORT CIRCULATED FOR THE PREVIOUS MEETING - MIN. 23 REFERS

The Town Clerk's report was **NOTED** and, following a brief debate, Members unanimously **AGREED** to **RECOMMEND** to Council the adoption of the LGA Code of Conduct with the inclusion of the Town Council's current Code of Conduct Appendices 1 to 5.

39. TO CONSIDER SUPPORTING NALC'S CAMPAIGN FOR THE GOVERNMENT TO ALLOW PARISH COUNCILS TO MEET REMOTELY

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

Members expressed their support for the ability to hold remote meetings and comment was made that the streaming of the meetings had greatly increased public engagement. It was also commented that as no one knows what the future may hold, it would seem sensible to retain as much flexibility as possible.

A Member stated that he felt that a "hybrid" system would be preferable to allow those that wished to meet in person to do so but allowing inclusion of those who were not able to physically attend.

Following the debate, it was unanimously **AGREED** that a letter should be written to Rt. Hon. Nick Gibb MP supporting the continued ability for Town and Parish Councils to meet remotely.

40. TO CONSIDER THE REQUEST FROM THE BOGNOR REGIS SEAFRONT LIGHTS TO USE THEIR GRANT AID 2020 AWARD FOR AN ALTERNATIVE USE

The Town Clerk's report was **NOTED**, and Members unanimously **AGREED** that the BRSFL organisers may retain their Grant Aid 2020 award of £2,500 to fund fireworks off the Pier on both the Saturday and Sunday night of the August 2021 Bank Holiday weekend.

41. TO CONSIDER A REQUEST FROM SOUTH COAST SPORTS FOR EMERGENCY FUNDING OF £2,064 FOR ACTIVE TOTS PROGRAMME

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

An update was provided, advising that in response to an enquiry from Officers, the organisers of the programme had stated that it was their intention to expect all of the families to come from the Bognor Regis area.

However, Members noted that the Bognor Regis area could in fact incorporate the parishes that boundary the 5 wards.

It was also noted that any agreement would be match funding utilising Youth Provision Earmarked Reserves, set aside for match funding.

Following the debate, it was **RESOLVED** to release funding of £2,064 from the Youth Provision Earmarked Reserves to assist South Coast Sports with the Active Tots programme on the condition that details are provided after the event of the actual number of families attending from the 5 wards of Bognor Regis that this funding would support.

42. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. M. STANLEY AND REFERRED TO THIS COMMITTEE BY COUNCIL (MIN. 53 REFERS)

Cllr. Stanley as the proposer read his Motion to Members as follows:

"This Council supports the principle of 16yr old's being given the opportunity to vote and agrees to write to the relevant minster and the local member of parliament requesting the due consideration is given to lowering the legal voting age to 16. This Council urges swift action is taken on this matter with a view to 16yr old's being given the opportunity to vote at the 2023 local elections."

Cllr. Stanley spoke for his Motion and informed Members that in Scotland and Wales the age for voting was already 16 years of age and went on to refer to other activities that 16-year old's may undertake including working and paying taxes. Cllr. Stanley therefore felt that if an individual was old enough to pay taxes, then they should be entitled to vote to influence how these monies are used.

The Motion was debated with differing views about the merits of any change with another suggestion of supporting mandatory voting expressed.

Following the discussion, Cllr. Stanley requested a Recorded Vote (S.O. 3v refers) with the results as follows: -

<u>In Favour of</u> <u>Supporting the Motion</u>	<u>Against supporting the</u> <u>Motion</u>	<u>Abstention</u>
Cllr. Barrett	Cllr. Cunard	
Cllr. Erskine	Cllr. Reynolds	
Cllr. Jones	Cllr. Smith	
Cllr. Stanley		

The Motion was therefore carried, and it was **AGREED** to write to the relevant Minster and the local Member of Parliament requesting that due consideration is given to lowering the legal voting age to 16, urging swift action on this matter with a view to 16-year old's being given the opportunity to vote at the 2023 local elections.

43. TO RECEIVE A REPORT ON PROMOTIONS TRAINING - MIN. 6.3 REFERS

The Civic & Office Manager's report was **NOTED**, including the confirmation that five seaside towns, similar in size to Bognor Regis, had been contacted to ask if they would be interested in a Zoom meeting to discuss ways to promote Tourism. It was **NOTED** that two Council's had responded to express an interest and it was subsequently **AGREED** to arrange a Zoom session with those Council's.

44. TO CONSIDER A POLICY FOR AGREEING CHANGES TO THE DATES OF SCHEDULED MEETINGS - MIN. 6.6 REFERS

The Town Clerk's report was **NOTED**, and Members subsequently **REJECTED** the proposal that a policy should be prepared for changes to published meetings dates.

45. TO CONSIDER THE APPOINTMENT OF RESERVE MEMBERS TO COMMITTEES - MIN. 6.6 REFERS

The Town Clerk's report was **NOTED**, and following a brief debate, Members unanimously **REJECTED** the proposal for the appointment of Reserve Members to Committees.

46. TO CONSIDER A CHANGE OF POLICY TO PERMIT COMMITTEES TO APPOINT THEIR CHAIRMAN AND VICE-CHAIRMAN RATHER THAN COUNCIL NOTING THAT THIS WOULD REQUIRE A CHANGE TO THE STANDING ORDERS - MIN. 8.1 REFERS

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

It was commented that from the training that had been undertaken the previous week, it appeared that if the process were to change then the Mayor would have to be present at the first Meeting of each Committee to over see the election of the Chairman and Vice-Chairman.

Cllr. Smith left the Meeting

Following a debate about the benefits and disadvantages of both methods of appointment, it was **AGREED** to defer any decision and ask that the Town Clerk make further enquiries about the issue of the Mayor having to be in attendance. The matter should then be referred back to this Committee which will still be in plenty of time to enact any changes to the Standing Orders prior to the Annual Meeting of the Town Council in May 2022.

47. TO CONSIDER THE COMMISSIONING OF A NEW TOWN CRIER'S REGALIA FOR THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS IN JUNE 2022

The Civic & Office Manager's report was **NOTED**, and it was **RESOLVED** to commission a new Town Crier's regalia for the Queen's Platinum Jubilee celebration with a budget of up to £1,500 released from the Town Crier Earmarked Reserves to fund the expenditure.

Cllr. Smith returned to the Meeting

48. TO NOTE THE DISBANDING OF THE JOINT ARUN AREA COMMITTEES BY WSCC

The Deputy Clerk's report, and Appendix, were **NOTED**.

Opinion was expressed by a Member that this course of action should have happened sooner as he felt that the Committees had become a vehicle for debate with little delivery. The Member suggested that it would be more productive if the County Councillors for Bognor Regis could attend the Full Council Meetings and provide the important link between the Town and County Councils.

A Member stated that whilst he was not adverse to looking at different models for engagement, he was disappointed that this could be on a District wide basis, as the communities that make up Arun District are different and diverse and more focused engagement was preferable.

49. ROLLING CAPITAL EXPENDITURE

The Town Clerk's report was **NOTED** and Members subsequently unanimously **RATIFIED** expenditure of £1,333.33 plus VAT for a new mower.

50. FINANCIAL REPORTS INCLUDING: -

50.1 To note Committee I&E Reports for the month of June 2021 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of June 2021.

50.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the month of June 2021, 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**.

51. CORRESPONDENCE

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

Cllrs. Cunard and Reynolds redeclared their Disclosable Pecuniary Interest in Agenda item 23 and left the Meeting

52. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

The Director's report as published was **NOTED** and actions taken, including any expenditure as detailed, were **RATIFIED**.

Cllrs. Cunard and Reynolds rejoined the Meeting

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

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda items 25 and 26 (contractual and staffing).

54. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETINGS HELD 29th APRIL AND 2nd AUGUST 2021

The Town Clerk gave a verbal report from both Meetings which was **NOTED**, and actions taken, including any expenditure as detailed, were **RESOLVED**.

55. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 7.23pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 9th AUGUST 2021

PRESENT:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks and Mrs. J. Warr

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Mrs. J. Davis (recording the Meeting)
1 member of the public

The Meeting opened at 6.30pm

20. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies had been received from Cllrs. Miss. Needs and Mrs. Staniforth who are on annual leave and Cllr. Ms. Sharples due to family commitments. Late apologies were received by Cllr. Cunard due to working commitments.

No apologies had been received from Cllr. Jones.

21. 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.

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

- a) the item they have the Interest in
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- 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 at this time

22. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 30th JUNE 2021

The Clerk drew Member's attention to Minute 9, paragraph 1 of the unconfirmed Minutes 30th June 2021. The Minutes previously circulated referred to the Notes for the Online Climate Change Topic Team, this however, should read Online Community Open Forum as reflected in the following paragraph of the Minutes.

The amendments were made in accordance with procedure and Members **RESOLVED** to **APPROVE** the Minutes of the meeting held on the 30th June 2021 as amended and they were signed by the Chairman.

23. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

A member of the public mentioned that a picture of the bandstand featured on the Town Council's website needed some adjustment.

The Chairman reconvened the Meeting at 6.35pm

24. CLERK'S REPORT

24.1 30th June 2021 – Min. 9 Refers – Update On Community Open Forum

Due to staffing resources and other commitments, it has not been possible to arrange an online Community Open Forum since the last meeting of the Committee. However, a meeting will be arranged during September.

There are currently two operational Topic Teams of this Committee, the Climate Emergency Focus Group and the Beach & Sea Access Topic Team. Both these groups are now well established with ongoing objectives. Therefore, Members may wish to consider using the September Community Open Forum to focus on looking for a new community project that the Town Council can support and play an active role in.

24.2 30th June 2021 – Min. 13 Refers – Update On Beach & Sea Access Topic Team Recommendations

Following this Committee's agreement to send a letter to ADC, based on the recommendations from the Beach & Sea Access Topic Team, the Committee Clerk confirmed that a letter had been sent to the ADC Chief Executive and copied to the Director of Services and the Director of Place.

24.3 30th June 2021 – Min. 16 Refers – Update On The "Seaside Gardens"

Following Members decision to approach ADC to ask them to consider the inclusion of more formal bedding in areas marked "gardens;" along with the proposal to include some partnership/sponsorship working with community groups for delivery, including Bognor Regis in Bloom, initial contact has been made with the ADC Parks & Greenspace Manager and any progress will be reported back to this Committee at the next meeting.

25. TO RECEIVE THE NOTES FROM THE CLIMATE EMERGENCY FOCUS GROUP ONLINE OPEN FORUM HELD ON THE 4th AUGUST 2021

The Projects Officer's report, including the notes of the Online Climate Emergency Focus Group Meeting held on the 4th August 2021, was **NOTED**.

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

The Projects Officer's report, confirming that there had been no expenditure since the last meeting requiring ratification, together with the accompanying Appendix were **NOTED**.

27. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS, TO RATIFY THE DECISION FOR THE APPLICATION FROM THE BOGNOR REGIS BOXING CLUB

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

Members unanimously **AGREED** to **RATIFY** the decision, as agreed by the Town Clerk and Chairman under Delegated Authority and confirmed via email by the following Members: Cllrs: Barrett, Brooks, Miss. Needs, Smith and Mrs. Staniforth, **not** to support the application from the Bognor Regis Boxing Club.

28. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE ONLINE MEETING HELD ON THE 6th JULY 2021

The Projects Officer's report, including the notes of the non-quorate Online Meeting of the Bognor Regis In Bloom Working Group held on 6th July 2021, was **NOTED**.

Members unanimously **AGREED** to **RECOMMEND** to Council the additional appointment of Mr. P. Dillon and Mr. D. Meagher as co-opted members of the Bognor Regis In Bloom Working Group for the municipal year.

Members unanimously **AGREED** to **RATIFY** the expenditure of £30 for vouchers for the winners of the Guides Competition to be funded from the 2021 Competition Expenses budget.

29. UPDATE ON YOUTH PROVISION

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

30. RAMPION 2 PROJECT – UPDATE FROM CLLR. BARRETT ON THE ONLINE PUBLIC CONSULTATION FORUM FOR TOWN AND PARISH COUNCILS HELD 28th JULY 2021

Cllr. Barrett gave a verbal report.

The Rampion 2 public consultation began on the 14th July and runs until 16th September. Rampion are keen to get as much feedback as they can and information can be found by visiting their website <https://www.rampionoffshore.com/>.

Cllr. Barrett felt sure that the project was likely to go ahead and further felt that, whilst he acknowledges the Council have not committed to pledging its support at this time, with the ever-increasing climate change problems this would go some way to help combat the issue.

Some of the questions raised by Members were as follows:

Q. One of the concerns of some of the Members was knowing the size of the turbines, has that been established?

A. The existing turbines are no longer in production and the new ones will be undoubtedly bigger.

Q. How will this affect our local fishing and seabed?

A. The fishermen back the project as do environmentalists. Overall, there is a lot of enthusiasm for the project.

Q. Are they going to benefit Bognor Regis?

A. The power will feed into the national grid and ultimately back to the area.

31. TO RECONSIDER THE RECOMMENDATION BY THIS COMMITTEE TO COUNCIL TO FORMALLY COMMIT IN PRINCIPLE TO SUPPORTING A BUILT RAMP FOR BOGNOR REGIS (REFERRED BACK BY COUNCIL AT THE MEETING HELD 5th JULY 2021 – MIN. 45.6 REFERS)

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

Following discussion Members agreed to make amendments to the original proposal and therefore **AGREED** to **RECOMMEND** to Council to formally commit in principle to supporting beach access for Bognor Regis, subject to a review should any new ideas or proposals come forward and if BRTC will offer any financial support to the project either capital, revenue or operational.

32. CORRESPONDENCE

The correspondence list as circulated with the Agenda was **NOTED**.

The Meeting closed at 6.53pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 31st AUGUST 2021

PRESENT: Cllr Mrs. J. Warr (Chairman), Cllrs: J. Barrett and P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
No members of the public

The Meeting opened at 4.05pm

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 4th MAY 2021**

It was noted that Cllr. Mrs. J. Warr was elected Chairman and Cllr. Barrett was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 4th May 2021.

2. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire.

Apologies for absence had been received from Cllrs. Cunard, who was working, Mrs. Daniells who was on annual leave, and Mrs. Staniforth due to family commitments. No apologies had been received from Cllr. Erskine.

3. **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.

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 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.

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

4. TO APPROVE THE MINUTES OF THE ONLINE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 27th APRIL 2021

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Online Meeting held on 27th April 2021 as an accurate record of the proceedings and the Chairman signed them.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

6. TO CONSIDER THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Planning and Licensing Committee with no amendments.

7. TO NOTE THE PLANNING APPLICATIONS RATIFIED AT THE COUNCIL MEETING HELD 5th JULY 2021

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

Members **NOTED** that the comments agreed by the Planning and Licensing Committee in reference to planning applications on lists dated between 23rd April and 18th June were ratified at the Full Council Meeting held 5th July 2021.

8. TO RATIFY RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 25th JUNE 2021 AND 30th JULY 2021, MADE UNDER DELEGATED AUTHORITY

The Civic and Office Manager's report and Appendix detailing the relating applications was **NOTED**.

Due to the expiration of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, on Friday 7th May 2021, the Planning and Licensing Meetings scheduled to be held on 20th July and 10th August were cancelled. Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 25th June and 30th July 2021, and corresponding comments, as detailed in the report, were submitted to Arun District Council by the Town Clerk under their Delegated Authority.

The responses made to planning applications on lists dated between 25th June 2021 and 30th July 2021, made under Delegated Authority, were **RATIFIED**.

9. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6th, 13th AND 20th AUGUST 2021

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

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

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

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

There were no Premises Licence applications to consider.

11. TO CONSIDER AND AGREE ANY ATTENDANCE AT A WSCC CONSULTATION WEBINAR IN RELATION TO THE DRAFT WEST SUSSEX TRANSPORT PLAN 2022-2036

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

Members **AGREED** that the Civic & Office Manager would email details of the webinar to all Committee Members asking those able to take part at 2pm on Wednesday 8th September to register for the event.

It was **NOTED** that Members will be asked to consider and agree any response to the WSCC consultation, in relation to the Draft West Sussex Transport Plan 2022 – 2036, at the Planning and Licensing Committee Meeting to be held 21st September 2021.

12. CORRESPONDENCE RECEIVED SINCE THE LAST MEETING HELD ON 27th APRIL 2021

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 4.38pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 31st AUGUST 2021
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 6th, 13th AND 20th AUGUST 2021

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

<u>BR/184/21/HH</u> 39 Pevensey Road Bognor Regis PO21 5NS	Erection of single storey side extension	NO OBJECTION
<u>BR/190/21/HH</u> 57 Chichester Road Bognor Regis PO21 2XH	Hip to gable extension with rear flat roof dormer	NO OBJECTION
<u>BR/172/21/HH</u> 41 Ash Grove Bognor Regis PO22 9JT	Erection of an outbuilding following demolition of existing outbuildings	NO OBJECTION
<u>BR/189/21/HH</u> 2A Merchant Street Bognor Regis PO21 1QH	Installation of 1 x rear dormer	NO O BJECTION
<u>BR/198/21/HH</u> 88B Nyewood Lane Bognor Regis PO21 2TT	Single storey rear extension	NO OBJECTION



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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 19th JULY 2021

PRESENT:

Cllr. K. Batley (Chairman), Cllrs; J. Brooks, J. Erskine (from Min. 2), S. Reynolds (until Min. 10), M. Stanley, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Recording the meeting)
Mrs. L. Gill (Assisting)
Councillors in the public gallery: Cllr. Goodheart
1 member of the public in the public gallery

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING ON THE 4th MAY 2021

It was **NOTED** that Cllr. K. Batley was elected Chairman and Cllr. J. Brooks was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on the 4th May 2021.

2. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies had been received from Cllr. Mrs. Daniells who was attending an Arun District Council meeting and Cllr. Smith due to COVID-19 Regulations.

Cllr. Erskine joined the Meeting during this item

3. 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.

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. Brooks declared an Ordinary Interest in Agenda item 9 as a supplier of equipment for events

4. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD ON 29th APRIL 2021

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 29th April 2021.

There being no objections, the Committee **RESOLVED** to **APPROVE** the Minutes of the Online Meeting held on 29th April 2021 as an accurate record of the proceedings and the Chairman duly signed them.

5. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

A Member of the public asked that as the improvement works for the Place St Maur were due to start on the 21st September 2021, did this mean that they would be finished in time to get an ice rink and if so were there any plans for an ice rink this year?

Cllr. Goodheart asked if he could sit on the Allotment Sub-Committee and would he be allowed to speak on the events programme as well as Agenda items 11, 14 and 17.

Cllr. Goodheart was advised that he had no entitlement to speak other than during Public Questions and Statements.

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 Update on consideration to hold a 30-minute test burn of the Beacon - 23rd March 2021 - Min. 146 refers

Following liaison with the Town Force Manager, arrangements for a test burn will be scheduled later in the year. Town Force are approaching an extremely busy period and with staffing levels reduced there is not currently any availability. Officers will continue to review and will make arrangements as soon as possible.

6.2 Update on Butlin's - 29th April 2021 - Min. 164 refers

On the 24th May, Cllrs. Brooks and Mrs. Warr accompanied by the Projects Officer, met with the Butlin's Resort Director on site to discuss poster displays within Butlin's.

The Resort Director has very generously offered the use of a number of poster sites in prime locations across the resort as well as an opportunity to have a slot included within the cycle on the numerous screens that are positioned inside the Skyline and the new studio. The format and design for this will need to be agreed by Butlin's and further details from Butlin's is awaited.

This info has been chased and followed up by email and a phone call to the Resort Director. As soon as it is forthcoming this item will be put back on the Agenda for further discussion and consideration on how to proceed.

6.3 Update on lamp post banners - 29th April 2021 - Min. 166 refers

Following Members agreement for Officers to start the process to obtain the relevant permissions a pre-planning application has been submitted to ADC reference PAA/78/21/ and a formal written response expected by the 1st August 2021 subject to the appointed Officers workload.

6.4 Update on Social Media Audit from Breakthrough Communications

Breakthrough Communications recently carried out a free, mini social media audit for the Town Council. The results were very good and the feedback complimentary. If Members would like a copy of the review or more information can they please contact the Civic & Office Manager.

6.5 Seafront Wind Shelters posters

It was brought to Member's attention that one of the Seafront Wind Shelter posters had been removed from one of the sites. The poster had been very carefully removed and all the residue wiped clean. The space has been replaced with an event poster for the time being while further investigations are undertaken.

7. APPOINTMENT OF THE ALLOTMENTS SUB-COMMITTEE

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

Members unanimously **AGREED** to appoint the Allotments Sub-Committee, noting that the membership consists of all Members of the Events, Promotion and Leisure Committee and that the Chairman and Vice-Chairman will be appointed at the first meeting.

8. TO CONSIDER THE TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

The Projects Officer's report, and accompanying Appendices, was **NOTED**.

Following a lengthy discussion, Members **AGREED** to **RECOMMEND** the Terms of Reference for the Events, Promotion and Leisure Committee, with no amendments to the circulated copy, to the Policy and Resources Committee.

Members further **AGREED** to **RECOMMEND** the Terms of Reference for the Allotments Sub-Committee, with no amendments to the circulated copy, to the Policy and Resources Committee.

9. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2021 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED, CHANGES/CANCELLATIONS TO EVENTS TIMETABLE

Cllr. Reynolds left the Meeting during this item and did not take part in any voting

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

9.1 Book day:

Members **NOTED** the theme for the 2021 Book Day of "Superheroes", carried over from 2020, and that the event would include the usual storytelling on the Bandstand, book swap and superhero themed activities.

9.2 Funshine Days (now incorporating World Ocean Day):

Members **NOTED** the finalised programme of events for the Funshine Days on weekdays from 2nd to 27th August.

9.3 Drive Through Time:

Having previously been advised that the 2021 Drive Through Time would be cancelled due to COVID restrictions (Min.160.5 of the meeting held 29th April refers) Members **RESOLVED** to split the unused Drive Through Time budget of £4,000 and vire £2,000 to Proms in the Park and £2,000 to the Christmas Switch-On event.

9.4 Proms in the Park:

Members **NOTED** that the event will run from 16:00 to 21:30 and the musical line up would include The Spinettes, followed by the Sorrento String Quartet

finishing with the Bognor Regis Concert Band and a vocalist to perform the Proms Classics.

A Member expressed his pleasure that the Bognor Regis Concert Band were performing at the Proms this year. Another Member stated that he hoped the Proms could be returned to a summer event next year.

9.5 Christmas Event:

Members **AGREED** to return to the traditional format of the Switch-On event, with the possibility of incorporating a smaller projection.

10. UPDATE ON CHRISTMAS LIGHT PROJECTION INCLUDING COSTS AND POSSIBLE SPONSORSHIP OPPORTUNITIES - MIN. 148.5 REFERS

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

As Members had agreed under the previous item to increase the budget for the Christmas Switch-On event, through the virement of unspent funds from the Drive Through Time budget, Members unanimously **AGREED** for a smaller Christmas light projection to be included within the Christmas event.

A Member stated that he hoped that sponsorship would still be looked at.

11. CONSIDERATION OF BRANDING THE BEACON AND TO IDENTIFY A BUDGET FOR ANY ASSOCIATED COSTS - MIN. 155.1 REFERS

The Projects Officer's report, and the accompanying appendices, was **NOTED**.

A Member spoke about how he thought the Beacon should be branded as he felt that it was a BRTC asset and should have the Town Crest displayed so when it is lit, and possibly shown on television, everyone can identify that it is the Town Council who has ownership and responsibility for the event.

Another Member said that although he was in favour of branding, as the Crest would have to be removed during the burn it would not have the desired impact. Plus, he did not recall the Beacon ever being televised. Another Member felt that the possible costs involved would not be a good use of taxpayers money.

Following the discussion, it was **AGREED** not to brand the Beacon.

12. UPDATE ON PROPOSAL TO HAVE A LARGER SCALE PHOTO OPPORTUNITY ON THE SEAFRONT MOUNDS AREA NEAR PLACE ST MAUR - MIN 155.1 REFERS

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

Following discussion, it was **AGREED** that a letter be sent to the leader of ADC to seek some support to obtain permissions for a selfie opportunity on the

Promenade. It was further **AGREED** that the matter be raised at the next Bognor Regis Regeneration Board and the Bognor Regis BID Board meeting to gain some collective momentum and support from other stakeholders.

13. CONSIDERATION TO HOLD AN ANNUAL CIVIC EVENT TO LIGHT THE BEACON IN REMEMBRANCE OF THE PASSING OF BOGNOR REGIS RESIDENTS WHO HAVE MADE A CONTRIBUTION TO THE TOWN - MIN. 155.2 REFERS

In the absence of Cllr. Smith, who originally proposed this item, Members **AGREED** to defer this item to a future Agenda.

14. CONSIDERATION OF PROPOSAL FOR THE TOWN COUNCIL TO ENTER A FLOAT IN THE 2022 CARNIVAL - MIN. 159 REFERS

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

As this would not be a Town Council event, and in light of the fact that Officer and Town Force resources would not be available to assist, a Member suggested a walking entry to the Carnival, which would be easier to manage and deliver. He further advised that a float entry can incur a lot of cost and takes weeks of preparation, which he felt would not be a good use of resources or funds.

Another Member felt that the Queen's Platinum Jubilee was a momentous occasion and that the Town Council should enter a float and for it to be a Town Council event.

Following a lengthy discussion Members **AGREED** that they would have a walking entry. All Councillors would be invited to take part and Members would make the necessary arrangements and manage the organisation.

15. UPDATE ON EVENT TO COMMEMORATE THE QUEEN'S PLATINUM JUBILEE IN JUNE 2022 INCLUDING LIAISON WITH OTHER EVENT ORGANISERS - MIN. 159 REFERS

The Events Officer's report was **NOTED** including that she will liaise with other organisations over the coming weeks to offer support and assistance and report back to this Committee in due course.

16. UPDATE ON THE CHRISTMAS ILLUMINATIONS FOR 2022-24 CONTRACT INCLUDING ARRANGEMENTS FOR A STANDALONE MEETING OF THE COMMITTEE TO RECEIVE PRESENTATIONS - MIN. 161 REFERS

Members **AGREED** to receive a presentation from the contractors submitting their proposals for the 2022-24 Christmas Illuminations contract. They further **AGREED** that the meeting should be held online via Zoom and that it should be an evening meeting. Officers will make the necessary arrangements.

17. Members **RESOLVED** to **APPROVE** an extension to the meeting of 15 minutes, as per S.O. 3aa.
18. **FURTHER CONSIDERATION OF A PROPOSAL FROM 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 - MIN. 167 REFERS**

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

Whilst Members were not opposed to improvements to the Hotham Park Bandstand, some were mindful that the bandstand is an ADC asset and therefore any improvements and resources to make these improvements should come from them.

Another Member felt sure that his Ward's residents would be opposed to utilising BRTC money to fund this.

Following discussion, Members **REJECTED** the continued support of this proposal.

19. At this point the Chairman **NOTED** that the meeting had exceeded the two-hour time limit and the permitted extension (S.O. 3aa).
20. Members therefore **RESOLVED** to defer the remaining Agenda items 18, 19 and 20 to the next Committee meeting.

The Meeting closed at 8.47pm

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 6th SEPTEMBER 2021

AGENDA ITEM 11 - TO CONSIDER A FURTHER DATE FOR A COVID SEMINAR

REPORT BY THE TOWN CLERK

FOR DECISION

Members will recall that a COVID Seminar was held on 1st March 2021 and, as can be read in the notes of the session (attached as **Appendix 1**), it was agreed that the matter would be deferred until further guidance from central Government was received. Members at that meeting also agreed that the delay would allow time for a better understanding of any future impact on the Council services, the working practices and of course the future for virtual and or the return of face-to-face meetings.

With Lockdown restrictions now fully relaxed, Members are invited to agree whether they wish to proceed with a further seminar and if so: -

- i) Agree whether the seminar should be online or in person;
- ii) Agree that the Clerk proceed to make the necessary arrangements.

DECISION

How do Members **AGREE** to proceed regarding a further COVID Seminar?

**Brief Notes from the Online Covid-19 Task and Finish Group
Seminar held on Monday 1st March 2021**

In Attendance:

Cllrs. M. Stanley (Chairman), J. Barrett, J. Brooks*, A. Cunard*, Mrs. S. Daniells*, S. Goodheart, Miss. C. Needs, Ms. A. Sharples, Mrs. S. Staniforth*, W. Smith and P. Woodall

Mrs. Frost - Town Clerk and Clerk to the meeting

Mrs. Davis – Civic & Office Manager and Host to the meeting

Mrs. Hodgson - Projects Officer and Note taker for the meeting

1. Chairman's Welcome and Apologies for Absence

The Chairman opened the Meeting at 6.30pm and welcomed those present.

Apologies had been received from Cllr. Batley due to work commitments.

*Cllrs. Brooks, Cunard, Mrs. Daniells and Mrs. Staniforth all joined the meeting during note 2.

2. To consider the impact since March 2020 on the Covid-19 pandemic on the services and actions of the Town Council as identified in the Task and Finish Group Terms of Reference

The Chairman referred to the accompanying Officers report and asked Members for their comments.

A Member commented on the immense impact the pandemic had had on everyone and thanked the staff for the amazing job they had done.

The Chairman echoed these comments and added that from an Officer perspective the Town Council had performed exceptionally well. Meetings ran better and more efficiently, and he felt BRTC stood up well to comparisons. Online meetings had increased community input and engagement through live streaming and shown flexibility by adjusting with the community open forums online.

Cllr. Miss. Needs again thanked staff. She felt the pandemic had opened up other ways of doing things and had found online meetings had been easier for her to fulfil her role independently of staff and felt more inclusive.

Other comments included: *

- Online Community Open Forums had attracted greater attendance and more questions than the drop-in surgeries
- Feedback from the Community invaluable

- Huge benefits to online meetings and going forward would still be good for sub-committees and liaison groups
- Should still maintain the formality of meetings in the Chamber
- Do everything we used to do and more and keep some of the advantages of online meetings when out of lockdown
- All Councillors should be invited to all meetings
- Time stamp recordings to make easier for residents to watch relevant parts
- Confidential Only Members rule needs looking at
- Public should be allowed to speak
- Climate Change Topic Team good example of public interaction
- BRTC very much ahead of the game by comparison and need to recognise this

**some of the comments raised are already scheduled to be discussed by the Policy and Resources Committee and some of the suggestions are already being undertaken.*

A Member asked how the Electors meeting would be managed and the Clerk gave an overview of the plans and preparations.

Following further discussion, it was proposed, seconded and unanimously **AGREED** that the meeting be deferred until further advice and legislation becomes available from Government on the way forward. This will allow time for a better understanding of any future impact on the Council services, the working practices and of course the future for virtual and or the return of face-to-face meetings.

This would also allow those Members who had not had the opportunity prior to the meeting to consider in depth the report prepared by Officers that was previously circulated and enable a full discussion on this matter to take place in the future.

The Meeting closed at 7.05pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th SEPTEMBER 2021**

AGENDA ITEM 12 - DELEGATED DECISIONS INCLUDING: -

REPORT BY THE TOWN CLERK

FOR DECISION

Planning and Licensing

Due to the expiration of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, on Friday 7th May 2021, the Planning and Licensing Meetings scheduled to be held on 20th July and 10th August were cancelled.

Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 25th June and 30th July 2021, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority. However, the Committee Meetings resumed in person last month and the decisions taken under delegated authority were to be ratified at the Meeting held on 31st August.

Changes to Meeting Dates

Following the expiration of the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 on 7th May 2021 and the removal of the ability to hold remote meetings, it has been necessary to change the dates and/or venue for the following meetings: -

Allotments Sub-Committee

Scheduled for 15th June 2021

Cancelled

Events, Promotion and Leisure Committee

Scheduled for 12th July 2021

Postponed and rescheduled for 19th July with venue changed to the Chichester University (Bognor Regis Campus)

Policy and Resources Committee

Rescheduled to 2nd August 2021 (previously agreed at Committee Meeting 28th June 2021 - Min 18 refers)

Venue changed to the Chichester University (Bognor Regis Campus)

Community Engagement and Environment Committee

Scheduled for 9th August 2021

Venue changed to the Chichester University (Bognor Regis Campus)

Planning and Licensing Committee

Scheduled for 31st August 2021

Venue changed to Studio 1, The Regis Centre, Belmont Street, Bognor Regis

Full Council

Scheduled for 6th September 2021

Venue changed to Jeneses Community Centre, Linden Road, Bognor Regis

The issue of venues for future meetings is to be discussed later on the Agenda.

To ratify expenditure for meeting venue hire

As stated above, due to the decision by ADC not to allow public into the Town Hall and therefore not permit the Town Council to use the Chamber for Council Meetings, and to ensure that as noted above cancellation of meetings was restricted to just the Planning and Licensing Committee, it has been necessary to hire alternative venues and incur the following expenditure (all plus VAT): -

Events, Promotion and Leisure Committee 19th July 2021 - £150

Policy and Resources Committee 2nd August 2021 - £150

Community Engagement and Environment Committee 9th August 2021 - £50

Planning and Licensing Committee 31st August 2021 - £36

Council 6th September 2021 - £75

DECISION

Members are invited to **RATIFY** the decisions taken.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th SEPTEMBER 2021**

AGENDA ITEM 13 - TO CONSIDER FUTURE MEETING VENUES

REPORT BY THE TOWN CLERK

FOR DECISION

As Members are aware, ADC are reluctant to open the Town Hall fully with Town Council staff only being in attendance 1 day a week to limit the occupancy of the building.

It had been hoped with the national relaxation of Coronavirus Restrictions that the District Council would be more willing to allow use of the Council Chamber for meetings. In preparation for this, and for use at the Town Council "in-person meetings" being held elsewhere, a Full Risk Assessment was completed (attached as **Appendix 1**).

However, ADC have stipulated various other requirements/restrictions regarding the use of the Chamber including: -

- i) Access to the meetings by the public must be restricted to ensure social distancing can be maintained and the number fixed. ADC also suggest that any Councillor who is not a member of the relevant Committee is strongly advised not to physically attend the meeting.
- ii) Suggestion to follow ADC's current process for Planning Committee Meetings whereby public attendance is only permitted via pre-issued ticket so that the persons attending are known and can be sent guidelines etc for attendance well in advance of the meeting.
- iii) Fixed seating plan to ensure a safe layout.
- iv) All persons attending meetings to have carried out a Lateral Flow Test (LFT) and obtained a negative test result no more than 3 days in advance of the meeting.
- v) Details of requirements regarding PPE including masks, hand sanitiser and cleaning (*It should be noted that this has already been included in the Risk Assessment submitted to ADC*).
- vi) Additional resourcing so BRTC staff available in order to marshal public in and out of the building and deal with any of their queries to ensure that they adhere to the guidelines.
- vii) In terms of access for public the main door should be locked, and access granted on bell / knocking only as ADC believe that to leave the doors open would provide a potential lack of control and increased risk.

- viii) When public arrive BRTC potentially to speak with them in order to confirm they have read the meeting guidelines, are not symptomatic, complete QR code or written track and trace information. If LFTs are required, then again these would need to be registered as each person will have received a reference number to confirm registration of a negative result.
- ix) Suggestion that opening statement be expanded to refer to the required meeting guidelines and general requirements, fire escape provision and WC's etc. in order to ensure these are clear and understood.
- x) Liaison with ADC as building owner to share Track and Trace records.

ADC have advised that until the above 10 aspects have been addressed they cannot, as the building owner, be assured that the venue is safe for the intended use.

Whilst many of the points raised are already included in the Risk Assessment as provided to ADC, there are some areas of concern and the comment from the Town Council on those points raised is as follows: -

- a) Whilst public attendance at meetings is relatively low, it will be difficult to restrict public access to a fixed number. To assist with prevention of overcrowding, we could follow ADC's proviso regarding non-Committee Member attendance (see i above).
- b) A fixed seating plan is workable.
- c) The current Risk Assessment assumes that the Town Council continue with the 1m social distancing rule, and it is very unlikely that ADC would be willing for this to be removed. Therefore, whilst Committee Meetings of a maximum of 9 Members could be socially distanced around the horseshoe, it would not be possible to accommodate a Full Council Meeting with potentially 16 Members in attendance.
- d) It is questionable whether insistence of a negative LTF for Councillors and members of the public is workable and practicable. It could also be argued that this is acting as a barrier to people attending if they had not taken the test.
- e) Entry to the building i.e., marshals to guide visitors in, staff to detail guidelines to the visitors, check that individuals are non-symptomatic, deal with track and trace/QR and record of LTFs, would require further staffing which is difficult if not impossible to resource as the Town Council has such a small team. It must be noted that the Town Council simply does not have facilities staff, or staff just dealing with the running of the meetings. Whilst time spent at meetings can be taken in lieu, as the staff is such a small number, this time taken simply knocks on to other activities that the staff need to undertake as part of their jobs.

As noted above, it will not be possible to host a Full Council Meeting in the Chamber and an alternative location will be required. However, Committee Meetings may be possible if Members are willing to agree to meet ADC's requirements. The alternative to using the Town Council Chamber is to continue using other locations in the Town that are larger, allowing easier social distancing and therefore permitting more public admittance.

However, this course of action comes with additional costs and may also lead to ongoing issues with connectivity for live streaming.

DECISION

How do Members **AGREE** to proceed with regards to future meeting venues?

Coronavirus Risk Assessment for Bognor Regis Town Council

Location/Dept: Council Chamber - Town Hall Other Venue for Council Meeting			Date Assessed: 15.07.21 effective from 19.07.21		Assessed by: Sarah Norman		
Task/ Activity: Town Council (coronavirus) / Use of Council Chamber or other venue for Face-to-Face Meetings			Review Date: Every day after 2pm		Reference Number: COVID7		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Use of Council Chamber or other venue for Face-to- Face Meetings	Contact with persons suffering from coronavirus	Employees/ Councillors /Members of the public	<p>No persons shall enter the meeting venue if they have :</p> <ul style="list-style-type: none"> • Tested positive for COVID 19 • Display symptoms of COVID 19 as detailed in national guidelines • Been in contact with someone who has tested positive for COVID 19 • Been in contact with someone who is displaying symptoms of COVID 19 • Been told to self isolate by the NHS Test and Trace <p>If any persons subsequently tests positive for coronavirus, all persons who have been in contact with that person during the use of the Council Chamber will be required to quarantine themselves in accordance with national guidelines with details passed to Track and Trace.</p>	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA) and SSALC.</p>

Use of Council Chamber or other venue for Face-to-Face Meetings	Contracting and spreading of infection	Employees/ Councillors /Members of the public	<p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> ● Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. ● Put used tissues in the bin straight away and wash/sanitise your hands afterwards. ● Use hand sanitiser (provided) when arriving and before departing. ● Maintain the one-metre plus guidance with no congregating whilst arriving or exiting the meeting. ● Avoid touching eyes, nose or mouth ● Following to be provided <ul style="list-style-type: none"> ● Anti-bac spray ● Paper towels ● Hand sanitiser ● Movement of furniture to be kept to a minimum, only where absolutely necessary and everything returned to its original position before leaving to ensure designated routes and one way systems are maintained. ● Open windows to allow fresh air. ● Masks to be worn by all, unless exempt on medical grounds, except when speaking. ● On completion of the activity all surfaces and equipment used to be wiped down using the provided anti-bac spray and paper towels which should be placed in the bin provided. ● All those attending the meeting should be seated upon arrival and 	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA) and SSALC.</p>
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			<p>limit their movement around the meeting room during the meeting, exit and leave the building as soon as possible.</p> <ul style="list-style-type: none"> • Names of all Councillors, Council employees or invitees attending should be recorded. • Town Council Track and Trace QR code to be scanned by members of the public on entry or contact details provided. • No distribution or sharing of papers, pens or other items to limit the spread of any matter. • All COVID mitigation measures in Town Hall or other venue to be adhered to at all times including following of one way systems and use of masks when walking around • Benches where Public sit marked with 2 metre spots showing where people can sit socially distanced. • Maximum occupancy of the meeting room must not be exceeded • No refreshments i.e. biscuits will be provided. If using the coffee machine outside the Chamber, please ensure you wipe it down after use with antiviral wipes provided • All doors (except fire doors) to be kept open to reduce high touch points. 				
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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th SEPTEMBER 2021

AGENDA ITEM 14 - COUNCILLOR VACANCY INCLUDING: -

REPORT BY THE TOWN CLERK

FOR DECISION

To note the resignation of Cllr. Ms. Sharples

Members are asked to **NOTE** the resignation of Cllr. Ms. Sharples.

To note the proposed By-Election date of 14th October 2021

Members are asked to **NOTE** the date of 14th October for the proposed By-Election to fill the vacancy arising from the resignation.

To ratify the decision to issue polling cards for the By-Election and the associated expenditure

Due to the deadline set by the Elections Officer at ADC, it was necessary to canvas opinion via email for a decision as to whether to issue polling cards for the By-Election noting the associated expenditure estimated to be for printing and hand delivery no more than £1,500 which would be funded from the Elections budget.

The responses are as follows: -

In Support

Cllr. Miss. Needs
Cllr. Mrs. Warr
Cllr. Jones
Cllr. Stanley
Cllr. Brooks
Cllr. Smith
Cllr. Batley
Cllr. Barrett

Against

Cllr. Cunard
Cllr. Mrs. Daniells
Cllr. Goodheart
Cllr. Reynolds
Cllr. Woodall

No Response

Cllr. Erskine
Cllr. Mrs. Staniforth

DECISION

To **RATIFY** the decision to issue polling cards for the forthcoming By-Election with associated costs.

To appoint a new Vice-Chairman to the Community Engagement and Environment Committee

Following Cllr. Ms. Sharples resignation the position of Vice-Chairman to the Community Engagement and Environment Committee is now vacant and Members are asked to agree a replacement.

DECISION

To **AGREE** the appointment of the new Vice-Chairman to the Community Engagement and Environment Committee.

AGENDA ITEM 15

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th SEPTEMBER 2021**

**AGENDA ITEM 15 - TO NOTE THE CHANGE OF DATES FOR THE NOVEMBER
POLICY AND RESOURCES COMMITTEE AND THE BUDGET POLICY AND
RESOURCES COMMITTEE MEETINGS**

REPORT BY THE TOWN CLERK

FOR DECISION

As Members are aware, it is usual to have two Meetings of the Policy and Resources Committee in November; a normal Committee Meeting scheduled for the 22nd November and a Budget Meeting on 29th November.

The Town Council's Accountant is always invited to present the Budget papers to the Committee but, unfortunately, he is not able to make the date of 29th November.

Therefore, the Meetings will be swapped around as they can attend on 22nd November.

DECISION

To **NOTE** that the Policy and Resources Committee Budget Meeting will be held on 22nd November 2021 with the normal Committee Meeting rescheduled for 29th November 2021.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th SEPTEMBER 2021**

AGENDA ITEM 16 - NOTICE OF MOTION - S.O. 9 - PROPOSED BY CLLR. M. STANLEY - SUPPORT TO EXPLORE A PEDESTRIANISED OR SHARED-SPACE AREA FOR THE JUNCTIONS IN AND AROUND THE BOGNOR REGIS GATEWAY LOCATION

REPORT BY THE TOWN CLERK

FOR DECISION

The following Motion has been received from Cllr. M. Stanley: -

This Council acknowledges the importance of the Bognor Regis gateway location (Picturedrome/Train Station and Reynolds Building area) and notes the considerable investment already made here, £600k on Station Square, £500k Station Road public realm improvements and £2m on the railway station. This area has also seen further improvements more recently with the opening of 'The Track', the relocation of Heygates Bookshop and the significant improvements underway at the Picturedrome Cinema. This Council believes the Bognor Regis gateway location is a key area within the town centre and it is vitally important to present the right tone when welcoming both visitors and residents alike to the town centre. Therefore we resolve to write to WSCC requesting they explore a pedestrianised or shared-space area for the junctions in and around the Bognor Regis gateway location. This Council further resolves to write to ADC, the Bognor Regis BID and the Bognor Regis Regeneration Board for their support in this project.

Officer Comment

In accordance with S.O. 9 (a) if the subject matter of a Motion comes within the province of a Committee, upon being moved and seconded, it should stand referred without discussion to the relevant Committee unless deemed as urgent by the Town Mayor. This matter falls broadly under the subject of Regeneration which is a matter for Full Council to discuss. If the Mayor deems that there is no immediate urgency or time restraint that results in a need for immediate debate, it is suggested that Members agree that further investigation be undertaken by Officers, including fact finding on previous proposals for the gateway area, with a report back to the next Full Council meeting for discussion and determination.

DECISIONS

Is there a seconder for the Motion?

If the Motion is seconded, does the Mayor deem the matter urgent enough for immediate discussion or alternatively direct that the matter should stand referred, without discussion, to the next Full Council meeting with Members **AGREEING** that Officers be instructed to undertake further investigation, including fact finding on previous proposals for the gateway area, with a report back to the next Full Council Meeting for discussion and determination?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th SEPTEMBER 2021**

REPORT BY TOWN CLERK

FOR DECISION

AGENDA ITEM 17 - TO CONSIDER APPROVAL OF ABSENCE FROM MEETINGS FOR CLLR. MISS. C. NEEDS DUE TO COVID 19 IMPLICATIONS

BACKGROUND

Members will be aware that Cllr. Miss. Needs has been unable to attend in-person Council/Committee meetings of the Town Council over recent months owing to the requirements at her home arising from the COVID-19 pandemic.

Whilst meetings were held online, Cllr. Miss. Needs was able to attend meetings but with that remote ability removed in England on 7th May 2021, Cllr. Miss. Needs has been unable to attend since that time.

It is hoped that by the New Year a hybrid model may be possible whereby whilst all Council Meetings would need to be quorate with sufficient Members physically in attendance, a resolution may be made allowing for decisions involving anyone voting remotely, to be delegated to the Town Clerk for action. However, this will depend on whether restrictions are tightened over the winter months and also the connectivity with the venue when not using the Town Hall.

Section 85 of the Local Government Act 1972 provides that "if a member of a Local Authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the Authority he shall, unless the failure was due to some reason approved by the Authority before the expiry of that period, cease to be a member of the Authority".

Cllr. Miss. Needs last attended an online meeting of the Town Council on 4th May 2021 so the six-month period that is referred to in Section 85, Sub-Section 1 of the Local Government Act 1972 will be effective on 4th November 2021. The next meeting of the Town Council is not scheduled to be held until the 1st November 2021, and therefore as a precaution it has been agreed to raise this matter for consideration by Members this evening.

The Council is asked to consider approval of a sabbatical of extended absence (should it be required) from all meetings until the end of January 2022. Any further extension to this, should restrictions require it, may be considered again at the Council Meeting due to be held on 4th January 2022.

In view of the circumstances, it does appear appropriate to allow Cllr. Miss. Needs exemption from the application of Section 85 of the Act which would mean, without such authority being granted, she would automatically be deemed to vacate her office as a Councillor on 4th November 2021. The Council is therefore requested to authorise the absence of Cllr. Miss. Needs from attendance at Council/Committee meetings pursuant to Section 85, Sub-Section 1 of the Local Government Act 1972 and approve this request.

DECISIONS

Do Members **RESOLVE** that:

1. exemption be given pursuant to Section 85, Sub-Section 1 of the Local Government Act 1972 for Councillor Miss. C. Needs to be absent from meetings of the Council;
2. this authorisation and exemption shall apply to Councillor Miss. C. Needs until 31st January 2022; and
3. if Councillor Miss. C. Needs has been unable to attend a meeting by 4th January 2022, a further report will be placed before the Council for consideration at that meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th SEPTEMBER 2021**

AGENDA ITEM 19 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD ANNUAL GENERAL MEETING HELD ON 21st JULY 2021 (IF AVAILABLE)

At the time of publishing this report, the Minutes from the last meeting on 21st July 2021 had not been released. However, as soon as this is available a link to the Bognor Regis Regeneration Board website will be circulated to Members and noted at the next meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th SEPTEMBER 2021**

**AGENDA ITEM 20 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR. STEVE GOODHEART FROM 5th JULY - 6th SEPTEMBER 2021**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Friday 02.07.21	:	Opening of 'Cabana Verde' coffee shop, York Rd, BR <u>(not reported on previous 'Civic Duties' Attended list)</u>
Sunday 04.07.21	:	BR Sailing Club Summer Opening event, BR Sailing Club premises, Victoria Road South, BR <u>(not reported on previous 'Civic Duties' Attended list)</u>
Wednesday 07.07.21	:	SLCC Chairman's Networking Meeting, via Zoom
Thursday 08.07.21	:	BR in Bloom Guides competition planting and presentation, BR seafront mounds, rear of Regis Centre car park
Friday 09.07.21	:	Opening of new premises of 'The Dog and Duck' 65 High Street, BR
Saturday 10.07.21	:	'Head Shave' fundraiser for St Wilfrid's Hospice, Studio one, 69 Queensway, BR
Wednesday 14.07.21	:	WSALC Chairman's Forum, via Zoom
Thursday 15.07.21	:	Talk on role as Mayor of Bognor Regis at Aldwick Revival WI, BR Sports Club, Hawthorn RD, BR
Tuesday 20.07.21	:	Photographs with Mayor and Town Crier, various locations in BR
Thursday 22.07.21	:	BR in Bloom Guides competition planting and presentation to second winner, BR seafront mounds, rear of Regis Centre car park
Saturday 24.07.21	:	VIP reception and performance of 'Vengeance' by Fatdan Productions, Alexandra Theatre, BR
Saturday 07.08.21	:	<i>Deputy Mayor attended: BRTC Book Day, Hotham Park, BR</i>
Saturday 07.08.21	:	<i>Deputy Mayor attended: Vintage by Lou Lou store opening, Norfolk Street, BR</i>

AGENDA ITEM 20

- Sunday 15.08.21 : Speech at 'Forward Facing' charity walk starting location, BR Pier
- Friday 27.08.21 : *Deputy Mayor attended: BRTC World Oceans Day event with Town Crier, BR seafront bandstand*
- Sunday 29.08.21 : BR Sailing Club 'Bank Holiday Sunday Special', BR Sailing Club, Victoria Road South, BR
- Tuesday 31.08.21 : SLCC Chairman's Networking Mtg, Bersted Jubilee Hamm, Chalcroft Lane, Bersted

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th SEPTEMBER 2021**

**AGENDA ITEM 21 - EVENTS ATTENDED BY TOWN CRIER
MRS JANE SMITH FROM 5th JULY - 6th SEPTEMBER 2021**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Saturday 10.07.21	:	Appearance and 'cry' at Felpham Farmers Market, Felpham Memorial Village Hall, Vicarage Lane, Felpham
Monday 19.07.21	:	Private engagement, Haywards Heath
Tuesday 20.07.21	:	Photographs with Mayor and Town Crier, various locations in BR
Friday 06.08.21	:	Funshine Days Proclamation, Town Centre, BR
Saturday 07.08.21	:	Vintage by Lou Lou store opening with Deputy Mayor, Norfolk St, BR
Saturday 14.08.21	:	Appearance and 'cry' at Felpham Farmers Market, Felpham Memorial Village Hall, Vicarage Lane, Felpham
Friday 20.08.21	:	Funshine Days Proclamation, Town Centre, BR
Friday 27.08.21	:	BRTC World Oceans Day event with Town Mayor, BR seafront bandstand

AGENDA ITEM 23

BOGNOR REGIS ONLINE TOWN COUNCIL MEETING
6th SEPTEMBER 2021

AGENDA ITEM 23 - CORRESPONDENCE

FOR INFORMATION

1. VAAC - Weekly Bulletin Updates, 29th July 2021
2. NALC - Chief Executive's Bulletin, 30th July 2021. Circulated to all Councillors
3. ADC - Town and Parish Briefing, 30th July 2021. Circulated to all Councillors
4. ADC - Parliamentary Boundary Review - ADC submission. Circulated to all Councillors
5. Sussex Police & Crime Commissioner Newsletter, 30th July 2021. Circulated to all Councillors
6. Neighbourhood Alert - Your Child and social media 01/08/2021. Circulated to all Councillors and shared on social media
7. Bognor Regis Herald, 1st August 2021
8. VAAC - Funding Focus - August 2021 Edition of VAAC's monthly fundraising newsletter
9. WSCC News Release - Second phase of road safety improvement scheme starts soon on A272 Easebourne/Lodsworth
10. Neighbourhood Alert - Welcome To Out August 2021 Ournews Newsletter 03/08/2021. Circulated to Councillors and shared on social media
11. Futurform - Affordable, Hassle-Free Outdoor Banners
12. NALC – Newsletter, 4th August 2021. Circulated to all Councillors
13. Neighbourhood Alert - Fraud Prevention Volunteers Sought 04/08/2021. Circulated to all Councillors and shared on social media
14. VAAC – Weekly Updates, 5th August 2021
15. Neighbourhood Alert - Arun Weekly Bulletin 05/08/2021. Circulated to all Councillors and shared on social media
16. HSE - Weekly Digest: Your latest health and safety news and guidance
17. WSALC - Rural Crime Monthly Update Link
18. WSCC - Your latest news on Covid-19 - Advice after exam results - and more, 5th August 2021
19. Ordnance Survey - Your Premium data package is available to download from the OS Data Hub
20. APGB - APGB Privacy Policy Update
21. WSALC - National Resilience Strategy Call For Evidence - AMENDED ATTACHMENT
22. The Office of Sussex Police and Crime Commissioner - Increased fraud dangers highlighted - circulated to Councillors
23. Neighbourhood Alert - Alert - Vaccine Passport Scams 07/08/2021 - circulated to Councillors and on social media
24. West Sussex Mind - Mental Health First Aider (2-day)
25. NALC - Future Communities 2021
26. WSALC - West Sussex Clerk & Officer Vacancies
27. Reminder: A259 Bognor Regis to Littlehampton Proposed Enhancements Consultation 21st June – 15th August
28. Age UK - Keep Connected Initiative
29. VAAC - BBC Children in Need Funding Surgery
30. NALC - Job vacancy: Todmorden Town Council
31. Stonepillow Summer Newsletter - circulated to Mayor

32. NALC online Events - Level up the environment through biodiversity - circulated to Councillors
33. WSCC - Wellcome Trust funding given to West Sussex Record Office
34. NALC - Job vacancy: Thorpe St Andrew Town Council
35. Member of the public email about the town centre "flip-flops" being removed and reply via The BID explaining they were tearing and becoming a hazard so were removed earlier than intended
36. NALC - Making rural housing more affordable - circulated to Councillors
37. WSCC - Town and Parish Council News - Special edition: Ash die back
38. NALC - Job vacancy: Campbell Park Parish Council
39. WSCC - Over 70,000 children's books loaned out since the start of the Summer Reading Challenge
40. VAAC weekly updates
41. Neighbourhood Alert - Arun Weekly Bulletin 12/08/2021 - circulated to Councillors and on social media
42. NALC - Job Vacancy - Buckinghamshire and Milton Keynes Association of Local Councils
43. Neighbourhood Alert - Violence Reduction Partnership Survey 12/08/2021 - circulated to Councillors and on social media
44. Neighbourhood Alert - West Sussex Community Safety and Wellbeing Team - circulated to Councillors and on social media
45. WSALC - Parish Online Licensing
46. NALC - Chief Executive's Bulletin
47. Arun District Council - Fortnightly Briefing - circulated to Councillors
48. Census 2021 - Newsletter for Local Authority Partners Issue 31
49. Office of Sussex Police and Crime Commissioner - Assaults on police officers are unacceptable - PCC newsletter 13/8/21 - circulated to Councillors
50. CPRE - Open to read our latest countryside news round-up
51. Neighbourhood Alert - August 2021 Npcc Drug Driving Campaign 16/08/2021 - circulated to Councillors and on social media
52. WSCC - Town and Parish Council News - Special edition: Ash die back - circulated to Councillors
53. VAAC Social Media survey - Summer 2021
54. WSCC - Funding Workshop - circulated to Councillors
55. NALC online events - Level up the environment through biodiversity - previously circulated - More tickets released due to demand 24/08/2021
56. Neighbourhood Alert - Staying Safe Online - Safe Against Scams In West Sussex 17/08/2021 - circulated to Councillors and on social media
57. West Sussex Mind - Supporting you and your staff with new events this autumn
58. Neighbourhood Watch Launch Impact Report 2021 17/08/2021 circulated to Councillors
59. West Sussex Mind - New events for parents and carers this autumn
60. Neighbourhood Alert - Arun Weekly Bulletin 18/08/2021 - circulated to Councillors and on social media
61. WSCC - Your Town and Parish Council News August 2021 - Digital Inclusion Survey and more
62. Volunteer Recruitment Fair - last chance to appear on advertising
63. WSCC - Your latest news on Covid-19 - Have your say on flood plans - and more
64. WSCC - Digital experts help West Sussex businesses 'press the accelerator' for growth

65. VAAC weekly updates
66. West Sussex MIND - Supporting people left behind by suicide
67. NALC - Chief Executives Bulletin
68. The Office of Sussex Police & Crime Commissioner - Fitting memorial for those who have passed in service - PCC newsletter 20/8/21 - circulated to Councillors
69. Member of the Public enquiring facilities for a disabled youth project
70. Arun Community Transport Update - circulated to Councillors
71. The Nyewood Estate & Sunnysdale Park Estate Residents Association - Conditions at 36 Tennyson Road Bognor Regis PO21 2SA Cllr. Brooks, Cllr. Daniells and Cllr S. Gunner (ADC) responses
72. West Sussex MIND - New events for parents and carers this autumn and Mental health and workplace wellbeing champions network
73. NALC - Online Events - Future Communities - previously circulated
74. Bognor Regis Herald - latest edition
75. NALC Online Events - Making rural housing more affordable
76. Public Sector Newsletter - August 2021 - The latest from the UK's largest Public Sector Network
77. VAAC - Book your slot at our BBC Children in Need Funding Surgery
78. West Sussex MIND - New Self Harm networks for parents and carers this autumn
79. Parish Online Newsletter - August Edition
80. VAAC Weekly Update
81. NALC - Election Survey
82. WSALC - Gatwick Airport's Northern Runway Project
83. Local Council's Update - Issue 254 September 2021
84. Mulberry and Co - Clerks & Officers Training Programme
85. Neighbourhood Alert - Arun Weekly Bulletin 27/08/2021 - circulated to Councillors
86. ARUN NEWSLETTER 23 – August 2021
87. NALC - Chief Executive's Bulletin
88. WSCC - Your latest news on Covid-19 - Bank Holiday special edition
89. Bognor Regis Yacht Club - confirmation of receipt of amended cheque
90. Sussex Police and Crime Commissioner - Strengthening local policing - circulated to Councillors
91. Neighbourhood Alert - Buying Or Selling A Vehicle Online Can Be Risky - circulated to Councillors and on social media
92. NALC Events - Future Communities 2021
93. WSCC - Apprenticeship Funding
94. Bognor Regis BID - Get Involved! A Splash of Vintage: 17-19 September
95. Arun District Council - Town and Parish Briefing - circulated to Councillors

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th SEPTEMBER 2021**

AGENDA ITEM 24 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **TO NOTE RECEIPT OF THE £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD (FIRST QUARTER PAYMENT 2021)**
- **TO NOTE MATTERS OF A CONTRACTUAL NATURE IN RELATION TO THE SITE**

Disabled Access Ramp - provision of an access ramp for people with disabilities - at the Town Council Briefing meeting on the 24th August Members were reminded that in September 2019, it was agreed that the Town Council should investigate the potential for an access ramp to the front of the Picturedrome cinema for people with disabilities. Procurement of the access ramp was initiated, and planning permission obtained.

However, after further consideration Members instructed the Clerk to undertake investigations into the Disability Access Audit. In particular the risks identified relating to the greater problems that could occur with provision of a second access for the disabled.

It was also agreed to delay the decision relating to the appointment of a surveyor for drawing up a specification for an access ramp until after the Clerk had reported her findings regarding the audit back to Members at a future meeting.

Mr Cunard the Director of the Picturedrome cinema was in attendance at the Briefing and provided two alternative schemes for Member's consideration.

Mr Cunard believed that both schemes (the second option more so than the first) would, through reasonable adjustment measures, provide much higher levels of access and egress in all ground floor areas.

Option 1

Option 1 as shown on **Appendix 1** identifies a ramp to the far left of the building with access provided through double doors. The entrance area has been enhanced by the rearrangement of the internal staircase to the previous office area. Although this option has not been costed it is anticipated that there would be a significant cost to the Council.

Mr Cunard then presented Option 2 the cost of which for the most part would be included within existing renovation works being undertaken by the tenant.

Option 2

Option 2 as shown on **Appendix 2** reopens the access to the cinema through what is currently the window to the kiosk.

The main difficulty with this scheme is relocating the electrical switch gear. However if this can be achieved at a reasonable cost then this option would provide a much greater level of access compared to the other schemes. With the electricity switch gear relocated to the adjacent wall it would be possible to open the doors straight out at the end of that space with a new entrance. This would only necessitate an internal ramp for one step. In addition, the back of Screen 1 could be opened with a slight ramp down to give access to Screen 2. Thus, making a greater proportion of the building accessible for people with disabilities. Apart from the electrical works it is proposed that the remaining access work could be done within the tenant's current work schedule.

In conclusion, Members are asked to consider which of the two options, if any, should be considered further and to this end provide the Clerk with delegated authority to investigate the preferred option to its conclusion.

DECISION

To consider which of the two options, if any, should be considered further and to this end provide the Clerk with delegated authority to investigate the preferred option to its conclusion.

Partnership Working, Opportunities for enhancing community development and economic growth - the Briefing on the 24th August 2021 also included a brief report from Spencer Clark, Group Operations Manager at the Picturedrome cinema. Mr. Clark discussed opportunities for closer working with the Council including both community and economic development projects.

In particular he asked Members to consider the following areas where the Picturedrome could collaborate with the Town Council:

- Communication of successes to the community e.g. BID scheme and how are the successes communicated? Not all businesses are proactive in picking up membership of the scheme.
- Could the BID scheme be utilised to link the local businesses and council funded venues.
- Book club mornings within the cinema and working with local Library.
- Youth services - awards.
- Events/films to celebrate successes.
- Business hub to link to cinema.
- Theatre/Hotels; conferencing package.
- Town centre public realm improvements.
- Feeling safe in the town centre zone.
- Investment in planting and pedestrianizing areas.

AGENDA ITEM 24

- Station Square - Historic and Iconic Gateway to town (Use like a Plaza Area)
 - Shared space (traffic diversions for one off events?) and events zone - small crafts/seaside themed - small carousel and stalls/farmers market, Christmas Carols followed by a Christmas Classic as a Thank You at the cinema. Also, an agreed events calendar and poster in cinema - What's on in the Square?
- Take pride in your shop front for litter generators - cinema included.
- Consultation on how safe people feel in Town.
- Town Rangers investment?
- Use our facilities as surgery venue for Councillors – coffee mornings or evenings to communicate with the community.
- Community support drop in Police visits - café - meet your local officer - set days per week - one or two hours where the elderly can reach the police.
- Flexible Community Fund - awards ceremony - local businesses to give prizes etc - team spirit. Cinema could be used as a venue.
- Support - High footfall venue - to celebrate successes:
- On Screen Magazine, screen advertising?
- Schools - plays, school curriculum film season etc.
- Safe place scheme.

In conclusion Members are invited to consider if they wish to take these ideas forward and if so to determine next steps.

DECISION

Members are asked to consider if they wish to take these ideas forward and if so to determine how they wish to proceed.

Slipped tile on north elevation of octagonal tower - quotations have been sought to replace a slipped tile to the octagonal tower to ensure that there can be no water ingress to the area. It was hoped that this could be undertaken during the last week in August. However, owing to the Contractor's cherry picker developing a leak from the hydraulic tank, this work has been delayed until its repair has been undertaken. The Contractor has confirmed that he will proceed with the repair as soon as the equipment is once again available. The cost of the works will be £444 plus VAT, and this will be funded by BPCL. Notification has subsequently been received from the Contractor to confirm that the works have now been completed.

TO NOTE RECEIPT OF THE £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FIRST QUARTER PAYMENT 2021)

Members are advised that £9,000 Management Fee has been received from The Bognor Pier Company Ltd. and has been paid into the Town Council's account.

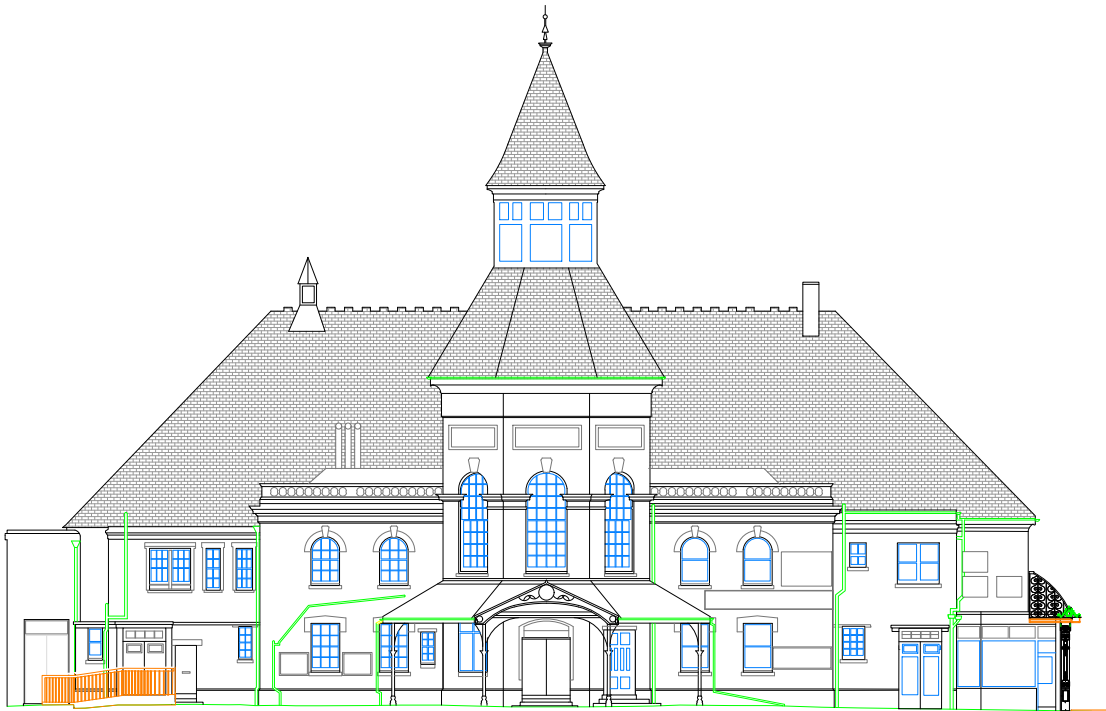
As previously advised, this funding is committed in the Council's budget and is used to contribute towards the costs of the Picturedrome development loan.

DECISION

Members are asked to **NOTE** receipt of the £9,000 Management Fee received from The Bognor Pier Company Ltd (first quarter payment 2021).

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

Option 1.



General Notes		
No.	Revision/Issue	Date
Firm Name and Address		
Project Name and Address		
Project		
Date	04.08.2021	# #
Scale	As Noted	

