



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
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Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 1st NOVEMBER 2021.**

Please note that the doors to the Town Hall will be closed at 6.20pm and no entry will be possible after this time.

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.

Any member of the public wishing to attend the meeting must pre-book a place by emailing bognortc@bognorregis.gov.uk before midday on Monday 1st November 2021. A maximum of six places will be available for this meeting. No entry will be permitted to those who have not pre-booked a place.

All pre-booked attendees will be provided in advance with COVID guidance for the use of the Town Hall and this guidance must be adhered to at all times.

An opportunity will be afforded to those **members of the public** who have pre-booked a place 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 this Committee.) Any written question received by 9am on Monday 1st November from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

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

DATED THIS 25th DAY OF OCTOBER 2021

TOWN CLERK

AGENDA AND BUSINESS

Prior to the start of the meeting, at the invitation of the Mayor, a blessing will be given by Revd Tim Crook, if available

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, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
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 6th September 2021
 5. Reports from WSCC County and ADC District Councillors (if available)
 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 27th September 2021** with resolutions, recommendations and reports including: -
 - Adoption of Terms of Reference for the Planning and Licensing Committee - Min. 61 refers
 - Adoption of updated documents, including: - Constitution; Business Continuity Plan; Complaints Procedure Policy; Customer Care Policy; Equality Policy; Facebook Policy; ICT Website Policy; Procurement Policy; Social Media Policy; Volunteers Policy; and Training Policy (new) - Min. 66 refers
 - 9.2 **Community Engagement and Environment Committee Meeting of 4th October 2021** with resolutions, recommendations and reports
 - 9.3 **Planning and Licensing Committee Meeting of 21st September 2021** with resolutions, recommendations and reports
 - 9.4 **Events, Promotion and Leisure Committee Meeting of 13th September, and Extraordinary Meetings of 14th October including a verbal update from the meeting of 1st November 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 note the List of Payments and Transfers made in [August](#) and [September](#) and to note the [balances, bank reconciliations and financial reports](#) (October not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
12. To note the External Auditor's Certificate and Report year ending 31st March 2021 Accounts and consider any action
13. Declaration of Acceptance of Office by Cllr. Robert Waterhouse, elected at the By-Election on 14th October 2021
14. To reconsider the Committee Memberships following the By-Election held 14th October 2021
15. To appoint representatives to other 'outside' bodies vacancies - Min. 11.5 refers
16. Delegated Decisions including: -
 - Planning and Licensing
 - To ratify expenditure for meeting venue hire
17. To note the change in date of Allotments Sub-Committee Meetings for 2022 as a result of an administrative error - Min. 13.2 refers
18. To consider the Motion from Cllr. M. Stanley, as deferred from the Council Meeting held 6th September 2021 (Min. 81 refers), in relation to the Bognor Regis gateway location (Picturedrome/Train Station and Reynolds Building area)
19. Update and consideration of any further action in relation to the West End Shops and Traders - Min. 73.1 of the Policy and Resources Committee Meeting held 27th September refers
20. To consider inviting Sussex Police & Crime Commissioner, Mrs Katy Bourne, to address Members at a future meeting
21. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board Meeting held on 6th October 2021 (if available)
22. Town Mayor's Report and duties undertaken
23. Town Crier's Report and duties undertaken
24. Reports from Representatives to other organisations
25. To receive Correspondence
26. Picturedrome Site update - Director's report, any urgent actions taken for ratification
27. To resolve to move to Confidential Business (S.O. 3.d) - (contractual)
28. Picturedrome Site update - Confidential Business

Agenda item **28** will contain confidential items and require a resolution to exclude public & press.

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO
THE COUNCIL CHAMBER IF REQUIRED**



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 6th SEPTEMBER 2021

PRESENT:

Cllrs: J. Barrett, K. Batley, J. Brooks, A. Cunard (until Min. 89),
J. Erskine, S. Reynolds (until Min. 89), W. Smith, Mrs. J. Warr and
P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Cllr. F. Oppler (ADC and WSCC) (part of meeting)
Cllr. K. Greenway (WSCC) (part of meeting)
5 members of the public (part of meeting)
Lt Gary Edgington, Bognor Regis Sea Cadets (part of meeting)
2 Mayor's Cadets (part of meeting)

Prior to opening the Meeting, and in the absence of the Mayor, the Deputy Mayor, Cllr. J. Barrett, welcomed Able Cadet Amy Wales, from the Bognor Regis Sea Cadets, who was being appointed as Mayor's Cadet for 2021/2022 and presented her with a badge and certificate as she begins the role

*Ordinary Cadet, Luca Tanner from the Bognor Regis Sea Cadets, was also presented with a certificate in recognition of his services as the outgoing **Mayor's Cadet** by the Deputy Mayor, Cllr. Barrett who thanked him for his assistance during his appointment to the role*

The Meeting opened at 6.30pm

62. 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 Cllrs. Mrs. Daniells and Goodheart who were on annual leave, Cllr. Miss. Needs owing to COVID restrictions, Cllr. Mrs. Staniforth due to a family matter and Cllr. Stanley due to COVID restrictions.

No apologies had been received from Cllr. Jones.

63. 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 24 as a non-charging supplier to the tenant of the Picturedrome Cinema and stated that he would not be leaving the Meeting when Agenda item 24 was discussed

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 24, 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 24 was discussed

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 24, 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 24 was discussed

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

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

65. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 5th JULY 2021

The Minutes of the Council Meeting held on 5th July 2021 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

66. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS

Cllr. Oppler reported that whilst the last 12 months had seen a reduction in the number of larger, strategic issues, there had been a marked increase in and variety of casework. It was reported that from a County perspective there was disquiet regarding the closure of the Children & Family Centres including the one located in Victoria Drive, which he felt was a fantastic resource for the Town. With regard to ADC activities, The Councillor stated it was pleasing to see that the improvements at Place St. Maur were due to start in October and it was hoped that these would transform the area.

Questions were raised for Cllr. Oppler by Town Council Members including parking in the vicinity of the traffic lights in Hawthorn Road and problems arising from both ADC and WSCC refusing to accept electronic signatures. Cllr. Oppler stated he had just recently chased County regarding the Hawthorn Road issues and would look into the matter regarding signatures.

Cllr. Greenway then introduced himself as the Member elected at the recent County Council Elections in May 2021 to represent the Bersted Ward which includes part of the Town Council's Pevensey Ward. Cllr. Greenway referred to two current consultations on the bus improvements and also the draft WSCC Transport Plan. Cllr. Greenway also stated that he was keen to work with the Town Council on litter picking events.

The Deputy Clerk suggested that the In Bloom Committee Clerk contact him to discuss this area as she is involved with the organisation of the Beach Clean.

A Town Councillor commented that it was good to see County Councillors in attendance as the Local Committee of JWAAC was no longer in existence.

67. WRITTEN QUESTIONS FROM COUNCILLORS

There were no written questions received from Councillors.

68. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.48pm

Members of the public spoke about: -

- the issues regarding ongoing antisocial behaviour, with the Council urged to reconsider its decision not to invite Inspector Carter to attend a Town Council Meeting;
- the lack of local policing with a request for a letter to the Police & Crime Commissioner, Katy Bourne, asking where all the promised new Police Officers are;
- the exterior of the Picturedrome Cinema asking that the Town Council as owner of the building speak to the Tenant regarding the state of the building;
- concern that Bognor Regis is used as a training ground for PCSOs before they are moved onto Littlehampton;
- that other Local Authorities move their "problem" tenants to Bognor Regis for housing in Belmont Lodge when there are local people in desperate need;
- drug issues increasing due to people being moved into the Town from outside of the area.

Meetings reconvened 7.00pm

A Councillor responded on the issue of the Police and asked why Officers rarely attended Town Council meetings. The Town Clerk reported that their attendance was dependent on operational duties, but it was agreed that the question should be posed via WSALC Ltd for their next meeting with the Chief Constable.

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

There were no written dispensation requests received from Town Councillors.

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

71. Policy and Resources Committee Meeting of 2nd August 2021

In the absence of the Chairman of the Committee, Cllr. Stanley, the Vice-Chairman, Cllr. Erskine reported.

71.1 A Member referred to the Clerk's report on the Fishermen's Huts (Min. 34.3 refers) and suggested that the showers could be reconnected to the water supply in the huts. In the absence of the Chairman, Cllr. Erskine stated that he would look into this matter.

71.2 Min. 35 - Recommendation to adopt the Terms of Reference for both 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

Members unanimously **RESOLVED** to adopt the Terms of Reference for the Committees, Sub-Committees, Working Groups and Topic Teams as detailed.

Cllr. Smith left the Meeting

71.3 Min. 38 - Recommendation to adopt the LGA Code of Conduct with the inclusion of the Town Council's current Code of Conduct Appendices 1 to 5

Members **RESOLVED** to adopt the LGA Code of Conduct with the inclusion of the Town Council's current Code of Conduct Appendices 1 to 5.

Cllr. Smith rejoined the Meeting

72. Community Engagement and Environment Committee Meeting of 9th August 2021

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

72.1 A Member referred to Mins. 24.2 and 24.3 and asked whether there had been any response to the letters to ADC. Cllr. Smith responded that any replies would be noted and considered at the next Committee meeting.

72.2 The Chairman asked Members to bring forward suggestions for Community projects that the Committee could get involved in as many of their existing projects and initiatives were nearing conclusion.

72.3 Min. 28 - Recommendation of the additional appointments 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 **RESOLVED** to **AGREE** the appointments.

72.4 Min. 31 - Recommendation 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
Members unanimously **RESOLVED** to **AGREE** 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.

73. Planning and Licensing Committee Meeting of 31st August 2021

The Chairman of the Committee, Cllr. Mrs. Warr, reported. There were no recommendations.

74. Events, Promotion and Leisure Committee Meeting of 19th July 2021

The Chairman of the Committee, Cllr. Batley, reported. There were no recommendations.

74.1 A Member referred to the Beacon and advised that in his capacity of Chairman of ADC he had recently attended a Beacon lighting at Littlehampton, in association with an RBL commemoration that included the lighting of other Beacons along the south coast and was dissatisfied that the Bognor Regis Beacon had not been included in the event. The Member also expressed concern at continued delays in testing the Beacon. The Deputy Clerk informed Members that, as had been reported to the Committee previously, the Beacon had been tested some time ago and worked well but Members had been unable to attend due to COVID restrictions and therefore when resourcing allows, another test will be carried out which Members may attend. With regard to the RBL event the Deputy Clerk informed Members that the Town Council had not been invited to take part and this presumably was because there was no active RBL Branch in the Town. The Member responded to this to state that the Town Council should not wait to be invited to these types of events.

75. 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'.

76. TO CONSIDER A FURTHER DATE FOR A COVID SEMINAR

The Town Clerk's report, including the Appended Notes of the previous seminar, was **NOTED**.

Following a brief debate, Members **AGREED** that a further seminar should be held online and that the Clerk should proceed to make the necessary arrangements.

77. DELEGATED DECISIONS INCLUDING:

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

77.1 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 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, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority.

77.2 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, it had been necessary to cancel or change the dates and/or venue for:

- 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) with venue changed to the Chichester University (Bognor Regis Campus);

- Community Engagement and Environment Committee - scheduled for 9th August 2021 with venue changed to the Chichester University (Bognor Regis Campus);
- Planning and Licensing Committee - scheduled for 31st August 2021 with venue changed to Studio 1, The Regis Centre, Belmont Street, Bognor Regis;
- Full Council - scheduled for 6th September 2021 with venue changed to Jeneses Community Centre, Linden Road, Bognor Regis.

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.

77.3 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 kept to a minimum, it had been necessary to hire alternative venues for the following Committee Meetings: -

Events, Promotion and Leisure - 19 th July 2021	£150
Policy and Resources - 2 nd August 2021	£150
Community Engagement and Environment - 9 th August 2021	£50
Planning and Licensing - 31 st August 2021	£36
Council - 6 th September 2021	£75

78. TO CONSIDER FUTURE MEETING VENUES

The Town Clerk's report, including the circulated Risk Assessment, was **NOTED**.

A Member commented that the Jeneses Centre had a great deal of potential as a meeting venue due to the number of people it could accommodate. Another Member suggested that the Bognor Club be considered also.

Following the discussion, it was unanimously **AGREED** that the Town Clerk should continue to liaise with ADC to meet their requirements to enable at least Committee Meetings to be held in the Council Chamber at the Town Hall from the beginning of October with alternative venues sourced for Council Meetings if required.

79. COUNCILLOR VACANCY INCLUDING:

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

79.1 To note the resignation of Cllr. Ms. Sharples

Members **NOTED** the resignation, with several Councillors expressing their disappointment that Cllr. Ms. Sharples would no longer be serving on the Council.

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

The proposed date for the By-Election was **NOTED**.

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

The decision taken via email due to time constraints, to issue the polling cards and the associated expenditure was **RATIFIED**.

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

Members unanimously **AGREED** to appoint Cllr. Cunard as the Vice-Chairman of the Community Engagement and Environment Committee.

80. TO NOTE THE CHANGE OF DATES FOR THE NOVEMBER POLICY AND RESOURCES COMMITTEE AND THE BUDGET POLICY AND RESOURCES COMMITTEE MEETING

The Town Clerk's report, including notification 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, was **NOTED**.

A Member stated that he would like an opportunity to review the Corporate Strategy prior to discussing the Budget.

81. NOTICE OF MOTION - S.O. 9.0 - 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

During the discussion Cllr. Cunard declared an Ordinary Interest as the tenant of the Picturedrome Cinema which was sited on the junction

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

The Chairman stated that, as had been noted earlier, Cllr. Stanley could not attend the Meeting and therefore as he was not there to present his Motion, Cllr. Stanley had advised that if there was a seconder, he would be happy for it to be deferred to the next Council Meeting, in line with the Officer Recommendation.

Cllr. Erskine subsequently seconded the Motion and therefore the matter would stand referred, without discussion, to the next Full Council meeting and Members further **AGREED** that Officers be instructed to

undertake further investigations, including fact finding on previous proposals for the gateway area, with a report back to the next Meeting.

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

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

Members expressed their frustration that COVID restrictions were continuing to negatively impact on Cllr. Miss. Needs wish to be fully involved in Council Meetings and it was therefore suggested that the Town Clerk should liaise with Cllr. Miss. Needs to see if discussions may take place with the manager at the home to see if there were any further measures that could be taken to enable Cllr. Miss. Needs to take part at meetings in person.

Members subsequently unanimously **RESOLVED** that:

- i) 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;
- ii) this authorisation and exemption shall apply to Councillor Miss. C. Needs until 31st January 2022; and
- iii) 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.

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

The Council unanimously **RESOLVED** 'to note the payments and transfers made in June and July 2021 and to note the balances, bank reconciliations, financial reports and outturn and approval of the contents and their publication'.

84. 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)

Members **NOTED** the previous circulation of the link to the Minutes from the Bognor Regis Regeneration Board Annual General Meeting held on 21st July 2021.

85. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

86. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

87. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

Members **NOTED** that reports had been received from the following representatives to other organisations, and had been emailed to all Councillors. Members were reminded that should they attend virtual or in-person meetings or events on behalf of the Council, the appropriate report should be submitted to the Town Clerk.

87.1 Cllr. Batley - Bognor & Bersted United Charities and Bognor Regis Seafront Lights, no meetings attended.

87.2 Cllr. Erskine - Bognor Regis Regeneration Board Annual General Meeting attended on 21st July 2021.

87.3 Cllr. Woodall - Armed Forces Day and Bognor Shopmobility, no meetings attended. Southdowns Folk Festival meeting on 31st August 2021 as substitute for the appointed representative, Cllr. Mrs. Daniells.

87.4 A Member suggested that the reporting form be altered to enable simpler reporting should they not be invited and therefore not attend meetings.

88. TO RECEIVE CORRESPONDENCE

88.1 The Committee **NOTED** receipt of correspondence as detailed in the list previously circulated and the Town Clerk highlighted ADC's submission to the Parliamentary Boundary Review (item 4 on the circulation list).

88.2 A Member referred to item 94 on the circulated list regarding the BID's "Splash of Vintage" and enquired whether the Town Council's Event Officer had been involved or the Town Council had been consulted about it. The Deputy Clerk informed the Meeting that, as this was a BID initiative, the Event's Officer was not involved and specific liaison regarding matters such as this would not be expected other than through the usual channels such as BRTC Officer attendance at the BID Meetings. The Member responded that this showed a lack of partnership working especially when things such as this come out of the blue.

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

Before leaving the Meeting Cllr. Cunard stated (in his capacity as tenant of the Picturedrome Cinema) he would reply via the Clerk to the member of the public who had raised concerns about the visual state of the building

89. PICTUREDROME SITE UPDATE

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

89.1 The previously circulated Director's Report was **NOTED**, with the actions taken, and expenditure relating to the repair to the north elevation of the octagonal tower, **RATIFIED**.

89.2 Members discussed the two proposed alternatives for disabled access to the building and after consideration it was unanimously **AGREED** that Option 2, namely access via a new entrance where this is currently the window to the kiosk, should be explored further and that the Town Clerk be given delegated authority to investigate this preferred option to its conclusion with the tenant.

89.3 Members proceeded to discuss the potential for partnership working, as referred to by the cinema's Group Operations Manager at the recent Members' briefing as detailed in the report and it was **AGREED** that this matter should be placed on the next Agenda for further consideration.

89.4 To Note receipt of the £9,000 Management Fee from the Bognor Pier Company Ltd.

Receipt of the £9,000 Management fee from the Bognor Pier Company Ltd (First Quarter payment 2021) was **NOTED**.

90. 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, (S.O. 3.d) - Agenda item 24 (contractual).

91. PICTUREDROME SITE UPDATE - CONFIDENTIAL

The previously circulated confidential Director's Report was **NOTED**, with the actions taken, and expenditure relating to the final legal costs for surrender of the Lease for 1a Linden Road and completion of the new Lease for 1a and 1b Linden Road, **RATIFIED**.

The Meeting closed at 8.13pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st NOVEMBER 2021**

REPORT BY THE TOWN CLERK

FOR INFORMATION

**AGENDA ITEM 8 - TO CONSIDER ANY WRITTEN DISPENSATION
REQUESTS RECEIVED FROM TOWN COUNCILLORS**

BACKGROUND

There may be times when all or most Councillors need to apply for a dispensation over a matter which affects them all. In this case, the Council may still act together to consider the applications, which must still be from each individual.

The Ministry of Housing, Communities and Local Government formerly the DCLG previously clarified that Councillors will not need to have a dispensation to vote on the annual Precept. The legislation is poorly drafted, and many lawyers initially believed a dispensation would be necessary. The Council will however need to grant to all relevant Members (upon written request made to the Proper Officer of the Council) a dispensation to speak or vote at any relevant meeting on the approval of an allowance, payment or indemnity to Members.

The approval of an allowance, payment or indemnity to Members will apply to those Bognor Regis Town Councillors who are in receipt of the Basic Parish Allowance and therefore have a Disclosable Pecuniary Interest. Any discussion/decision on this matter would therefore require a dispensation to allow Members to participate in any future debate on this subject.

Cllr. Robert Waterhouse has confirmed that he does not wish to be in receipt of the Basic Parish Allowance, therefore, no further action is required.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 27th SEPTEMBER 2021

PRESENT: Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard,
J. Erskine and H. Jones

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
0 members of the public

The Meeting opened at 6.30pm

56. 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. Reynolds due to work commitments, W. Smith for family reasons and P. Woodall who was unwell.

No apologies had been received from Cllr. S. Goodheart but it was known that he was on annual leave.

57. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

There were no declarations of Interests

58. TO APPROVE THE MINUTES OF THE MEETING HELD ON 2nd AUGUST 2021

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 2nd August 2021 and these were signed by the Chairman.

59. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

60. CLERK'S REPORT FROM PREVIOUS MINUTES

60.1 16th November 2020 - Min. 185 - Grant Aid

An email has been received from UK Harvest following their award of £3,288 from the Grant Aid 2021 budget in which they state "Thank you for your support which came at such a vital time for the people of Bognor Regis". In addition, a full report has been received and this is available from the Town Clerk if Members wished to receive a copy.

60.2 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 Twinning Association has had such a request approved.

60.3 29th March 2021 - Min. 224.7 - Parking Disc Scheme

Unfortunately, due to restrictive access to the Town Hall at the current time with ADC insisting that all visitors to the building having to book an appointment, the decision has been taken to once again not sell the parking discs from the Town Council offices in 2022.

60.4 28th June 2021 - Min. 19 - Fishermen's Huts

Further correspondence has been received from two dual-hatted Town Councillors regarding this matter. However, as agreed by this Committee, the matter is not to be discussed further until the outcome of ADC's investigations into ownership are known. ADC's Director of Place advised

that due to a shortage of resources there would be no response before the end of September. It is therefore hoped that a response will be received in time for inclusion on the next Agenda.

60.5 2nd August 2021 - Min. 39 - NALC campaign for remote meetings

As requested by Members, a letter was sent to Nick Gibb MP to express the Town Council's support of remote meetings, with a copy sent to Jonathan Owen, Chief Executive of NALC. A response has been received from Nick Gibb MP advising that he has written to the Ministry of Housing, Communities and Local Government about this matter, outlining our concerns and enclosing a copy of our letter. Nick has advised that as soon as he receives a response, he will write to the Town Council again. Jonathan Owen from NALC also confirmed receipt and asked that he be kept informed should a substantial reply be received.

60.6 2nd August 2021 - Min. 43 - Promotions Training

As an update to Members, whilst this had not yet been progressed, the issue was still in the work programme but had been delayed due to resource pressures.

60.7 2nd August 2021 - Min. 46 - Committee Chairman Appointments

As requested, further investigations had been undertaken but no reference had been found in legislation to suggest that the Chairman (or in the case of this Town Council, the Mayor) has to be present to chair the election of each Committee Chairman. A review of neighbouring parishes had been carried out and there seemed to be two preferences; the first is as has been done by the Town Council with the Full Council appointing the Committee Chairman at the Annual Meeting of the Town Council; alternatively, while other Councils do allow their Committees to appoint their own Chairman, they usually appoint the Chairman and Vice-Chairman of the Council ex officio to every Committee which is not practicable for the Town Council's Mayor and Deputy Mayor. The matter will be placed on the next Agenda for consideration in good time for any changes to the Standing Orders well before the next Annual Meeting in May 2022.

60.8 2nd August 2021 - Min. 49 - Rolling Capital Expenditure

Members were reminded that a sum of £1,333.33 plus VAT was ratified at the last meeting for the purchase of a new mower. The invoice had now been received and it was reported that the cost has been reduced to £1,140.83 plus VAT, a saving of £192.50, as a result of a different make of mower being purchased.

60.9 Town Council Meeting - 6th September 2021 - Min. 80 - Budget Policy and Resources Committee Meeting

Whilst discussing the alterations to the Policy and Resources Committee Meeting dates and the revised date for the Budget Meeting of 22nd November with the normal meeting rescheduled to the 29th, a Member stated that he would like an opportunity to review the Corporate Strategy prior to discussing the Budget. Members were reminded that if this was

required, then an Extraordinary Meeting of this Committee or of Council would be required.

The Chairman sought Members' views on the need for an Extraordinary Meeting and stated that he would liaise with the Town Clerk as to how to proceed.

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

- **Planning and Licensing Committee**

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

The Committee unanimously **RESOLVED** to **RECOMMEND** to Council that the Terms of Reference for the Planning and Licensing Committee be adopted with no amendments.

62. TO RECEIVE THE TOWN FORCE REPORT

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

63. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 14th SEPTEMBER 2021

The Projects Officer's report, including the Notes of the Heritage Partnership Board Meeting on 14th September, was **NOTED**.

With regard to the recommendation within the report, Members unanimously **AGREED** that the Board's name should be amended to Bognor Regis Heritage & Arts Partnership Board.

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

The Projects Officer's report, including the appended Shop Audit overview, was **NOTED**.

65. TO NOTE THAT A JOINT ACTION GROUP (JAG) MEETING IS TO BE HELD ON 23rd SEPTEMBER 2021

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

66. TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO COUNCIL THE FOLLOWING UPDATED DOCUMENTS: -

- **Constitution**
- **Business Continuity Plan**
- **Complaints Procedures Policy**
- **Customer Care Policy**
- **Equality Policy**
- **Facebook Policy**
- **ICT Website Policy**
- **Procurement Policy**
- **Social media Policy**
- **Volunteers Policy**
- **Training Policy (new)**

The Deputy Clerk's report, including the eleven appended documents, was **NOTED** and Members unanimously **AGREED** to **RECOMMEND** to Council, with no amendments, the adoption of the documents as listed above.

67. TO RECEIVE THE REPORT FROM THE HEALTH & SAFETY INSPECTION OF THE TOWN COUNCIL OFFICES UNDERTAKEN BY ELLIS WHITTAM ON 6th SEPTEMBER 2021

The Deputy Clerk's report, including the appended Executive Summary and Safety Action Plan for the Town Hall Offices was **NOTED**.

As stated in the report, the audit relating to the Town Force Lock-Up would be referred to the next Committee Meeting.

68. TO NOTE EXPENDITURE FUNDED FROM EMR FOR EXTRA SECURITY FOR THE BOOK DAY EVENT, TAKEN UNDER DELEGATED AUTHORITY DUE TO THE URGENCY OF THE SITUATION

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

Members subsequently unanimously **AGREED** to **RATIFY** expenditure of £520 for additional security and first aid at the 2021 Book Day in Hotham Park.

69. TO RECEIVE AN UPDATE REGARDING THE BATHING MACHINE

Whilst the Town Clerk's report was **NOTED**, the Chairman invited the Town Clerk to update Members as follows.

An email had been received from the Bognor Regis Museum following contact by the owner of the Bathing Machine requesting an update from them on the storage of the item. The contact at the Museum had advised they were hopeful that, subject to Museum Committee approval, works to the building to allow the machine to be accommodated could now be progressed within the next 12 months. Furthermore, it was noted that a

Museum Committee meeting was due to be held in the next couple of months, after which a final decision may be reported.

Following a brief discussion, it was unanimously **AGREED** that the Town Council's agreement to store the Bathing Machine at the Town Force Lock-up be extended until 31st December 2022 subject to confirmation from the forthcoming Museum Committee meeting that the works to the building to accommodate the piece can be progressed. If this should be the case the matter would be referred back to this Committee to reconsider the position.

70. ROLLING CAPITAL EXPENDITURE

The Town Clerk's report was **NOTED** and Members subsequently unanimously **RATIFIED** expenditure of £2,545 plus VAT for a Dell T340 based server.

71. TO NOTE THE REVOCATION OF THE TEMPORARY AMENDMENTS TO THE ADOPTED STANDING ORDERS (BASED ON THE NALC MODEL) AS REQUIRED BY THE NOW EXPIRED LOCAL AUTHORITIES (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY MEETINGS) (ENGLAND) REGULATIONS 2020

The Town Clerk's report confirming the revocation of temporary amendments to the Standing Orders arising from the enactment of the now expired Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 was **NOTED**.

72. FINANCIAL REPORTS INCLUDING: -

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

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

72.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 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**.

72.3 It was noted that the 2021/22 annual salary review negotiations between the LGA employers and the Unions had not yet been concluded and any pay increases will need to be backdated to 1st April 2021. However, it was also noted that an allowance had been made in the 2021/22 Budget for the anticipated increases and therefore funds would be available for this.

73. CORRESPONDENCE

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

- 73.1** The Town Clerk reported additional correspondence received via Cllr. Brooks, namely the Notes from the recent West End Shops and Traders meeting. Members were informed that these Notes suggested that the Town Council be approached for further funding of £5,000 for Christmas trees along the Aldwick Road.

Members were reminded that the previous year, the trees had been funded by unused Events Budgets following the cancellation of the programme due to the pandemic. However, no such underspends were available in the current year and the Town Clerk informed Members that no allocation had been included in the agreed 2021/22 budget. Therefore, there were currently no funds available for this exercise. Following discussion, it was unanimously **AGREED** that the Chairman of the West End Shops and Traders be contacted and advised that match funding for the trees could be considered by Council at the next meeting on 1st November 2021, but that a meeting with the Town Clerk and the Chairman of the Policy and Resources Committee would be required before that time to discuss the proposal further.

- 74. 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 20 and 21 (contractual and staffing).

- 75. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 7th SEPTEMBER 2021**

The Town Clerk gave a verbal report from the Meeting which was **NOTED**.

Members subsequently **AGREED** the recommendations to advertise for the positions of Assistant Clerk and Committee and Event Support Officer.

- 76. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

Cllr. Cunard declared a Disclosable Pecuniary Interest in this item as tenant of the Picturedrome

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

The Meeting closed at 7.15pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 4th OCTOBER 2021

PRESENT:

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

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Mrs. J. Davis (Civic & Office Manager)
1 member of the public in the public gallery
1 member of the press in the public gallery
Cllr. S. Goodheart in the public gallery

The Meeting opened at 6.30pm

33. 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. Miss. Needs due to continuing Covid restrictions. No apologies had been received from Cllr. Cunard.

In the absence of Cllr. Cunard, Members unanimously **AGREED** that Cllr. Barrett be appointed Vice-Chairman for this meeting.

34. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Cllr. Smith declared a Disclosable Pecuniary interest in agenda item 8 as a Director of Mancave Movement Ltd and requested it be recorded in the Minutes that he would be leaving the meeting during discussion

Cllr. Mrs. Staniforth declared an Ordinary Interest in Agenda item 12 as an ADC Member and stated that she may make a different decision if considering the matter at the District Council at a later date

35. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 9th AUGUST 2021

Members were asked if there were any objections to the Minutes of the last Committee meeting, held on the 9th August 2021.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 9th August 2021 as an accurate record of the proceedings and the Chairman duly signed them.

36. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

The Clerk read out a Statement from the Chairman of the Beach and Sea Access Topic Team as follows:

"Bognor Regis Beach and Sea Access Topic Team's (BASATT) sole purpose is to help achieve Beach and Sea Access to the foreshore of Bognor Regis Beaches for all residents and visitors who have limited mobility over the shingle.

The ADC Environment and Neighbourhood Services Committee (E&NS Committee) meeting held on 23rd September 2021 were lobbied by BASATT. All ADC E&NS Committee members, other ADC Councillors, all Bognor Regis Town Councillors together with the Chief Executive and Philippa Dart – ADC Director of Services were emailed regarding the proposed new Option 4A that DID NOT ACHIEVE Beach and Sea Access to Bognor Regis foreshore.

The E&NS Committee did not approve this recommendation but has asked for a working party to be set up for Bognor Regis Beach Access to the foreshore.

BASATT ask that the Bognor Regis CE & E Committee approve the following requests below and work with BASATT, ADC E&NS committee and the new working party to achieve Full Beach and Sea Access to the foreshore.

The requests are:

- 1. Support the request that members of BASATT be part of the working party. These members to be Bognor Regis residents who are not Councillors and should include persons with a disability and/or limited mobility*
- 2. CE & E Committee support BASATT recommendations and allow us to work independently with the Working Party if necessary*
- 3. That Bognor Regis Town Councillors give their support to BASATT and Bognor Regis Beach and Sea Access to the foreshore project*

Residents and visitors to Bognor Regis deserve complete Full Beach and Sea Access to the foreshore, anything less is unacceptable.

Apologies for not being able to attend committee meeting due to current mobility issues and thank you in anticipation of your support."

The Chairman stated that this would be discussed under Agenda item 12.

A member of the public said he was disappointed to see that the wind shields were not being used on the promenade bandstand during Sunday's concert when they were very clearly needed and asked if ADC could make sure they were available for the next concert.

The Clerk advised that this question would be taken to the next Events, Promotion and Leisure Committee Meeting as there was some relevant information relating to this comment pertinent to that Committee.

A member of the public also spoke of the advantages of using 70grm paper for printing over other weights as it is cheaper and has less impact on the environment. For example, using 70grm over 80grm has a saving of 12.5%, for 90grm 22.22%, and 100grm 30%. He reported that the ADC Climate

Change Officer is to recommend that this change be considered at ADC and would like BRTC to consider following suit.

Cllr. Goodheart raised the following points from the public gallery:

- To ask Members to support the proposal for extra funding for tree planting for the Queen's Platinum Jubilee
- That he hoped that as Bognor Regis is a seaside resort, beach access was important to all Councillors and to appreciate the physical impact on regular users of the beach to gain access to the foreshore
- To advise Members that ParkVision are looking to resurrect their vision to plant more trees as part of the Queen's Platinum Jubilee celebrations
- That he was looking forward to hearing the debate on the Phoenix Centre and 39 Club as this is an important provision for the youngsters of the Town and he hopes Councillors will support this and take it forward
- That he agrees with the previous comments relating to the bandstand.

The Chairman reconvened the Meeting at 6.49pm

37. CLERK'S REPORT

37.1 Update on recycling of Poppy Wreaths - 12th April 2021 - Min. 157.1 refers

Contact has been made with Sarah Boote-Cook and arrangements are being made to progress this.

37.2 Appointment of Vice-Chairman

Members are asked to Note the appointment of Cllr. Cunard as the Vice-Chairman of the Community Engagement and Environment Committee as unanimously agreed by Council at their meeting held on 6th September 2021 - Min. 79.4 refers.

37.3 Climate Emergency Focus Group

Preparations are being undertaken to arrange a date for the next meeting during October.

37.4 Rampion 2

There are no further updates at this time .

38. TO RECEIVE THE NOTES FROM THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 16th SEPTEMBER 2021

The Projects Officer's report, including the notes of the Online Community Engagement Open Forum held on the 16th September 2021, was **NOTED**.

There were no items from the report that Members wanted to include on a future agenda.

Members unanimously **AGREED** to return to Councillor Drop-in Surgeries for the daytime session and for Officers to make the necessary arrangements.

Members further unanimously **AGREED** that for the winter period, evening sessions would remain online.

39. 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**.

40. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS; CONSIDERATION OF THE APPLICATION FROM MANCAVE MOVEMENT LTD; TO UNDERTAKE A REVIEW OF HOW THE FLEXIBLE COMMUNITY FUND IS PROMOTED

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

Bognor Regis Money

Members were asked to consider a Flexible Community Fund (FCF) application received from Bognor Regis Money for the sum of £350.00 to support a community event in November as part of a nationwide Fraud Awareness campaign.

Following discussion Members unanimously **RESOLVED** to support the application from Bognor Regis Money to the tune of £350.00

The Chairman redeclared a Pecuniary interest in the following FCF application as a director of the Mancave Movement Ltd and left the room at 6.56pm

Members **AGREED** that the Vice-Chairman preside over the meeting for the next part of this Agenda item.

Mancave Movement Ltd

An application from Mancave Movement Ltd was received on the 23rd August 2021 and circulated to Members for consideration to enable the Town Clerk, in association with the Chairman, to determine under Delegated Authority.

At that time Cllr. Miss. Needs was the only respondent and, therefore, the Town Clerk was unable to process the application as a majority response is required. Therefore, Members are now required to consider the application as previously circulated.

A Member felt that although the application did not fully meet the criteria, mental health wellbeing for men was very much needed and to support this application would not only show confidence in what Mancave were trying to achieve but would also help them get off the ground. He further stated that he was aware that one of the other Directors was an ex-Councillor which in his opinion was reassuring.

Another Member stated that she too felt it was important to assist and support mental health provision which is crucial at this time.

Following discussion Members unanimously **RESOLVED** to support the application from Mancave Movement Ltd to the tune of £500.00

Cllr. Smith re-joined the meeting at 7.01pm and retook the Chair

Members were asked if they would like to undertake a review of how promotion of the FCF is interpreted to assist with future applications.

It was unanimously **AGREED** that the Clerk would put together a standard interpretation for all to use going forward.

41. PROPOSALS AND REQUIRED BUDGETS FOR 2022 TO 2023 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: FLEXIBLE COMMUNITY FUND, YOUTH PROVISION, PLAYDAYS, WARD ALLOCATION, SURGERIES, OPEN FORUMS AND TOPIC TEAMS AND THE BOGNOR REGIS IN BLOOM WORKING GROUP

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

Following discussions, the following budgets were proposed:

41.1 Flexible Community Fund - current budget £5,000

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this amount be raised to **£7,000** for the 2022/23 municipal year.

41.2 Youth Provision - current budget £10,000 for match funding opportunities

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this amount remain the same at **£10,000** for match funding opportunities for the 2022/23 municipal year.

41.3 Playdays - current budget £3,500

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this amount be raised to **£4,500** for the 2022/23 municipal year.

41.4 Ward Allocation - current budget £2,000

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this amount be raised to **£4,000** for the 2022/23 municipal year.

Members felt that although the Ward Allocation budgets for some Wards had not been utilised, this was because the amounts are too small to do anything of relevance with.

41.5 Surgeries, Open Forums and Topic Teams - current budget £1,000

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this amount remain the same at **£1,000** for the 2022/23 municipal year.

41.6 Bognor Regis in Bloom - current budget £1,750

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this amount remain the same with a budget of £750 for Competition Expenses and £1,000 for Environmental Projects totalling **£1,750** for the 2022/23 municipal year.

41.7 Members were further asked to consider a recommendation from the Bognor Regis in Bloom Working Group for an additional budget to be made available to allow for tree planting as part of the Queen's Platinum Jubilee and specifically as part of the Queen's Green Canopy initiative.

Members AGREED to suspend Standing Orders and adjourn the meeting at 7.20pm to allow Cllr. Goodheart to speak from the public gallery on this subject

Cllr. Goodheart reported that ParkVision were collaborating with ADC to create a "tree-lined avenue" located in, and around the boundary of, Bognor Regis and were seeking support from Bognor Regis Town Council and neighbouring parishes. He advised that they are looking at possibly 11 established trees at an estimated cost of £4,500 but would also like to expand this.

The BRTC Civic & Office Manager, who was also in attendance, advised Members that the BRTC Planning and Licensing Committee had, to date, received Community Infrastructure Levy (CIL) payments totalling £750. One of the CIL projects agreed by the Committee was the planting of a tree-lined avenue in Bognor Regis, paid for using CIL monies and with funding sourced from partnership working. It was possible, therefore, that at least £750 could be sourced from CIL monies currently available to the Town Council.

The Chairman reconvened the meeting at 7.23pm

Following discussion Member unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a budget of **£5,000** additional funding

be made available to the Bognor Regis in Bloom Working Group to allow for additional tree planting as part of the Queen's Platinum Jubilee.

42. 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 31st AUGUST 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 31st August 2021, was **NOTED**.

- 42.1** Members unanimously **AGREED** to **RATIFY** the expenditure of £305.80 for flowers for the 2 x flowerbeds, which had been planted up as part of this year's competition and a subsequent £20.40 for 2 x composite winners' plaques to be funded from the current year's Competition Expenses budget.
- 42.2** Members further unanimously **RATIFIED** the decision made under Agenda item 9, regarding additional funding being made available to allow for tree planting as part of the Queen's Platinum Jubilee - Min. 41.7 refers.

43. YOUTH PROVISION INCLUDING: TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD 22nd SEPTEMBER 2021 AND UPDATE ON THE WSCC DECISION TO CLOSE THE PHOENIX AND FIND IT OUT CENTRES

The Project Officer's report, including the Notes of the Youth Provision Steering Group Meeting held on 22nd September 2021 was **NOTED**.

A Member spoke of the importance of ensuring that the Phoenix Centre and the Find It Out Centre buildings remain open and continue to be made available for young people and other community groups.

Members unanimously **AGREED** to **SUPPORT**, in principle, Sussex Clubs for Young People's immediate plans as outlined in the report subject to; business plans/due diligence/support of the community and to further consider match funding opportunities at a later stage to secure these valuable assets for the community.

44. BEACH ACCESS INCLUDING; CONSIDERATION OF THE ADC DECISION FROM THEIR MEETING HELD 23rd SEPTEMBER 2021, CONSIDERATION ON HOW TO PROCEED

The Project Officer's report and accompanying appendix was **NOTED**.

Members were pleased that the beach access options are to be revisited by ADC and delighted that ADC Councillors are keen to bring the meetings to Bognor Regis and to undertake a site visit to see first-hand the problems facing access to the foreshore at Bognor Regis.

A Member drew attention to the fact that ADC initially suggested that BRTC should lead on this project which led to the formation of the Beach and Sea Access Topic Team (BASATT). Therefore, it was important that this group be represented within any working groups that ADC form. He also hoped that this would be a non-political group.

Members **AGREED** to lobby ADC Group Leaders to ensure the BASATT are included when they set the Terms of Reference at their November meeting and to further suggest they seriously consider feedback from disabled and ambulant disabled members of the community.

Members unanimously **AGREED** to send a letter to ADC Group Leaders to reflect these recommendations and further **AGREED** to hold a meeting of the BASATT as soon as possible.

45. UPDATE ON THE "SEASIDE GARDENS" 9th AUGUST 2021 - MIN. 24.3 REFERS

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

A Member spoke of his disappointment that ADC were not inclined to support a more formal bedding display in the Steyne Gardens along with the comments that in the past formal bedding has never worked well. He can provide photos over many years that show a very pretty display of bedding plants. However, he felt that it would be prudent to press on and seek advice from the ADC Parks and Greenspace Manager on what sort of bedding would work.

Following discussion in was **AGREED** to defer the item to allow Members to make further enquiries and bring it back to a future agenda. It was also suggested that Members talk to community gardeners, residents and the Town Council's Town Force team to see what has worked well in the past.

46. CORRESPONDENCE

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

A Member asked for details of item 7 on the correspondence list to be forwarded to him.

The Meeting closed at 7.53pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 21st SEPTEMBER 2021

PRESENT: Cllr Mrs. J. Warr (Chairman), Cllrs: J. Barrett, A. Cunard,
and Mrs. S. Daniells

IN ATTENDANCE: Mrs. S. Norman (Deputy Clerk)
No members of the public

The Meeting opened at 4.00pm

13. 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 Cllr. Mrs. Staniforth who had another meeting and Cllr. Woodall who confirmed after the Meeting that his absence was due to work commitments.

No apologies had been received from Cllr. Erskine.

14. 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.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 6, as the tenant of the Picturedrome Cinema and stated that he would leave the Meeting for this item

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 6, as an employee of the Picturedrome Cinema and stated that she would leave the Meeting for this item

15. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 31st AUGUST 2021

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 31st August 2021 as an accurate record of the proceedings and the Chairman signed them.

16. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

17. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 27th AUGUST, 3rd AND 10th SEPTEMBER 2021

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

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

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

18. Members **RESOLVED** to vary the order of business and move item 6 to the end of the Agenda so that those declaring a Disclosable Pecuniary Interest could leave the Meeting without needing to return S.O. 10(a)(vi).

19. **TO CONSIDER AND AGREE ANY RESPONSE TO THE WSCC CONSULTATION IN RELATION TO THE DRAFT WEST SUSSEX TRANSPORT PLAN 2022-2036**

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

Members discussed the questions included on the survey form and debated the transport issues that affected Bognor Regis. Members subsequently **AGREED** not to submit answers to the questions in the survey, but asked the Deputy Clerk to submit a response to detail the two areas of greatest concern to the Committee when considering future transport plans as follows: -

- i) A review of the train links between the south coast and London to accommodate changing lifestyles post pandemic, particularly the reduction in commuter journeys and also an apparent increase in journeys to London for pleasure and recreation;
- ii) Reconsideration of the "triangle" of train lines to improve connections between Barnham, Chichester and Bognor Regis.

20. **TO RECEIVE DETAILS OF, AND CONSIDER ANY RESPONSE TO, ARUN DISTRICT COUNCIL'S REVIEW OF THE ARUN LOCAL PLAN DEVELOPMENT MANAGEMENT POLICIES**

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

Whilst the Committee acknowledged that the Town Council had also declared a "Climate Change Emergency", there was concern that further demands on developers to incorporate design standards to address the "Climate Change Emergency" would only further increase house prices, making them even more unaffordable for local people.

Members subsequently **AGREED** not to respond to the tick box questionnaire as circulated, but rather instructed the Deputy Clerk to relay to ADC the concerns of the Committee regarding the impact of any new requirements on affordable housing.

21. **CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

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

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

Members **NOTED** that with only Cllrs. Barrett and Mrs. Warr remaining, the Meeting was no longer quorate and therefore, the following item could not be discussed.

Licensing Act 2003

Premises: Picturedrome Dining Room, 1A Linden Road, Bognor Regis, PO21 2AL

Application Number: 115278

However, it was further **NOTED** that as Landlord of the property, it would be usual practice to submit "no comment" in response to the Premises Licence application and this decision could therefore be delegated to the Town Clerk.

The Meeting closed at 4.34pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 21st SEPTEMBER 2021**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 27th AUGUST, 3rd AND 10th SEPTEMBER 2021

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

<p><u>BR/199/21/HH</u> 38 Victoria Drive Bognor Regis PO21 2TE</p>	<p>Erection of 6-foot fence in front garden following the removal of existing hedge and wall and extend existing dropped kerb</p>	<p>NO OBJECTION</p>
<p><u>BR/203/21/T</u> Melanies Gardens Mead Lane Bognor Regis</p>	<p>Oak (T1) - Reduce crown by 1.5m back to previous pruning points and remove basal epicormic growth. To stop excessive overhang to neighbouring property and touching adjacent building</p>	<p>NO OBJECTION</p>
<p><u>BR/194/21/HH</u> 21 West Street Bognor Regis PO21 1XA</p>	<p>Erection of first floor home office above existing outbuilding. This application may affect the character and appearance of The Steyne, Bognor Conservation area. This application may affect the setting of a Listed Building</p>	<p>NO OBJECTION but with a suggestion that a condition is imposed to ensure that the outbuilding must stay incidental to the main dwelling and cannot be separated off.</p>
<p><u>BR/215/21/HH</u> 38 Southdown Road Bognor Regis PO21 2JR</p>	<p>Erection of single storey rear extension following the demolition of existing rear conservatory</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 13th SEPTEMBER 2021

PRESENT:

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

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
1 member of the public in the public gallery (part of
meeting)

The Meeting opened at 6.32pm

21. 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. Woodall due to a family commitment.

No apologies had been received from Cllr. Erskine.

22. 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

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 Interests

23. TO APPROVE THE MINUTES OF THE MEETING HELD ON 19th JULY 2021

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 19th July 2021.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 19th July 2021 as an accurate record of the proceedings and the Chairman duly signed them.

24. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

Meeting adjourned at 6.35pm

Meeting held 19th July 2021 (Seafront Wind Shelters Posters - Min. 6.5 refers)
A member of the public asked to draw Member's attention to the Clerk's Report as follows:

- Why were there were still some empty frames?
- Why were there no posters advertising The Proms event?
- It was his understanding that the permanent displays would be generic and in his opinion the posters on display were just works of art.

Meeting reconvened at 6.40pm

As the Clerk had some information relating to the questions the Chairman asked her to respond as follows:

- Arrangements will be made to replace the pieces of artwork that were unofficially removed. In the meantime, other event organisers as well as the BID have utilised the sites and these posters have been placed in the empty frames.
- There were no posters advertising The Proms due to a delay in receiving the required permissions from ADC for the event. ADC policy is that no event can be advertised or promoted until permissions have been granted.

- Members of the public were invited by the Committee to submit their artwork to be made into posters for permanent display. The pieces on display were chosen and agreed by Members of this Committee.

25. CLERK'S REPORT FROM PREVIOUS MINUTES

25.1 Update on Butlin's - 19th July 2021 - Min. 6.2 refers

Despite several more attempts to chase there had still not been a response from the Resort Director.

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

Pre-planning permission has been agreed and a full planning application would now be submitted.

26. 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 - DEFERRED FROM THE LAST MEETING - MIN. 13 REFERS

The Chairman left the meeting briefly at 6.49pm during this item and the Vice-Chairman, Cllr. Brooks, took the Chair

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

Members were asked to consider a proposal to hold an annual beacon lighting event in remembrance of the passing of Bognor Regis residents who have made a contribution to the Town.

During the discussion some of the following points were raised:

- Who decides who gets chosen?
- Is it restrictive to people who live within the Wards of Bognor Regis?
- It should be a celebration rather than a remembrance
- It should be symbolic rather than having names, a service for all
- When should it be held?
- Could it be trialled first to monitor the response?
- When will the beacon test be carried out as it is important to be sure it is working correctly?

The Chairman returned to the meeting at 6.53pm

Following discussion, it was unanimously **AGREED** that the event should proceed and would be launched on 5th October 2022 to mark the anniversary of Sir Richard Hotham's Birthday. This would enable Officers to undertake some research on potential costings and for more thought to be given to the event itself.

The Clerk advised that the beacon had undergone a test burn and it was working satisfactorily but Members had requested a further test at which they

could be present. As previously advised Town Force are managing a heavy workload at the moment and therefore it is not possible to arrange another test burn for the foreseeable future. A Member pointed out that the Beacon is scheduled to be lit for the Queens Jubilee event and Members would be able to see it then.

27. ITEMS FOR A FUTURE AGENDA

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

A Member asked why it was that this Committee was required to submit items for a future Agenda on a form, as this is not the case for any other Committee.

The Clerk advised that this particular Committee tends to have a higher proportion of Agenda items, and this has led to a number of items continually being deferred. Having the opportunity to evaluate suggested items in advance allows Members to consider if they wish to explore them further before they are included on a future Agenda. Officers can then undertake more detailed research to provide a comprehensive report, thus, streamlining the process and making it more efficient.

- 27.1** Members considered a proposal from Drewitts Events regarding a Punch and Judy Man Commemorative 2-day event in 2023 to celebrate 60 years since the release of the Tony Hancock film of the same name released in 1963.

Members **AGREED** for this item to be placed on a future Agenda.

- 27.2** Members considered a proposal from Team Rubi-con to hold a Community Fun Day as they are looking for 100 skateparks to join a nationwide Talent Pathway programme in the run up to the 2024 Paris Olympics.

Members **REJECTED** the inclusion of this item on a future Agenda.

- 27.3** Members considered a proposal from Cllr. Goodheart to look at producing a Town map display board with a paper map dispenser in various locations.

Members **AGREED** for this item to be placed on a future Agenda.

28. UPDATE ON WEATHER READING FUNCTION

The Events Officer's report, including notification that a Volunteer had been recruited to take readings at the weekend, was **NOTED**.

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

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

A Member asked why there had not been any banners advertising The Proms.

As reported earlier in the Meeting, the Clerk advised that despite the Events Officer submitting the event application to ADC for approval within their required timescales she did not receive a decision until a week and half prior to the event. ADC policy states that no event can be advertised until permission for the event is granted. Members were asked to note that the Events Officer had also just finished a four-week programme of events for the Funshine Days and had a week's leave booked in between the events.

A Member raised his concerns regarding the ADC Events booking process and the lack of flexibility in relation to the size of events. He also felt there should be an agreement on the time taken to process applications and asked Members to support sending a letter to ADC.

Another Member supported this and also felt that the whole application process needed streamlining as even the smallest of events were being asked to "jump through hoops". For example, many buskers would like to use the bandstand but are still required to complete the same application when, in his opinion, busking is not an event and this just results in the bandstand being totally underused. The Member was also aware of other event organisers who had experienced similar problems.

Following further discussion Members **AGREED** for a strongly worded letter to be sent to the head of the Events Team at ADC urging them to review their procedures including an agreement on a turnaround time to process applications and for a more flexible approach.

30. **PRELIMINARY DISCUSSION REGARDING THE BUDGET FOR THE 2022 EVENTS PROGRAMME**

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

Members were asked to give some guidance on their intentions regarding the programme of events for 2022 to allow the Events Officer to undertake some preparatory research regarding budgetary requirements in readiness for the next meeting.

Following discussion Members **AGREED** that the events programme for 2022 should include:

- Book Day
- World Ocean Day
- Drive Through Time
- Proms in the Park
- Funshine Days
- Christmas Switch-On

Members further **AGREED** that they would like to receive three separate costings for the Christmas Switch-On in a bronze, silver and gold style tier.

Members further **NOTED** that at the meeting held on the 29th April 2021 - Min. 59 refers - a recommendation for a budget of £5,000 for a one-day event for the Queens Jubilee Celebrations had been agreed.

31. CORRESPONDENCE INCLUDING ITEMS DEFERRED FROM THE PREVIOUS MEETING

The Clerk drew Members' attention to item four on the previously circulated correspondence list relating to an Upside-Down House, inverted photo attraction. Members were advised that this had been redirected to ADC as BRTC do not have suitable property or land to accommodate this type of attraction.

32. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (CONTRACTUAL)

Members **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3.d) - Agenda items 16 (contractual).

33. CHRISTMAS ILLUMINATIONS FOR 2022-24 CONTRACT INCLUDING CONSIDERATIONS OF THE PRESENTATIONS FROM THE MEMBERS BRIEFING HELD 8th SEPTEMBER 2021: CONSIDERATION OF BUDGETARY REQUIREMENTS

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

Members unanimously **AGREED** to award the Christmas Illuminations Contract for the 2022-24 displays to LITE.

Members further **AGREED** to hold a meeting with the appointed contractor before making any budgetary recommendations at the next meeting. The Projects Officer will make the necessary arrangements and advise accordingly.

The Meeting closed at 7.56pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 14th OCTOBER 2021

PRESENT: Cllr. K. Batley (Chairman); Cllrs: J. Brooks,
and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
Gary Davey (Contractor) (until Min. 38)

The Meeting opened at 6.02pm

34. 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 due to a prior engagement, Cllr. Erskine due to family commitments, Cllr. Stanley due to an ADC commitment and Cllrs. Smith and Woodall due to illness. Cllr. Reynolds had also sent his apologies.

35. DECLARATIONS OF INTEREST

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

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

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

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

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

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

There were no declarations of Interests

36. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

There were no members of the public in attendance and no questions or statements had been received.

37. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.D) (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. 3.d) - Agenda items 4 and 5 (contractual/staffing).

38. TO RECEIVE A FURTHER PRESENTATION FROM THE APPOINTED CONTRACTOR FOR THE 2022-24 CHRISTMAS LIGHTS INCLUDING CONSIDERATION OF CHOSEN DISPLAY AND REQUIRED BUDGET

At the last meeting, Members requested that the appointed contractor for the 2022-24 Christmas Light display be invited to an additional meeting to discuss budgetary requirements in order for a recommendation to be made in good time to the Policy and Resources Committee to agree a suitable budget.

During the discussions, the contractor informed the Committee that due to the current circumstances surrounding supplies and deliveries, it was likely that the original quotation may have increased slightly, and Members would have to take that into consideration when setting their budget.

Members asked if it would be possible to increase the amount of lighting in the Queensway area. The contractor agreed to take a look to see if there was sufficient infrastructure to support this and factored in an additional cost to the original quotation to cover any potential additions for this area. He would further confirm final figures to the Projects Officer the next day. The contractor

further advised that costings could not be fixed until the order had been placed and a 50% deposit had been secured.

Members queried the cost for a one-off infrastructure test that was detailed within the original quotation at a cost of £1,500.00 with an additional £975.00 to replace sockets in the Aldwick Road. The Projects Officer advised that these costs would be covered from the earmarked reserve underspends. She further advised that it may not be necessary to replace all sockets in Aldwick Road and the costing given was a "worst case scenario".

Following discussion, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a budget of £50,000.00 per annum be considered for the 2022-24 Christmas lighting display, with the proviso, that an additional £5,000.00 be made available as a contingency should the costs have increased.

Members were reminded that once the budget had been agreed by the Policy and Resources Committee, should prices spiral before any order was placed, then it may be necessary to scale back the display as no further funding would be available.

The Chairman and other Members thanked the contractor for attending and he left the meeting at 6.55pm

39. TO CONSIDER PROPOSALS FOR THE CHRISTMAS SWITCH-ON EVENT FOR 2021

The Projects Officer read out a confidential statement.

Following discussion Members **AGREED** that this year's Christmas Switch-On be a soft switch-on event. This means that the lights will be switched on remotely at midday on the 27th November 2021 with no event. It was further **AGREED** that the budget for this year's event be earmarked for a much bigger event to be planned for 2022, to coincide with the launch of the new lights.

A Member asked if it would be possible to have Billy Bulb on display with perhaps a plaque to advertise the Switch-On time. This will be looked at by Officers, who will report back at the next meeting.

The Meeting closed at 7.10pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 1st NOVEMBER 2021**

AGENDA ITEM 12 - TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2021 ACCOUNTS AND CONSIDER ANY ACTION

REPORT BY THE TOWN CLERK

FOR DECISION

Notification has been received from the External Auditors, Moore that they have completed the Town Council's annual audit for the year ended 31st March 2021. The certified Annual Governance and Accountability Return (AGAR) which includes the External Auditor's certificate and report and details any matters arising from the audit has also been returned.

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

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

DECISION

The Council is therefore invited to **NOTE** receipt of the External Auditor's Certificate and Report. Also, to further **NOTE** that on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st NOVEMBER 2021**

REPORT BY THE TOWN CLERK

FOR DECISION

**AGENDA ITEM 13 - DECLARATION OF ACCEPTANCE OF OFFICE BY
CLLR. ROBERT WATERHOUSE, ELECTED AT THE BY-ELECTION ON
14th OCTOBER 2021**

REPORT BY THE TOWN CLERK

FOR DECISION

The Town Clerk can confirm that the Declaration of Acceptance of Office has been completed by the newly elected Member, Cllr. Robert Waterhouse, and this has been received and duly signed by her as the Council's Proper Officer.

Cllr. Waterhouse has also confirmed that he does not wish to be a signatory on the Bognor Regis Town Council, and The Bognor Pier Company Limited, Bank Accounts at this time.

DECISION

Members are asked to **NOTE** that the Declaration of Acceptance of Office has been signed by Cllr. Robert Waterhouse following his election to the Town Council at the By-election on 14th October 2021, and this has been received and duly signed by the Town Clerk as Proper Officer of the Council.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st NOVEMBER 2021**

**AGENDA ITEM 14 - TO RECONSIDER THE COMMITTEE MEMBERSHIPS
FOLLOWING THE BY-ELECTION HELD 14th OCTOBER 2021**

REPORT BY THE TOWN CLERK

FOR DECISION

In accordance with Standing Orders, the Council may appoint Members to serve on each Committee provided that the total number of places on Committees fairly and as accurately as possible reflects the political composition of the Council {S.O. 4(d)(x)}.

Due to the recent Marine Ward By-Election on 14th October, it is necessary to revisit the matter at this Meeting to take into account the results.

Cllr. Robert Waterhouse (Liberal Democrats) was elected as a Member of Bognor Regis Town Council at the Marine Ward By-Election. The political makeup of the Town Council membership is now therefore as detailed below.

Group	Names	Total
Liberal Democrats	John Barrett Kenton Batley John Erskine Henry Jones Claire Needs Matt Stanley Jeanette Warr Bob Waterhouse	8
Conservative Group	Stephen Reynolds Samantha Staniforth	2
Independent Group	Jim Brooks (Independent) Adam Cunard (Independent) Sandra Daniells (Independent) Steve Goodheart (Independent)	4
A.N. Others (ANO's)	Phil Woodall (Independent) Wayne Smith (Independent)	2

New Committee Proportionality

Liberal Democrats	5 Members per Committee
Conservative Group	1 Member per Committee
Independent Group	2 Members per Committee
A.N. Others	1 Members per Committee
Total	9 Members per Committee

The above results in: -

- * the Liberal Democrats allocated one additional seat on each Committee
- * the A.N. Others losing one seat on each Committee

The implications for each Committee, is set out as follows with the proposed amendments as detailed on the attached summary (**Appendix 1**): -

Policy and Resources Committee

Currently Cllrs. Smith and Woodall sit on this Committee as A.N. Others. One of these Councillors must now vacate their seat on this Committee.

The relinquishment of this seat results in a vacancy which needs to be taken by one of the Liberal Democrats.

The Town Clerk has been advised that Cllr. Smith will be stepping down and Cllr. Waterhouse will be taking this seat.

Community Engagement and Environment Committee

Cllr. Smith currently sits on this Committee as a A.N. Other and a vacancy exists due to the resignation of Cllr. Ms Sharples.

Therefore, the vacancy now needs to be taken by one of the Liberal Democrats Group.

The Town Clerk has been advised that Cllr. Stanley will be taking this seat.

Planning and Licensing Committee

Cllr. Woodall currently sits on this Committee as a A.N. Other and a vacancy exists due to the resignation of Cllr. Ms Sharples. There is also one Liberal Democrats vacancy on this Committee already.

The Town Clerk has been advised that Cllr. Waterhouse will be taking one of the vacant Liberal Democrats seats.

Members are asked to note that there will continue to be one Liberal Democrats vacancy on this Committee and the Council is invited to consider a further appointment.

Events, Promotion and Leisure Committee

Currently Cllrs. Smith and Woodall sit on this Committee as A.N. Others. One of these Councillors must now vacate their seat on this Committee.

The relinquishment of this seat results in a vacancy which needs to be taken by one of the Liberal Democrats.

The Town Clerk has been advised that Cllr. Smith will be stepping down and Cllr. Waterhouse will be taking this seat.

DECISIONS

To **AGREE** any further appointment to the Planning and Licensing Committee to fill the vacant Liberal Democrats vacancy.

To **AGREE** the membership of the Committees.

TOWN COUNCIL COMMITTEES

POLICY AND RESOURCES COMMITTEE

Mayor (Ex Officio)	Steve Goodheart (Ind Grp)
Deputy Mayor (Ex Officio)	John Barrett (LD)
(Liberal Democrats)	John Erskine
(Liberal Democrats)	Henry Jones
(Liberal Democrats)	Matt Stanley
(Conservative)	Stephen Reynolds
(Independent Group)	Adam Cunard
(Liberal Democrats)	Bob Waterhouse
(A N Others)	Phil Woodall

Chairman: Cllr. Stanley
Vice Chairman: Cllr. Erskine

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

(Liberal Democrats)	John Barrett
(Liberal Democrats)	Henry Jones
(Liberal Democrats)	Claire Needs
(Liberal Democrats)	Jeanette Warr
(Liberal Democrats)	Matt Stanley
(Conservative)	Samantha Staniforth
(Independent Group)	Jim Brooks
(Independent Group)	Adam Cunard
(A N Others)	Wayne Smith

Chairman: Cllr. Smith
Vice Chairman: Cllr. Cunard

PLANNING AND LICENSING COMMITTEE

(Liberal Democrats)	John Barrett
(Liberal Democrats)	John Erskine
(Liberal Democrats)	Jeanette Warr
(Liberal Democrats)	Bob Waterhouse
(Liberal Democrats)	Vacancy
(Conservative)	Samantha Staniforth
(Independent Group)	Adam Cunard
(Independent Group)	Sandra Daniells
(A N Others)	Phil Woodall

Chairman: Cllr. Mrs. Warr
Vice Chairman: Cllr. Barrett

EVENTS, PROMOTION AND LEISURE COMMITTEE

(Liberal Democrats)	Kenton Batley
(Liberal Democrats)	John Erskine
(Liberal Democrats)	Matt Stanley
(Liberal Democrats)	Jeanette Warr
(Conservative)	Stephen Reynolds
(Independent Group)	Jim Brooks
(Independent Group)	Sandra Daniells
(Liberal Democrats)	Bob Waterhouse
(A N Others)	Phil Woodall

Chairman: Cllr. Batley
Vice Chairman: Cllr. Brooks

Sub-Committees and Working Parties

BOGNOR REGIS IN BLOOM WORKING GROUP

Membership to be agreed by the Community Engagement and Environment Committee.

ALLOTMENTS SUB-COMMITTEE

Current Membership: All current Events, Promotion and Leisure Committee Members.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 1st NOVEMBER 2021**

**AGENDA ITEM 15 - TO APPOINT REPRESENTATIVES TO OTHER
'OUTSIDE' BODIES VACANCIES - MIN. 11.5 REFERS**

REPORT BY THE TOWN CLERK

FOR DECISION

At the Online Annual Town Council Meeting, held 4th May, Members appointed Councillor Representatives to 'Outside' Bodies for the 2021/22 Municipal Year. The Town Clerk confirmed that any remaining vacancies could be appointed at the next and future Town Council Meetings (Min. 11.5 refers).

At this time, there is one vacancy for a Representative to be appointed to the Parish Liaison Meetings, and one vacancy for a Representative to The 39 Club, owing to the recent resignation of Ms. Alison Sharples.

Additionally, the Town Council has been invited to appoint one Officer Representative and one Councillor Representative to the Sussex Police Focus Group for Arun. The group, run by Trevor Leggo (WSALC) and a Senior Communications Officer from Sussex Police, has recently been extended to cover a wider geographical area than the previous focus groups and will address a range of issues including confidence in the police, violence against women and any possible rise in the police precept next year. Issues arising from these Focus Group Meetings are to be reported back to the Chief Constable and the Sussex Police & Crime Commissioner.

DECISION

To **AGREE** the appointed Councillor Representative to the Parish Liaison Meetings; The 39 Club; and the Sussex Police Focus Group (Arun) for the 2021/22 Municipal Year.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st NOVEMBER 2021**

AGENDA ITEM 16 - DELEGATED DECISIONS INCLUDING: -

REPORT BY THE TOWN CLERK

FOR DECISION

Planning and Licensing

Unfortunately, due to circumstances beyond our control, the Planning and Licensing Committee Meeting scheduled to be held on 12th October had to be cancelled.

Members of the Planning and Licensing Committee were instead canvassed for their opinion in relation to Planning Applications on the Lists dated 17th, 24th September and 1st October 2021, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (attached as **Appendix 1**).

Furthermore, Member's opinions were sought in relation to Pavement Licence Application numbers 115404 (2 London Road) and 115407 (2b London Road), and Premises Licence Application number 115408 (1 London Road), with no objection to all three licence applications being submitted in the same way.

Members are asked to note that comments submitted in response to ADC's Draft Street Trading and Markets Policy Consultation have also been submitted under Delegated Authority to meet the deadline requirement.

The decisions taken under Delegated Authority will therefore be ratified at the next Planning and Licensing Committee Meeting to be held on 2nd November 2021.

To ratify expenditure for meeting venue hire

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 until approval was given by them for this to resume from the beginning of October, it has been necessary to hire alternative venues and incur the following expenditure (all plus VAT): -

Bognor Regis In Bloom Working Group held on 31st August 2021

Venue changed to The Regis Centre, Belmont Street - £19.50

Events, Promotion and Leisure Committee held on 13th September 2021

Venue changed to The Track, Bognor Regis Railway Station - £72.00

Planning and Licensing Committee held on 21st September 2021

Venue changed to The Track, Bognor Regis Railway Station - £48.00

Policy and Resources Committee held on 27th September 2021

Venue changed to The Track, Bognor Regis Railway Station - £72.00

DECISION

Members are invited to **RATIFY** the decisions taken in relation to expenditure.

**PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE
CANCELLED PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 12th OCTOBER
2021 FOR WHICH MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND
CORRESPONDING COMMENTS SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY
(LISTS DATED 17th, 24th SEPTEMBER, AND 1st OCTOBER 2021)**

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

<p><u>BR/216/21/HH</u> 32 Wellington Road Bognor Regis PO21 2RR</p>	<p>Erection of single storey rear and side extension</p>	<p>NO OBJECTION</p>
<p><u>BR/219/21/HH</u> 25 Hillsboro Road Bognor Regis PO21 2DX</p>	<p>Erection of single storey side extension</p>	<p>NO OBJECTION</p>
<p><u>BR/201/21/PL</u> Ravenna Richmond Avenue West Bognor Regis PO21 2YG</p>	<p>Erection of a new building comprising of 3 No apartments (2 No 2 bed units & 1 No 1 bed unit), including alterations to the fenestration of the existing building (resubmission following BR/176/20/PL). This site is in CIL Zone 4 (Zero Rated) as flats</p>	<p>OBJECTION - Members unanimously objected to planning application BR/201/21/PL on the material planning grounds of Access and Highways safety - specifically access by emergency vehicles; the proposed layout and density of the buildings and resulting over development; and traffic generation. It is not felt that the grounds on which the original application (BR/176/20/PL) was refused have been addressed in this resubmission. For example, that the development results in an intensification of use of the proposal site that adversely affects the character of an existing building occupying the site and the character of established residential area which</p>

<p><i>BR/201/21/PL (cont.) Ravenna Richmond Avenue West Bognor Regis PO21 2YG</i></p>		<p>would affect neighbouring amenities and would fail to provide an adequate area of amenity space which would demonstrably harm the amenities of future and existing occupants; contrary to Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan and relevant paragraphs of the NPPF. Furthermore, whilst parking spaces are now proposed, they do not meet the number required by ADC and would be subject to approval from WSCC in relation to a vehicle crossover licence.</p>
<p><u>BR/218/21/PL</u> CPR Ltd Unit 1 Dickenson Place Bognor Regis PO22 9QU</p>	<p>Provision of specialist paint booth in existing light industrial building including roof ducts/vents. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/222/21/PL</u> Vincent House 75 Highfield Road Bognor Regis PO22 8PD</p>	<p>Creation of 1 No 1 Bed & 1 No 2 bed Units to roof space of existing block with 2 No new car parking space and revised access provision. This site is in CIL Zone 4 (Zero Rated) as flats</p>	<p>OBJECTION The addition of the proposed new units brings the total number of units for this development to that proposed in planning application BR/215/18/PL. Bognor Regis Town Council objected to planning application BR/215/18/PL on the grounds that the proposal did not include sufficient parking provision to meet the needs of future occupiers in accordance with the residential parking standards in use at the time and that it would result in an increase in pressure for on-street parking spaces which would be</p>

<p><i>BR/222/21/PL (cont.)</i> <i>Vincent House</i> <i>75 Highfield Road</i> <i>Bognor Regis</i> <i>PO22 8PD</i></p>		<p>harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It was therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan. This issue was upheld, at appeal, by the Planning Inspector who themselves concluded that "the proposed development would result in an increase in pressure for on-street parking spaces and therefore would be significantly harmful to the living conditions of future occupiers and existing residents". Members continue to be of the opinion that the addition of a further 2 units on this site would increase pressure for on-street parking and Bognor Regis Town Council, therefore, object to planning application BR/222/21/PL.</p>
<p><u>BR/224/21/HH</u> 3 Glencathara Road Bognor Regis PO21 2SF</p>	<p>Replacement conservatory with change of roof from pitch to flat roof</p>	<p>NO OBJECTION</p>
<p><u>BR/225/21/T</u> Hardy House 25 Nelson Road Bognor Regis PO21 2RY</p>	<p>Crown reduction of 1 No. Sycamore tree to height approx. 10m and spread approx. 8m</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st NOVEMBER 2021**

**AGENDA ITEM 17 - TO NOTE THE CHANGE IN DATE OF ALLOTMENTS
SUB-COMMITTEE MEETINGS FOR 2022 AS A RESULT OF AN
ADMINISTRATIVE ERROR - MIN. 13.2 REFERS**

REPORT BY THE TOWN CLERK

FOR DECISION

At the Online Annual Town Council Meeting, held 4th May, Members noted the Calendar of Meetings for 2021/22 (Min. 13.2 refers) on which the dates in 2022 for the Allotments Sub-Committee Meetings were given as Tuesday 14th June and Tuesday 15th November.

However, at the Council Meeting held 2nd September 2019, Members had resolved to approve the recommendation of a change to Monday evenings for the Allotments Sub-Committee Meetings (Min. 93.4 refers).

Unfortunately, this approved change was overlooked when the Calendar of Meetings for 2021/22 was put to Councillors last May.

The new dates for the Allotments Sub-Committee Meetings in 2022 are Monday 20th June and Monday 31st October.

DECISION

To **NOTE** that the dates of the Allotments Sub-Committee Meetings for 2022 have been changed to Monday 20th June and Monday 31st October, as reflected on the updated Calendar of Meetings for 2021/22 (attached as **Appendix 1**).

Bognor Regis Town Council CYCLE OF MEETINGS 2021-2022
(All meetings begin at 6.30pm unless otherwise stated)

November 2021

Monday	1 st	November	COUNCIL MEETING
Tuesday	2 nd	November	Planning and Licensing C'ttee (4pm)
Monday	15 th	November	Events, Promotion and Leisure C'ttee
Tuesday	16 th	November	Allotments Sub-C'ttee
Monday	22 nd	November	Policy and Resources C'ttee (Budget)
Tuesday	23 rd	November	Planning and Licensing C'ttee (4pm)
Monday	29 th	November	Policy and Resources C'ttee

December 2021

Monday	6 th	December	Community Engagement and Environment C'ttee
Tuesday	7 th	December	Planning and Licensing C'ttee (4pm)
Tuesday	21 st	December	Planning and Licensing C'ttee (4pm)

January 2022

Tuesday	4 th	January	COUNCIL MEETING (Precept)
Tuesday	11 th	January	Planning and Licensing C'ttee (4pm)
Monday	17 th	January	Events, Promotion and Leisure C'ttee
Monday	31 st	January	Policy and Resources C'ttee

February 2022

Tuesday	1 st	February	Planning and Licensing C'ttee (4pm)
Monday	7 th	February	Community Engagement and Environment C'ttee
Tuesday	22 nd	February	Planning and Licensing C'ttee (4pm)

March 2022

Monday	7 th	March	COUNCIL MEETING
Monday	14 th	March	ANNUAL TOWN MEETING OF ELECTORS
Tuesday	15 th	March	Planning and Licensing C'ttee (4pm)
Monday	21 st	March	Events, Promotion and Leisure C'ttee
Monday	28 th	March	Policy and Resources C'ttee

April 2022

Tuesday	5 th	April	Planning and Licensing C'ttee (4pm)
Monday	11 th	April	Community Engagement and Environment C'ttee
Tuesday	26 th	April	Planning and Licensing C'ttee (4pm)

May 2022

Monday	9 th	May	ANNUAL TOWN COUNCIL MEETING
Monday	16 th	May	Events, Promotion and Leisure C'ttee
Tuesday	17 th	May	Planning and Licensing C'ttee (4pm)

June 2022

Monday	6 th	June	Policy and Resources C'ttee
Monday	6 th	June	SPECIAL COUNCIL MEETING

Tuesday	7 th	June	Planning and Licensing C'ttee (4pm)
Monday	13 th	June	Community Engagement and Environment C'ttee
Monday	20 th	June	Allotments Sub-C'ttee
Tuesday	28 th	June	Planning and Licensing C'ttee (4pm)

July 2022

Monday	4 th	July	COUNCIL MEETING
Monday	11 th	July	Events, Promotion and Leisure C'ttee
Tuesday	19 th	July	Planning and Licensing C'ttee (4pm)

August 2022

Monday	1 st	August	Policy and Resources C'ttee
Monday	8 th	August	Community Engagement and Environment C'ttee
Tuesday	9 th	August	Planning and Licensing C'ttee (4pm)
Tuesday	30 th	August	Planning and Licensing C'ttee (4pm)

September 2022

Monday	5 th	September	COUNCIL MEETING
Monday	12 th	September	Events, Promotion and Leisure C'ttee
Tuesday	20 th	September	Planning and Licensing C'ttee (4pm)
Monday	26 th	September	Policy and Resources C'ttee

October 2022

Monday	3 rd	October	Community Engagement and Environment C'ttee
Tuesday	11 th	October	Planning and Licensing C'ttee (4pm)
Monday	31 st	October	Allotments Sub-C'ttee

November 2022

Tuesday	1 st	November	Planning and Licensing C'ttee (4pm)
Monday	7 th	November	COUNCIL MEETING
Monday	14 th	November	Events, Promotion and Leisure C'ttee
Monday	21 st	November	Policy and Resources C'ttee
Tuesday	22 nd	November	Planning and Licensing C'ttee (4pm)
Monday	28 th	November	Policy and Resources C'ttee (Budget)

December 2022

Monday	5 th	December	Community Engagement and Environment C'ttee
Tuesday	6 th	December	Planning and Licensing C'ttee (4pm)
Thursday	22 nd	December	Planning and Licensing C'ttee (4pm)

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st NOVEMBER 2021

AGENDA ITEM 18 - TO CONSIDER THE MOTION FROM CLLR. M. STANLEY, AS DEFERRED FROM THE COUNCIL MEETING HELD 6th SEPTEMBER 2021 (MIN. 81 REFERS), IN RELATION TO THE BOGNOR REGIS GATEWAY LOCATION (PICTUREDROME/TRAIN STATION AND REYNOLDS BUILDING AREA)

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.”

Although Cllr. Stanley was absent from the Council Meeting, held 6th September, the Motion was seconded by Cllr. Erskine. The Mayor deemed that there was no immediate urgency or time restraint that resulted in a need for immediate debate, therefore, the matter was referred, without discussion, to the next Full Council Meeting. However, it was suggested, and subsequently agreed by Members, 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.

Preliminary findings have indicated that this subject had been an ongoing Agenda item at former ADC/BRTC/WSCC Officer Liaison Meetings. Discussion centred around pedestrianising the area around the junction by the Picturedrome, Train Station and Reynolds building and/or removing traffic lights. Highways were apparently not averse to the idea, however, as a result of a lack of funding, the idea was “always on the back burner”.

ADC have an Arun Growth Deal document in place that sets out what they see as local priorities. Coincidentally, this is due for a refresh and ADC will be looking at the register to see what ideas and proposals can be added or resurrected, of which this idea for the area is already included within the document.

ADC's Group Head of Economy would suggest that BRTC write to, or email, ADC's Director of Place, Karl Roberts, outlining what they would like to see happen to the area and ask that ADC include this when they refresh the Arun Growth Deal document.

As a side note, Members should be mindful that any changes within the Town, to the Place St Maur, for example, could have an impact on how traffic moves elsewhere and may consequently put greater pressure on other junctions. Therefore, it is likely that WSCC would require a traffic study to be undertaken in the first instance.

Should Members support Cllr. Stanley's Motion then, in the first instance, it is suggested that Members write to ADC's Director of Place with an outline of their ideas for a pedestrianised, or shared-space, area for the junctions in and around the Bognor Regis gateway location and ask that they support this by including it within the refreshed Arun Growth Deal document. Once a response from ADC has been received then a report will be made at a future meeting and any further action discussed.

Members are invited to discuss the Motion referred from the Council Meeting held 6th September, as submitted by Cllr. Stanley and seconded by Cllr. Erskine, and agree how they wish to proceed.

DECISION

How do Members **AGREE** to proceed following the Motion submitted by Cllr. Stanley?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st NOVEMBER 2021**

AGENDA ITEM 19 - UPDATE AND CONSIDERATION OF ANY FURTHER ACTION IN RELATION TO THE WEST END SHOPS AND TRADERS - MIN. 73.1 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 27th SEPTEMBER REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the Policy and Resources Committee Meeting, held on 27th September, the Town Clerk reported additional correspondence received via Cllr. Brooks, namely the Notes from the recent West End Shops and Traders meeting. Members were informed that these Notes suggested that the Town Council be approached for further funding of £5,000 for Christmas trees along the Aldwick Road.

Members were reminded that the previous year, the trees had been funded by unused Events Budgets following the cancellation of the programme due to the pandemic. However, no such underspends were available in the current year and the Town Clerk informed Members that no allocation had been included in the agreed 2021/22 budget. Therefore, there were currently no funds available for this exercise.

Following discussion, it was unanimously agreed that the Chairman of the West End Shops and Traders be contacted and advised that match funding for the trees could be considered at the next Full Town Council Meeting, but that a meeting with the Town Clerk and the Chairman of the Policy and Resources Committee would be required before that time to discuss the proposal further (Min. 73.1 refers).

The Town Clerk and Chairman of Policy and Resources attended a meeting with the Chairman of the West End Shops & Traders (WEST) group, on 19th October. At this meeting the Chairman of the WEST group thanked the Town Council for their support with Christmas trees last year but sadly, due to Lockdown, the display did not achieve its full potential. He stated that there was enthusiasm amongst the traders in Aldwick Road to have a display of Christmas trees again this year. However, a number of businesses are facing real financial struggles due to the pandemic, therefore, contributions towards the cost of the trees were not particularly forthcoming.

Following discussions, it was suggested that, in future, the WEST group could apply for Grant Aid towards the cost of such projects but that this years' funds had been distributed. The suggestion from the Policy and Resources Committee, that match funding for the trees be considered, was discussed and it was proposed that a contribution from the Town Council, up to an agreed amount, could be considered and subject to match funding from the WEST group.

Members are invited to consider any further action, in relation to the approach made by the WEST group for funding from the Town Council of £5,000 for Christmas trees along the Aldwick Road.

Should Members be minded to consider match funding, of an amount up to £2,500, for example, then approval of an overspend of the Grant Aid 2021-22 Budget would need to be agreed.

DECISION

How do Members **AGREE** to proceed?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st NOVEMBER 2021**

AGENDA ITEM 20 - TO CONSIDER INVITING SUSSEX POLICE & CRIME COMMISSIONER, MRS KATY BOURNE, TO ADDRESS MEMBERS AT A FUTURE MEETING

REPORT BY THE TOWN CLERK

FOR DECISION

The Town Mayor has been in touch with The Office of the Sussex Police & Crime Commissioner to enquire as to whether Mrs Katy Bourne might be available to meet with Members of Bognor Regis Town Council to speak about the ongoing work of the Sussex PCC and any plans for the future.

A response has been received from The Office who have suggested that Mrs Bourne would be happy to meet with Members, subject to availability.

Members are, therefore, invited to consider inviting the Sussex Police & Crime Commissioner to address Members at a future meeting. If Members should decide to send an invite, then to further agree whether this should be to attend a Full Council meeting, a Policy and Resources Committee Meeting, or a Member's Briefing with either all Councillors or a few individuals.

DECISION

How do Members **AGREE** to proceed?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st NOVEMBER 2021**

AGENDA ITEM 21 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 6th OCTOBER 2021 (IF AVAILABLE)

At the time of publishing this report, the Minutes from the last meeting on 6th October 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 - 1st NOVEMBER 2021**

AGENDA ITEM 22 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR CLLR STEVE GOODHEART FROM 6th SEPTEMBER - 1st NOVEMBER 2021

REPORT BY CIVIC OFFICE

FOR INFORMATION

Saturday 11.09.21	:	BRTC Proms in the Park, Hotham Park, BR
Saturday 11.09.21	:	'The Equators' Bognorphenia Live Fundraiser, Seasons, BR Football Club, Nyewood Lane, BR
Sunday 12.09.21	:	Rustington Parish Council Annual Thanksgiving Service, St Andrews United Reformed Church, Holmes Lane, Rustington
Saturday 18.09.21	:	<i>Deputy Mayor attended: Southdowns Folk Festival, London Road Precinct, BR</i>
Saturday 18.09.21	:	<i>Deputy Mayor attended: West Sussex Guitar Club Recital, Regis School of Music, Sudley Rd, BR</i>
Sunday 19.09.21	:	<i>Deputy Mayor attended: Regis School of Music 25th Anniversary Special Recital, RSM, Sudley Rd, BR</i>
Wednesday 29.09.21	:	<i>Deputy Mayor attended: U CAN Spray CIC Street Art Charity – Celebratory Event, The Track, BR Railway Station</i>
Thursday 30.09.21	:	<i>Deputy Mayor attended: Aldi Store Official Opening, Salt Box, Shripney Rd, BR</i>
Sunday 03.10.21	:	Official Opening of BR Seafront Bandstand, Esplanade, BR
Monday 04.10.21	:	'Charity Dip' in aid of Dementia UK, BR Seafront (opp. Royal Norfolk Hotel), BR
Thursday 07.10.21	:	ADC/BRTC Liaison Mtg (Zoom)
Friday 08.10.21	:	West Sussex Bathroom Co. Ltd Store Opening, 128 Unit 2, Bankside, Middleton-on-Sea
Tuesday 12.10.21	:	Meeting with Revd. Tim Crook re. Mayor's Civic Service, Town Hall
Wednesday 13.10.21	:	WSALC Chairman's Forum (Zoom)

AGENDA ITEM 22

- Thursday 14.10.21 : BRiB Awards Evening, 'Seasons' BR Football Club, Nyewood Lane, BR
- Friday 15.10.21 : High Sheriff of West Sussex' Annual Judges Service and Reception, Chichester Cathedral, Chichester
- Sunday 24.10.21 : Presenting of Awards at BR Football Club 'Firework Extravaganza', 'Seasons', Nyewood Lane, BR
- Wednesday 27.10.21 : The Track Official VIP Launch Party, The Track, BR Railway Station

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st NOVEMBER 2021**

**AGENDA ITEM 23 - EVENTS ATTENDED BY TOWN CRIER MRS JANE SMITH
FROM 6th SEPTEMBER - 1st NOVEMBER 2021**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Saturday 11.09.21	:	Appearance and 'cry' at Felpham Farmers Market, Felpham Memorial Village Hall, Vicarage Lane, Felpham
Friday 17.09.21	:	Ilminster Town Crier Competition, Ilminster Arts Centre/Market Square, Ilminster
Sunday 03.10.21	:	Original Pearly King's and Queen's Harvest Festival and Service 2021, Saint Martin-in-the-Fields, Trafalgar Square, London
Monday 04.10.21	:	'Charity Dip' in aid of Dementia UK, BR Seafront (opp. Royal Norfolk Hotel), BR
Saturday 09.10.21	:	Appearance and 'cry' at Felpham Farmers Market, Felpham Memorial Village Hall, Vicarage Lane, Felpham
Thursday 14.10.21	:	BRiB Awards Evening 2021, 'Seasons', BR Football Club, Nyewood Lane, BR
Friday 15.10.21	:	Birthday 'cry' (private engagement), Selsey
Saturday 16.10.21	:	Hastings 68 th National Town Crier Competition, Butlers Gap, Hastings Old Town, Hastings (Named 'Best Dress Town Crier')

AGENDA ITEM 25

BOGNOR REGIS ONLINE TOWN COUNCIL MEETING
1st NOVEMBER 2021

AGENDA ITEM 25 - CORRESPONDENCE

FOR INFORMATION

1. Reminder - Sussex by the Sea Update - VisitEngland Business Support Roadshow - TODAY! in partnership with Experience West Sussex
2. NALC opens nominations for leadership elections
3. VAAC - Find out what funding is available to community groups to help reduce crime in Sussex
4. The Sussex Snowdrop Trust - Summer/Autumn 2021 Newsletter
5. NALC - Job Vacancy - North Hinksey Parish Council
6. VAAC weekly updates and Do you have experience in recruiting, supporting and developing volunteers?
7. The Regis School Newsletter
8. LCR Magazine - Share your opinions on...young people
9. Mulberry & Co Training: - VAT Partial Exemption
10. Neighbourhood Alert - Arun Weekly Bulletin 24/09/2021
11. NALC - Future Communities 2021 - previously circulated
12. UK Mail Digital- We print and post your letters, postcards and invoices, securely!
13. NALC - Chief Executive's Bulletin
14. The Office of Sussex Police and Crime Commissioner - Early turn visits and positive discussions - circulated to Councillors
15. WSCC - First members of The Track enjoy benefits of co-working in Bognor Regis - circulated to Councillors
16. We'd love to hear about your Mailchimp experience!
17. VAAC - Join us for a series of 5 fundraising training sessions
18. The Sussex Snowdrop Trust - Upcoming events and dates for your diary - The Sussex Snowdrop Trust
19. Bognor Regis BID - Halloween - The Resurrection!
20. NALC - Job Vacancy
21. Sussex Police Launches Latest Officer Recruitment Drive 28/09/2021 - circulated to Councillors and on social media
22. NALC - Election Survey 2021
23. Latest news from Carers Support West Sussex
24. Mulberry & Co - Local Councils Training Programme - communications training - circulated to Councillors
25. Public Sector Network Newsletter • September 2021
26. NALC - Job Vacancy
27. WSCC - Proud to Care Winter Campaign
28. NALC Newsletter
29. Arun District Council - Covid Briefing
30. NALC - Job Vacancy
31. Signscape and Signconex - Marketing information
32. Sussex by the Sea Update: 29.09.21 - Reminder for Attractions - National Lottery Days Out - Closing date for registering interest 30th September + NEW Digital Culture Awards & request for feedback on Summer 2021
33. Parish Online Newsletter - September Edition
34. VAAC weekly updates 1/10/2021
35. NALC publishes the 2021 edition of Points of Light
36. NALC Events - Future Communities 2021 - previously circulated

37. WSCC - Your latest news on Covid-19 - Booster Jobs - End of Furlough - and more
38. WSALC - Guide to Taking Part in The Queen's Platinum Jubilee Beacons 2nd June 2022
39. VAAC - Funding Focus - October 2021 Now is the Time:
40. Ellis Whittam - Glenna, we're now WorkNest – let us re-introduce ourselves
41. Neighbourhood Alert - Arun Weekly Bulletin 01/10/2021 - circulated to Councillors and on social media
42. The Office of Sussex Police and Crime Commissioner - Safer Streets - circulated to Councillors
43. NALC - Chief Executive's Bulletin
44. NALC Star Council Awards 2021
45. St Wilfrid's Hospice eNewsletter October 2021
46. Neighbourhood Alert - Neighbourhood Watch October Our News Newsletter is Here 04/10/2021 - circulated to Councillors and on social media
47. Latest news from Carers Support West Sussex
48. NALC Online Events - Don't miss out!
49. The Queen's Platinum Jubilee Beacons Event - 2nd June 2022
50. Felpham Parish Council - Felpham Beach Huts
51. NALC - Online Events - Let us know what NALC events you want next year!
52. Sussex by the Sea Update 05.10.21 - Tomorrow - Free Business Support Roadshows - Expert Sessions - with Visit England and Experience West Sussex
53. NALC - Newsletter
54. Joint Western Arun Area Committee - County Local Committees and Joint Area Committees have now been abolished but they are being replaced by County Local Forums which will be based on a local Borough or District council areas. If you still wish to receive updates about meetings in your local area you don't need to do anything, as we will automatically move you across in the next few weeks.
55. NALC - How to join us for the Star Council Awards ceremony
56. Notice of WSALC AGM - 29th October 2021 @ 2.30pm
57. WSCC - Velocity by name, fast, low-carbon response by nature in fight against potholes
58. VAAC weekly updates
59. NALC Events - Future Communities 2021
60. VAAC - We are recruiting a Volunteering Advisor
61. WSCC - Newsletter - Your latest news on Covid-19 - mental health help - advice on energy bills - and more
62. NALC - Watch NALC's Star Council Awards ceremony today!
63. Neighbourhood Alert - Arun Weekly Bulletin 08/10/2021
64. WSCC - Banding together to build broadband into new homes planning
65. NALC - Chief Executive's Bulletin
66. Office of Sussex Police and Crime Commissioner - Making streets safer for women and girls
67. NALC Online Events - More Tickets available
68. VAAC - Join us at our next Volunteer Co-ordinators Meeting
69. LGRC Associates - Partners and Freelance Associates Wanted.
70. NALC - Job Vacancy
71. WSCC - Cabinet – 19 October 2021 - agenda
72. WSCC - Gritty determination to be winter ready
73. NALC Online Events - Miss any of our online events? Watch them again
74. WSCC - Bognor Regis Town Council - Police update

75. NALC newsletter
76. WSALC Board Draft Minutes - 5 October 2021 - circulated to Councillors
77. Sussex by the Sea - Tourism Business Update - 13.10.21 - (Re) introducing Sam Smithson, Business Liaison Officer, Experience West Sussex Partnership
78. WSCC - October County Council meeting
79. Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund
80. NALC - Job Vacancy
81. NALC Events - Future Communities 2021 - previously circulated
82. VAAC weekly updates
83. WSCC - Your Town and Parish Council News October 2021 - free trees - adult social care survey - and more
84. Your Town and Parish Council News October 2021 - free trees - adult social care survey - and more
85. Neighbourhood Alert - Neighbour of The Year Award 2021 14/10/2021 - circulated to councillors and on Social Media
86. NALC Job Vacancy
87. WSALC - Parish Online Day
88. WSCC - Verging on perfection: 'Road verges don't come better than this' says expert
89. WSCC - Your latest news on Covid-19 - Adult social care survey - and more - circulated to Councillors
90. CPRE - March for the countryside during COP26
91. New Interim CEO at Arun District Council - circulated to Councillors
92. WSCC - Technology at forefront of cycle safety improvements at busy junction
93. WSALC - Sussex Police Rural Crime Team Monthly Update - October
94. Arun & Chichester Citizens Advice October 2021 Newsletter - circulated to Councillors
95. NALC - Chief Executive's Bulletin
96. Bognor Regis Herald - Arun Council pats itself on the back on start to improvements to the Place St Maur — But is this the right start to Regeneration?
97. Sussex Police and Crime Commissioner - Bravery awards for Sussex Police officers - circulated to Councillors
98. Twinning Association - Beaujolais Bistro
99. Neighbourhood Alert - Get Safe Online - Behaving Respectfully Online 17/10/2021 - circulated to Councillors and on Social Media
100. Census - Newsletter for Local Authority Partners Issue 34
101. VAAC - Join us at our second Community Transport Forum
102. The Office of Sussex Police and Crime Commissioner - Have your say on potential changes to firearms licensing - circulated to Councillors and on social media
103. The Sussex Snowdrop Trust - Amazing Super Saturday 23rd October - circulated to Councillors
104. Southern Co-Op - UK's first fully electric Tesla based hearse lands in the south of England
105. Letter from The Mayor to the Interim Chief Executive Officer, Arun District Council congratulating him on his appointment
106. Sussex Police and Crime Commissioner - Survey - circulated to Councillors and on Social Media
107. NALC - New Publication
108. Carers Support - Shine newsletter October
109. Bognor Regis BID - Colour Your Christmas Bognor Regis 2021
110. WSCC - Government awards 100 per cent of County Council's Active Travel bid

- 111.** Neighbourhood Watch 2021 Crime and Community Survey Launched 20/10/2021
- circulated to Councillors and on Social Media
- 112.** VAAC weekly updates
- 113.** ARUN Newsletter 24 – October 2021
- 114.** Neighbourhood Alert - run Weekly Bulletin 22/10/2021 - circulated to Councillors
and on Social Media
- 115.** NALC - Chief Executive's Bulletin

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st NOVEMBER 2021**

AGENDA ITEM 26 - PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Partnership Working, Opportunities for enhancing community development and economic growth - following the Members' Briefing held on the 24th August 2021, the report from Spencer Clark, Group Operations Manager at the Picturedrome cinema was referred to the Council Meeting held on 6th September 2021. Mr. Clark had discussed opportunities for closer working with the Council including both community and economic development projects and in particular he had 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 pedestrianising areas.
- 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.
- Onscreen Magazine, screen advertising?
- Schools - plays, school curriculum, film season etc.

- Safe place scheme.

Following some discussion at that meeting, Members agreed that this item should be referred to the next meeting for further consideration. Members are therefore invited to now 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.

Balance Sheet for The Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 30th September 2021 will be copied to Councillors for information under separate cover.

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 55 No.5 for September/October 2021 has been received, which is available for Members to view if required.

Canopy - replacement of damaged Georgian glass panels - as reported at the August Policy and Resources Committee Meeting the works to replace the damaged glass panels to the canopy had finally been completed and the relating invoices for the job had been forwarded to the Insurers for settlement. Reimbursement for the expenditure incurred for these works has now been received from the Insurers.

Lightning Conductor Retesting - the annual testing of the Lightning Conductor on the Cinema was due in October. The cost of the test remains the same as last year at a cost of £140, which has been paid by BPCL. The test was undertaken on 29th September 2021 and one advisory has been identified. One of the Test Inspection Pits is starting to fill with water, which needs to be rectified to avoid the earth point failing in the future. This work will be scheduled in shortly. The compliance certificate has also now been received.

Annual Directors and Officers Insurance - the insurance policy has once again been renewed at a cost of £1,463.89 which includes the Broker's administration fee and Insurance Premium Tax. The premium has increased by £332.03 compared to last year. This has been paid by BPCL.

Town Force Works - review of the cracked paving slabs on the drive at the side of the cinema, investigate issue with cracked boundary wall and water leak at 1a Linden Road. These works were funded by BPCL.

Management Agreement - Members are advised that an item of a contractual nature relating to the site will be reported under confidential business.