



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

ONLINE ANNUAL MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

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

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

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

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Tuesday 4th May 2021. Alternatively, a video recording of any Questions and Statements can be emailed to bognortc@bognorregis.gov.uk but MUST be received before 9am on Friday 30th April 2021. Recordings should be no longer than 2 minutes in duration, of good sound quality and appropriate. Persons submitting a recording that fails to meet these requirements will be notified via email by no later than 5pm on Friday 30th April 2021.

Online access to the Meeting will be via ZOOM using the following Meeting ID: [827-2875-0485](https://join.zoom.us/j/827-2875-0485). The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

DATED this 26th day of APRIL 2021

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Election of Town Mayor for 2021/2022
2. The Town Mayor will make the Statutory Declaration of Acceptance of Office
3. Election of Deputy Town Mayor for 2021/2022

4. The Deputy Town Mayor will make the Non-Statutory Declaration of Acceptance of Office
5. Acceptance speech and welcome by newly elected Town Mayor
6. Apologies for Absence
7. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
8. To review the Council's Terms of Reference and any delegation arrangement to Committees and Sub-Committees
9. To appoint Members (and Chairmen/Vice-Chairmen) to serve on the following Committees. (The Town Mayor and Deputy Town Mayor, ex officio, shall be members of P&R)

Policy and Resources Committee
 Community Engagement and Environment Committee
 Planning and Licensing Committee
 Events, Promotion and Leisure Committee

NOTE: In accordance with Standing Orders, the Council may appoint any number of 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 Full Council {S.O. 4.d (x)} (The quorum of a Committee or Sub-Committee shall not be less than 3 Members) ADDITIONAL NOTE: A Committee may arrange for the discharge of its functions by a Sub-Committee - LGA 1972 – S.101. (2)

10. To appoint representatives to other 'outside' bodies (list attached to Agenda)
11. To confirm Bank Signatories
12. To note the Calendar of Meetings for 2021/2022 (attached)
13. To APPROVE the Minutes of the Online Meetings of Bognor Regis Town Council held on 8th and 15th March 2021
14. Written Questions from Councillors
15. Adjournment for public questions and statements submitted in accordance with the requirements noted above
16. To consider any written dispensation requests received from Town Councillors

17. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 18.1 **Online Meeting of the Policy and Resources Committee of 29th March 2021** with resolutions, recommendations and reports
- 18.2 **Online Meeting of the Community Engagement and Environment Committee of 12th April 2021** with resolutions, recommendations and reports
- 18.3 **Online Meetings of the Planning and Licensing Committee of 16th March, 6th and 27th April 2021** with resolutions, recommendations and reports
- 18.4 **Online Meetings of the Events, Promotion and Leisure Committee of 23rd March 2021** with resolutions, recommendations and reports
19. 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
20. To note the List of Payments and Transfers made in [February](#) and [March 2021](#) and to note the [balances, bank reconciliations and financial reports](#) and outturn and approval of the contents and their publication (April not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
21. Remote Meetings & delegated decisions update
22. Regeneration including: -
 - To note Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 27th January 2021 (if available)
23. To note outgoing Town Mayor's Report and duties undertaken
24. Town Crier's Report and duties undertaken
25. Reports from Representatives to other organisations (if available)
26. To receive Correspondence
27. Picturedrome Site update: -
 - Director's report, any urgent actions taken for ratification
 - To confirm bank signatories as the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors having a Disclosable Pecuniary Interest in the Picturedrome Cinema

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY

**BOGNOR REGIS TOWN COUNCIL
ONLINE ANNUAL TOWN COUNCIL MEETING - 4th MAY 2021**

AGENDA ITEM 1 - ELECTION OF TOWN MAYOR FOR 2021/2022

REPORT BY THE TOWN CLERK

FOR DECISION

As per Standing Order 5(j), it is a convention of the Council that the Deputy Town Mayor in any year shall, unless he or she resigns, becomes disqualified or is not re-elected as a Councillor, be put forward by Council as Town Mayor for the following year.

The Deputy Town Mayor for the last 12 months has been Cllr. Goodheart and therefore in accordance with the Standing Orders he is duly put forward as Town Mayor for the forthcoming year.

DECISION

Do Members **AGREE** that Cllr. Goodheart be appointed as Town Mayor for the 2021/22 Municipal Year?

**BOGNOR REGIS TOWN COUNCIL
ONLINE ANNUAL TOWN COUNCIL MEETING - 4th MAY 2021**

**AGENDA ITEM 2 - THE TOWN MAYOR WILL MAKE THE STATUTORY
DECLARATION OF ACCEPTANCE OF OFFICE**

REPORT BY THE TOWN CLERK

FOR DECISION

BACKGROUND

The Local Government Act 1972(83)(4) states that "A person elected to the office of Chairman of a Parish or community Council ... shall in the case of the Chairman, at the Meeting at which he is elected ... make in the presence of a Member of the Council or the Proper Officer of the Council and deliver to the Council a Declaration of Acceptance of Office in a form prescribed by an order made by the Secretary of State ..".

The prescribed form for the Declaration of Acceptance of Office is laid down in the Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012/1465.

In the case of Bognor Regis Town Council the position of Proper Officer is designated as the Town Clerk and the position of Chairman is designated as the Town Mayor.

TOWN MAYOR 2021 TO 2022

It is usual at "in person" Annual Town Council Meetings for this Declaration to be signed by both the Town Mayor and the Town Clerk at the Meeting.

As this will not be possible at an online meeting, the newly elected Town Mayor will need to make the following verbal declaration with the Council agreeing that the actual Declaration be signed as soon as possible in the presence of the Town Clerk in the Town Hall.

DECISION

Do Members **AGREE** that the newly elected Town Mayor may make the Declaration of Acceptance of Office verbally, with the actual Declaration signed as soon as possible in the presence of the Town Clerk in the Town Hall.

The Declaration to be made by the newly elected Town Mayor is as follows: -

I[Full name of elected Town Mayor to be stated] having been elected to the office of Town Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

**BOGNOR REGIS TOWN COUNCIL
ONLINE ANNUAL TOWN COUNCIL MEETING - 4th MAY 2021**

AGENDA ITEM 3 - ELECTION OF DEPUTY TOWN MAYOR FOR 2021/2022

REPORT BY THE TOWN CLERK

FOR DECISION

As Members will recall, the recommendation from the Council Meeting held 8th March 2021 (Min. 370 refers) is that Cllr. Barrett be appointed as Deputy Mayor for the forthcoming year.

DECISION

Do Members **AGREE** that Cllr. Barrett be appointed as Deputy Mayor for the 2021/22 Municipal Year?

**BOGNOR REGIS TOWN COUNCIL
ONLINE ANNUAL TOWN COUNCIL MEETING - 4th MAY 2021**

AGENDA ITEM 4 - THE DEPUTY TOWN MAYOR WILL MAKE THE NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

REPORT BY THE TOWN CLERK

FOR DECISION

BACKGROUND

Whilst there is no statutory or legal obligation for the Vice-Chairman, or Deputy Town Mayor, to make a Declaration of Acceptance of Office, it is accepted practice at Bognor Regis Town Council for this to be undertaken.

DEPUTY TOWN MAYOR 2021 TO 2022

As with the Town Mayor, it is usual at "in person" Annual Town Council Meetings for this Declaration to be signed by both the Deputy Town Mayor and the Town Clerk at the Meeting.

As this will not be possible at an online meeting, the newly elected Deputy Town Mayor will need to make the following verbal declaration with the actual Declaration signed as soon as possible in the presence of the Town Clerk in the Town Hall.

The Declaration to be made by the newly elected Deputy Town Mayor is as follows :-

I[Full name of elected Deputy Town Mayor to be stated] having been elected to the office of Deputy Town Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL ONLINE ANNUAL TOWN COUNCIL MEETING - 4th MAY 2021

AGENDA ITEM 8 - TO REVIEW THE COUNCIL'S TERMS OF REFERENCE AND ANY DELEGATION ARRANGEMENT TO COMMITTEES AND SUB- COMMITTEES

REPORT BY THE TOWN CLERK

FOR DECISION

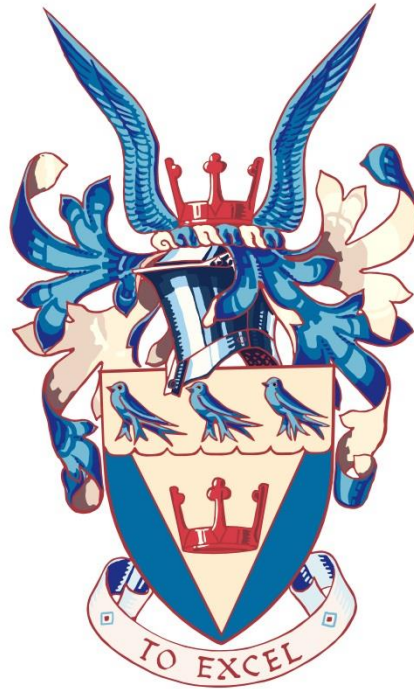
The Council's Terms of Reference for both Council and various Committees are reviewed on an annual basis. Each Committee considers their Terms of Reference at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council.

As a result of reviewing the Council's governance and owing to the drive by Government for councils to become more transparent, a new layout for the Terms of Reference was proposed in 2015 for Council and each Committee that assists the Town Council in complying with this requirement. This also fits in with the style of the Council's Constitution. The layout gives Members and the public a clear picture of the powers that are available to the Council, some of which are currently used and others which are not.

With regard to the Council Terms of Reference (attached as **APPENDIX 1**), there are no recommended changes to the current version.

DECISION

Do Members **RESOLVE** to **ADOPT** the Council's Terms of Reference for the 2021/22 Municipal Year?



BOGNOR REGIS TOWN COUNCIL

COUNCIL

TERMS OF REFERENCE

Adopted by the Council at its Meeting held on 13th May 2019

BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: COUNCIL

16 Members of the Authority

Quorum =

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

Introduction to Powers and Duties of Standing Committees

Subject to the matters to be dealt with solely by Council, set out below and to observance of decisions of Council on matters of principle or policy, the majority of the Council's powers and duties are delegated to standing committees as set out in their respective terms of reference, subject to the acts and proceedings of a committee:

- a. where delegated to committee, so far as is legally permissible, be deemed the acts and proceedings of the Council;
- b. as regards other matters, be subject to confirmation by Council and when confirmed will be deemed the acts and proceedings of the Council;
- c. in all respects be subject to the provisions of the Council's Standing Orders, Standing Orders for Contracts and Financial Regulations except as otherwise determined by Council.

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

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

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

Function of Council		Delegation of Functions
Column 1		Column 2
1.	Powers of all Standing Committees	
1.1	To arrange extra meetings	<ul style="list-style-type: none"> • Town Clerk in consultation with Chairman or Vice Chairman
1.2	To cancel or postpone a meeting owing to lack of business or in an emergency	<ul style="list-style-type: none"> • Town Clerk in consultation with Chairman or Vice Chairman
1.3	To monitor implementation of actions on minutes of the committee	<ul style="list-style-type: none"> • Committee
1.4	To manage services for which they are responsible within an approved budget & policy	<ul style="list-style-type: none"> • Committee
1.5	To authorise spending/ issue works orders within budgets delegated to committee	<ul style="list-style-type: none"> • Committee
1.6	To establish sub-committees and working groups on a task and finish basis, relevant to the work of the committee	<ul style="list-style-type: none"> • Committee, subject to terms of reference of sub-committees being approved by Policy & Resources Committee • Council to ratify permanent sub-committees and working groups
1.7	Appointment of Chairmen of committees, sub-committees and working groups.	<ul style="list-style-type: none"> • Committee chairmen reserved to Council • Council may delegate appointment of Vice Chairman to Committee • Committee may appointment Chairman & Vice Chairman of sub-committee or working group which they establish
1.8	Agreeing and/or amending the Terms of Reference for Committees, sub-committees deciding on their composition and making appointments to them	None for committee, but on advice from committee <ul style="list-style-type: none"> • Policy & Resources Committee for sub-committees
1.9	In addition to authority under Financial Regulations, any committee other than Policy & Resources shall refer proposals which would incur non- budgeted expenditure or would reduce by more than £500 budgeted income to Policy & Resources Committee, which	<ul style="list-style-type: none"> • Committee

1.10	<p>shall make recommendations to Council on the matter</p> <p>A committee may vire monies within its approved budget between heads provided that any virement which would exceed 5% of the committee's budget would be referred to Policy & Resources Committee for consideration of any purely financial implications.</p>	<ul style="list-style-type: none"> • Committee
<p>2</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p> <p>2.9</p> <p>2.10</p> <p>2.11</p> <p>2.12</p> <p>2.13</p> <p>2.14</p> <p>2.15</p> <p>2.16</p> <p>2.17</p> <p>2.18</p> <p>2.19</p> <p>2.20</p> <p>2.21</p> <p>2.22</p>	<p>General Governance</p> <p>Adoption and amendment of the Council's Corporate Strategy</p> <p>Comments on the Strategic Plans or strategies of principal councils</p> <p>Approval and amendment of all policies not delegated to a particular committee</p> <ul style="list-style-type: none"> • Pensions Discretions Policy • Personnel Policies and Employee Handbook <p>Endorsement of Town Centre Plans etc</p> <p>Approval of Neighbourhood Plan</p> <p>Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations</p> <p>Approving annual budget, Precept, and Medium Term Financial Strategy</p> <p>Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules</p> <p>Election of the Mayor, appointment of Deputy Mayor</p> <p>Appointment of Members or Officers to outside bodies</p> <p>Adopting an allowance scheme for Mayor or other members</p> <p>Changing the name of the Town Council</p> <p>Deciding on honorary titles or awards</p> <p>Making, amending, revoking, re-enacting or adopting Bylaws</p> <p>To represent the view of the local community on matters of significance</p> <p>Power to make payments or provide other benefits in cases of fault or maladministration</p> <p>Appeals against any decision made on behalf of the Authority</p> <p>Co-option of a member of Council</p> <p>Co-option of a non-councillor as a member of a committee</p> <p>To approve the Annual Calendar of Meetings</p> <p>Decisions on issues relating to Data Protection, Access to Information, Freedom of Information & Human Rights</p> <p>To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision</p>	<p>None, but to receive advice from Policy & Resources Committee</p> <p>None, but to receive advice from relevant committee</p> <p>None except</p> <ul style="list-style-type: none"> • Policy & Resources Committee • Policy & Resources Committee <p>None</p> <p>None</p> <p>None, but on advice of Policy & Resources Committee</p> <p>None, but on advice of Policy & Resources Committee</p> <p>None</p> <p>None, but on advice from Mayoralty Selection Committee</p> <p>None</p> <p>None, but for members to be on the advice of Arun District Council panel</p> <p>None</p> <p>None</p> <p>None</p> <p>None, unless specifically delegated to committee or officer</p> <ul style="list-style-type: none"> • Policy & Resources Committee up to £1000 <ul style="list-style-type: none"> • As set out in Personnel Policies and the Complaints Procedure <p>None</p> <p>None</p> <p>None</p> <ul style="list-style-type: none"> • Strategic overview to Policy & Resources Committee • Town Clerk to renew Data Protection Registration and make amendments if necessary and respond to routine requests for information <p>None generally</p> <ul style="list-style-type: none"> • In cases of urgency, the Town Clerk in consultation with two of: The Mayor, Deputy Mayor or Policy & Resources Chairman

<p>2.23</p> <p>a. All powers of the Council in the case of a civil emergency</p> <p>b. All powers of the Council in the case of urgency</p> <p>2.24 Election issues and filling of vacancies</p> <p>2.25 Power to direct as to the Custody of town documents</p> <p>2.26 All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents</p> <p>2.27 All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents</p> <p>2.28 Attendance at conference</p> <p>2.29 To adopt general power of competence, Local Government Act 2011</p>		<ul style="list-style-type: none"> • The Town Clerk in consultation with three of: The Mayor, Deputy Mayor, Policy & Resources Chairman or Community Engagement & Environment Committee Chairman • The Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chairman, subject to reporting justification to the next Council meeting <p>None</p> <p>None</p> <ul style="list-style-type: none"> • Town Clerk <ul style="list-style-type: none"> • Town Clerk <p>None</p> <p>None</p>
<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p>Personnel Issues</p> <p>To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer</p> <p>To determine the overall Staffing structure and approval of additional posts</p> <p>Confirming the appointment of the Town Clerk</p> <p>Dismissal of Town Clerk</p> <p>Other Personnel matters</p> <p>Health & Safety Policy- General Statement & Organisation</p>	<p>None</p> <ul style="list-style-type: none"> • Policy & Resources Committee <ul style="list-style-type: none"> • Interviewing for, subject to confirmation by Council is delegated to Policy & Resources Committee & Mayor <p>None</p> <ul style="list-style-type: none"> • As set out in Terms of Reference for Policy and Resources Committee <p>None</p> <ul style="list-style-type: none"> • Arrangements to Policy & Resources Committee
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Quality & Integrated Management</p> <p>Matters relating to Quality and Integrated Management and Local Council Award Scheme</p> <p>Administration of the Complaints Procedure</p>	<ul style="list-style-type: none"> • Policy & Resources Committee <ul style="list-style-type: none"> • As set out in Complaints Procedure

<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Finance</p> <p>Authorisation of Payment of accounts.</p> <p>Approval of Annual Return & Statement of Accounts</p> <p>Approval of Banking Arrangements</p> <p>Approval of Orders for work, goods or services</p>	<ul style="list-style-type: none"> • Council/ Policy & Resources Committee/ Town Clerk in accordance with Financial Regulations <p>None</p> <p>None</p> <ul style="list-style-type: none"> • Council/ Policy & Resources Committee/ Town Clerk in accordance with Financial Regulations
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5.5	Audit arrangements	<ul style="list-style-type: none"> Town Clerk/ RFO to manage in accordance with Financial Regulations Council to approve annual external audit report Policy & Resources Committee to consider interim audit report, internal audit report and agree internal audit brief
5.6	Power to accept gifts, Local Government Act 1972, S139 and to borrow money Local Government Act 1972 Sch. 13	None
5.7	Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11	None
5.8	Authority for capital expenditure not specifically included Budget	None
6.	Land	
6.1	Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127	None
6.2	Power to accept gifts of land, Local Government Act 1972, S139	None
6.3	Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition Community Engagement & Environment Committee for maintenance & management
7.	Delegated Services	
7.1	To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112 or Localism Act 2011) or General Power	None
7.2	To undertake services for another local authority or public body	None
8.	Ethical Framework	
8.1	To approve Member & Officer codes of conduct and protocols	None
8.2	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> Proper Officer to obtain declarations, give reminder annually and to act as necessary for Monitoring Officer Mayor may obtain declarations of office in the absence of the Proper Officer
8.3	To approve dispensations	None, except in a case of urgency, Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chairman, subject to reporting the justification to the next Council meeting

**BOGNOR REGIS TOWN COUNCIL
ONLINE ANNUAL TOWN COUNCIL MEETING - 4th MAY 2021**

AGENDA ITEM 9 - TO APPOINT MEMBERS (AND CHAIRMEN/VICE-CHAIRMEN) TO SERVE ON THE FOLLOWING COMMITTEES. (THE TOWN MAYOR AND DEPUTY TOWN MAYOR, EX OFFICIO, SHALL BE MEMBERS OF P&R)

- **POLICY AND RESOURCES COMMITTEE**
- **COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE**
- **PLANNING AND LICENSING COMMITTEE**
- **EVENTS, PROMOTION AND LEISURE COMMITTEE**

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)} (The quorum of a Committee or Sub-Committee shall not be less than 3 Members). Furthermore, a Committee may arrange for the discharge of its functions by a Sub-Committee - LGA 1972 - S.101. (2)

Due to the unknown result of the forthcoming Pevensey Ward By-Election on 6th May, it will be necessary to calculate the political composition based on the current Members of 15 Councillors as follows, and then revisit this at the next Council Meeting in July to take into account the results of the By-Election.

Group	Names	Total
Liberal Democrats	John Barrett Kenton Batley John Erskine Henry Jones Claire Needs Samantha Staniforth Matt Stanley Jeanette Warr	8
Independent Group	Jim Brooks Adam Cunard Sandra Daniells Steve Goodheart	4
A.N. Others	Alison Sharples (Independent) Phil Woodall (Independent) Wayne Smith (Independent)	3

Committee Proportionality

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

Once the Committee membership has been agreed, it should be noted that the appointment of the Chairmen and Vice-Chairmen of the Committees will also be considered at the meeting.

Following liaison with the two Group Leaders, a summary of the allocated memberships is attached as **Appendix 1**.

The proposals have been prepared on the assumption that the recommendations for Mayor and Deputy Mayor of Cllr. Goodheart and Cllr. Barrett respectively are carried.

Furthermore, as per S.O. 4(d)(xi) the Mayor and Deputy Mayor ex officio shall be members of the Policy and Resources Committee.

Should the appointment of the Mayor and Deputy Mayor not be in accordance with the Standing Orders and as per the previous recommendations, the proposals will need to be revisited and amended accordingly.

DECISIONS

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

To **AGREE** the Chairman and Vice-Chairman 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 Democrat)	John Erskine
(Liberal Democrat)	Henry Jones
(Liberal Democrat)	Matt Stanley
(Liberal Democrat)	Jeanette Warr
(Independent Group)	Adam Cunard
(A N Others)	Wayne Smith
(A N Others)	Phil Woodall

Nominations for Chairman: Cllr. Stanley

Nominations for Vice Chairman: Cllr. Erskine

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

(Liberal Democrat)	John Barrett
(Liberal Democrat)	Kenton Batley
(Liberal Democrat)	Henry Jones
(Liberal Democrat)	Claire Needs
(Liberal Democrat)	Jeanette Warr
(Independent Group)	Jim Brooks
(Independent Group)	Adam Cunard
(A N Others)	Alison Sharples
(A N Others)	Wayne Smith

Nominations for Chairman: Cllr. Smith

Nominations for Vice Chairman: Cllr. Ms. Sharples

PLANNING AND LICENSING COMMITTEE

(Liberal Democrat)	John Barrett
(Liberal Democrat)	John Erskine
(Liberal Democrat)	Jeanette Warr
(Liberal Democrat)	Vacancy
(Liberal Democrat)	Vacancy
(Independent Group)	Adam Cunard
(Independent Group)	Sandra Daniells
(A N Others)	Alison Sharples
(A N Others)	Phil Woodall

Nominations for Chairman: Cllr. Mrs. Warr

Nominations for Vice Chairman: Cllr. Barrett

EVENTS, PROMOTION AND LEISURE COMMITTEE

(Liberal Democrat)	Kenton Batley
(Liberal Democrat)	John Erskine
(Liberal Democrat)	Samantha Staniforth
(Liberal Democrat)	Matt Stanley
(Liberal Democrat)	Jeanette Warr
(Independent Group)	Jim Brooks
(Independent Group)	Sandra Daniells
(A N Others)	Wayne Smith
(A N Others)	Phil Woodall

Nominations for Chairman: Cllr. Batley

Nominations for Vice Chairman: Cllr. Mrs. Warr

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
ONLINE ANNUAL TOWN COUNCIL MEETING - 4th MAY 2021**

**AGENDA ITEM 10 - TO APPOINT REPRESENTATIVES TO OTHER
'OUTSIDE' BODIES (LIST ATTACHED TO AGENDA)**

REPORT BY THE TOWN CLERK

FOR DECISION

The listing of previously appointed Town Council Representatives to 'Outside' Bodies is attached as **APPENDIX 1**.

Any Member who does not wish to continue with their previous appointment is asked to notify the Town Clerk as soon as possible and to also state their intention to step down, when asked at the meeting.

Members are also asked to note that the Representative to the Bognor Regis Seafront Lights is currently vacant following the resignation of Mrs. I. Erskine from the Council.

Furthermore, there are four organisations that received Grant Aid in 2021 that require a representative to be appointed; Arun Arts Ltd, Southdowns Folk Festival, Bognor Shopmobility and Making Theatre Gaining Skills. All of these vacancies will need to be determined.

Members are invited to confirm the necessary appointments and therefore determine the Councillor Representatives for the 2021/22 Municipal Year.

Members will note that this includes those appointed to attend the BRTC/ADC Liaison Meetings. Membership of this consists of the positions as noted on the attached summary and substitutions will not apply.

DECISION

To **AGREE** the appointed Councillor Representatives to the 'Outside' Bodies for the 2021/22 Municipal Year.

AGENDA ITEM 10 - APPENDIX 1

TOWN COUNCIL REPRESENTATIVES TO EXISTING 'OUTSIDE BODIES' 2020

Arun Partnership Advisory Board Early Help	Representative	Cllr. S. Goodheart
Armed Forces Day Committee	Representative	Cllr. P. Woodall
Arun District Association Local Councils (ADALC)	Representative Representative	Cllr. Mrs. S. Daniells Cllr. S. Goodheart
Bognor & Bersted United Charities	Ex officio Trustee, whilst a Town Council Member until the end of present administration	Cllr. K. Batley
Bognor Regis BID Board	Officer	
Bognor Regis Concert Band	Mayor as President	Town Mayor
Bognor Regis Heritage Partnership	Representative Representative Representative Representative	Cllr. Mrs. S. Daniells Cllr. S. Goodheart Cllr. M. Stanley Cllr. W. Smith
	Reserve Reserve Reserve Reserve	Cllr. A. Cunard Cllr. Ms. A. Sharples Vacant Vacant
Bognor Regis Regeneration Board	Representative Reserve Officer	Cllr. J. Erskine Cllr. Mrs. J. Warr
Bognor Regis Seafront Lights	Representative	Vacant
Bognor Regis Twinning Association	Representative	Cllr. Mrs. S. Daniells
BRTC/ADC Liaison Meetings	Representative Representative Representatives Representative Representative	Mayor Group Leaders Chairman of P&R Chairman of CE&E Chairman of EP&L
Chamber of Commerce	Representative Reserve	Cllr. Mrs. S. Daniells Cllr. J. Brooks
Grant Aid Recipients of £5K or over: -		
- Arun Arts Ltd	Representative	Vacant
- Southdowns Folk Festival	Representative	Vacant
- Bognor Shopmobility	Representative	Vacant
- Making Theatre Gaining Skills	Representative	Vacant
Joint Action Group	Officer	

Joint Western Arun Area Committee (JWAAC)	Representative Reserve	Cllr. S. Goodheart Cllr. J. Brooks
(JWAAC) Highways & Transport Sub-Group	Representative Reserve	Cllr. S. Goodheart Cllr. J. Brooks
Parish Liaison Meetings	Representative Representative Reserve Reserve	Cllr. S. Goodheart Cllr. Ms. A. Sharples Cllr. J. Brooks Cllr. Mrs. S. Daniells
Stonepillow (Christian Care Association)	Patron	Town Mayor
The 39 Club	Representative	Cllr. Ms. A. Sharples
West Sussex ALC Ltd	Representative Representative	Cllr. Mrs. S. Daniells Cllr. S. Goodheart

**BOGNOR REGIS TOWN COUNCIL
ONLINE ANNUAL TOWN COUNCIL MEETING - 4th MAY 2021**

AGENDA ITEM 11 - TO CONFIRM BANK SIGNATORIES

REPORT BY THE TOWN CLERK

FOR DECISION

BACKGROUND

It was last agreed at the Annual Town Council Meeting in 2019 that all Town Councillors would be bank signatories, unless individual written notice had been given to the Clerk to the contrary. For administration purposes, Members need to reaffirm this decision for the coming year.

TOWN MAYOR'S CHARITY ACCOUNT

It is normal practice that the signatories on the Town Mayor's Charity Account are the Town Mayor, Deputy Town Mayor (subject to their agreement) and Town Clerk, with any two of the three signatories being able to sign cheques.

Following the election of the new Town Mayor and Deputy Mayor at the meeting, amendments will need to be made to the signatories for this account.

For administration purposes, the Council will need to confirm that the signatories on this account will be amended to reflect the newly elected Town Mayor and Deputy Town Mayor as signatories for their year in office (subject to their agreement at being signatories).

RESOLUTIONS

Members also need to approve that the Resolutions as detailed below will continue to apply for all Town Council accounts:

- The Co-operative Bank p.l.c. ('the Bank') shall continue as our bankers in accordance with our original account application, the Council being empowered by and acting within its constitution in giving this instruction
- The Bank shall be authorised to accept instructions from us in connection with the account(s) and the service, provided that the instructions are given and signed in accordance with the signing authority listed in the forms All New Account Signatories Section 2 Part C and Declaration Section 3 and shall be authorised to act on Instructions given by signatories/authorised users in accordance with the Account terms and conditions. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)
- The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in

the forms All New Account Signatories Section 2 Part C and Declaration Section 3

- The Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our Account(s) (including the opening of new accounts), affairs or property, as shown in the forms All New Account Signatories Section 2 Part C and Declaration Section 3
- The Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions if required
- The Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations or Bye Laws if required
- The Bank shall be notified in writing of any change of Directors/Partners/Owners/Officials/Members
- The Bank shall be notified in writing of any change of Authorised User
- The Bank shall otherwise continue to operate our Account(s) in accordance with the signing authority as outlined in Section 2 Part C and Section 3
- The Bank shall be notified in writing of any overall change of control in the Council
- All signatories to the Account(s) are aged 18 or over
- No Directors/Partners/Signatories/Authorised Users have been subject to bankruptcy in the last six years
- No Directors/Partners/Signatories/Authorised Users have had County Court Judgments registered against them in the last six years.

DECISIONS

RESOLVE that all Councillors would continue to be bank signatories, unless individual written notice expressing a wish not to be a signatory had been received previously by the Town Clerk.

RESOLVE that the signatories for the Town Mayor's Charity Account will be amended to reflect the newly elected Town Mayor and Deputy Town Mayor as signatories for their year in office (subject to their agreement at being signatories).

RESOLVE that the Resolutions as detailed will continue to apply for all Town Council accounts.

**BOGNOR REGIS TOWN COUNCIL
ONLINE ANNUAL TOWN COUNCIL MEETING - 4th MAY 2021**

**AGENDA ITEM 12 - TO NOTE THE CALENDAR OF MEETINGS FOR
2021/2022 (ATTACHED)**

REPORT BY THE TOWN CLERK

FOR DECISION

At the Online Town Council Meeting, held 4th January 2021, Members resolved to approve the recommendation that Planning and Licensing Committee Meetings should continue to start at 4pm until May 2021 (Min. 332.1 refers).

With meetings for this Committee occurring every 3 weeks, it has proved beneficial in scheduling these meetings for a 4pm start and it is recommended that they continue to do so throughout 2021/2022.

In general, all meetings of the Council start at 6.30pm, unless otherwise stated on the Calendar of Meetings for 2021/2022 (attached to this report as **Appendix 1**).

Members are asked to note that for those meetings scheduled to take place before the Governments current date of 21st June for Stage 4 of the relaxation of Coronavirus restrictions (and as marked with an asterisk), until the current High Court case is determined and judgement published, it may be necessary to cancel these meetings if online meetings are no longer permitted.

DECISIONS

Do Members **AGREE** that Planning and Licensing Committee Meetings should continue to start at 4pm for 2021/2022?

Members are invited to **NOTE** the Calendar of Meetings for 2021/2022.

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

May 2021

Monday	4 th	May	ANNUAL TOWN COUNCIL MEETING
Tuesday	18 th	May	Planning and Licensing C'ttee (4pm)*

June 2021

Monday	7 th	June	Policy and Resources C'ttee*
Monday	7 th	June	SPECIAL COUNCIL MEETING*
Tuesday	8 th	June	Planning and Licensing C'ttee (4pm)*
Monday	14 th	June	Community Engagement and Environment C'ttee*
Tuesday	15 th	June	Allotments Sub-C'ttee*
Tuesday	29 th	June	Planning and Licensing C'ttee (4pm)

July 2021

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

August 2021

Monday	9 th	August	Community Engagement and Environment C'ttee
Tuesday	10 th	August	Planning and Licensing C'ttee (4pm)
Tuesday	31 th	August	Planning and Licensing C'ttee (4pm)

September 2021

Monday	6 th	September	COUNCIL MEETING
Monday	13 th	September	Events, Promotion and Leisure C'ttee
Tuesday	21 st	September	Planning and Licensing C'ttee (4pm)
Monday	27 th	September	Policy and Resources C'ttee

October 2021

Monday	4 th	October	Community Engagement and Environment C'ttee
Tuesday	12 th	October	Planning and Licensing C'ttee (4pm)

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
Tuesday	23 rd	November	Planning and Licensing C'ttee (4pm)
Monday	29 th	November	Policy and Resources C'ttee (Budget)

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
Tuesday	14 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)

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
Tuesday	15 th	November	Allotments Sub-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 CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 8th MARCH 2021

PRESENT:

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett (exc. Min. 370), K. Batley, J. Brooks, A. Cunard (from Min. 354), Mrs. S. Daniells, J. Erskine, S. Goodheart, H. Jones, Miss. C. Needs, Ms. A. Sharples, W. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
PCSO C. Marsden (Sussex Police) - part of meeting
2 members of the public attended via Zoom (at start of meeting)
12 members of the public viewing via Facebook (at start of meeting)

The Meeting opened at 6.30pm

348. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

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

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

Before receiving any apologies for absence, the Chairman advised Members that Mrs. Erskine had informed the Town Clerk that she was resigning from her position of Town Councillor for Pevensey Ward with immediate effect and as a result she would not be attending any more meetings.

Apologies for absence were received from Cllr. Mrs. Staniforth who was unwell.

No apologies had been received from Cllr. Cunard.

349. DECLARATIONS OF INTEREST

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

If a Member were required to temporarily leave the Meeting for any Interest, they would be put on hold by the Meeting Host who would also facilitate their re-joining the Meeting at the appropriate time.

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

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

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

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

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

Cllr. Barrett declared a Disclosable Pecuniary Interest in Agenda item 15 as the matter to be discussed concerned him

Cllr. Brooks declared an Ordinary Interest in Agenda item 9 as a Member of Arun District Council's Bognor Regis Regeneration Sub-Committee which had already debated the matter

Cllr. Mrs. Daniells declared an Ordinary Interest in Agenda item 9 as a Member of Arun District Council's Bognor Regis Regeneration Sub-Committee which had already debated the matter and also a Disclosable Pecuniary Interest in Agenda items 23 and 24, as an employee of the Picturedrome Cinema, and stated that she would not take part in the discussion and would leave the Meeting when Agenda items 23 and 24 were discussed

Cllr. Goodheart declared an Ordinary Interest in Agenda item 9 as a Member of Arun District Council

Cllr. Stanley declared an Ordinary Interest in Agenda item 9 as a Member and Chairman of Arun District Council's Bognor Regis Regeneration Sub-Committee which had already debated the matter and also Agenda item 18 as a Member of ADC's Cabinet and stated that he would leave the meeting should there be any debate and would not take part in any vote for item 18

Cllr. Mrs. Warr declared an Ordinary Interest in Agenda item 9 as a Member of Arun District Council's Bognor Regis Regeneration Sub-Committee which had already debated the matter

350. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON 4th JANUARY 2021

The Minutes of the Online Meeting of Bognor Regis Town Council held on 4th January 2021 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

351. TO RECEIVE A REPORT FROM SUSSEX POLICE ON LOCAL POLICING

The Chairman welcomed PCSO Chris Marsden who addressed the Meeting to give a verbal report on local Policing matters. A written report had also been received, which would be circulated to Members.

Meeting adjourned 6.39pm

Members received an update on anti-social behaviour caused by an identified group of youths and the Meeting was informed that there had been recent arrests and the matter was being dealt with robustly. Furthermore, the Police continued to work with the Business Wardens especially around the area of the Fitzleet Car Park to deal with problems.

PCSO Marsden also referred to an increase in the number of Bulgarians and Romanians visiting the Town and that translators were being sought to assist in communication.

Finally, a report on the ongoing issues in Hotham Park was made.

Following a brief discussion by Members on the matters raised, with questions posed to PCSO Marsden, the Chairman thanked him for attending the meeting.

Meeting reconvened 6.49pm

PCSO Marsden left the Meeting

352. REPORTS FROM WSCC AND ADC COUNCILLORS

Members were advised that invitations to address the Council Meeting had been sent to Cllr. Oppler for ADC and Cllrs. Oppler and Patel for WSCC but unfortunately neither had responded.

353. WRITTEN QUESTIONS FROM COUNCILLORS

The Mayor invited Cllr. Goodheart to read his question submitted through his involvement with ParkVision:

"Points of information regarding the Green Map project:

ParkVision are working with www.bognor.today Using their website to host our page (under the community tab) which has information about ParkVision, The Green Map & the Bognor Regis ideas map.

The Green Map is an interactive map which can be used by anyone, wishing to find or show locations where tree planting, wild flowering, wilding & green projects are being planned, underway or completed, throughout the district.

ParkVision are working alongside ADC parks & green spaces, we have plans to use this map throughout the District.

- Will the Mayor support a request from ParkVision to promote it's Green Map project throughout the 5 wards of Bognor Regis?*
- Will the Mayor support a link to Parkvision on the BRTC website?*
- Will the mayor support ParkVision & it's Green Map project as the project is introduced to all the parishes within the ADC District?*
- Would the Mayor like to take up ParkVision's offer of a Zoom Green Map Test Drive, along with any Members & staff members you would like to invite, to experience how user friendly it is & what a useful tool the map can be.*

ParkVision look forward to hearing back hopefully with your support".

The Mayor thanked Cllr. Goodheart for his question but stated that in view of the length of the Agenda and the number of points raised, on this occasion he would respond in writing, after the meeting, and copy the response to all Councillors.

Cllr. Cunard joined the Meeting

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

The Mayor advised Members that no correspondence or recorded messages had been received from members of the public before the stipulated deadline and that he would therefore move to the next Agenda item.

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

356. Policy and Resources Committee Online Meeting of 19th January 2021

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

356.1 A Member requested a change to the wording of the Minutes at Min. 212 as he felt that they did not accurately reflect the item regarding the Place Branding. The Town Clerk informed Members that it was not for Council to amend the Minutes of another Committee and any changes would need to be addressed at the next Policy and Resources Committee Meeting.

356.2 A Member requested updates on several matters referred to in the Minutes and was advised that any reports would be made at the next Committee Meeting.

356.3 Min. 202.2 - Recommendation to approve the Audit Plan for 2021 to 2022

Members **RESOLVED** to approve the Audit Plan for 2021 to 2022.

356.4 Min. 205 - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment & Review of Risks for 2020 to 2021

Members **RESOLVED** to approve the Overall Summary and Action Plan of the Annual Assessment & Review of Risks for 2020 to 2021. The Action Plan would now be signed by the Town Mayor, as Chairman of the Council and the Town Clerk.

357. Community Engagement and Environment Committee Online Meeting of 8th February 2021

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

The Chairman took several questions from Members seeking updates on matters such as the wreaths and the youth worker, and the Chairman asked for any queries to be sent to him via email to be followed up with the Committee Clerk.

Cllr. Cunard declared an Ordinary Interest as he purchases wreaths through his business from the Royal British Legion

357.1 Min. 144 - Recommendation not to support the Rampion 2 project

Members discussed the proposal and an amendment to the recommendation to include "...at this time" was **AGREED**.

357.2 To clarify the Town Clerk confirmed the recommendation now being considered was "Not to support the Rampion 2 project at this time".

A Member called for a Recorded vote.

For "not supporting project"

Against "not supporting project"

Cllr. Barrett

Cllr. Batley

Cllr. Cunard

Cllr. Jones

Cllr. Brooks

Cllr. Goodheart

Cllr. Mrs. Daniells

Cllr. Stanley

Cllr. Erskine

Cllr. Mrs. Warr

Cllr. Ms. Sharples

Cllr. Woodall

Cllr. Miss. Needs

Cllr. Smith

Members subsequently **RESOLVED** not to support the Rampion 2 project at this time.

358. Planning and Licensing Committee Online Meetings of 12th January, 2nd and 23rd February 2021

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

359. Events, Promotion and Leisure Committee Online Meeting of the 18th January 2021

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

360. CONSIDERATION OF THE ADOPTION AND IMPLEMENTATION OF THE PLACE BRANDING CORE VALUES AS REFERRED FROM THE ONLINE MEETING OF THE POLICY AND RESOURCES COMMITTEE OF 19th JANUARY 2021 - MIN. 212.4 REFERS

The report from the Projects Officer was **NOTED**. It was further **NOTED** that an email had been received from the Bognor Regis BID on this matter, which had been circulated to all Members prior to the meeting.

360.1 The Town Mayor advised that two amendments to the proposal to adopt and implement the Core Values had been received prior to the meeting as follows: -

360.2 Amendment proposed by Cllr. Brooks - seconded by Cllr. Ms. Sharples

Agenda Item 20 be deferred back to The Events, Promotion & Leisure Committee to consider all the information and implications of adopting Place Branding Core Values and make recommendations and allow time for more discussion on the matter by all stakeholders.

It should be noted that the amendment referred to Agenda item 9 rather than 20.

360.3 Amendment by way of an addition as proposed by Cllr. Stanley - seconded by Cllr. Woodall

BRTC to receive a quarterly report from the Bognor Regis Regeneration Board (BRRB) on Place Branding including:

- * Feedback (both positive and negative);*
- * Examples of Place Branding in action (from BRRB and other Stakeholders);*
- * and other KPI's (as defined by BRRB, Bognor Regis BID and BRTC Officers)*

360.4 Members discussed the matter at length, with concern raised about the reduced impact of the initiative if ADC and/or WSCC do not support the proposals.

It was noted that the matter had been discussed at ADC's Bognor Regis Regeneration Sub-Committee the previous week and the Sub-Committee had taken the decision not to recommend the adoption of the Core Values to Full Council.

360.5 Cllr. Cunard proposed the following amendment: -

Amendment by way of an addition to Cllr. Stanley's amendment as proposed by Cllr. Cunard - seconded by Cllr. Mrs. Daniells

That any adoption and implementation of the Core Values by the Town Council be subject to the adoption by ADC.

360.6 It was subsequently reported that as the Sub-Committee had not made a recommendation to Full Council to support the matter, the adoption and the implementation of the Core Values would not be considered again by ADC's Full Council and therefore could not be supported by the District Council. Several dual-hatted Councillors expressed their surprise at this development.

360.7 Following further debate Cllr. Brooks supported by Cllr. Ms. Sharples as the seconder **AGREED** to withdraw their Amendment.

360.8 The amendment proposed by Cllr. Cunard and seconded by Cllr. Mrs. Daniells was therefore put to the vote.

That any adoption and implementation of the Core Values by the Town Council be subject to the adoption by ADC.

Following the vote and on the Mayor's casting vote, Members **RESOLVED** to **REJECT** this amendment.

360.9 The amendment proposed by Cllr. Stanley and seconded by Cllr. Woodall was then put to the vote.

BRTC to receive a quarterly report from the Bognor Regis Regeneration Board (BRRB) on Place Branding including:

- * Feedback (both positive and negative);*
- * Examples of Place Branding in action (from BRRB and other Stakeholders);*
- * and other KPI's (as defined by BRRB, Bognor Regis BID and BRTC Officers)*

Following the vote, Members **RESOLVED** that the additional wording be added to the proposal.

360.10 Members then proceeded to vote on the final agreed proposal:

That the Town Council adopt and implement the Place Branding Core Values, with BRTC to receive a quarterly report from the Bognor Regis Regeneration Board (BRRB) on Place Branding including:

- * Feedback (both positive and negative);*
- * Examples of Place Branding in action (from BRRB and other Stakeholders);*
- * and other KPI's (as defined by BRRB, Bognor Regis BID and BRTC Officers)*

Following the vote, Members **RESOLVED** to **AGREE** to the final proposal as detailed above.

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

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

Following the discussion, Members unanimously **AGREED** that the matter should be referred back to the Climate Change Topic Team to be reconsidered and refocussed.

362. **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'.

363. **TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN DECEMBER 2020 AND JANUARY 2021 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION (FEBRUARY NOT YET AVAILABLE)**

The Council **RESOLVED** 'to note the payments and transfers made in December 2020 and January 2021 and to note the balances, bank reconciliations and financial reports and outturn and approval of the contents and their publication'.

364. It was **RESOLVED** to vary the order of business and take the Additional Agenda item next S.O. 10(a)(vi).

365. **TO RATIFY POSTPONEMENT OF THE ANNUAL TOWN MEETING OF ELECTORS ON 15th MARCH 2021 AND AGREE A RESCHEDULED DATE**

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

Following debate, Members unanimously **AGREED** a revised date for the Annual Town Meeting of Electors of Thursday 8th April if suitable for Rt. Hon. Nick Gibb MP and if not suitable, an alternative date to be agreed under delegated authority.

366. ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL PROCEDURES AND PRACTICES

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

Following a review, Members unanimously **RESOLVED** that the Town Council's internal control procedure and practices are adequate and operating effectively.

367. TO CONSIDER ALTERNATIVE DATE FOR THE SCHEDULED EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING TO BE HELD ON 22nd MARCH

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

- 367.1** Members suggested that a Policy be put in place to agree the criteria for changes to the published meeting dates and that also consideration be given to appointing reserves to the Committees.

Cllr. Stanley declared an Ordinary Interest

- 367.2** Following a brief discussion, Members unanimously **AGREED** that the meeting of the Events, Promotion and Leisure Committee scheduled for 22nd March, be rearranged for Tuesday 23rd or Wednesday 24th March following liaison with the Committee Chairman.

- 368.** Members **RESOLVED** to **APPROVE** an extension to the Meeting of 15 minutes as per S.O. 3(aa)

369. TO CONSIDER ALTERNATIVE DATE FOR THE SCHEDULED ANNUAL TOWN COUNCIL MEETING TO BE HELD ON 10th MAY 2021

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

Following a brief discussion, Members unanimously **AGREED** that should legislation not come forward to enable the continuance of remote meetings passed the current deadline of 7th May, the Annual Town Council Meeting should be held on Tuesday 4th May 2021.

Cllr. Barrett restated his Disclosable Pecuniary Interest and left the Meeting

370. TO REAFFIRM THE NOMINATION OF CLLR. BARRETT AS DEPUTY MAYOR 2021 TO 2022 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2021, AS AGREED AT THE FULL COUNCIL MEETING HELD 8th JUNE 2020 - MIN. 226 REFERS

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

Following discussion, Members unanimously **RESOLVED** to **RECOMMEND** that Cllr. Barrett be appointed as Deputy Mayor for 2021/2022.

Cllr. Barrett returned to the Meeting

371. TO RECEIVE AN UPDATE ON WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS

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

Before opening the debate, the Chairman updated Members that it had now been confirmed that the proposed service agreement with Hampshire Association of Local Councils was not proceeding and Hampshire had been advised of this.

Cllr. Mrs. Daniells, as one of the Town Council appointed representatives to WSALC, updated Members on the recent meetings she had attended including the WSALC AGM on 25th February.

It was **NOTED** that new Members of the Board to WSALC were being appointed by various District Associations and the new Board would be working to provide a support package to the Parishes.

371.1 Following a full debate, it was subsequently unanimously **AGREED** that the Town Council's Membership of WSALC (and therefore NALC) should continue and the subscription for the year 2021/22 should be paid when appropriate.

372. Members **RESOLVED** to **APPROVE** a further extension to the Meeting of 15 minutes as per S.O. 3(aa)

373. TO RECEIVE AN UPDATE ON WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS (CONTINUED)

Members proceeded to discuss the possibility of the dissolution of the WSALC Ltd company in favour of the previous "Association" model, as referred to in the circulated report. Following the debate it was unanimously **AGREED** that should the matter come before a meeting of WSALC, the Town Council's appointed representatives be instructed to vote in favour of the dissolution of the company in favour of an "Association" model.

Members extended their thanks to Cllr. Mrs. Daniells and staff members involved for their extensive work on this matter.

- 374.** Members **RESOLVED** to adjourn the meeting in accordance with S.O. 10(a)(xvii) and **AGREED** that the remaining Agenda items (nos 17 to 25) should be deferred to an additional Council Meeting to be held on 15th March 2021.

The Meeting closed at 8.53pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 15th MARCH 2021

PRESENT:

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, K. Batley (until during Min. 378), J. Brooks, A. Cunard (from Min. 376 and exc. Min. 382 - Min. 385), Mrs. S. Daniells (exc. Min 382 - Min. 385), S. Goodheart, Miss. C. Needs, Ms. A. Sharples, W. Smith, Mrs. S. Staniforth, M. Stanley (exc. Min. 378.2 - 378.7) and Mrs. J. Warr

IN ATTENDANCE:

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

The Meeting opened at 6.31pm

375. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

The Chairman informed Members that this meeting was being held to consider the deferred items from the Meeting held on 8th March 2021 which could not be completed due to lack of time.

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

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

Apologies for absence were received from Cllr. H. Jones due to work commitments.

No apologies had been received from Cllrs. A. Cunard or J. Erskine.

376. DECLARATIONS OF INTEREST

Cllr. Cunard joined the Meeting during this item

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

If a Member were required to temporarily leave the Meeting for any Interest, they would be put on hold by the Meeting Host who would also facilitate their re-joining the Meeting at the appropriate time.

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

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

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

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

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

Cllr. Batley declared an Ordinary Interest in Agenda item 4 as an ADC Member and stated that he may make a different decision if considering the matter at the District Council at a later date. Cllr. Batley also stated he would not be leaving the Meeting

Cllr. Brooks declared an Ordinary Interest in Agenda item 4 both as an event organiser and as an ADC Member, sitting on the Bognor Regis Regeneration Sub-Committee

Cllr. Cunard declared an Ordinary Interest in Agenda item 4 as he had submitted proposals to the ADC call for regeneration ideas and a Disclosable Pecuniary Interest in Agenda items 8 and 10, as tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda items 8 and 10 were discussed

Cllr. Mrs. Daniells declared an Ordinary Interest in Agenda item 4 as an ADC Member, sitting on the Bognor Regis Regeneration Sub-Committee and also a Disclosable Pecuniary Interest in Agenda items 8 and 10, as an employee of the Picturedrome Cinema, and stated that she would not take part in the discussion and would leave the Meeting when Agenda items 8 and 10 were discussed

Cllr. Goodheart declared an Ordinary Interest in Agenda item 4 both as an event organiser and as an ADC Member

Cllr. Miss. Needs declared an Ordinary Interest in Agenda item 4 as an ADC Member

Cllr. Mrs. Staniforth declared an Ordinary Interest in Agenda item 4 as an ADC Member, sitting on the Cabinet, and stated that whilst she would not be leaving the Meeting she would not be taking part in any debate or vote

Cllr. Stanley declared an Ordinary Interest in Agenda item 4 as an ADC Member, sitting on the Cabinet and Chairman of the Bognor Regis Regeneration Sub-Committee and stated that he would leave the Meeting for the item

377. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS UPDATE

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

As one of the Town Council's appointed representatives to ADALC, Cllr. Mrs. Daniells gave a brief update to Members on this matter and following a short debate, Members **RATIFIED** the calling of the ADALC EGM on Friday 5th March 2021.

378. REGENERATION INCLUDING:- TO NOTE BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 27th JANUARY 2021 (IF AVAILABLE); ADC PLACE ST MAUR CONSULTATION AND CONSIDERATION OF ANY RESPONSE

378.1 The Town Clerk's report was **NOTED**, and Members were advised that as the Notes from the Bognor Regis Regeneration Board Meeting held on 27th January 2021 had not been received, this matter would now be considered at the next Full Council Meeting.

Cllr. Batley left the Meeting during the debate on this item and did not return

Cllr. Miss. Needs redeclared her Interest and stated that she would listen but would not be commenting

Cllr. Stanley redeclared his Interest in this item and left the Meeting during this item

Cllr. Mrs. Staniforth redeclared her Interest in this item and that she would not be taking part in any debate or vote

Cllr. Mrs. Warr declared her Ordinary Interest in this item as a Member of ADC

378.2 Members discussed ADC's Consultation for the redevelopment of Place St Maur and proceeded to vote on the questions contained within the Consultation Questionnaire, to form a collective response.

Cllr. Smith temporarily left the Meeting whilst the responses to the Questionnaire were being collated and upon his return apologised, stating that he had suffered a power cut

378.3 Members discussed the plans at length, with the debate including the following points: -

- * Concern over focus of retaining one tree;
- * Play provision could make the area too cluttered and there is a play area on the Promenade;
- * The Promenade is the "jewel in the crown";
- * Not enough options were included in the Consultation;
- * The area should be flexible and not boxed in with permanent fixtures;
- * ADC should be asked to allow a Member of BRTC to sit on any Working Group as the project moves forward;
- * Importance of getting the infrastructure correct.

378.4 Members then noted the list of suggestions received from a group of Members, as circulated via email by the Town Clerk prior to the Meeting as follows: -

1. To maintain a large open space with vehicular access so events such as car boot sales outdoor concerts etc etc could go ahead.
2. The removal of the green mounds with some fresh landscaping ideas providing visitors and residents a great space for picnics and alike.
3. Not too much fresh planting yes, we want the space to look great however any over planting would prove harder to maintain and make the space too enclosed.
4. We agree with the seating in principle as long as it does not make large areas of space accessible for events and alike.
5. The introduction of a Large LED screen to promote events, advertisements news and promotions.
6. A large "Hollywood" style Bognor Regis sign for photographs and selfie opportunities not to mention a promotional tool for the town.
7. We are happy with the water feature idea as long as it is functional easy to maintain and once again not too big that it will encroach on the rest of the Place.
8. That we can ensure future funding to maintain the Place ensuring it does not fall into disrepair or end up like the current state it is in.
9. Introduced a green living roofed corridor following the building line of the Mountbatten Court & the ground floor shop line, with illumination. Create a welcome entrance archway at both ends from the Esplanade & Belmont St- Arcade.
10. The entire paving surface needs to capture the whole atmosphere of a seaside square linking over the pedestrian walkway over the Esplanade onto the promenade which should have the same style & design as the Plaza.

378.5 In addition, it was proposed and **AGREED** that the following items should be added to the list: -

11. Removable tall flag poles.
12. A seat for a BRTC Councillor around the design team's table would be welcomed.

378.6 Following further debate, the comments of Members were summarised into the following statement: -

In addition to submitting the responses to the consultation as detailed in the questionnaire, Members did express their desire that any development of the Place St Maur should not restrict the use of the area for future events, activities or affect the flexibility of its use and there was concern that the Consultation and plans as presented may preclude this.

378.7 At the end of the discussion Members **AGREED** that the following should be submitted to ADC in response to the Place St Maur Consultation :

- i) Collective response to questions in the Consultation booklet;
- ii) Points numbered 1 to 12 as detailed above;
- iii) The statement as noted under Min. 378.6.

Cllr. Stanley rejoined the Meeting

379. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The report from the Civic Office, as circulated with the Agenda, was **NOTED**.

380. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

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

380.1 Cllr. Mrs. Daniells - Twinning Association meeting attended.

380.2 Cllr. Goodheart - Southdowns Folk Festival (no meetings held); and Heritage Partnership Board (online meeting held).

Another Member referred to the Southdowns Folk Festival and highlighted that works to the Place St Maur should commence after 1st October to ensure there is no impact on this event.

380.3 Cllr. Ms. Sharples - 39 Club are still running activities and are seeking a new Secretary.

380.4 Cllr. Mrs. Warr - BRSFL have advised that the lights will be served before Easter and will include 3 new displays, completing the replacement programme for the old umbrella stand installations. It is still too early to say if the Illuminations Gala will go ahead but despite no fundraising events being held, they have been able to raise over £1,000 by selling donated goods online.

380.5 Cllr. Woodall - Stonepillow, Bognor Regis Concert Band and Armed Forces Day; no invites to meetings received as none held.

381. TO RECEIVE CORRESPONDENCE

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

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

382. PICTUREDROME SITE UPDATE

382.1 Director's report, any urgent actions taken for ratification

The Town Clerk's report, including details of any urgent actions taken and the costs of the remedial and redecoration of the tower and ancillary areas was **NOTED** and **RATIFIED**.

The Town Clerk updated Members further that as the scaffolding was struck, additional broken roof tiles had been identified but it was unclear as to whether this had been caused by the scaffolding contractor. However, the repair was essential to ensure the building was watertight and the cost quoted of £500 plus VAT would still result in a total cost below that reported at the November Council Meeting.

382.2 A.G.M. of Bognor Pier Company Ltd. - To adopt the Accounts year ended 31st December 2020 and to note the Director's Report

Members unanimously **AGREED** to **ADOPT** the accounts for year ending 31st December 2020 and furthermore, to **NOTE** the Director's Report.

382.3 To Note receipt of the £16,000 Management Fee from The Bognor Pier Company Ltd.

Members **NOTED** receipt of the £16,000 Management Fee received from The Bognor Pier Company Ltd, this being the final payment 2020.

382.4 Disabled Access Ramp

Members **NOTED** that an item of a contractual nature relating to this matter would be reported under confidential business.

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

383.1 The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw, with broadcasting live to Zoom and social media streaming also terminated (S.O. 3.d) - Agenda items 10 & 11 (contractual).

383.2 A Member asked the Chairman of the Policy and Resources Committee the reason that confidential reports were not printable and who had made this decision. The Member further questioned why each copy was stamped to identify to whom it had been issued and stated that he felt this was entrapment.

The Chairman of the Policy and Resources Committee, Cllr. Stanley stated that these measures had been introduced as this Council clearly had a problem with confidentiality. Unfortunately, there had been several occasions where information had been shared and despite all

Members signing up to the Code of Conduct, this was not being adhered to by some Members.

384. Members **RESOLVED** to **APPROVE** an extension to the Meeting of 15 minutes as per S.O. 3(aa).

385. PICTUREDROME SITE UPDATE - CONFIDENTIAL BUSINESS

385.1 The Town Clerk's confidential report, including the proposed monthly budget for 2021 for The Bognor Pier Company Ltd. as circulated was **NOTED**, and actions taken as detailed were **RATIFIED**.

385.2 Disabled Access Ramp

The Town Clerk's additional confidential report, as circulated was **NOTED**. Some Members reported that they were aware of an alternative plan for access, to that which had previously been considered by the Town Council.

However, the Town Clerk stated that she was unaware of any such alternative idea being discussed by the Council and that it would be courteous for her as the Proper Officer, and Director of The Bognor Pier Co. Ltd, to be informed of this.

Following further discussion, it was unanimously **AGREED** that the Town Clerk should proceed as per the recommendation in the report and delay any decisions regarding appointments until she can report back to Council on her findings.

The Town Clerk also asked for any information regarding the alternative idea that some Members had referenced, to be sent to her as soon as possible so that this may also be considered when the matter is again brought before Council.

Cllrs. Cunard and Mrs. Daniells returned to the Meeting

386. Members **RESOLVED** to **APPROVE** a further extension to the Meeting of 15 minutes as per S.O. 3(aa).

387. TO RATIFY DECISION TAKEN IN RELATION TO A POTENTIAL PROPERTY PURCHASE FOR THE PURPOSE OF COMMERCIAL LETTING WITHIN THE 5 WARDS OF BOGNOR REGIS

387.1 Members **RATIFIED** the instruction not to proceed with the previously agreed property purchase.

387.2 Members **AGREED** that Officers should continue to investigate possible acquisitions for commercial lettings.

The Meeting closed at 8.48pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 29th MARCH 2021

PRESENT ONLINE:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard (during Min. 223), J. Erskine, S. Goodheart, H. Jones, Ms. A. Sharples, Mrs. J. Warr and P. Woodall

IN ATTENDANCE ONLINE:

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

The Meeting opened at 6.32pm

220. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

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

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

No apologies had been received from Cllr. Cunard.

221. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary

and/or Ordinary Interests that they may have in relation to items on this Agenda.

If a Member were required to temporarily leave the Meeting for any Interest, they would be put on hold by the Meeting Host who would also facilitate their re-joining the Meeting at the appropriate time.

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

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

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

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

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

There were no declarations of Interests

222. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD ON 19th JANUARY 2021

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 19th January 2021. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

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

223. ADJOURNMENT FOR PUBLIC QUESTION AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

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

However, Cllr. Brooks had submitted a statement and question which was read out by the Chairman as follows: -

My question concerns the recent decision by P&R to recommend to Full Council the adoption of the Place Branding report, prepared by Hemingway Design, and to which we are now 'signed up'. Consultation with stakeholders and residents included in the Place Branding report, goes back nearly 3 years. Arun Council's Bognor Regis Regeneration Committee, of which you are the Chairman, had previously recommended that the Place Branding report was not adopted.

Last week Arun Full Council rejected the Place Branding report as 'old hat' and 'restrictive', despite an amendment brought by you to try to reverse its decision.

Our Council is now at odds with Arun Council in our efforts to work in partnership on the regeneration of Bognor Regis.

By adopting the Place Branding report, this Council has also agreed the Bognor Regis Regeneration Board, an important but unelected group of businesses, will lead this Council on Place Branding. You are also Arun's representative on the Bognor Regeneration Board.

Question

Will you now propose that the decision to sign up to Place Branding be reversed, so that this Council can play a full part in the regeneration of Bognor Regis, working in harmony with Arun District Council on new and innovative ways forward? Further that you, as Arun's representative, and Cllr John Erskine, as this Council's representative on the Bognor Regeneration Board, raise the matter at its next meeting, and report back how the Board now sees its way forward, given Arun's decision to reject the Place Branding report.

The Chairman responded to Cllr. Brooks by firstly raising a couple of points with regard to the statement.

The Chairman stated that the Policy and Resources Committee did not recommend to Full Council that the Place Branding principles be adopted but rather opted to defer the matter to Full Council and therefore as a Committee, Policy and Resources did not take a decision on the Place Branding principles.

Furthermore, with respect to the Bognor Regis Regeneration Sub-Committee and the Chairman's amendment, it was stated that there was not an amendment brought to reverse the decision because the Bognor Regis Regeneration Sub-Committee aren't able to take decisions, they merely recommended to Full Council not to adopt the principles.

The Chairman stated his opinion that from a Place Branding perspective it would be far more accurate to say Arun District Council are now at odds with the majority of Stakeholders who include the Bognor Regis Regeneration Board, Bognor Regis BID, Butlins, The University of Chichester, WSCC and the Town Council who are supportive of Place Branding.

From the debate at ADC, it was the Chairman's belief that numerous Councillors did not fully understand the concept of Place Branding, and his personal opinion was that it was a mistake to reject the Place Branding principles. However, whilst he may disagree with ADC's decision the Chairman stated that he did respect it and encouraged all Town Council Members to respect the decision taken by the Town Council to adopt the principles.

Cllr. Cunard joined the Meeting

In reference to the Statement by Cllr. Brooks, the Chairman also stated that Bognor Regis Regeneration Board does not lead on Place Branding but rather co-ordinates it.

In terms of the Question from Cllr. Brooks, the Chairman reminded Members that no one Member of this Council has the authority or right to reverse a Full Council decision. Furthermore, as BRTC are fortunate enough to have representation at the Regeneration Board, Cllr. Erskine is free to raise any issues he wishes.

224. CLERK'S REPORT FROM PREVIOUS MINUTES

224.1 19th January 2021 - Min. 197.2 - Clerk's Report regarding Grant to West End Traders

Following the grant of £5,000 to the West End Traders for Christmas Trees, the Association was contacted in January to request the copy invoices etc and the return of any unused funds. To date no response has been received but the matter is being followed up and a further report will be made at the next meeting.

224.2 19th January 2021 - Min. 197.3 - Clerk's Report regarding COVID Seminar

The Seminar was held on 1st March at which it was agreed that the matter would be deferred until further guidance from central Government was received. Notes from the Seminar had previously been circulated to all Members.

224.3 19th January 2021 - Min. 203 - Code of Conduct

The LGA Model Code of Conduct, with amendments to the Appendix regarding Interests, was adopted by ADC at their Full Council Meeting held on 24th March. It is ADC's desire that all Town and Parish Council's will adopt their amended version of the LGA Code of Conduct. A Briefing was organized by ADC on 25th March to which both the Clerk and Deputy Clerk attended. As the details of ADC's adopted code are now known, as agreed at the previous meeting the documents will be referred to the Consultants previously used to advise on the Town Council's Code of Conduct with a report back to this Committee at the next meeting.

224.4 19th January 2021 - Min. 204.2 - Elector's Meeting

As Members have previously been notified, the online Elector's Meeting has been rescheduled for Thursday 8th April with a start time of 6.45pm.

224.5 19th January 2021 - Min. 210 - 2021 Newsletter

Distribution of the 2021 edition has now taken place and it will shortly be uploaded to the Town Council's website.

224.6 19th January 2021 - Min. 213.2 - Grant Aid Earmarking

Following the Committees decision at the previous meeting regarding any requests received from event organisers that Grant Aid for their 2021 event be earmarked again until 2022, the organisers or Bognor Pride, Bognor Birdman and Armed Forces Day have all had such requests approved.

224.7 26th October 2020 - Min. 161.1 - Car Parking Disc Scheme

As noted at this Meeting, ADC reversed their initial decision not to extend the parking period to 3 hours to the end of December and the invoice for the additional contribution of £3,250 has now been received and was paid on 22nd January 2021.

225. TO RECEIVE A REPORT FOLLOWING THE ADOPTION OF THE HIDDEN DISABILITIES SCHEME (MIN. 209 REFERS) INCLUDING CONSIDERATION OF AN OFFER OF A PRESENTATION BY CLLR. DAVID EDWARDS

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

Cllr. Woodall left the Meeting briefly during the vote on this item

Members **AGREED** that Cllr. David Edwards, who had championed the Sunflower Scheme at both ADC and WSCC, be invited to address the next Committee Meeting and as a result, **AGREED** to defer any decision regarding the purchase of the Sunflower Scheme Business Starter Pack until after the presentation.

226. TO RECEIVE THE TOWN FORCE REPORT

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

Cllr. Woodall rejoined the Meeting during the following discussion

- 226.1** A Member raised queries regarding the licence/lease for installations on the seafront, the current situation regarding the seafront showers water connection, the ownership of the Fisherman's Huts and finally an update on the signage for the roundabouts.

The Deputy Clerk advised Members that the issue of how to proceed in relation to the licence/leases was for debate and an update regarding the showers was given in the Town Force Manager's report. Whilst it was stated that the Town Council did not own the Fisherman's Hut the Chairman advised Members that the matter was not on the Agenda for the Meeting and suggested that an update be given offline or included as a future Agenda item. Finally, it was reported that as agreed previously, five signs would be purchased - one for each roundabout that the Town Council maintains - with the exact location of each sign still to be determined by the Town Force Manager in liaison with WSCC Highways.

Cllr. Stanley declared an Ordinary Interest as an ADC Councillor, as his portfolio included licensing

- 226.2** With regard to any potential Lease or Licence for Town Council owned assets located on the Promenade, following discussion it was unanimously **AGREED** that further investigations should be undertaken for a potential licence in this matter and that in regard to costs, any decision should be delegated to the Town Clerk in liaison with the Chairman and Vice-Chairman of this Committee.

227. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 9th MARCH 2021

The Deputy Clerk's report, including the Appendix of the Notes of the online meeting of the Heritage Partnership Board Meeting held on 9th March 2021, was **NOTED**.

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

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

A Member again raised the matter of Place Branding and the Chairman restated that the Town Council's decision had been to adopt and implement the Place Branding principles and elaborated further on the process this will follow.

The Member also raised the matter of ADC's plans for the Place St Maur but the Chairman stated that this was not a matter for this Committee.

229. TO NOTE THAT A JOINT ACTION GROUP (JAG) MEETING IS TO BE HELD ON 26th MARCH 2021

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

Members were reminded that should they wish to see the notes from this meeting that may be circulated, they should email the Projects Officer, Sheila Hodgson to request this. The Chairman reminded Members that these notes should be treated in the strictest confidence and should not be discussed or shared with anyone.

230. TO RATIFY RELEASE OF 2021-2022 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 1 OF 3) AND BUSINESS WARDENS

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

230.1 Release of the partnership funding for 2021/22 of £2,000 for CCTV was **RATIFIED**.

230.2 Release of the partnership funding for 2021/22 of £9,000 for Bognor Regis Seafront Lights was **RATIFIED**.

230.3 Release of the partnership funding for 2021/22 of £10,000 for Business Wardens was **RATIFIED**.

231. TO RECEIVE AN UPDATE ON PROMOTIONS TRAINING - MIN. 211.4 REFERS

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

Following discussion, it was unanimously **AGREED** that, as per the suggestion from the Councillor who had originally proposed this training (as detailed in the report), Officers should investigate arranging a Zoom meeting with tourism officers of similar sized seaside resorts, hopefully at no cost and no budget required.

232. TO CONSIDER FURTHER CHANGES TO THE STANDING ORDERS TO ENABLE THE REINTRODUCTION OF LIVE PUBLIC QUESTIONS AT COUNCIL AND COMMITTEE MEETINGS - MIN. 215.2 REFERS

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

The Chairman referred Members to the letter from the Ministry of Housing, Communities and Local Government to Council Leaders in England, a copy of which was circulated to all Councillors by email the previous week and stated that it was disappointing that there was to be no extension to the ability to hold remote Meetings after the original deadline of 7th May.

As Members had been advised by the Town Clerk, an update from ADC as to how and when they wish to reopen the Town Hall in light of this decision was awaited, as was guidance from NALC about how Council's should progress.

It was therefore proposed, and Members **AGREED**, that this item be deferred until the guidance is received and further information is provided by ADC as clearly, if the Town Council is to imminently return to face-to-face meetings, this matter becomes redundant, and the Standing Orders will automatically revert to the previous provisions.

233. TO CONSIDER PRODUCTION OF A POLICY TO ENSURE CONFIDENTIAL ITEMS ARE NOT ACCESSIBLE TO UNAUTHORISED INDIVIDUALS - MIN. 218.2 REFERS

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

As with the previous item, Members noted that this policy would not be required if a return to face-to-face meetings was imminent and therefore, Members **AGREED**, that this item be deferred until the guidance is received.

234. TO REVIEW THE USE OF VARIABLE DIRECT DEBITS, STANDING ORDER MANDATES, BACS PAYMENTS AND OTHER RECURRING PAYMENTS AS REQUIRED UNDER 6.6, 6.7 AND 6.8 OF THE FINANCIAL REGULATIONS

The Deputy Clerk's report was **NOTED**, and Members unanimously **APPROVED** the continued use of the listed Direct Debits, Standing Order Mandates and other recurring payments.

235. TO RECEIVE AN UPDATE ON ELECTIONS FOLLOWING THE RESIGNATION OF CLLR. MRS. ERSKINE

The Deputy Clerk's report was **NOTED**, including the update that as a by-election has been validly requested, there will be a cost to the Town Council, even if the election is uncontested.

Following a query from a Member, the Chairman confirmed as detailed in the report, the by-election would take place on the same day as the Ordinary Election of Councillors due to be held on Thursday 6th May 2021.

236. TO RATIFY RELEASE OF THE 2020-2021 GRANT PAYMENT OF £2.5K TO SUSSEX CLUBS FOR YOUNG PEOPLE

The Deputy Clerk's report was **NOTED**, and Members subsequently **AGREED** to **RATIFY** the release of a third payment of £2,500 funding for SCYP, as part of the Town Council's budget provision for the 2020-2021 financial year.

237. FINANCIAL REPORTS INCLUDING: -

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

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

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

237.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 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**.

238. CORRESPONDENCE

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

239. 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 with broadcasting live to Zoom and social media streaming also terminated (S.O. 3d) - Agenda items 21 and 22 (contractual and staffing).

240. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

241. REPORT FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

The Chairman updated Members on the recent Meetings of the Joint Consultative Sub Committee (Staffing) and subsequent actions that had been taken.

The Meeting closed at 7.26pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 12th APRIL 2021

PRESENT ONLINE:

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

IN ATTENDANCE ONLINE:

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

Prior to the Meeting, a minute's silence was held following the sad announcement of the death of His Royal Highness, The Prince Philip, Duke of Edinburgh

The Meeting opened at 6.32pm

153. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

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

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

No apologies had been received from Cllr. Jones.

154. DECLARATIONS OF INTEREST

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

If a Member were required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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

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

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

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

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

Cllr. Brooks declared an Ordinary Interest in Agenda item 11 as he had been involved in the initial stages of producing the GreenMap

155. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD 8th FEBRUARY 2021

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 8th February 2021. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 8th February 2021 as an accurate record of the proceedings and the Chairman duly signed them.

156. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no Public Questions or Statements.

157. CLERK'S REPORT FROM PREVIOUS MINUTES

157.1 8th February 2021 - Min. 142.2 refers - Consideration of a proposal by Cllr. Mrs. Daniells regarding the possible redistribution and recycling of the Poppy Wreaths laid at the War Memorial

Arrangements have been put in place for some historical research to be undertaken that will be attached to the wreaths. Restoration work will begin Mid-September to ensure the wreaths will be ready for recycling in time for the Remembrance Day tide.

157.2 8th February 2021 - Min. 144 refers - Consideration of the presentations received from Rampion 2 and Protect Coastal England on the 3rd February 2021

Following this Committee's recommendation not to support the Rampion 2 project, at the Council Meeting held on 8th March 2021 (Min. 357.2 refers) Members received the recommendation and subsequently agreed to amend the recommendation, subsequently resolving not to support the Rampion 2 project *at this time*.

Members are further asked to Note that Cllr. Ms. Sharples has expressed a wish to withdraw from being the Town Council representative at the Rampion 2 liaison meetings but will remain in position until the Committee restructure in May. This will therefore be an agenda item for the June Meeting for Members to consider if they wish to re-appoint another representative.

157.3 8th February 2021 - Min. 151 refers - Consideration of a request from a member of the public to support a "Changing Places" Facility for the disabled to be included in future Regeneration plans

At the last meeting Members noted that as of January 2021 building regulations require that all new builds and major refurbishment must now include a changing places facility. However, Members felt there was a need for changing place facilities to be installed within existing premises and agreed for a letter to be sent to the relevant authorities, drawing attention to this need and to ask them to consider installing these facilities in their existing premises.

Letters were sent to ADC and WSCC to ask if following the Government's announcement to make £30 million available for Councils to install these facilities into existing buildings, what plans they had to refurbish/upgrade some of the older community buildings and existing toilet facilities within Bognor Regis.

The response from the ADC Director of Services was as follows:

"Thank you for advising of your Committee's recent discussion on this subject. We are aware of the potential funding and are keeping a close eye on proceedings.

At this stage there is very little detail known about how the fund will actually work and we are waiting further guidance. On this basis Arun does not have any definitive plans but we are obviously looking at all potential options that may be available and keeping an open mind at this stage. This obviously includes a desire for such a facility in Bognor Regis.

Hope this clarifies matters at this stage."

The response from the WSCC Head of Assets, Asset Management & Estates and Property & Assets Directorate was as follows:

"I acknowledge receipt of your correspondence. I need to consult with my colleagues and I will respond in due course."

158. TO RECEIVE THE NOTES FROM THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 24th FEBRUARY 2021 INCLUDING: CONSIDERATION OF ANY ITEMS FOR A FUTURE AGENDA AND ARRANGEMENTS FOR THE NEXT MEETING

The Projects Officer's report, including the Notes of the online Community Open Forum Meeting held on the 24th February 2021, was **NOTED**.

158.1 A Member asked for further discussion on the item relating to "seaside gardens" including traditional displays in Steyne Gardens and this will be included on a future Agenda for consideration.

158.2 Members unanimously **AGREED** for Officers to make arrangements to hold an evening online Community Open Forum.

159. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: TO NOTE THE OPENING BALANCES FOR 2021/22, RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS

The Projects Officer's report, including the related Appendix detailing the Ward Allocations balances for 2021/22, was **NOTED**.

Members **AGREED** to **RATIFY** the sum of £100 for the purchase of bee bombs and to earmark £400 for Playranger playday events from the remaining 2020/21 Pevensy Ward Allocation.

160. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE THE OPENING BALANCE FOR 2021/22, TO NOTE AND DETERMINE ANY APPLICATIONS

The Projects Officer's report, including the related Appendix was **NOTED**, along with the opening balance of the 2021/22 Flexible Community Fund.

There were no applications to determine.

161. TO RECEIVE THE NOTES FROM THE ONLINE CLIMATE CHANGE TOPIC TEAM MEETING HELD ON THE 25th MARCH 2021 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the notes for the online Climate Change Topic Team Meeting held on the 25th March 2021, was **NOTED**.

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

- To change the name of the Climate Change Topic Team to the Climate Emergency Focus Group

Members **AGREED** to change the name of the Climate Change Topic Team to the Climate Emergency Focus Group.

162. TO RECEIVE THE NOTES FROM THE ONLINE BEACH ACCESS TOPIC TEAM MEETING HELD ON THE 18th MARCH 2021 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the notes of the online Beach Access Topic Team held on the 18th March 2021 was **NOTED**.

Members were asked to consider the following recommendation from the Beach Access Topic Team:

- To change the name of the Beach Access Topic Team to the Beach and Sea Access Topic Team

Members unanimously **AGREED** to change the name of the Beach Access Topic Team to the Beach and Sea Access Topic Team.

163. 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 22nd MARCH 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 22nd March 2021, was **NOTED**.

Members unanimously **AGREED** to ratify the following recommendation from the Bognor Regis In Bloom Working Group for the GreenMap, as detailed in the report, to be implemented by the Town Council, including the Bognor Regis In Bloom Working Group for planting projects going forward.

164. TO RATIFY LOCALITY MEMBERSHIP SUBSCRIPTION RENEWAL FOR 2021/22

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

Members unanimously **AGREED** to ratify the Locality Membership Subscription for 2021/22.

165. CONSIDERATION OF PLAYRANGERS PLAY DAYS EVENT FOR AUGUST 2021

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

Members unanimously **AGREED** for Officers to submit a provisional event application to Arun District Council for a series of play day events during the summer holidays.

Members further unanimously **AGREED** for Officers to liaise with event providers as detailed in the accompanying report, keeping Members advised by email and to ratify any requirements at the June meeting.

166. CORRESPONDENCE

The Committee Clerk drew Member's attention to item 6 on the correspondence list which was received post publishing of the Agenda. The Clerk will forward a copy of the email to Members for their information.

167. Before moving to the next item, under which Members would be receiving a confidential update on Youth provision, the Committee Clerk gave a verbal update on concerns raised by Members at the last meeting regarding the effect that any disposal of WSCC built assets may have on youth provision as follows:

"WSCC are currently undertaking a review of their Early Help Service provision. Statistics show that the centre-based offer is not reaching those in most need (vulnerable) and that footfall to centres are declining. They are therefore proposing some closures which for the Bognor Regis area include the Phoenix Centre and the Find it Out Centre. The Treehouse Centre will remain open providing walk in access.

However, although Early Help services will no longer be operating from these buildings, WSCC are intending to transfer the administration of these centres to other organisations to allow continued utilisation. A Register of Interest

has already been set up for interested parties. Due to a number of covenants within the leases none of these buildings will be sold."

A Member spoke of his concerns that not enough was being done to promote the use of these buildings.

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

168. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (ITEM OF A SENSITIVE NATURE)

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, with broadcasting live to Zoom and social media streaming also terminated (S.O. 3.d) - Agenda items 16 (items of a sensitive nature).

169. UPDATE ON YOUTH PROVISION – CONFIDENTIAL

Before receiving the Projects Officer's report, Members were reminded that the update they were about to receive contained highly confidential information and to discuss the matter with anyone not present at this meeting, including Town Councillors not on the Community Engagement and Environment Committee would be a clear breach of the Code of Conduct which could result in further action.

Members **NOTED** the Project Officer's report as per the confidential report appended to the file Minutes.

The Meeting closed at 7.15pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 16th MARCH 2021

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

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

The Meeting opened at 4.01pm

370. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

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

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

Apologies for absence had been received from Cllr. Erskine, who was working, and Cllr. Smith due to personal reasons.

371. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary

and/or Ordinary Interests that they may have in relation to items on this Agenda.

If a Member were required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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

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

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

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

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

There were no declarations of Interest

372. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 23rd FEBRUARY 2021

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 23rd February 2021. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 23rd February 2021 as an accurate record of the proceedings and the Chairman duly signed them.

373. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

374. TO RECEIVE THE CLERK'S REPORT

There was nothing to report.

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

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

376. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19th, 26th FEBRUARY AND 5th MARCH 2021

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

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

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

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

There were no applications to consider.

378. TO NOTE ANY SUGGESTIONS FOR POTENTIAL PROJECT IDEAS TO BE INCLUDED IN A COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING PLAN - MIN. 366 REFERS

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

The Chairman invited Cllr. Mrs. Daniells to give an update following the recent ADC Briefing on this issue. Cllr. Mrs. Daniells felt that this was a useful session and focused on ADC's forthcoming Infrastructure Investment Plan (IIP) which concerns the use of the CIL funds that they will receive.

The Civic & Office Manager proceeded to further update Members, highlighting that it was important to note that CIL monies cannot be spent on absolutely anything but must be used on projects that fall into two

criteria; that being infrastructure or anything else that is concerned with addressing the demands that development places on an area. As outlined in the report, it was acknowledged that not all of the ideas initially suggested by Members would be suitable.

Having liaised with the CIL Officer at Arun, of the suggestions put forward and referred to in the report, Members **NOTED** that only the following could meet the criteria for spending CIL monies:

- * Beach Access;
- * Bognor Regis Town Council information boards;
- * Planting of a tree-lined avenue entrance into Bognor Regis;
- * Supporting a shared space by the Picturedrome cinema and Railway Station;
- * Electric charging points for cars;
- * Secure cycle racks/stands;
- * A 'Boris bike' type scheme;
- * Updating the brown tourist signs.

So far as next steps, the Civic & Office Manager advised that these schemes should now be checked against the priorities set out in the Bognor Regis Neighbourhood Plan, as the Spending Plan should support the made Neighbourhood Plan.

Consideration then needs to be given in relation to details such as:

- Location, design etc;
- Cost;
- Whether the scheme can be delivered within the 5 years available to spend CIL monies;
- Whether there are other streams of funding available for a scheme;
- Whether the scheme might be delivered in partnership with West Sussex County Council or Arun District Council.

Members noted that Arun District Council were currently in the process of preparing a spending plan for CIL investment for adoption by the end of the year. This would be called the Infrastructure Investment Plan (IIP) and the District Council would be consulting Town and Parish Councils on the Arun IIP process because they believe it is vitally important that spending priorities are clear and shared. This would ensure that opportunities for joint funding can be identified, and investment opportunities for Town and Parish Councils, as well as other infrastructure providers, are maximised across the District.

The Officer advised that this consultation would run for six weeks until Monday the 26th of April. After this time, ADC will collate all proposed infrastructure projects that have been submitted and a final baseline infrastructure list will be prepared and scored to identify projects that will be recommended for inclusion in the IIP.

It was therefore proposed, and Members **AGREED**, that further consideration of the Town Council's Spending Plan, and any response to ADC's consultation, would be discussed at the next meeting. The Civic & Officer Manager advised that she would pull together all the relevant projects and ideas and present them to the Meeting for further analysis and consideration.

379. CORRESPONDENCE

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

The Meeting closed at 4.42pm

<u>APPENDIX 1</u> <u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 16th MARCH 2021</u> <u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 19th, 26th FEBRUARY AND 5th MARCH 2021</u>		
BR/29/21/HH 25 Kew Gardens Bognor Regis PO21 5RD	Replacement single storey side extension	NO OBJECTION
BR/37/21/TEL Junction of Lyon Street West and Richmond Road Bognor Regis	Prior Notification under Schedule 2, Part 16, for a proposed 20.0m Phase 8 Monopole C/W wrapround Cabinet at base and associated ancillary works	NO OBJECTION
BR/28/21/HH 20 Southdown Road Bognor Regis PO21 2JR	Single storey rear extension	NO OBJECTION
BR/39/21/PL 2 Lyon Street Bognor Regis PO21 1DA	Variation of condition 4 imposed under BR/227/18/PL relating to the change of the buildings use restricted to Arun Meat & Livestock Company to use by the building owners	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 6th APRIL 2021

PRESENT ONLINE: Cllr. S. Goodheart (Chairman) (during Min. 380),
Cllrs: J. Barrett, W. Smith and Mrs. J. Warr

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

The Meeting opened at 4.02pm

380. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

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

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

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

Cllr. Goodheart joined the meeting but appeared to be having technical issues with his audio. Cllr. Goodheart left the Meeting and sent his apologies

Apologies for absence had been received from Cllr. Ms. Sharples, who had an appointment.

No apologies for absence had been received from Cllrs. Mrs. S. Daniells or J. Erksine.

Cllr. Goodheart rejoined the Meeting but continued to experience technical problems

381. DECLARATIONS OF INTEREST

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

If a Member were required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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

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

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

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

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

There were no declarations of Interest

382. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 16th MARCH 2021

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 16th March 2021.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 16th March 2021 as an accurate record of the proceedings and the Chairman stated that she would sign them.

383. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

384. TO RECEIVE THE CLERK'S REPORT

There was nothing to report.

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

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

Cllr. Goodheart, having resolved the technical issues, thanked Cllr. Mrs. Warr for taking the Chair and took over as Chairman of the Meeting

386. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12th, 19th AND 26th MARCH 2021

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

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

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

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

Licensing Act 2003

**Premises: Aldi Stores Ltd, Shripney Road, Bognor Regis
Application Number: 114625**

The Committee noted the application that had been received for a Premises Licence to be granted for the sale by retail of alcohol for consumption off the premises each day of the week between 06:00 and 00:00.

It was further noted that the store lies just outside the Wards of Bognor Regis.

Members **RESOLVED** unanimously to offer **NO OBJECTION** to a Premises Licence being granted for Aldi Stores Ltd.

388. TO FURTHER ANALYSE AND CONSIDER THE TOWN COUNCIL'S CIL SPENDING PLAN, AND TO DISCUSS AND AGREE ANY RESPONSE TO ADC'S IIP CONSULTATION - MIN. 378 REFERS

The Civic & Office Manager gave a verbal update and reported that in a letter to the Town Council, dated 31st of March, Arun have confirmed that an amount of £725 will be paid to BRTC in this CIL period. This is the first CIL monies that the Town Council will receive and, should any further CIL monies be due, the next payment date is not until the end of October. Members were reminded that the Town Council have 5 years in which to spend CIL payments received, allowing for annual payments to be accrued and saved towards more costly projects.

Members went on to further consider the Town Council's CIL Spending Plan and felt that the suggested project ideas, as noted at the previous meeting, should form the basis of an initial Spending Plan. However, the Civic & Office Manager pointed out that the Spending Plan should be a flexible document that could be reviewed as and when it was felt necessary.

In discussing whether any response should be made to Arun's Infrastructure Investment Plan (IIP) consultation, Members considered the projects to be included in the Town Council's Spending Plan and which of them might be suitable to request either full, or part funding, through Arun's IIP.

Members **RESOLVED** to **AGREE** that a request for full funding for the Town Council's Beach Access CIL Project, and a request for part funding of the Tree-Lined Avenue CIL Project, should be submitted in response to Arun's IIP consultation.

Furthermore, it was **AGREED** that the £725 CIL monies to be paid to the Town Council would remain unspent until such time that the outcome of Arun's IIP consultation was known, and that a review of the Spending Plan would be an Agenda item at the Committee Meeting to be held 12th October 2021.

389. CORRESPONDENCE

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

The Meeting closed at 4.46pm

<u>APPENDIX 1</u> <u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 6th APRIL 2021</u> <u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 12th, 19th AND 26th MARCH 2021</u>		
BR/59/21/PL 10 Oakhurst 22-24 Upper Bognor Road Bognor Regis PO21 1FW	Change from studio flat to 1 No. 1 bed unit with dormer extension. This site may affect the setting of a listed building, may affect the character & appearance of the Upper Bognor Road and Mead Lane Conservation Area. This site is in CIL Zone 4 (Zero Rated) as flat	NO OBJECTION
BR/42/21/PL 48 Aldwick Road Bognor Regis PO21 2PN	Change of use from betting shop (Class Ea) to a hot food takeaway (Sui Generis) including installation of extraction. This site is in CIL Zone 4 (Zero Rated) as other development	NO OBJECTION
BR/64/21/HH 16 Glenway Bognor Regis PO22 8BU	Single storey side extension to replace existing single storey garage, and bay window to front elevation	NO OBJECTION
BR/69/21/L 2 Hereford Cottages Bersted Street Bognor Regis PO22 9QH	Listed building consent for the existing cloakroom to be extended to provide accessible wc with shower, new floor level to be level with existing Kitchen floor and existing door opening widened to improve access for elderly and disabled	NO OBJECTION
BR/68/21/HH 2 Hereford Cottages Bersted Street Bognor Regis PO22 9QH	Existing cloakroom to be extended to provide accessible wc with shower, new floor level to be level with existing Kitchen floor and existing door opening widened to improve access for elderly and disabled	NO OBJECTION

<p>BR/63/21/HH 2A Merchant Street Bognor Regis PO21 1QH</p>	<p>First floor rear extension</p>	<p>NO OBJECTION</p>
<p>BR/77/21/HH 132A Orchard Way Bognor Regis PO22 9JU</p>	<p>To replace the existing White P.V.C.u. windows with new, there is NO colour, material or design change, straight like for like replacements</p>	<p>NO OBJECTION</p>
<p>BR/79/21/PL 83 Aldwick Road Bognor Regis PO21 2NW</p>	<p>Rear extensions and loft conversion to form enlarged HMO (Sui Generis) (resubmission following BR/206/19/PL)</p>	<p>OBJECTION The scale of the proposed extensions and loft conversion to form an enlarged HMO, with no car parking provision, will contribute to the generation of excessive parking demands or traffic in the area. Aldwick Road is an area with a Traffic Regulation Order in place, with waiting restrictions along the road between Park Road/Victoria Road and Nyewood Lane. The proposal is therefore contrary to policy H SP4 of the Arun District Local Plan and the National Planning Policy Framework.</p>
<p>BR/83/21/HH 60 Pevensey Road Bognor Regis PO21 5NU</p>	<p>Erection of front porch</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 27th APRIL 2021

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

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

The Meeting opened at 4.03pm

390. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

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

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

Apologies for absence had been received from Cllr. Smith, owing to personal reasons.

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

391. DECLARATIONS OF INTEREST

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

If a Member were required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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

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

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

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

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

There were no declarations of Interest

392. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 6th APRIL 2021

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 6th April 2021. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 6th April 2021 as an accurate record of the proceedings and the Chairman duly signed them.

393. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

394. TO RECEIVE THE CLERK'S REPORT

There was nothing to report.

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

The following decisions were **RATIFIED**:

- Licence Application Number: 114688 in relation to Mitchell's Travel, 2 London Road Bognor Regis - Members **AGREED** to offer **NO OBJECTION** to the application to place 4 tables and 16 chairs directly outside the premises from 8am until 7pm Monday to Saturday and 8am to 5pm on Sundays.
- Licence Application Number: 114702 in relation to London Road Café, 6-8 London Road, Bognor Regis – Members **AGREED** to offer **NO OBJECTION** to the application to place 11 tables and 44 chairs directly outside the premises from 8am until 6pm Monday to Sunday.

396. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2nd AND 9th APRIL 2021

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

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

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

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

There were no applications to consider.

398. CORRESPONDENCE

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

The Meeting closed at 4.41pm

<u>APPENDIX 1</u> <u>ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 7th APRIL 2021</u> <u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 2nd AND 9th APRIL 2021</u>		
BR/86/21/PL 29 Highcroft Crescent Bognor Regis PO22 8DH	Convert existing bungalow in to 1 No. 3 bed bungalow and 1 No. 2 bed bungalow. This application is in CIL Zone 4 and is CIL Liable as new dwelling	NO OBJECTION
BR/89/21/A 4C London Road Bognor Regis PO21 1PY	Installation of 2 x fascia signs and 1 x hanging sign	NO OBJECTION
BR/91/21/HH 84a Victoria Drive Bognor Regis PO21 2TA	Removal of existing attached garage and erection of single storey side extension	NO OBJECTION
BR/94/21/PL 32 William Street Bognor Regis PO21 1DL	Loft conversion, dormer extensions and conversion of the property into 2 x self-contained apartments	NO OBJECTION
BR/93/21/PL 22 Neville Road Bognor Regis PO22 8BN	Erection of a single storey one bed dwelling house with private amenity space, car parking space and refuse / recycling store	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON TUESDAY 23rd MARCH 2021

PRESENT ONLINE:

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

IN ATTENDANCE ONLINE:

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

The Meeting opened at 6.32pm

141. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

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

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

Apologies had been received from Cllr. Mrs. S. Daniells.

The Chairman drew Member's attention to the fact that it was the anniversary of the UK's first COVID Lockdown and proposed to conclude business by 7.55pm and close the meeting to allow participation in the "Beacon of Remembrance", a nationwide initiative to hold a door-step vigil for remembrance and reflection.

The Chairman requested a recorded vote for this item:

Cllr. Brooks:	Abstain
Cllr. Erskine:	Agree
Cllr. Goodheart:	Abstain
Cllr. Smith:	Agree
Cllr. Mrs. Staniforth:	Agree
Cllr. Stanley:	Agree
Cllr. Mrs. Warr:	Agree
Cllr. Batley:	Agree

Therefore, Members **AGREED** to conclude business by 7.55pm and close the Meeting to allow participation in the "Beacon of Remembrance", a nationwide initiative to hold a door-step vigil for remembrance and reflection.

142. **DECLARATIONS OF INTEREST**

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

If a Member were required to temporarily leave the Meeting for any Interest, they would be put on hold by the Meeting Host who would also facilitate their re-joining the Meeting at the appropriate time.

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

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

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

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

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

Cllr. Brooks declared an Ordinary Interest in Agenda item 8 as a provider of event services

143. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18th JANUARY 2021

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 18th January 2021. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 18th January 2021 as an accurate record of the proceedings and the Chairman duly signed them.

144. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

No public questions or statements had been received.

145. CLERK'S REPORT FROM PREVIOUS MINUTES

145.1 Christmas Illuminations - 18th January 2021 - Min 132.1 refers

Members requested a letter be sent to the BID thanking them for the additional enhancements they provided throughout the Town. This has been actioned.

145.2 Place branding - 18th January 2021 - Min. 140 refers

This item was deferred from the January Meeting. However, the item has since been dealt with by Full Council having been referred from the Policy and Resources Committee Meeting held on 19th January 2021.

At the Council Meeting held on the 8th March 2021 (Min. 360.10) refers Members agreed that the Town Council adopt and implement the Place Branding Core Values, with BRTC to receive a quarterly report from the Bognor Regis Regeneration Board (BRRB) on Place Branding including:

- Feedback (both positive and negative)
- Examples of Place Branding in action (from BRRB and other Stakeholders)
- and other KPI's (as defined by BRRB, Bognor Regis BID and BRTC Officers)

145.3 Report to the Committee from the Town Clerk

The electricity that is charged on an annual basis for the Christmas lights is calculated by usage over the number of days the displays are lit. A breakdown of the various displays and their usage figure is provided by the contractor in January/February each year and this is submitted to the energy supplier to enable an invoice to be raised.

The invoice is not usually received until after the start of the next financial year, so an estimated figure is accrued from the Christmas Activities budget to cover

this expenditure. The figure accrued in the 2019/20 financial year unfortunately fell slightly short by £10.77 leaving a budget of £239.23 in the current financial year to cover the Christmas 2020 electricity charge.

The invoice for the Christmas 2020 electricity usage has now been received at a cost of £272.86. Members are therefore asked to **NOTE** that the current electricity budget will be overspent by £33.63. This budget will therefore need to be increased going forward as it is clear that the current annual budget of £250 is not sufficient.

146. FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON INCLUDING COSTS FOR A 30-MINUTE BURN AND CONSIDERATION OF A "SELFIE" OPPORTUNITY AS DEFERRED FROM THE LAST MEETING

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

During the discussion that followed a Member asked if there could be some liaison with Town Force as to what would work regarding the burn. The Committee Clerk advised that once lockdown eased and it was possible to do so, a test burn would be initiated, and Members would be invited to attend. The opportunity to liaise with Town Force would be then.

Some Members were not in favour of continuing to utilise the Beacon area for a "selfie opportunity" and were keen to support something on a larger scale sited within the seafront mounds area near the Place St Maur.

The Chairman allowed Cllr. Brooks to show some designs he had for the beacon displaying the Town Councils Town Crest.

Following the discussion Members unanimously **AGREED** not to continue with the "selfie opportunity" on the Beacon but to further investigate having a larger scale photo opportunity on the seafront mounds area near the Place St Maur. Members further **AGREED** to consider branding the beacon and this will be on a future Agenda.

147. ITEMS FOR A FUTURE AGENDA AS DEFERRED FROM THE LAST MEETING

The Projects Officer's report and Appendix were **NOTED** with no further discussion.

Members unanimously **AGREED** to place the proposal to hold a party for the Queen's Jubilee on 2nd/3rd/4th/5th June 2022 as detailed in the Appendix on a future Agenda for further consideration.

Members unanimously **AGREED** to place the proposal to hold an annual Civic Event to light the Beacon as detailed in the Appendix on a future Agenda for further consideration.

148. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2021 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED, CHANGES/CANCELLATIONS TO EVENTS TIMETABLE, UPDATE ON PROPOSALS FOR 2021 CHRISTMAS LIGHT PROJECTION - MIN. 132.3 REFERS

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

Cllr. Stanley left the meeting for a short period of time during this item and did not participate in the vote relating to the decisions for World Ocean Day

148.1 Book Day:

Members **NOTED** the change of date for Book Day to 28th July 2021.

148.2 World Ocean Day:

With regard to the Events Officer's recommendations as detailed in the report, following discussion Members **AGREED** to incorporate the World Ocean Day into the Funshine Days programme.

Members further **AGREED** to use £1,000 of the World Ocean Day Budget to allow for a programme of virtual events over the May half term.

148.3 Drive Through Time:

Members were asked to consider the proposal to revert to the original location of West Park for the Drive Through Time Event.

A Member challenged the necessity of changing the location. Another Member asked if there could be a cavalcade of the cars along the Promenade. The Events Officer confirmed that this tends to happen naturally as all the cars follow each other along the Promenade at the end of the event.

Following discussion Members unanimously **AGREED** to revert to the original location of West Park for the Drive Through Time event.

148.4 Proms in the Park:

Cllr. Brooks redeclared his Ordinary Interest as a supplier of events equipment

The Committee Clerk asked Members to **NOTE** that there had been an error in the accompanying report and Members were being asked to consider the proposal to reschedule the date of the Proms to 11th September not the 14th as previously circulated.

A Member asked if the re-scheduled date would coincide with the BBC's live broadcast of the Last Night of the Proms and another Member asked the likely location of the "Big Screen".

The Events Officer advised that there was currently no information regarding the BBC's plans for Proms and at this stage there was no plans for a screen.

Following discussion Members unanimously **AGREED** to reschedule the date of the Proms in the Park event to the 11th September 2021.

148.5 Christmas Projection:

Members were asked to consider the proposal to continue to explore the options available for a larger scale digital projection installation at the Christmas Switch-On.

A Member asked the Committee to remember the West End shopping centre and the successful Christmas Trees displays funded by the Council last year and hoped for future support in this.

Another Member said the Committee should also bear in mind how well received the light projection was. The Events Officer was asked for some clarity regarding sponsorship.

The Events Officer confirmed that at this stage no discussions surrounding sponsorship had taken place as the amounts/costs detailed in the report were just to give some indication of potential costs. The Officer further confirmed that she was still awaiting mock-up designs and concepts, and these would then prompt any possible sponsorship discussions.

Members unanimously **AGREED** to continue to explore the options available for a larger scale digital projection installation at the Christmas Switch-On.

149. UPDATE ON A PROPOSAL BY CLLR. BROOKS TO UNDERTAKE AN OVERVIEW OF SOCIAL MEDIA PLATFORMS AND WEBSITE - MIN.131. REFERS

Cllr. Smith left the meeting for a short period of time during the discussion for this item but was present for the vote

The Projects Officer's report, including an Appendix from Cllr. Brooks was **NOTED**.

During the discussion that followed some of the comments raised were:

- Do not see the need to proceed with a review of the website
- Officers should be congratulated for producing a website worthy of an award
- Visitor element of website needs improving
- Introduce visitor's information
- Councils should self-nominate for the award and would like to thank staff
- Do not understand why Members do not agree this is a matter for the EP&L Committee however, a report should still go to P&R

- Search Engine not working
- Google Analytic Search Queries switched off
- Need to know how the public perceive our website not other website producers

The Town Council's Civic & Office Manager who administers the website, and was hosting the Meeting, informed Members that all the functions on the Website are now operational and the Google Analytic Search Queries is switched on. She further advised there was a whole section for visitor information and mentioned that if there is anything that Members would like to see added or changed they only have to contact her and if it is possible to do so, she will always seek to accommodate any requests.

Following the discussion, it was proposed :

- a) not to proceed with a report to the Policy and Resources Committee on the website overview;
- b) to recommend the Town Council self-nominate for the Star Council Award;
- c) for any suggestions regarding the website to be directed to the Civic & Office Manager.

The Chairman requested a recorded vote for this item:

Cllr. Brooks:	Disagree
Cllr. Erskine:	Agree
Cllr. Goodheart:	Agree
Cllr. Smith:	Agree
Cllr. Mrs. Staniforth:	Agree
Cllr. Stanley:	Agree
Cllr. Mrs. Warr:	Disagree
Cllr. Batley:	Agree

Therefore, Members **AGREED** not to proceed with a report to the Policy and Resources Committee, to Recommend the Town Council self-nominate for the Star Council Award and for any suggestions regarding the website to be directed to the Civic & Office Manager.

- 150.** At this point the Chairman **NOTED** that there would be insufficient time to conclude the next item before 7.55pm, as agreed at the start of the Meeting (Min. 141 refers). Members therefore **RESOLVED** to defer the remaining Agenda items 10, 11, 12, 13, 14, 15 and 16 to the next Committee Meeting.

The Meeting closed at 7.50pm

**BOGNOR REGIS TOWN COUNCIL
ONLINE ANNUAL TOWN COUNCIL MEETING - 4th MAY 2021**

AGENDA ITEM 22 - REGENERATION INCLUDING: TO NOTE BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 27th JANUARY 2021 (IF AVAILABLE)

REPORT BY THE TOWN CLERK

FOR DECISION

Members are invited to note the Minutes from the Bognor Regis Regeneration Board Meeting held on 27th January 2021, available by using the following [link](#).

Another meeting was held on Wednesday 28th April and it is hoped that the Minutes from this meeting will be available before the next Council Meeting.

DECISION

Members are invited to **NOTE** the Minutes of the Bognor Regis Regeneration Board Meeting held on 27th January 2021 as available electronically.

**BOGNOR REGIS TOWN COUNCIL
ONLINE ANNUAL TOWN COUNCIL MEETING - 4th MAY 2021**

**AGENDA ITEM 23 - CIVIC DUTIES UNDERTAKEN BY OUTGOING TOWN MAYOR
CLLR PHIL WOODALL FROM 8th MARCH - 4th MAY 2021**

REPORT BY CIVIC OFFICE

FOR INFORMATION

- Thursday 01.04.21 : Presentation of Citizens Award for Young People
2021 to Chris Massey (CREATE), Hotham Pk
- Saturday 24.04.21 : West Sussex Guitar Club Virtual Concert by
VIDA Guitar Quartet, (WS Guitar Club website)

**BOGNOR REGIS TOWN COUNCIL
ONLINE ANNUAL TOWN COUNCIL MEETING - 4th MAY 2021**

**AGENDA ITEM 24 - EVENTS ATTENDED BY TOWN CRIER MRS JANE SMITH
FROM 8th MARCH 2021 - 4th MAY 2021**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Thursday 25.03.21	:	Article in 'Chichester Observer 'Vicky Meets... Jane Smith, Town Crier of Bognor Regis'
Wednesday 21.04.21	:	Article featured in 'The Guardian' newspaper re. British Town Crier Championships, featuring quote from BR Town Crier
Thursday 22.04.21	:	Article in 'The New York Times' newspaper re. British Town Crier Championships, featuring quote from BR Town Crier
Friday 23.04.21	:	BR Town Crier quoted on TV show 'Have I Got News For You'
Friday 23.04.21	:	Interview with BR Observer for article
Wednesday 28.04.21	:	50 th Birthday proclamation, (private event)

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AGENDA ITEM 26 - CORRESPONDENCE

FOR INFORMATION

1. Arun District Council - New Model Code of Conduct
2. NALC - How to get young people involved in local councils - previously circulated to Councillors
3. WSCC - Residents urged to register now to vote in May - circulated to Councillors
4. Public Sector Network Newsletter - March 2021
5. Parish Online Newsletter - March edition
6. VAAC weekly updates - circulated to Councillors
7. Westminster Insight - Complaint Handling in the Public Sector Digital Conference - | Hear from Parliamentary and Health Service Ombudsman
8. NALC - Job vacancy
9. NALC - Job vacancy: Congleton Town Council
10. WSCC - Your Town and Parish Council News Special - Roadmap out of lockdown, a time for reflection, Easter holiday activities at West Sussex Libraries and more - circulated to Councillors
11. Arun District Council - T & P Weekly Briefing
12. Census 2021 - Newsletter for Local Authority Partners Issue 21
13. WSCC - Your Town and Parish Council News Special - Easter holiday activities at West Sussex Libraries
14. SSALC - Remote meetings update - circulated to all Councillors by Town Clerk
15. WSCC - - Remote meetings update
16. NALC - Chief Executives Bulletin
17. Office of Sussex Police and Crime Commissioner - Partnership between Police and Co-op identifies prolific offenders - circulated to Councillors
18. NALC - Have you considered community businesses? Circulated to Councillors
19. Bognor Regis BID Plans for 2021-22 - meeting for businesses
20. Neighbourhood Alert - We Want Safer Roads for All Road Users - circulated to Councillors and on social media
21. Stonepillow Spring Newsletter
22. Attached letter sent on behalf of Pennie Ford in response to your recent enquiry on health provision for West Bersted
23. VAAC - Digital Inclusion Conference, 29th April 2021
24. Neighbourhood Alert - Arun Weekly Bulletin 30/03/2021
25. Sussex by the Sea Business News and Update 30.03.21
26. Arun District Council - Travellers leaving Northgate Car Park Chichester
27. CAGNE - May Elections request for candidates to support CAGNE
28. Neighbourhood Watch Launches Protect Your Car Campaign 31/03/2021 - circulated to Councillors and on Social Media
29. Neighbourhood Alert - With More Time Spent on The Internet Are You Sure Your Children Are Keeping Safe Online? - circulated to Councillors and on social media
30. Local government innovation - marketing information
31. VAAC weekly updates
32. Funding Focus - April 2021 Edition of VAAC's monthly fundraising newsletter
33. NALC - Job vacancy: Burnham Parish Council
34. NALC - Chief Executives Bulletin
35. ARUN Newsletter 18 – April 2021

36. Census2021 Newsletter for Local Authority Partners Issue 22
37. Arun District Council - weekly briefing
38. St. Wilfrid's Hospice eNewsletter April 2021
39. NALC - Have you considered community businesses? - previously circulated to Councillors
40. Sussex by the Sea Update 06 April 2021: Visit England's summary of the latest roadmap guidance for 12 April and other relevant Government announcements
41. NALC - How to get young people involved in local councils - previously circulated
42. Bognor Regis BID - Why do WHICH? Magazine rank Bognor Regis so poorly?
43. CPRE - Star Count: the results are in circulated in E-Bulletin May 2021
44. Neighbourhood Alert - Our News Newsletter - April Edition 07/04/2021 - circulated to Councillors and on social media
45. Mulberry & Co Training Programme - circulated to Councillors
46. West Sussex Libraries reopen for browsing next week - circulated to Councillors
47. VAAC Networking Event for VAAC Members
48. VAAC Weekly E-bulletin
49. WSCC - Exploring innovation to tackle an age-old issue - demonstration of pothole mending technology
50. NALC & WSALC - Chief Executive's Bulletin
51. COVID 19 testing; Home Testing Kits Now Available (Press Release 9th April) - circulated to Councillors
52. WSCC - Media statement on the death of His Royal Highness The Duke of Edinburgh
53. ADC - Death of a Senior Figure advisory
54. Census 2021 - Update on census operation following HRH Duke of Edinburgh's death
55. 'Sussex by the Sea' and 'All On Board' Summary of updates Friday 9 April 2021
56. WSCC - Your latest news on COVID-19 - testing - mental health help - vaccinations - and more - circulated to Councillors
57. CPRE - Gardening to save the planet + the stars in our sky
58. CPRE - Campaign wins and the latest countryside news
59. Confirmation of cheque receipt for £5400 ref Southdowns Folk Festival
60. Grant Funding to Southdowns Folk Festival 2021 Earmarked from 2020 supporting documents
61. Grant Funding for BRSFL and receipt for cheque
62. NALC - Have you considered community businesses - previously circulated
63. NALC 109 - a new message in Coastal Towns' Hub
64. WSCC - The Passing of the Duke of Edinburgh - Update for Parish and Town Councils in West Sussex
65. WSALC -FW: The Passing of the Duke of Edinburgh - Update for Parish and Town Councils in West Sussex
66. LCR Magazine - Share your opinions on.. your working relationships
67. WSCC - Your latest news on COVID-19 - 9th April 2021
68. Grant Funding to Bognor Girl Guides receipt of cheques and thanks
69. Grant Funding - Bognor Regis Town Youth FC receipt of cheque and thanks
70. NALC - How to get young people involved in local councils - previously circulated
71. NALC - Notifications for Coastal Towns' Hub
72. WSCC - GOV.UK COVID-19 Update Roadmap Step 2: Guidance for the safe use of multi-purpose community facilities
73. Census 2021 - Newsletter for Local Authority Partners Issue 23
74. NALC's Star Council Awards 2021 – enter now!
75. WSALC - Meetings During Period of Mourning

76. Neighbourhood Alert - Scams Awareness Useful Information and Resources 14/04/2021 - circulated to Councillors and on social media
77. WSALC - Meetings During the Period of Mourning
78. 2021 Grant Aid Award - Home-Start Arun, Worthing & Adur receipt and thanks
79. 2021 Grant Aid Award - I4sight, receipt and thanks
80. 2021 Grant Aid Award - Receipt of grant cheque for Southdowns Folk Festival
81. 2021 Grant Aid Award - Crimsham Farm receipt and thanks
82. 2021 Grant Aid Award - UK Harvest receipt and thanks
83. 2021 Grant Aid Award - Making Theatre Gaining Skills CIC thanks and receipt
84. 2021 Grant Aid Award - Arun & Chichester Citizens Advice thanks and receipt
85. NALC - Job Vacancy
86. WSALC - FW: Independent Member Vacancy - Sussex Police and Crime Panel - circulated to Councillors
87. BID Response to anti-social behaviour in town
88. WSALC - Unannounced Covid inspection from HSE
89. WSALC - JOB VACANCY: Bexhill-on-Sea
90. NALC - Reopening and reimagining your community buildings
91. WSCC - Your Town and Parish Council News - Book of Condolence - COVID-19 update - Volunteers wanted - and more
92. ADC - All on Board network Chats upcoming Friday 16 April
93. ADC Weekly Briefing
94. NALC - Chief Executive's Bulletin
95. WSALC - District Associations Secretary vacancy
96. Census 2021 - Newsletter for Local Authority Partners Issue 24
97. NALC - Job Vacancies
98. WSCC - Your latest news on COVID-19 - testing - volunteers needed - back to school - and more
99. CO-OP - Customers asked to ShopKind as they return to the high street
100. NALC - Online Events - Have you considered community businesses? - previously circulated
101. WSCC - Nearly 300 candidates announced for West Sussex County Council elections
102. Neighbourhood Alert - Catalytic Converter Theft and Free Offer 19/04/2021 - circulated to Councillors and on Social Media
103. Upcoming VAAC Events including Digital Inclusion, LADO Awareness and VCN
104. NALC - How to get young people involved in local councils - previously circulated
105. NALC - Reopening and reimagining your community buildings - circulated to Councillors
106. Mulberry and Co Training Programme *planning modules now added*
107. VAAC weekly updates
108. DLP LPA COVID-9 Impact Schedule - 22 April Update
109. WSALC - Paid Election Volunteers Needed
110. Neighbourhood Alert - 150 Offences Detected During Weekend Road Safety Operation 22/04/2021 circulated to Councillors and on Social Media
111. Arun District Council Weekly Briefing - circulated to Councillors
112. The Regis School Newsletter
113. Census 2021 - Newsletter for Local Authority Partners Issue 25
114. West Sussex Fire & Rescue Service - Be Water Aware this spring - circulated to Councillors and in E-Bulletin
115. NALC - Chief Executive's Bulletin
116. Your latest news on COVID-19 - testing - vaccination update - helping others - and more

- 117.** NALC Online Events - Have you considered community businesses? - previously circulated to Councillors
- 118.** Local Councils Update issue 250 May 2021 (paper)
- 119.** Fisher German - Southern Water Victoria Road Information Sign licence request for update on Town Council information for their database (paper)
- 120.** VAAC - Last chance to book! Digital Inclusion Conference
- 121.** Arun District Council - High Court Case re Virtual Meetings

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

AGENDA ITEM 27 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS WITH THE EXCEPTION OF ANY COUNCILLORS HAVING A DISCLOSABLE PECUNIARY INTEREST IN THE PICTUREDROME CINEMA**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 55 No.2 for March/April 2021 has been received, which is available for Members to view if required.

Balance Sheet for The Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 31st March 2021 will be copied to Councillors for information under separate cover.

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

Gas and Electricity - the Standing Charge for gas and electricity supplies at 1b Linden Road continue to be paid by BPCL whilst the property is empty.

Remedial works and redecoration of the central tower and ancillary areas - following completion of these works and removal of the scaffolding, arrangements have been made to replace the damaged Georgian glass in the canopy. Issues have arisen regarding the previous fixing of the glass panels and liaison is ongoing with the Insurance Company and the contractors to identify the best way to proceed.

Buildings Insurance - details of the insurance renewal have been received and the premium that was due on 20th April 2021 is noted as £8,446.43 inclusive of the policy administration fee and Insurance Premium Tax, which is slightly more than last year. This has been paid by The Bognor Pier Company Ltd. As in previous years, details of the renewal premium have been passed to the Managing Agents to be apportioned between the tenants respective to the various sites where possible.

Disabled Access Ramp - At the Full Council Meeting on 15th March 2021 Members instructed the Clerk to undertake further investigations into the potential problems of creating an additional access ramp for the disabled at the

AGENDA ITEM 27

Picturedrome cinema. It was also agreed to delay the appointment of a surveyor to draw up a specification for the construction of the access ramp.

The Clerk has begun her investigations including discussions with the tenant of the cinema. He has confirmed that he is developing plans for alternative solutions for inclusive access. His approach is more about improving access by design through reducing gradients in existing floor levels rather than through an access ramp. The Clerk is being supported in her investigations by 'Access for All' who completed the previous accessibility audit and the tenant of the cinema. A full report will be presented to Members at the next Council Meeting.

TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS WITH THE EXCEPTION OF ANY COUNCILLORS HAVING A DISCLOSABLE PECUNIARY INTEREST IN THE PICTUREDROME CINEMA

Once again, it is necessary to confirm the bank signatories for The Bognor Pier Company Ltd.

DECISION

Members are asked to **CONFIRM** that the signatories to The Bognor Pier Company Ltd. accounts are the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors who may have a Disclosable Pecuniary Interest in the Picturedrome cinema.