



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on TUESDAY 4th JANUARY 2022.**

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

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

Any member of the public wishing to attend the meeting must pre-book a place by emailing bognortc@bognorregis.gov.uk before midday on Tuesday 4th January 2022. A maximum of six places will be available for this meeting. No entry will be permitted to those who have not pre-booked a place.

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

An opportunity will be afforded to those **members of the public** who have pre-booked a place to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Tuesday 4th January from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

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

A handwritten signature in black ink, appearing to be 'Glenna Frost'.

DATED THIS 23rd DAY OF DECEMBER 2021

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Town Mayor and Apologies for Absence
2. Declarations of Interest

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

- a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To adjourn the Meeting and welcome a representative from Sussex Police to provide a report on local policing (if available)
 4. To APPROVE the Minutes of the Council Meeting held on 1st November and the Extraordinary Meeting of 21st December 2021
 5. Reports from WSCC County and ADC District Councillors (if available)
 6. Written Questions from Councillors
 7. Adjournment for public question time and statements
 8. To consider any written dispensation requests received from Town Councillors
 9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 9.1 **Policy and Resources Committee Extraordinary Meeting of 8th November and the Meeting of 29th November 2021** with resolutions, recommendations and reports including: -
 - Recommendation that any unspent monies from the Grant Aid 2022 Budget is returned to General Reserves at the end of the financial year (Min. 80 of the 8th November 2021, and Min. 100 of the 29th November 2021 refers)

(**PLEASE NOTE:** recommendations in relation to the Budget from the Minutes of 22nd November 2021 will be considered under Agenda item 10)
 - 9.2 **Community Engagement and Environment Committee Meeting of 6th December 2021** with resolutions, recommendations and reports including: -
 - Consideration of any response to the West Sussex Fire & Rescue Service public consultation around proposals for their Community Risk Management Plan (CRMP) 2022 - 2026 - Min. 60 refers
 - 9.3 **Planning and Licensing Committee Meetings of 2nd and 23rd November and 7th December 2021** with resolutions, recommendations and reports
 - 9.4 **Events, Promotion and Leisure Committee Meeting of 15th November 2021** with resolutions, recommendations and reports

10. To Receive and Consider Minutes and Recommendations of **Policy and Resources Committee Meeting of 22nd November 2021** - to consider the **BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2022/23**
11. To decide the amount for the **PRECEPT TO BE ISSUED FOR 2022/23**
12. 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
13. To note the List of Payments and Transfers made in [October](#) and [November](#) and to note the [balances, bank reconciliations and financial reports](#) (December not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
14. Bedford Street Toilets redesign and refurbishment - to consider proposals by ADC including significant change to the provision of Unisex cubicles
15. Resurrection of Arun District Association of Local Councils
16. Planning and Licensing Committee to consider any further appointments to fill the current vacancy - referred from last meeting Min. 109.3 refers
17. Delegated Decisions including: -
 - Planning and Licensing
18. To note changes to Political Parties including: -
 - formation of the Bognor Regis Independents Group
 - leadership of Liberal Democrats Group
19. To consider extended approval of absence from Meetings for Cllr. Miss. C. Needs due to Covid-19 implications (if required) - Min. 82 refers
20. Consideration of the start time for Planning and Licensing Committee Meetings reverting to a 6.30pm start - Min. 103.2 refers
21. To appoint a Representative to Outside Bodies (Grant Aid)
22. Update on invitation to Sussex Police & Crime Commissioner, Mrs Katy Bourne to Extraordinary Town Council Meeting - Min. 115 refers
23. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board Meeting held on 6th October 2021 previously circulated to Councillors
24. Town Mayor's Report and duties undertaken
25. Town Crier's Report and duties undertaken
26. Reports from Representatives to other organisations
27. To receive Correspondence
28. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification
 - To note receipt of £18,000 Management fee from The Bognor Pier Company Ltd (second and third quarter payments 2021)

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



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 1st NOVEMBER 2021

PRESENT:

Town Mayor: Cllr. S. Goodheart; Cllrs: J. Barrett, J. Brooks, Mrs. S. Daniells (until Min. 121), J. Erskine, S. Reynolds (until Min. 121), M. Stanley, Mrs. J. Warr, B. Waterhouse and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
Mrs. L. Hollies (Clerical Assistant)
Able Cadet Amy Wales, Mayor's Cadet (part of meeting)
Revd Tim Crook (St Mary Magdalene) (part of meeting)
1 member of the public (part of meeting)

Prior to the Meeting, Revd Tim Crook, of St Mary Magdalene, led prayers

The Meeting opened at 6.42pm

92. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Town Mayor welcomed all those present and dismissed the Mayor's Cadet. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

The Town Clerk gave apologies for Cllr. Batley due to work commitments, Cllr. Cunard who was unwell, Cllrs. Miss. Needs and Smith owing to Covid restrictions, and Cllr. Mrs. Staniforth due to a family matter.

No apologies had been received from Cllr. Jones.

93. DECLARATIONS OF INTEREST

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

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

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

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

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

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

Cllr. Brooks declared an Ordinary Interest in Agenda item 19 as he attended meetings of the West End Shops and Traders Group

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 26 and 28, as an employee of the Picturedrome Cinema, and stated that she would not take part in the discussion and would leave the Meeting when these items were discussed

Cllr. Goodheart declared an Ordinary Interest in Agenda item 15 owing to his personal association with The 39 Club

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda items 26 and 28, as an employee of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when these items were discussed

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

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

95. **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 6th SEPTEMBER 2021**

The Minutes of the Council Meeting held on 6th September 2021 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

96. **REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS**

Apologies had been received from County Councillor Ashvin Patel, who was unable to attend the meeting, but the Town Clerk gave a verbal update on his behalf.

Cllr. Patel reported that teenagers and their parents are being urged to book online for Covid vaccinations. Rogue Traders in the County had been fined after conning local residents out of tens of thousands of pounds for household repairs. WSCC have webinars, available online, to make residents aware of scams like these. Following a trial period, the Bognor Regis Recycling Centre, on Shripney Road, will now permanently be appointment only. The County's Education Department had provided free school meals during Half Term.

Members were invited to send any questions to Cllr. Patel, and he would do his best to get them answered.

There were no reports from ADC Councillors.

97. **WRITTEN QUESTIONS FROM COUNCILLORS**

There were no written questions received from Councillors.

98. **ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no questions from members of the public.

99. **TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS**

The Town Clerk's report advising that Cllr. Robert Waterhouse has confirmed that he does not wish to be in receipt of the Basic Parish Allowance, therefore, no further action is required was **NOTED**.

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

101. **Policy and Resources Committee Meeting of 27th September 2021**

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

101.1 Min. 61 - Recommendation to adopt the Terms of Reference for the Planning and Licensing Committee

Members unanimously **RESOLVED** to adopt the Terms of Reference for the Planning and Licensing Committee.

101.2 Min. 66 - Recommendation to adopt the updated documents, including: - Constitution; Business Continuity Plan; Complaints Procedure Policy; Customer Care Policy; Equality Policy; Facebook Policy; ICT Website Policy; Procurement Policy; Social Media Policy; Volunteers Policy; and Training Policy (new)

Members **RESOLVED** to adopt the various updated policies as detailed above.

Cllr. Brooks requested that his abstention from the vote be noted.

102. Community Engagement and Environment Committee Meeting of 4th October 2021

102.1 Neither the Chairman, Cllr. Smith, or the Vice-Chairman, Cllr. Cunard were present at the meeting. Therefore, Cllr. Brooks, who had been present at meeting of 4th October, reported as a Member of the Committee. There were no recommendations to Council.

102.2 Min. 37.1 Recycling of Poppy Wreaths

It was reported that the recycled wreaths were now available for purchase with a suggested donation that would be passed on to the Royal British Legion of £10.00. Members were asked to promote their availability. Appreciation was extended to Sarah Boote-Cook for undertaking this initiative.

102.3 Min. 37.3 Climate Emergency Focus Group

In answer to a query regarding whether a date had been arranged yet for the next meeting, the Clerk advised that owing to staff resources scheduled meetings needed to take priority and a meeting would be arranged as soon as resources allowed.

102.4 Min 41.7 Bognor Regis in Bloom additional budget for tree planting as part of the Queen's Platinum Jubilee

A Member queried whether there would be any further information from the In Bloom Working Group on this initiative prior to the Policy and Resources Budget Meeting. It was noted that a meeting of the Group was to be held within the next couple of weeks so further information may be available then.

103. Planning and Licensing Committee Meeting of 21st September 2021

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

103.2 The Chairman commented that attendance at meetings when they are held at 4.00pm was difficult for some Members and she requested that this be referred to the next Full Council meeting for consideration of the time reverting to a 6.30pm start.

104. **Events, Promotion and Leisure Committee Meeting of 13th September, and Extraordinary Meetings of 14th October including a verbal update from the meeting of 1st November 2021**

104.1 In the absence of the Chairman of the Committee, Cllr. Batley, the Vice-Chairman, Cllr. Brooks reported in relation to the Meeting of 13th September and the Extraordinary Meeting of 14th October.

104.2 With both the Chairman and Vice-Chairman absent from the Extraordinary Meeting of 1st November, Cllr. Reynolds, who had chaired the meeting, gave a verbal report. Members were informed that it had been agreed to give £3,000 to the Bognor Regis Carnival Committee for a Christmas Lights Switch-On event this year.

There were no recommendations to Council.

105. **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'.

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

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

107. **TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2021 ACCOUNTS AND CONSIDER ANY ACTION**

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

Members unanimously **RESOLVED**:

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

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

108.1 The Town Mayor welcomed Cllr. Waterhouse, as a newly elected Member, and wished him luck in his role with Bognor Regis Town Council.

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

The Declaration of Acceptance of Office had been signed by Cllr. Robert Waterhouse following his election to the Town Council at the By-election on 14th October 2021, and this had been received and duly signed by the Town Clerk as Proper Officer of the Council.

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

109. TO RECONSIDER THE COMMITTEE MEMBERSHIPS FOLLOWING THE BY-ELECTION HELD 14th OCTOBER 2021

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

109.1 Policy and Resources Committee

Members **AGREED** that following the withdrawal from this Committee of Cllr. Smith as an A.N. Other Member, Cllr. Waterhouse would take a seat on this Committee using the Liberal Democrats Group allocation.

109.2 Community Engagement and Environment Committee

Members **AGREED** that Cllr. Stanley would take a seat on this Committee using the Liberal Democrats Group allocation.

109.3 Planning and Licensing Committee

Members **AGREED** that Cllr. Waterhouse would take a seat on this Committee using the Liberal Democrats Group allocation.

It was noted that there was already one Liberal Democrats Group vacancy on this Committee, and it was **AGREED** that this would remain. This would be referred to the next Full Council Meeting in view of the number of Councillors absent this evening.

109.4 Events, Promotion and Leisure Committee

Members **AGREED** that following the withdrawal from this Committee of Cllr. Smith as an A.N. Other Member, Cllr. Waterhouse would take a seat on this Committee using the Liberal Democrats Group allocation.

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

The Town Clerk's report was **NOTED** and following a brief discussion the following appointments were **AGREED** for the remainder of the 2021/22 Municipal Year: -

- Parish Liaison Meetings - Cllr. Mrs. Daniells
- The 39 Club - Cllr. Reynolds
- Sussex Police Focus Group (Arun) - Cllr. Stanley

111. DELEGATED DECISIONS INCLUDING:

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

111.1 Planning and Licensing Committee

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

Members of the Planning and Licensing Committee were instead canvassed for their opinion in relation to Planning Applications on the Lists dated 17th, 24th September and 1st October 2021, Pavement Licence applications, a Premises Licence Application and ADC's Draft Street Trading and Markets Policy Consultation as detailed on the report and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority.

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

111.2 To ratify expenditure for meeting venue hire

Due to the decision by ADC not to allow public into the Town Hall and therefore not permit the Town Council to use the Chamber for Council Meetings until approval was given by them for this to resume from the beginning of October, it had been necessary to hire alternative venues and incur the following expenditure (all plus VAT): -

Bognor Regis In Bloom - 31 st August 2021	£19.50
Events, Promotion and Leisure - 13 th September 2021	£72.00
Planning and Licensing - 21 st September 2021	£48.00
Policy and Resources - 27 th September 2021	£72.00

Members **RESOLVED** to **RATIFY** the above expenditure.

111.3 The Clerk confirmed that reimbursement of all expenditure incurred for alternative venue hire whilst the Council Chamber had been unavailable, was being sought from Arun District Council. A decision on their agreement to this was awaited.

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

Members **AGREED** to **NOTE** that the dates of the Allotments Sub-Committee Meetings for 2022 have been changed to Monday 20th June and Monday 31st October, as detailed in the Town Clerk's report and reflected on the updated Calendar of Meetings for 2021/22, attached to the Minutes as **Appendix 1**.

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

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

Members spoke in support of Cllr. Stanley's Motion, to explore a pedestrianised or shared-space area for the junctions in and around the Bognor Regis gateway location, with mention made of the benefits of pedestrianisation to both the economy and climate change. There was a feeling that the Arun Growth Deal document would be a great vehicle for a project such as this and that it was important for the Town Council to act now to ensure its inclusion when the document is refreshed.

Following discussion about ways in which Members could produce an outline of the proposal, it was suggested this should be actioned through the Planning and Licensing Committee, as Highways comes under the Committee's Terms of Reference.

Members, therefore, **RESOLVED** to **AGREE** to **SUPPORT** Cllr. Stanley's Motion and instructed that it be included on the Agenda for the Planning and Licensing Committee Meeting to be held 23rd November 2021.

It was further **AGREED** that non-Committee Members would email the Civic & Office Manager, with their input for the proposal outline, by no later than 5pm on Monday 15th November 2021.

Following the meeting to be held 23rd November, a letter would be sent to both Arun District Council and West Sussex County Council, outlining the Town Council's proposal for a pedestrianised or shared-space area for the junctions in and around the Bognor Regis gateway location, asking for support and that the project be included when the Arun Growth Deal document is refreshed.

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

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

Members considered the approach made by the West End Shops and Traders (WEST) group for funding from the Town Council of £5,000 for Christmas trees along Aldwick Road.

Whilst the Town Council had been able to support the WEST group last year with this amount, it was unable to do so this year. However, it was proposed to offer match funding, of an amount up to £2,500, for example, although any funding from the Town Council would result in an overspend of the Grant Aid 2021-22 Budget.

Members unanimously **RESOLVED** to **AGREE** to offer the WEST group match funding of up to £2,500, for Christmas trees along Aldwick Road, and further **AGREED** an overspend of the Grant Aid 2021-22 Budget.

115. TO CONSIDER INVITING SUSSEX POLICE & CRIME COMMISSIONER, MRS KATY BOURNE, TO ADDRESS MEMBERS AT A FUTURE MEETING

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

Members were encouraged to hear that the Sussex Police and Crime Commissioner, Mrs Katy Bourne, was agreeable to meeting with the Town Council and regarded it as an opportunity to ask questions about issues affecting local people such as County Lines drug trafficking, Cuckooing, and High Street crime.

Ideas were exchanged in relation to the type, and format, of the meeting and it was stressed how important Councillor attendance at the meeting would be, with a list of questions prepared in advance to which Mrs. Bourne might then be able to provide a direct response.

Members **RESOLVED** to **AGREE** that an Extraordinary Full Council Meeting be held, to include attendance of a small number of members of the public, Covid measures permitting. It was further **AGREED** that Councillors would email the Town Clerk with questions for the Sussex Police and Crime Commissioner, whilst Officers would contact Mrs. Bourne's PA to arrange a mutually convenient date.

116. REGENERATION INCLUDING: TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 6th OCTOBER 2021 (IF AVAILABLE)

The Minutes from the last meeting on 6th October 2021 had not yet been released. However, as soon as these become available a link to the Bognor Regis Regeneration Board website will be circulated to Members and it will be noted at the next meeting.

117. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

118. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The report on the Town Crier's activities was **NOTED**. Attention was drawn to the Town Crier's attendance at the Hastings National Competition where she was awarded 'Best Dressed Town Crier'.

119. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

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

119.1 Cllr. Brooks reported that he had not been invited to any meetings of which he is a representative.

119.2 Cllr. Mrs. Warr reported that she had not been invited to any meetings of which she is a representative.

119.3 Cllr. Woodall reported that he had not been invited to any meetings of which he is a representative.

119.4 Cllr. Stanley gave a verbal report that he had attended a BRTC/ADC Liaison Meeting at which Town Council expenditure for hiring alternative meeting venues had been discussed, as well as the use of the Bandstand on the Esplanade and the lengthy ADC Event forms required to do so.

120. TO RECEIVE CORRESPONDENCE

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

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

121. PICTUREDROME SITE UPDATE

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

121.1 The previously circulated Director’s Report was **NOTED**, with the actions taken, and expenditure **RATIFIED**.

121.2 Partnership Working, Opportunities for enhancing community development and economic growth

Following some discussion, Members **AGREED** that the extensive list of areas where the Picturedrome could collaborate with the Town Council be divided up and directed to the relevant Committee for further consideration. For example, areas pertinent to young people could be referred to the Community Engagement and Environment Committee to progress.

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

123. Members **AGREED** that the list of areas where the Picturedrome could collaborate with the Town Council would be circulated by email to Councillors with responses required as to which Committee each suggestion on the list might be referred.

124. The Town Clerk gave a verbal update to Members in relation to a question asked during Public Question Time at the Full Council Meeting held 6th September 2021 (Min. 68 refers). The Town Council, as owner of the building, had spoken with the Tenant regarding the state of the building to which the Tenant had responded by saying that they had experienced many unfortunate delays due to trade shortages. It was intended to replace windows last, to avoid damage whilst other works are carried out. The Tenant wished to give every assurance that they are just as keen to see the works completed.

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

The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw, with broadcasting live to social media streaming also terminated (S.O. 3.d) - Agenda item 28 (contractual).

126. PICTUREDROME SITE UPDATE - CONFIDENTIAL

The confidential verbal update from the Clerk relating to the management arrangements for the building was **NOTED**.

The Meeting closed at 8.38pm



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MINUTES OF THE EXTRAORDINARY MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 21st DECEMBER 2021

PRESENT:

Town Mayor: Cllr. S. Goodheart; Cllrs: J. Barrett, J. Brooks, A. Cunard, Mrs. S. Daniells, W. Smith, M. Stanley, Mrs. J. Warr, B. Waterhouse and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
Mr. D. Kemp (DCK Accounting Solutions Ltd) (via Zoom)

The Meeting opened at 1.00pm

127. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Town Mayor welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

The Town Clerk gave apologies for Cllr. Batley due to work commitments, Cllr. Jones who was unwell, Cllr. Miss. Needs on annual leave, Cllr. Reynolds on annual leave, and Cllr. Mrs. Staniforth due to a family matter.

No apologies had been received from Cllr. Erskine.

128. DECLARATIONS OF INTEREST

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

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

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest

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

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

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

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

Cllr. Goodheart declared an Ordinary Interest in Agenda item 5 owing to his personal association with the owner of the property under consideration

129. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions from members of the public.

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

The Council **RESOLVED** unanimously that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3.d) - Agenda item 5 (contractual).

131. TO CONSIDER POTENTIAL PROPERTY PURCHASE AND TO AGREE FURTHER ACTIONS

The Chairman welcomed Mr. Derek Kemp, the Town Council's Accountant to the meeting (present via Zoom).

A Member expressed his serious concern over the level of confidentiality being maintained by others in respect to this matter as he had already been approached directly by 5 members of the public seeking information. Another Member detailed how he understood this information had become publicly available.

Following a lengthy discussion, where Members discussed the pros and cons of proceeding with this property purchase, it was proposed and seconded that Members should decide in the first instance whether they wished to proceed further in investigating the potential purchase of the property. If agreement were reached, to then discuss and agree a price the Council would be willing to pay with delegated authority then given to the Clerk to enter into negotiations with the property owner.

Following a vote, it was **RESOLVED** not to proceed any further with this potential property purchase, as detailed in the confidential Appendix (Appended to File Minutes).

The Chairman thanked Mr. Kemp for his attendance and closed the Meeting.

The Meeting closed at 1.45pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE

HELD ON MONDAY 8th NOVEMBER 2021

PRESENT:

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

IN ATTENDANCE:

Mrs. J. Davis (Civic & Office Manager)
No members of the public in the public gallery

The Meeting opened at 12.01pm

77. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. Reynolds, due to work commitments, and Cllr. Waterhouse, who had a prior engagement.

No apologies had been received from Cllrs. Erskine and Jones.

78. DECLARATIONS OF INTEREST

The Chairman asked Members if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

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

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

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

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

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

Cllr. Goodheart declared an Ordinary Interest in Agenda item 4 for any discussion relating to The Regis School of Music. He also stated that he was associated with many of the Grant Aid 2022 applicants

Cllr. Stanley declared an Ordinary Interest in Agenda item 4 for any discussion relating to 4 Sight Vision

79. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

80. CONSIDERATION OF GRANT AID FUNDING 2022

The Chairman commented that there had been a different level of demand for Grant Aid 2022 funding owing to many events, planned for 2021, not taking place due to Covid. Consequently, many previous applicants had not applied for Grant Aid 2022 as they have funds earmarked for use this year, from Grant Aid awards made previously. Therefore, whilst there were sufficient funds in the Grant Aid 2022 budget to be able to award monies in full to all of this year's applicants, should Members be minded to do so, the same level of funding could not be relied upon next year when the number of applicants for Grant Aid 2023 is likely to increase again.

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

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

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable residents and community groups to live well and enjoy and take pride in our Town

- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit.

Members considered each application for Grant Aid, with regard given to the criteria set and the document checklist, which detailed what documents had been supplied with each application.

Cllr. Goodheart redeclared his Ordinary Interest in The Regis School of Music and his association with many of the Grant Aid 2022 applicants

Cllr. Stanley redeclared his Ordinary Interest in 4 Sight Vision

During discussions, comment was made about the lack of credit often given to the Town Council by the recipients of Grant Aid funds when utilising the monies received. Members felt that the support of the Town Council, for events and initiatives partially or fully funded by Grant Aid, could be better promoted. Doing so could create better awareness of the fact that the Town Council contribute up to £46,000 each year, from the Grant Aid budget, which benefits the five wards of Bognor Regis through the events or initiatives organised by Grant Aid applicants.

Members also discussed the feedback process and how this is currently sought. It was felt that feedback from recipients of Grant Aid awards could be better formatted in relation to: - the success of the event/initiative; a breakdown of the budget; evidence of how the Town Council's financial support had been promoted; and the agreement to provide photographs showcasing events and initiatives that the Town Council can share on their Social Media platforms.

The Civic & Office Manager reminded Members that the Grant Aid guidelines/criteria and application form are reviewed each year and that the suggested changes to the feedback process could be considered as part of the Grant Aid review at the relevant Policy and Resources Committee Meeting.

Members carried out an initial review of all the Grant Aid 2022 applications, before revisiting each application and reaffirming their decision. Members **RESOLVED** to **APPROVE** the Grant Aid 2022 awards as summarised to Members by the Civic & Office Manager, and as attached to the Minutes as **Appendix 1**. Specific conditions were imposed for some grants as detailed (appended to file Minutes).

N.B. In line with the Council's current policy, as a condition of funding the Council may appoint a non-participating observer as a representative to any organisations receiving Grant Aid at the Committee's discretion. These appointments will be considered at the Annual Town Council Meeting in May

Members **AGREED** to **RECOMMEND** to Council that any unspent monies from the Grant Aid 2022 Budget is returned to General Reserves at the end of the financial year.

The Meeting closed at 12.49pm

Applicant	Amount requested for Grant Aid 2022	P&R decision from Grant Aid 2021	P&R decision for Grant Aid 2022	Comments
4Sight Vision	£529.20	£2,356.00	£529.20	
60 Minutes of Classical Music	£2,800.00	£2,800.00	£2,800.00	
Arun & Chichester Citizens Advice	£3,000.00	£3,000.00	£3,000.00	Conditional
Bognor Shopmobility	£5,000.00	£5,000.00	£5,000.00	Conditional
Family Support Work (FSW)	£1,300.00	N/A	£1,300.00	
Girlguiding Bognor Regis Division	£500.00	£500.00	£500.00	
Girlguiding Bognor Regis South District	£200.00	£200.00	£200.00	
Home-Start Arun, Worthing & Adur	£1,000.00	£1,000.00	£1,000.00	
Making Theatre Gaining Skills	£7,000.00	£7,300.00	£3,500.00	Conditional
My Sister's House	£900.00	N/A	£900.00	
Regis School of Music	£2,500.00	N/A	£2,500.00	
Southdowns Folk Festival	£12,000.00	£5,400.00	£12,000.00	Conditional
St Wilfrid's Hospice	£1,000.00	N/A	£1,000.00	
Tyler's Trust	£500.00	N/A	£500.00	
UK Harvest	£1,792.29	£3,288.00	£1,792.29	
West Sussex Guitar Club	£1,000.00	£1,000.00	£1,000.00	
Total Amount Requested	£41,021.49			
Total Amount Awarded			£37,521.49	
			(£8,478.51 unallocated)	



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 29th NOVEMBER 2021

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett,
A. Cunard, S. Goodheart, B. Waterhouse and
P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
Cllr. Mrs. J. Warr in the public gallery

The Meeting opened at 6.30pm

87. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. Erskine, who was unwell, Cllr. Jones, because of travel problems getting back from Southampton, and Cllr. Reynolds who was working late.

88. DECLARATIONS OF INTEREST

The Chairman asked Members if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

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

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

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

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

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

Cllr. Goodheart declared an Ordinary Interest in relation to any discussion about the Bognor Regis in Bloom Working Group as he is a Member of the Committee

89. TO APPROVE THE MINUTES OF THE MEETING HELD ON 22nd NOVEMBER 2021

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held 22nd November 2021 as an accurate record of the proceedings and these were signed by the Chairman.

90. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions from those seated in the public gallery, therefore, the meeting was not adjourned.

91. CLERK'S REPORT FROM PREVIOUS MINUTES

91.1 27th September 2021 - Min. 60.4 - Fishermen's Huts

Following on from the report given to Members at the last meeting, a further approach to ADC's Director of Place has been made by the Clerk to seek some clarity into the legal position regarding leases/ownership etc. of the kiosks. The District Council's Director of Place has now confirmed that it has taken a while to get dialogue going with the fishermen's representative but that this has recently commenced. Their intention is to provide them with a draft lease to consider so that matters can be put on a sound legal footing.

91.2 27th September 2021 - Min. 60.5 - NALC campaign for remote meetings

Members were informed that a response had now been received in connection with the letter sent to Nick Gibb MP to express the Town Council's support of remote meetings. As well as giving background on the Regulations that allowed for remote meetings to be held, the response informed that prior to the expiry of the remote meetings regulations, the Government recognised that councils were keen to retain the flexibility to choose to meet remotely or in hybrid form as and when circumstances dictate. A Call for Evidence on the use of remote meetings was launched on 25th March 2021 and ran until 17th June 2021 to inform consideration of

possible permanent provisions. Any permanent provision would require primary legislation and depend upon available Parliamentary time. The results of the Call for Evidence are under review and the Government will respond in due course.

91.3 27th September 2021 - Min. 60.6 - Promotions Training

Unfortunately, owing to staff resources, it had not been possible to progress with this matter any further.

91.4 27th September 2021 - Min. 60.7 - Committee Chairman Appointments

Whilst it had been hoped to be able to include this on the agenda for this meeting, in view of the length of the agenda, it has been referred to the next meeting.

91.5 27th September 2021 - Min. 62 - Town Force Report - Licences vs. leases for BRTC Assets on the Promenade

It had been previously reported that there had been no progress with a response and the Arun District Council solicitor had been chased again on 20th September, almost 6 months since the original email to them. A further email has been sent requesting an update. A response was received from the Legal team at ADC, on 29th November 2021, to advise that "a member of staff has left the team recently, but the lease is being reviewed and we hope to revert to you in the near future".

91.6 27th September 2021 - Min. 73.1 - West End Shops and Traders funding for Christmas trees

Members were reminded that it had been reported under correspondence at this meeting that West End Shops and Traders were seeking to approach the Town Council for further funding to the value of £5,000 for the provision of Christmas trees along Aldwick Road again this year. The trees had been funded the previous year by unused Events budgets following the cancellation of the programme due to the pandemic. However, no such funds were available in the current year. At the meeting held 27th September 2021, Members agreed that the matter should be referred to the Council meeting on 1st November for consideration of match funding subject to a meeting being held with the Chairman of the West End Shops and Traders, the Chairman of this Committee and the Town Clerk to discuss the proposal further. This meeting took place and a report was made back to Members at the Town Council Meeting on 1st November. Following some discussion Members of the Council unanimously resolved to agree to offer the WEST group match funding of up to £2,500, for Christmas trees along Aldwick Road, and further agreed an overspend of the Grant Aid 2021-22 Budget.

The Clerk confirmed to Members that a total of 16 trees had since been ordered for purchase by traders in Aldwick Road to a value of £1,520.00. An invoice to cover the purchase of an additional 16 trees has therefore been received. The overspend on the 2021-22 Grant Aid Budget will therefore reflect this reduction in funding now payable.

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

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

93. **BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TEMPORARY DISBANDMENT OF THE PARTNERSHIP AND TRANSFER OF REMAINING BUDGET CURRENTLY IN EARMARKED RESERVES; TO RECEIVE AN UPDATE FROM THE BRHAPB CHAIRMAN ON THE EVENT HELD AT THE TRACK ON 13th NOVEMBER 2021 TO LAUNCH THE NEW GUIDE TO NOVELS SET IN BOGNOR REGIS; TO RECEIVE THE NOTES OF THE MEETING HELD ON 4th NOVEMBER 2021 (IF AVAILABLE)**

The Town Clerk's report was **NOTED**, including that the Notes had not been received from the meeting held 4th November but that these would be circulated to Members once available and noted at the next meeting.

A Member felt that the proposal that the Bognor Regis Heritage & Arts Partnership Board (BRHAPB) be temporarily disbanded, with the group continuing to operate under the banner of the Bognor Pier Trust C.I.C., was a positive step in moving forward.

Members unanimously **AGREED** to temporarily disband the BRHAPB and further **AGREED** to donate the remaining earmarked funds of £4,140.48 to the Bognor Pier Trust C.I.C.

The update from the BRHAPB Chairman, on the event held at The Track on 13th November 2021 to launch the new Guide to Novels set in Bognor Regis, was **NOTED** by Members.

94. **REPORT ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD (IF AVAILABLE)**

The Town Clerk's report was **NOTED** including the draft Minutes of the meeting held on 4th November 2021.

The Chairman invited Members to email any questions to him, in response to the draft Minutes of the BID Management Board Meeting, held on 4th November 2021, which he would then forward on to the BID Board Coordinator.

A Member asked whether there was any indication as to when there might be capacity for Officers to attend meetings of the Bognor Regis BID Management Board. The Town Clerk responded by saying that she would try to attend the next meeting, in January, but that she continues to work in close liaison with the BID Board Coordinator, particularly in regard to matters relating to the Town Council.

95. **GUIDELINES FOR ALL PERSONS ATTENDING MEETINGS OF BOGNOR REGIS TOWN COUNCIL AND ACCESS BY APPOINTMENT ONLY TO THE TOWN HALL DURING OPENING HOURS**

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

It was highlighted in the report that in order to hold meetings in the Town Hall Chamber, the Town Council were required to produce detailed risk assessments and guidance as to how access to meetings for both Members and the public would be managed. The report also set out the Covid secure procedures that Arun District Council, as building owners, have implemented for anyone entering the Town Hall building whether for an appointment or meeting. This is strictly on an appointment-only basis and no access will be permitted otherwise.

Members commented that whilst they understood the need for the Town Council to meet the requirements of the District Council in order to hold meetings in the Chamber at Bognor Regis Town Hall, it is not evident that there is the same degree of requirements for attending meetings that are held at the Civic Centre, in Littlehampton. Furthermore, the current opening hours of the Town Hall, and the appointment only system operated by ADC, has led some members of the public to believe that the Town Hall is closed and not accessible.

The report was unanimously **NOTED** by Members.

96. **TO RECEIVE THE REPORTS FROM THE HEALTH & SAFETY INSPECTION UNDERTAKEN BY ELLIS WHITTAM ON 6th SEPTEMBER 2021 FOR THE TOWN FORCE LOCK UP UNIT**

The Town Clerk's report, including the Executive Summary and Safety Inspection Action Plan for the Town Force Lock Up, were **NOTED**.

A query was raised, by a Member, about whether the outstanding Health & Safety Inspection and Audit recommendations had been actioned. The Town Clerk will ask the Town Force Manager for an update and report back to Members at a future meeting.

97. **TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE AS AGREED AT THE COMMITTEE MEETING HELD 5th FEBRUARY 2018 (MIN. 160 REFERS)**

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

Members discussed the opportunity to host the Ancient & Honourable Guild of Town Criers (AHGTC) '2022 Guild Championship' in Bognor Regis. Whilst supportive of the idea and being of the opinion that hosting the event would be good publicity for the Town, concern was raised that, owing to staff resources, organising such a large event might put too much pressure on Officers. The Civic & Office Manager, who was present at the meeting,

believed that with input from the Town Crier, who has vast experience of participating in national competitions, combined with the support of the AHGTC, it would be possible for Officers to organise this event.

Members unanimously **RESOLVED** to **AGREE** to host the Ancient & Honourable Guild of Town Criers '2022 Guild Championship' with a budget of £2,000 funded from the Town Crier's Earmarked Reserves.

98. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2022 TOWN NEWSLETTER

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

In light of the Town Council having declared a Climate Emergency, a Member commented that this should be borne in mind when considering the design of the 2022 Town Newsletter.

Following discussion, Members **RESOLVED** to **AGREE** that a more condensed version of the Newsletter, delivered to every household within the five Wards of Bognor Regis, be printed on recycled paper, with a QR code included for access to the full version of the Newsletter to be available online. It was further **AGREED** that the 2022 Town Newsletter be produced towards the latter part of April/early May.

Having resolved to reduce the size of the printed version, Members **DISAGREED** with running a photography competition for the front cover of the 2022 Town Newsletter.

Finally, the Officer suggestions for articles to be included in the 2022 Town Newsletter were considered, with a Member requesting that an additional article on climate change, bio-diversity of the sea, and sustainability, also be included. Members **RESOLVED** to **AGREE** that the content for the 2022 Town Newsletter should be as suggested within the report, to include the additional article on climate change issues.

99. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7A) TO REVISIT THE PREVIOUS DECISION TO RECOMMEND TO COUNCIL THAT ANY UNSPENT MONIES FROM THE GRANT AID 2022 BUDGET IS RETURNED TO GENERAL RESERVES AT THE END OF THE FINANCIAL YEAR - MIN. 80 REFERS

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

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 7a refers) to revisit the previous decision to recommend to Council that any unspent monies from the Grant Aid 2022 Budget is returned to General Reserves at the end of the financial year - Min. 80 refers.

Members **RESOLVED** to revisit their previous decision and Standing Orders were therefore reinstated.

100. TO RESCIND THE PREVIOUS DECISION REGARDING THE UNSPENT GRANT AID 2022 BUDGET TO ALLOW FOR RATIFICATION OF DECISION TO AWARD £8,000 TO SARAH BOOTE-COOK FOR THEIR GRANT AID APPLICATION FOR A '2022 JUBILEE STREET PARTY ON THE PROM' EVENT OMITTED IN ERROR FROM THE APPLICATIONS CONSIDERED AT THE EXTRAORDINARY MEETING HELD ON 8th NOVEMBER 2021

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

Members unanimously **AGREED** to rescind their previous decision regarding the unspent Grand Aid 2022 budget and **RATIFIED** the award of £8,000 Grant Aid to Sarah Boote-Cook for a '2022 Jubilee Street Party on The Prom' event. It was also **NOTED** that the remaining amended balance of £478.51 will be returned to General Reserves at the end of the financial year.

101. TO CONSIDER CREATION OF A CORPORATE IDENTITY TO FACILITATE AWARENESS OF THE TOWN COUNCIL'S WORK AND SUPPORT IN THE COMMUNITY

A Member felt that it was important that the Town Council be recognised when providing support to community groups and event organisers, particularly when this is financial. In the event that the Town Council crest is used by groups and organisations, who had benefited from the Town Council's support, then there was some doubt as to how recognisable the image was.

Whilst the existence of the 'Sunniest Bognor Regis' logo was acknowledged, it was felt that this imagery did not recognise Bognor Regis Town Council either.

Therefore, it was suggested that a corporate identity be created, resulting in a more identifiable logo, to facilitate awareness of the Town Council's work and support in the community. A Member stressed that the intention was not to abolish the use of the Town crest, or the 'Sunniest Bognor Regis' logo, but that there was a need for an every day corporate identity, in the form of a simplified logo, which was easily printable in black and white, for example.

Discussion was had about whether design proposals could be drawn up by Officers or whether the input of independent designers should be sought, based on a brief from the Town Council.

It was unanimously **AGREED** to approach 3 graphic designers and invite them to submit proposals for a corporate identity, inspired by the crest, to include the words 'Bognor Regis Town Council'. The design should be easily photocopyable, in black and white, and restricted to only 2 colours. These proposals will then be brought to a future meeting of the Policy and Resources Committee for consideration.

102. MAKING THEATRE GAINING SKILLS INCLUDING: - UPDATE ON THE DWP FUNDED PROGRAMME WHICH HAS NOW COMPLETED: CONSIDERATION OF REQUEST TO ONCE AGAIN ACT AS "LEAD ACCOUNTABLE BODY" (LAB) IN SUPPORT OF THEIR APPLICATION FOR FUNDING FROM THE DEPARTMENT OF WORK AND PENSIONS (DWP)

The Town Clerk's report, including the update on the DWP funded programme which had now completed, were **NOTED**.

In considering the request for the Town Council to once again act as the "Lead Accountable Body" for their DWP funding bid, a Member sought clarity on what was involved. The Town Clerk reported that acting as "Lead Accountable Body" had not been at all restrictive.

It was unanimously **AGREED** by Members to support the Making Theatre Gaining Skills request for the Town Council to once again act as the "Lead Accountable Body" for their DWP funding bid.

103. TO CONSIDER FUTURE PROVISION OF THE BOGNOR REGIS 2 HOUR FREE PARKING DISCS INCLUDING SUPPORT FOR REQUEST TO BE MADE TO ADC FOR AN EXTENSION TO THE DISC SCHEME FROM 2023

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

A question was raised as to whether Arun District Council (ADC) were in favour of a five-year agreement running from 2023 to 2028. The Clerk informed Members that this was not known. She also stated that when the previous Chief Executive at ADC had been asked to undertake a review of the Town Council's financial contribution to the 2 Hour Free Parking Scheme, to establish if any reduction in the level of support might be achieved, assurances had been given that this could be done when the next agreement was discussed.

Members expressed some concern about the way in which ADC's calculations are derived, with suggestion made in obtaining an independent appraisal of the parking data and an external assessment of the Town Council's contributions. It was further suggested that an approach to Littlehampton Town Council be made, to establish whether they had communicated with ADC about parking charges, and to ask if they might be interested in joining Bognor Regis Town Council in asking ADC for a review.

In light of the discussions had, it was **AGREED** to **DEFER** consideration of the Town Council making a financial commitment to support the Bognor Regis 2 Hour Free Parking Disc Scheme until discussion with Littlehampton Town Council had taken place, an independent assessment had been carried out, and ADC asked to undertake a review.

However, Members unanimously **RESOLVED** to **AGREE** the following: -

- To request that Arun District Council undertake a review of the Town Council's financial contribution to the 2 Hour Free Parking Scheme to establish if any reduction in the level of support might be achieved, and that the Town Clerk contact Littlehampton Town Council to discuss this matter.
- To start negotiations with Arun District Council to seek their support for an extension to the 2 Hour Free Parking Disc Scheme when the current agreement expires in 2023 for a period of three or five years.
- For Officers to enter into discussions with the Bognor Regis BID Coordinator regarding plans for a contingency to be put in place to take on responsibility of the administration and the financial contribution the BID currently makes to the scheme in the event of the BID not securing a second term, with a report made back to Members at a future meeting.

104. CIVILITY AND RESPECT PROJECT - CONSIDERATION OF INCLUSION OF A BULLYING AND HARASSMENT STATEMENT ON THE TOWN COUNCIL'S WEBSITE

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

A Member commented that they felt this to be an excellent suggestion and it was unanimously **AGREED** that the inclusion of a bullying and harassment statement should be embedded within the Town Council's website using the wording suggested in the Civility and Respect Project's Newsletter, as detailed in the appendix that was attached to the report.

105. ROLLING CAPITAL EXPENDITURE - TO RATIFY EXPENDITURE OF £3,332.00 PLUS VAT FOR PURCHASE OF NEW WATER BOWSER

The Town Clerk's report was **NOTED** and Members subsequently unanimously **RATIFIED** expenditure of £3,332.00 plus VAT for a 1100L Western Global Poly Water Bowser mounted on Highway Tow Chassis, as detailed in the Town Force Manager's report (Agenda item 6 refers).

106. FINANCIAL REPORTS INCLUDING: -

106.1 To note Committee, I&E Reports for the month of October 2021 - previously copied to Councillors

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

106.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of September and October 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**.

107. CORRESPONDENCE

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

107.1 The Town Clerk highlighted that an email had been previously circulated to all Councillors, on 18th November 2021, in relation to ADC's Council Vision 2022-2026. Members were reminded to email the Civic & Office Manager, with any comments in response to the Vision, by no later than 8th December 2021.

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

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda items 23 and 24 (contractual and staffing).

Cllr. Mrs. Warr left the Meeting

109. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 18th OCTOBER 2021

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

Members subsequently unanimously **RATIFIED** the recommendations to advertise for the positions of Projects Officer and Town Force Member, including the option to use temporary staff if required.

TOIL or overtime for senior staff was also approved during the current recruitment phase. A Member requested that regular updates be given in relation to accumulated TOIL.

110. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS AND TO CONSIDER RECOMMENDATION TO WRITE OFF AN OUTSTANDING DEBT

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

The Town Clerk gave a verbal report and Members subsequently unanimously **AGREED** the recommendation to write off the outstanding debt of £360.

The Meeting closed at 8.07pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 6th DECEMBER 2021

PRESENT:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, A. Cunard (until Min. 59),
Mrs. S. Staniforth, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
Mr. Chris Cook, Chief Executive of Sussex Clubs
for Young People (part of meeting)
Cllr. S. Goodheart in the public gallery

The Meeting opened at 6.30pm

47. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

Apologies had been received from Cllr. Miss. Needs, who was on annual leave. No apologies had been received from Cllr. Jones.

48. DECLARATIONS OF INTEREST

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

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

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

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

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

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

Cllr. Stanley declared an Ordinary interest in Agenda item 8, as a volunteer with the Carnival Association, and Agenda item 9, as founder of Bognor Regis Money, and stated that he would remain in the Meeting

Cllr. Stanley also declared an Ordinary Interest, as a Member of Arun District Council, in Agenda items 10 and 11, particularly in relation to Agenda item 11 as he has been a long-term campaigner for the retention of the Sunken Gardens. He stated that he would be voting on the matters before him having regard only to such information as placed before the Town Council. If he should come to consider any matters again at the District Council, and further information may be available, he will consider the information available at that time and may come to a different decision

49. TO APPROVE THE MINUTES OF THE MEETING HELD ON 4th OCTOBER 2021

Members were asked if there were any objections to the Minutes of the last Committee meeting, held on the 4th October 2021. As he was not present at the meeting held, Cllr. Stanley advised that he would abstain from the vote.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 4th October 2021 as an accurate record of the proceedings and the Chairman duly signed them.

50. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.36pm

Cllr. Goodheart, seated in the public gallery, had submitted the following questions for the Chairman, in advance of the meeting: -

*Q1. Agenda item 6. & item 7. Will you be supporting this project?
Will you suggest a financial support arrangement with the new BOGNOR
YOUTH SERVICES?*

*Q2. Agenda item 3. Within public questions time on this item. Questions
were asked on Item 36. Bandstand wind shields any updates?
Parkvision support for the Queen's Platinum Jubilee, any comments?
Included in Item 41.7.*

*Q3. Agenda item 8: Please confirm where the location for the BRTC notice
board was or whereabouts is the new notice board planned to be located?
Please confirm that the full amount in the Hotham Ward members is
£424.00?*

Please confirm what training is required for this work? Is it for TF?

*Q4. Agenda item 9. Is £370.00 the full amount in the Flexible fund?
Are you going to re-approach P&R for an increase in your committee's
budget?*

*Q5. Agenda item 10. Do you agree with the all the terms of reference?
Do you agree that both meetings should take place ASAP on-site & at town
hall & will CE&E suggest dates?*

Please explain how CE&E will choose the on-site locations?

Are all options new and old back on the table?

*Will CE&E support Cllr Steve Goodheart being on the beach access working
group?*

*Q6. Agenda item 11. Sunken gardens. Please explain some of the details
within this item, under No.3 £300k capital- £230k cost. Explain what the
balance of £70k is for?*

Will the committee go through the questionnaire together?

How will a decision be made?

*Q7. Agenda item 12. Bloom. Will the chair be of support for any new projects
that Bloom bring forward next year? Will he be encouraging projects to be
bought in?*

Owing to the number of items on the Agenda, the Chairman informed Cllr. Goodheart that he would provide a written response to the questions raised and confirmed that these would be copied to all Members of the Community Engagement and Environment Committee.

Cllr. Goodheart asked whether the matter of paper weight, as raised by another member of the public at a previous meeting, had been discussed. The Town clerk informed Cllr. Goodheart that there would be an update given on this matter in the Clerk's Report, under the next Agenda item.

The Chairman reconvened the Meeting at 6.42pm

51. CLERK'S REPORT

51.1 Public question from member of the public regarding paper costs - 4th October 2021 - Min. 36 refers

A member of the public had spoken of the advantages of using 70grm paper for printing over other weights as it is cheaper and has less impact on the environment. For example, using 70grm over 80grm has a saving of 12.5%, for 90grm 22.22% and 100grm 30%. He reported that the ADC Climate Change Officer was to recommend that this change be considered at ADC and asked whether BRTC would consider following suit.

The BRTC Civic & Office Manager has made some initial investigations and can confirm that BRTC currently use 75grm paper a cost of £2.96 per ream from the current supplier. However, 70grm paper would cost £19.46 per ream, so it would not be cost effective to change for 5grms. There is also the consideration that a lighter weight paper would not work in the current printer/photocopier. The copier is due for renewal in April 2022, and this will however be taken into account when considering a replacement.

51.2 Update on Poppy Wreaths - 4th October 2021 - Min. 37.1 refers

The poppy wreaths were upcycled and made into 18 wreaths, 2 crosses and 1 horseshoe. These were advertised on the Town Council Website and Facebook with a suggested donation of £10.00. Sarah Boote-Cook very kindly agreed to deliver the wreaths and collected the donations. A total of 14 wreaths were sold with £125.00 raised for the Royal British Legion. Sarah has confirmed that she is happy to repeat the project again next year if Members would like her to do so and this will be referred to a future meeting for Member's consideration.

A Member suggested that the Town Mayor write a letter to Sarah Boote-Cook with thanks for her work with the upcycled wreaths. This was **AGREED**.

51.3 Flexible Community Fund - 4th October 2021 - Min. 41.1 refers

The Community Engagement and Environment Committee's recommendation to increase this budget from £5,000 to £7,000 was not supported by the Policy and Resources Committee at their meeting on 22nd November 2021.

51.4 Ward Allocation - 4th October 2021 - Min. 41.4 refers

The Community Engagement and Environment Committee's recommendation to increase this budget from £2,000 to £4,000 was not supported by the Policy and Resources Committee at their meeting on 22nd November 2021.

51.5 Bognor Regis in Bloom Working Group - Tree Planting Queen's Green Canopy Initiative as part of the Queen's Platinum Jubilee - 4th October 2021 - Min. 41.7 refers

The Town Council's Accountant had confirmed at the Policy and Resources Committee Meeting, held on 22nd November 2021, that this funding would have to come under the control of the Community Engagement and Environment Committee rather than the Working Group. He had also advised that as the tree planting for the Queen's Platinum Jubilee was a one-off, it could be treated as a Capital project. It had therefore been proposed that £5,000 be provided from the Rolling Capital Programme to the Community Engagement and Environment Committee, as a one-off Capital Budget, for the Queen's Platinum Jubilee tree planting project.

51.6 Agenda Items Outstanding

A list of items outstanding were identified by the Projects Officer before leaving the Council that had, at some stage, been deferred by the Community Engagement and Environment Committee to re-consider at a later date. As some of these items have been outstanding for some time, due to Covid and/or other issues, the Clerk informed Members that these items would be **REFERRED** to the next meeting. Members will then be asked to agree whether they wish any of these items to be withdrawn from the list and which items should continue to be progressed.

However, more recent items such as the "Seaside Gardens" (Min. 45 of the 4th October 2021 refers) will be carried forward to future meetings when updates become available. In the case of this particular item, the Minutes indicate that Members are tasked with making further enquiries to see what has worked well in the past to support further discussion by the Committee.

Minute numbers 51.6.1 – 51.6.7 below, detail the outstanding items and the most recent actions agreed by the Committee.

51.6.1 Update on Councillor Training for the use of Defibrillators - 22nd June 2020 - Min. 94.3 refers

The Chairman, Cllr. Smith, as an accredited First Aider, will give a presentation on this at a future meeting.

51.6.2 Update on consideration to erect notices discouraging the feeding of birds on the Promenade - 22nd June 2020 - Min. 94.4 refers

There is no further update at this stage however, Officers will continue to liaise.

51.6.3 Update on consideration of receiving a presentation from AccessAble - 22nd June 2020 - Min. 94.5 refers

As it is currently not possible to proceed with a presentation, this item will be deferred for further consideration at a later date.

51.6.4 To consider setting up an Award for Businesses who can demonstrate good practice with regard to recycling and green issues: - 22nd June 2020 - Min. 97.2.3 refers

A Member felt that the urgency to continue tackling climate change was just as important now as ever and would not like to delay moving forward with

any new ideas or projects that could have a positive effect and would be in favour of continuing with this project.

Other Members agreed but felt that the current demands on businesses whilst trying to re-open would make it difficult to get their support. It was therefore **AGREED** that this item will be deferred to a future agenda.

51.6.5 To consider investigating the condition of the existing water fountains in the Town to establish if they are suitable for use and to further consider the installation of new fountains - 22nd June 2020 - Min. 97.2.6 refers

In view of the current situation regarding Covid-19 communal drinking places are considered a transmission risk. Therefore, the recommendation was to defer this item to a future agenda.

Following comments Members **AGREED** that this item will be deferred to a future Agenda.

51.6.6 Further consideration of a recording booth and associated costs – 12th October 2020 - Min. 107.3 refers

Members are asked to **NOTE** that this item will remain deferred until a suitable future agenda.

51.6.7 Further consideration of the WSCC Initiative around Community Improvements - 12th October 2020 - Min. 107.4 refers

Members are asked to **NOTE** that this item will remain deferred until a suitable future agenda.

52. ADJOURNMENT TO RECEIVE A PRESENTATION FROM CHRIS COOK, CHIEF EXECUTIVE OF SUSSEX CLUBS FOR YOUNG PEOPLE

The Chairman adjourned the Meeting at 6.48pm

The Chairman welcomed Mr. Chris Cook, Chief Executive of Sussex Clubs for Young People (SCYP), to the meeting.

Chris explained the background of SCYP and detailed the work that they do, with whom, and the range of support that they provide across the County which includes the training of Youth Workers, for example.

It was reported to Members that West Sussex County Council (WSCC) are currently undertaking Option Appraisals on sites, including The Phoenix Centre and the FindItOut Centre (known as 39 Club) in Bognor Regis, and that they are open to considering a Community Asset Transfer, by way of a lease. This is providing a suitable organisation can step forward who can take on the property including management, maintenance and comply with all other obligations.

Chris stated that there had been a number of initial expressions of interests from organisations representing the local community, however, SCYP had some concerns particularly in regard to competition amongst groups pitching against one another.

Furthermore, SCYP are keen to ensure that spaces exist for open access youth services, that any underlying covenants are honoured.

A summary of known running costs for both Youth Centres in Bognor Regis was provided to Members, with running costs estimated at £30,000 - £35,000 per annum, for each building.

The proposals put before Members were as follows: -

- That Bognor Regis Town Council will develop a forum, to be known as "Bognor Regis Youth Services", which will allow Councillors to engage with all local stakeholders and include young people to inform decision making.
- That Bognor Regis Town Council will fund "Bognor Regis Youth Services" which will, in partnership with the Council, support the commissioning of youth provision for Bognor Regis.
- That in years 1 to 3 "Bognor Regis Youth Services" will fund the development of youth provision and the management of youth and community centres including The Phoenix Centre and 39 Youth Club.

Furthermore, it was proposed that: -

- That 39 Club and ROX will, in partnership with Bognor Regis Town Council, complete business plans for the management of 39 Club and The Phoenix Centre.
- That 39 Club and ROX, working with Sussex Clubs for Young People, continue to create a network of delivery partners for each building.
- That work is carried out with partners such as local parishes, housing associations and local businesses to support the development of cohesive youth provision.

Discussion followed about what other funding streams might be available and Chris explained that Voluntary and Community Sector organisations can raise money, to fund services, in ways that councils cannot. However, it can take a while for these funds to be built up and, in this instance, WSCC are moving quickly to dispose of the buildings.

A Member queried whether either of the buildings discussed were available to be bought outright, to which Chris replied that WSCC have only indicated that they are open to considering a Community Asset Transfer, by way of a lease.

Comment was made, by a Member that, whilst the aims of SCYP were laudable, they did not believe that the Town Council are in a position to take

up WSCC cuts and fund these proposals. It was regarded as being a large portion of the Council's budget, for the benefit of a small sector of the community. The Member was also not mindful of supporting something where rent would have to be paid back to WSCC, when it is they that have made the cuts.

Cllr. Cunard left the Meeting

A question was raised as to whether the Town Council would need to support all aspects of the proposal to which Chris responded that it would help if the Town Council could support in some way.

Cllr. Cunard returned to the Meeting

The Chairman reconvened the Meeting at 7.20pm

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

Cllr. Goodheart stated that he had been personally involved with the 39 Club for years and was alarmed at its potential closure, being passionate that it remains open. He considered this to be a golden opportunity for the Town Council that could go beyond of the boundaries of Bognor Regis with involvement from neighbouring parish councils.

Standing Orders were reinstated and the Meeting reconvened

53. CONSIDERATION OF THE PROPOSAL FROM SUSSEX CLUBS FOR YOUNG PEOPLE TO SUPPORT YOUTH PROVISION FOR BOGNOR REGIS AS PER THE PRESENTATION

Following the presentation given by Chris Cook, and the ensuing discussion, it was agreed that the provision of youth services in Bognor Regis was important. A Member suggested that with the Phoenix Centre located right on the boundary of the parish of Bognor Regis, perhaps the Town Council's focus should be on 39 Club as it is in a more centralised location.

There was concern expressed about the timescale involved and whether it was feasible for Officers to carry out the necessary work, should Members be minded supporting the proposal. The Town Clerk responded by saying that she would need to speak with Chris about what might be required from the office. If it involved writing letters to other parish councils then this might be possible, but that setting up a group would not be possible in the timeframe given. Chris affirmed that he was happy to discuss this further but that if the Town Council could support, in principle, then this would allow conversations to be had elsewhere.

Members unanimously **RESOLVED** to **AGREE** in **PRINCIPAL** to exploring possibilities and further opportunities to support youth provision for Bognor Regis.

The Chairman thanked Chris Cook for the presentation given and his time spent answering questions. Chris invited Members to contact him directly with any further queries.

54. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS INCLUDING £250.00 DONATION FROM HOTHAM WARD, £375.00 DONATION FROM PEVENSEY WARD, £250.00 FROM MARINE WARD, £250.00 FROM ORCHARD WARD AND £125.00 FROM HATHERLEIGH WARD TOTTALLING £1,250.00 TO THE CARNIVAL ASSOCIATION FOR CHRISTMAS SWITCH-ON EVENT: CONSIDERATION OF A PROPOSAL FROM A MEMBER OF THE PUBLIC FOR A NOTICE BOARD TO BE FUNDED FROM HOTHAM WARD

The Town Clerk's report, including the related appendix was **NOTED**.

Members unanimously **AGREED** to **RATIFY** the amount of £1,250.00 paid to the Carnival Association from the various Ward Allocations towards the Christmas Switch-On event.

In considering the proposal from a member of the public, a Member asked whether it would be a Town Council notice board to which the Clerk stated that this request was for a community notice board.

It was **AGREED** that the original email sent to Hotham Ward Councillors, by the member of public, would be recirculated for their consideration who, following discussion, would come back to the Town Clerk with their decision.

During the course of discussions, confirmation was given that the Town Council presently have three notice boards located within the five Wards of Bognor Regis. A Member expressed an interest in having a notice board being located in Hatherleigh Ward, using Ward Allocations, and asked that the matter be placed on a future Agenda. This was **AGREED**.

55. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS; TO RATIFY THE DECISION TO AWARD £400.00 TO ARUN COMMUNITY TRANSPORT

The Town Clerk's report, including the related appendix was **NOTED**, and the decision to support the Flexible Community Fund application, for £400.00, from Arun Community Transport was subsequently **RATIFIED** by Members. Cllr. Stanley asked that his abstention be noted as he was not a Member of the Committee when the decision was made.

56. BEACH ACCESS INCLUDING CONSIDERATION OF THE OUTCOME OF THE ADC ENVIRONMENT & NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD 17th NOVEMBER 2021 AND LIAISON WITH THE BEACH & SEA ACCESS TOPIC TEAM ON HOW TO PROCEED

The Town Clerk's report was **NOTED**, which detailed the outcome of the ADC Environment & Neighbourhood Services Committee Meeting held 17th November 2021.

It was also reported to Members that, whilst noting that the first meeting of the Working Party will be in Spring 2022, official notification from ADC of this decision was now awaited. Once received, a meeting of the Beach and Sea Access Topic Team would be arranged in the New Year to consider this further.

It was suggested that the Beach & Sea Access Topic Team (BASATT) should be asked for a steer as to what they are looking for, with a report taken to the Bognor Regis Beach Access Working Party at Arun District Council (ADC).

A Member felt that if ADC want to achieve beach access, then they should include more members of the BASATT with a disability and/or limited mobility on the Working Party, rather than a Town Councillor.

57. TO CONSIDER RESPONSE TO THE ADC BOGNOR REGIS SUNKEN GARDENS PUBLIC CONSULTATION ON CONCEPT PROPOSALS

The Civic & Office Manager's report, including the related appendix was **NOTED**.

The consultation had closed at 5pm on Monday 6th December 2021, however, to allow for the matter to be brought before this Committee, it had been agreed with ADC that the Town Council may submit any comments on the morning of 7th December.

Therefore, following consideration of the Public Consultation Questionnaire, Members **AGREED** to submit a response from the Town Council (attached as Appendix 1).

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

Cllr. Cunard gave apologies and left the Meeting

59. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 9th NOVEMBER 2021

The Town Clerk's report, including the notes of the non-quorate Meeting of the Bognor Regis in Bloom Working Group held on 9th November 2021, was **NOTED**.

59.1 Members **AGREED** to **RATIFY** the donation of £100 to be granted to Southway Primary School, funded from the remaining Environmental Projects budget, for the purchase of gardening equipment, to help with tree planting projects at the school.

59.2 Members **AGREED** to **RATIFY** expenditure totalling £604.77, to be funded from the current year's Competition Expenses budget as itemised below: -

Food for the Awards Evening - £136.79

Additional food items for Awards Evening - £23.00

Flowers and sundries for the Awards Evening - £23.98

Engraving of the 2021 In Bloom trophies - £108.00

Venue and linen hire at 'Seasons' Bognor Regis Football Club - £205.00

9 x 'winners' plaques for Awards Evening - £108.00

60. TO RECEIVE DETAILS OF A PUBLIC CONSULTATION, LAUNCHED BY WEST SUSSEX FIRE & RESCUE SERVICE, AROUND PROPOSALS FOR THEIR COMMUNITY RISK MANAGEMENT PLAN 2022-2026, AND TO CONSIDER NEXT STEPS

The Civic & Office Manager's report, including the related appendix was **NOTED**.

Following brief discussion, Members **AGREED** that West Sussex Fire & Rescue Service be invited to deliver a short presentation, prior to the Council Meeting to be held 4th January 2022 at 6.00pm, on their proposals and answer any questions Members may have, before agreeing at the Council Meeting as to whether a joint response be submitted or as individuals.

61. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence as detailed in the list previously circulated and the Town Clerk highlighted ADC's planned redesign and refurbishment of the Public Conveniences at Bedford Street, Bognor Regis (item 1 on the circulation list). It was noted that this had been received too late to include on the Agenda for this meeting. This will, therefore, be referred to the Council Meeting to be held 4th January 2022 for consideration.

Additional correspondence was also shared with Members, in relation to ADC's proposal to update the Bognor Fitness Trail, and the Bognor Foodbank Christmas Opening Times, and subsequently **NOTED**.

The Meeting closed at 8.36pm

To what extent do you agree or disagree with the following proposals:

PLEASE TICK ✓ ONE BOX

We would like you to answer six questions as part of our public consultation. You'll be helping to shape our four-year plan for making West Sussex safer.

Take part in the survey via our consultation website.

yourvoice.westsussex.gov.uk/crmp

**Closing date for responses:
21 January 2022**

We encourage you to complete the online version of this questionnaire, but you can also complete the paper questionnaire and return it in the FREEPOST envelope included to arrive by the same date.

We will continue to provide regular updates through the West Sussex Fire & Rescue Service website.

www.westsussex.gov.uk/fire

Proposal 1: Enhance our Retained Operating Model

We propose to increase the availability of our retained firefighters across West Sussex and ensure that our retained capabilities are matched to our community risks, providing long term viability and resilience. Do you:

- Strongly Agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Proposal 2: Weekend Protection, Prevention & Response improvements

We propose to extend the current model at Burgess Hill, East Grinstead, Haywards Heath and Shoreham fire stations to provide immediate response cover, and protection and prevention activity 7am to 7pm seven days per week with a new flexible crewing model. Do you:

- Strongly Agree
- Agree
- Neither agree nor disagree

- Disagree
- Strongly disagree

Proposal 3: Improving Protection, Prevention & Response Performance in Rural Areas

We propose to enhance and modernise the existing COG provision to include 7 days per week, 7am to 7pm cover and to provide an increased focus on rural Prevention and Protection & Response activity. Do you:

- Strongly Agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Proposal 4: Unwanted False Alarms - Changes to our Response

In its simplest form an automatic fire alarm system contains a means of detecting a fire and a means of raising the alarm. The automatic nature of these systems means there is a potential for the alarm to be raised by the system when a fire is not present. This is called an unwanted fire signal and is a false alarm.

To what extent do you agree or disagree with the following proposals:

PLEASE TICK ✓ ONE BOX

We are considering implementing one, or more, of the following approaches, which may collectively reduce the burden of unwanted fire signals and would like to understand your view on each one:

Measure 1

We propose to take a risk based approach where, in low risk commercial properties, we will no longer automatically respond to automated fire alarms. This approach would be done through the careful filtering of emergency calls and would become a pan-Sussex approach for East and West Sussex Fire and Rescue Services.

Measure 2

We propose to introduce a charging scheme for responding to false alarms to encourage and promote the appropriate management and maintenance of automatic fire alarm systems to reduce the number of false alarms. A poorly designed system can result in fire detectors going off when there is no fire. Research shows engaging with businesses and getting building owners to revisit their system design can have a significant impact on the number of false alarms.

Measure 3

We propose to use new technological developments to change the way that businesses manage potential false alarms and how we then consequentially respond. This would allow us both to better assess the incident type and severity to determine the most suitable response without automatically sending a fire engine to the property. If a fire is confirmed, we will always respond by sending the nearest fire engine.

Please provide your views for all measures.

Measure 1
Measure 2
Measure 3

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| <input checked="" type="radio"/> Strongly Agree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="radio"/> Agree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="radio"/> Neither agree nor disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="radio"/> Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="radio"/> Strongly disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Proposal 5: Review of Emergency Response Standards

We propose to maintain our existing Emergency Response Standards (ERS) while we undertake a review based on the new national risk methodology which is

currently being developed by the NFCC. When complete, we will consult with you if any changes to our ERS are proposed.

Do you:

- Strongly Agree**
- Agree**
- Neither agree nor disagree**
- Disagree**
- Strongly disagree**

Proposal 6: Enhanced Specialist Capability and Assets

We propose to undertake a risk-based review of our Specialist capability and asset requirements to ensure they are fit for purpose, both now and for the future and undertake a further consultation on any significant changes to our response arrangements. Do you:

- Strongly Agree**
- Agree**
- Neither agree nor disagree**
- Disagree**
- Strongly disagree**



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 2nd NOVEMBER 2021

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

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

The Meeting opened at 4.04pm

23. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

Apologies for absence had been received from Cllr. Mrs. Staniforth, due to a family matter, and Cllr. Woodall who was unwell.

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

24. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

There were no declarations of Interest

25. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 21st SEPTEMBER 2021

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 21st September 2021 as an accurate record of the proceedings and the Chairman signed them.

26. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

27. TO RATIFY DELEGATED DECISIONS INCLUDING: - RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 17TH SEPTEMBER AND 1ST OCTOBER 2021; THE DECISION TO SUBMIT NO OBJECTION IN RELATION TO PAVEMENT LICENCE APPLICATION NUMBERS 115404 (2 LONDON ROAD) AND 115407 (2B LONDON ROAD), AND PREMISES LICENCE APPLICATION NUMBER 115408 (1 LONDON ROAD); COMMENTS SUBMITTED IN RESPONSE TO ADC'S DRAFT STREET TRADING AND MARKETS POLICY CONSULTATION

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

Following the cancellation of the Planning and Licensing Committee Meeting due to be held on 12th October, Members were instead canvassed for their opinion on the applications on the Lists dated between 17th September and 1st October 2021, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (appended to these Minutes as **Appendix 1**).

Furthermore, Members were canvassed for their opinion on two Pavement Licence applications, a Premises Licence application, and for comments in response to ADC's Draft Street Trading and Markets Policy Consultation.

The responses made to Planning Applications on lists dated between 17th 17th September and 1st October 2021; the decision to submit no objection in relation to Pavement Licence application numbers 115404 (2 London Road) and 115407 (2b London Road), and Premises Licence application number 115408 (1 London Road); and comments submitted in response to ADC's Draft Street Trading and Markets Policy Consultation, made under Delegated Authority, were **RATIFIED** by the Committee.

28. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 8th, 15th AND 22nd OCTOBER 2021

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

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

28.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 2**).

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

Licensing Act 2003

Premises: Butlin's, Upper Bognor Road, Bognor Regis, PO21 1JJ

Application Number: 115517

The Committee noted the application received to vary the Premises Licence to add a non-standard time for New Years Eve of 10.00 - 00.30 for all permitted licensable activities (with opening hours to be 10.00 - 01.00) in respect of the Temporary Entertainment Venue (known as Studio 36) only.

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

30. TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S INFRASTRUCTURE INVESTMENT PLAN (IIP) FINAL CONSULTATION OCTOBER 2021 AND TO CONSIDER ANY RESPONSE

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

Following a brief discussion, Members **AGREED** that the Infrastructure Investment Plan Consultation proforma should be returned to Arun District Council, with updates in relation to the Urban Greening Project, and further **AGREED** that no new infrastructure projects be identified at this time.

31. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 4.47pm

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

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

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

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

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

<u>APPENDIX 2</u>		
<u>PLANNING AND LICENSING COMMITTEE MEETING HELD ON 2nd NOVEMBER 2021</u>		
<u>REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 8th, 15th AND 22nd OCTOBER 2021</u>		
<u>BR/234/21/PL</u> Butlin's Upper Bognor Road Bognor Regis PO21 1JJ	Rear extension to the existing temporary venue (Studio 36) to accommodate back of house facilities and associated works. This site is in CIL Zone 4 (Zero Rated) as other development	NO OBJECTION
<u>BR/232/21/PL</u> Butlin's Upper Bognor Road Bognor Regis PO21 1JJ	Retention of existing temporary venue (Studio 36) which accommodates performance stage and seating, including mechanical ventilation system/external plant equipment, for an additional temporary period of 2 years (24 months) from the end of the 1-year period (ending 11 March 2022) granted for BR/292/20/PL. Also being applied for is a 1-night exemption from the restriction on hours of use approved under BR/292/20/PL (latest use of venue 23:00, latest egress of venue by 23:30) for New Year's Eve only to allow the use of the venue until 00:30 and egress of the venue by 01:00. This site is in CIL Zone 4 (Zero Rated) as other development	NO OBJECTION
<u>BR/221/21/PL</u> Bognor Rugby Football Club Hampshire Avenue PO21 5JH	Variation of condition following grant of BR/93/18/PL relating to Condition No 2 - approved plans	NO OBJECTION
<u>BR/233/21/HH</u> 77 Hillsboro Road Bognor Regis PO21 2DY	Hip to gable loft conversion with 2 x side dormers	NO OBJECTION

<p><u>BR/235/21/HH</u> 15 Mayfield Road Bognor Regis PO21 5NA</p>	<p>Erection of single storey rear extension</p>	<p>NO OBJECTION</p>
<p><u>BR/237/21/T</u> 4 Monterey Gardens Bognor Regis PO21 2FY</p>	<p>Fell 1 No. Ash tree</p>	<p>NO OBJECTION</p>
<p><u>BR/213/21/HH</u> 12-14 The Steyne Bognor Regis PO21 1TP</p>	<p>Erection of front porch extension, installation of first floor double balcony and external facade alterations (This application may affect the character and appearance of The Steyne, Bognor Conservation Area)</p>	<p>NO OBJECTION</p>
<p><u>BR/242/21/OUT</u> Land rear of 94-100 Hook Lane Bognor Regis PO22 8AT</p>	<p>Outline application with all matters reserved except access for the demolition of existing bungalow to form new access for 6 No. detached chalet dwellings (resubmission following BR/124/21/OUT). This application may affect the setting of listed buildings & may affect the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area</p>	<p>NO OBJECTION</p>
<p><u>BR/243/21/PO</u> Flat 4 Anglesea Court 11 Victoria Road South Bognor Regis PO21 2AA</p>	<p>Application under S106A (3) to modify the age restriction obligation on the legal agreement dated 6th April 1987 linked to planning permission BR/517/85</p>	<p>NO OBJECTION</p>
<p><u>BR/229/21/HH</u> 25 Pevensey Road Bognor Regis PO21 5NS</p>	<p>First floor side extension, mansard roof extension with 2 x side dormers and installation of crossover</p>	<p>NO OBJECTION</p>

<p><u>BR/240/21/PL</u> 9 Annandale Avenue Bognor Regis PO21 2ES</p>	<p>Change of use from a House of Multiple Occupation (class C4 up to 6 unrelated people) to a House of Multiple Occupation with over 6 unrelated people (Sui Generis). Construction of a first-floor rear extension over the kitchen and ground floor single storey extension remodelling the ground floor to create a new entrance and the replacement of the existing front door with a window. Removal of the existing chimney to the rear of the property and the removal of the small window on the 2nd floor (N E Elevation)</p>	<p>OBJECTION Due to a proliferation of smaller household typologies (and commensurate increase in population density) demand for parking has increased considerably which has led to amenity issues deriving from parking demands. Such amenity issues have involved anti-social blocking of driveways and overspill parking on roads which have prevented emergency service vehicles from using nearby streets. There would appear to be only off-road parking space outside the property at this current time. Permitting the proposed change of use from a House of Multiple Occupation (class C4 up to 6 unrelated people) to a House of Multiple Occupation with over 6 unrelated people (Sui Generis) would result in intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity, contrary to Policies H SP4 and QE SP1 of the Arun Local Plan.</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 23rd NOVEMBER 2021

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

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

The Meeting opened at 4.00pm

32. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

Apologies for absence had been received from Cllr. Cunard, who was on annual leave, Cllr. Erskine, who was unwell, Cllr. Mrs. Staniforth, due to a family matter, and Cllr. Woodall who was unwell.

33. DECLARATIONS OF INTEREST

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

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

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

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

apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item. P&L C'ttee Minutes 23rd November 2021

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

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

There were no declarations of Interest

34. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 2nd NOVEMBER 2021

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 2nd November 2021 as an accurate record of the proceedings and the Chairman signed them.

35. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

36. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 29th OCTOBER, 5th AND 12th NOVEMBER 2021

- 36.1** The Committee noted that there were no views from other TownCouncillors to report.
- 36.2** The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 36.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).
- 37. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

Business and Planning Act 2020

Premises: 1 London Road, Bognor Regis, PO21 1PQ

Application Number: 115662

The Committee noted the application received for a Pavement Licence, for 18 tables and 71 chairs to be placed directly outside the premises, located at 1 London Road, Bognor Regis, Monday to Sunday from 9am

Members **RESOLVED** unanimously to offer **NO OBJECTION** to a Pavement Licence being granted for 1 London Road, Bognor Regis.

38. TO FURTHER CONSIDER THE MOTION FROM CLLR. M. STANLEY, AS AGREED AT THE COUNCIL MEETING HELD 1st NOVEMBER 2021 (MIN. 113 REFERS), IN RELATION TO THE BOGNOR REGIS GATEWAY LOCATION (PICTUREDROME/TRAIN STATION AND REYNOLDS BUILDING AREA

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

Having **AGREED** to discuss the issue, Members offered their opinions on the idea to create a shared space around the Bognor Regis gateway location, comprising the Picturedrome Cinema, Train Station and Reynolds Building area.

Members felt that such improvements would enhance the public space and would promote an attractive, modern image of the Town. It would complement the investment committed to the Creative Digital Hub at Bognor Regis Railway Station, in the Arun Growth Deal 2018-2023, and also bookend the shared space area located at the southern end of London Road, with the junction of High Street.

Experiences of shared space schemes, particularly in parts of Europe, were shared with Members and mention made of the potential that these areas offer for more diverse use of vehicles, such as e-scooters. The benefits of these schemes, in relation to pedestrian safety and environmental gains, were also considered.

Following discussion, Members **RESOLVED** to **AGREE** that the Civic & Office Manager write a letter to be sent to Arun District Council and West Sussex County Council, outlining the Town Council's proposals for a shared space area for the junctions in and around the Bognor Regis gateway location, asking for their support and that the project be included when the Arun Growth Deal Document is refreshed.

39. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 4.52pm

<u>PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE PLANNING AND LICENSING COMMITTEE TO HELD ON 23rd NOVEMBER 2021 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 29th OCTOBER, 5th AND 12th NOVEMBER 2021)</u>		
<u>BR/230/21/PL</u> 1 London Road Bognor Regis PO21 1PQ	Installation of new shopfront. This site is in CIL Zone 1 (Zero Rated) as other development	NO OBJECTION
<u>BR/246/21/HH</u> 93 Chichester Road Bognor Regis PO21 5AE	Conversion of roofspace to habitable use to include a rear flat roof dormer and conversion of roof from hip to gable end	NO OBJECTION
<u>BR/236/21/PL</u> Deal House 11-15 Sturges Road Bognor Regis PO21 2AH	Demolition of existing garage and replacement with 1 No. 1 bedroom self-contained unit. Additional cycle store and bin storage amendments. This application is in CIL Zone 4 and is CIL liable as new dwelling	NO OBJECTION
<u>BR/250/21/PL</u> Unit 5 Dickinson Place Bognor Regis PO22 9QU	Ground & first floor extensions. This site is in CIL Zone 4 (Zero Rated) as other development	NO OBJECTION
<u>BR/253/21/L</u> 65-71 Upper Bognor Road Bognor Regis PO21 1HR	Listed building consent for alterations to four listed buildings involving insertion of new windows, insertion of a new staircase, repairs and reinforcement of existing timber floors and roofs, removal of internal walls, forming openings in existing internal walls, erection of	NO OBJECTION

<p><i>BR/253/21/L (cont.)</i> <i>65-71 Upper Bognor Road</i> <i>Bognor Regis</i> <i>PO21 1HR</i></p>	<p>new internal partitions; extension of a listed building to create an office and warden's accommodation; erection of new building consisting of 3 No. flats, offices and workshops; creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, creation of areas for parking and storage for bins and cycles</p>	
<p><u>BR/252/21/PL</u> 65-71 Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Alterations to four listed buildings, extension of a listed building to create an office and warden's accommodation, erection of new building consisting of 3 No. flats, offices and workshops; creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, areas for parking, and storage for bins and cycles. This application affects the setting of listed buildings and affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area. It is in CIL Zone 4 (Zero Rated) as flats & other development</p>	<p>NO OBJECTION</p>
<p><u>BR/231/21/PL</u> 1 London Road Bognor Regis PO21 1PQ</p>	<p>Installation of extraction system. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>

<u>BR/254/21/HH</u> 3 Nelson Road Bognor Regis PO21 2RY	Erection of first floor side extension	NO OBJECTION
<u>BR/255/21/HH</u> 45 Annandale Avenue Bognor Regis PO21 2ES	Erection of single storey rear extension following the demolition of existing rear conservatory	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 7th DECEMBER 2021

PRESENT: Cllrs: J. Barrett, A. Cunard, B. Waterhouse, and P. Woodall

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

The Meeting opened at 4.00pm

40. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

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

Apologies for absence had been received from Cllr. Mrs. Daniells, who was on annual leave, Cllrs. Erskine and Mrs. Staniforth, who were both unwell, and Cllr. Mrs. Warr, who had a prior engagement.

41. DECLARATIONS OF INTEREST

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

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

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

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

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

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

There were no declarations of Interest

42. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23rd NOVEMBER 2021

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 23rd November 2021 as an accurate record of the proceedings and the Chairman signed them.

43. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

44. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19th AND 26th NOVEMBER 2021

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

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

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

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

There were no Premises Licence applications to be considered.

46. TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S 'REVIEW OF PLANNING LOCAL VALIDATION REQUIREMENTS LISTS', PRIOR TO CONSIDERING ANY COMMENTS IN RESPONSE TO BE AGREED AT

THE NEXT COMMITTEE MEETING

The Civic and Office Manager's report was **NOTED**, and that the 'Review of Planning Local Validation Requirements Lists' had been previously circulated.

Members will be invited to consider submitting any comments at the next meeting.

47. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 4.12pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th DECEMBER 2021
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 19th AND 26th NOVEMBER 2021

<p><u>BR/257/21/T</u> 35 Tennyson Road Bognor Regis PO21 2SA</p>	<p>1 No. Sycamore tree - reduce back to approx. 4m to previous pollard calluses</p>	<p>NO OBJECTION</p>
<p><u>BR/259/21/PL</u> Regis Lodge 3 Gloucester Road Bognor Regis PO21 1NU</p>	<p>Proposed change of use from C1 Guest House to 9 Bed. HMO (Sui generis) including internal and minor external alterations</p>	<p>OBJECTION Policy QE SP1 states: "The Council requires that all development contributes positively to the quality of the environment and will ensure that development does not have a significantly negative impact upon residential amenity, the natural environment or upon leisure and recreational activities enjoyed by residents and visitors to the District."</p> <p>Members feel that the application goes against the Neighbourhood Plan, namely: - Policy 7 - Promotion of Tourism and Beach Service Points. The NP recognises the crucial importance of the tourism industry for the Bognor Regis economy. Development of new and existing tourist facilities will be supported as a crucial part of improving Bognor Regis as a visitor destination. Page 14 paragraph 3, highlights that beyond Butlin's, overnight visitors and would be visitors have a limited range of accommodation options to choose from particularly in terms of medium to higher end seafront hotels, B&Bs and Guest Houses. This is possibly related to the high proportion of socially rented properties and associated tenancy restrictions along the seafront, Town Centre and Bognor Regis as a whole. With regeneration on the cards for Bognor Regis, Members feel it is important to protect this existing Guest House that is situated in a prime location for tourists.</p> <p>Policy H SP4(b) (ALP) makes clear the provision of HMOs should not contribute to the generation of excessive parking demands or traffic in the area. Whilst utilised as a guest house, those arriving by car will likely leave their vehicle in the public car park opposite</p>

		<p>the property, and explore on foot throughout most of their stay. If used as an HMO, there will likely be an increase in traffic movement with residents coming and going throughout the day/night which has the potential to create a hazard with the property located just off a bend in the road.</p> <p>Paragraph 108 of the NPPF states that in assessing specific applications for development it should be ensured that safe and suitable access to the site can be achieved for all users. Paragraph 109 (NPPF) states development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.</p> <p>Due to a proliferation of smaller household typologies (and commensurate increase in population density) demand for parking has increased considerably which has led to amenity issues deriving from parking demands. Such amenity issues have involved anti-social blocking of driveways and overspill parking on roads which have prevented emergency service vehicles from using nearby streets. There would appear to be only off-road parking space outside the property at this current time.</p> <p>Allowing for the proposed change of use of building from C1 Guest House to a 9 bed HMO (Sui Generis) would result in an intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities, would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Arun Local Plan.</p>
<p>BR/262/21/A 1 London Road Bognor Regis PO21 1PQ</p>	<p>Installation of 3 x externally illuminated fascia signs and 1 x internally illuminated hanging sign</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 15th NOVEMBER 2021

PRESENT: Cllrs: J. Brooks, M. Stanley, Mrs. J. Warr and
B. Waterhouse

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
Cllr. S. Goodheart in the public gallery

The Meeting opened at 6.30pm

45. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

In the absence of the Chairman of the Committee, Cllr. Batley, the Vice-Chairman, Cllr. Brooks took the Chair.

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

Apologies had been received from Cllr. Batley due to childcare issues owing to a family member being unwell, Cllr. Mrs. Daniells due to annual leave, Cllr. Reynolds no reason given, and Cllr. Woodall due to personal reasons. Late apologies were subsequently received from Cllr. Erskine who was unwell.

46. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Cllr. Brooks declared a Disclosable Pecuniary Interest in Agenda item 6 as a supplier of events equipment and item 8 owing to his involvement in the production of the seafront posters

47. TO APPROVE THE MINUTES OF THE MEETING HELD ON 13th SEPTEMBER 2021 AND THE EXTRAORDINARY MEETINGS HELD ON 14th OCTOBER 2021 AND THE 1st NOVEMBER 2021

Members were asked if there were any objections to the Minutes of the Meeting, held on the 13th September and the Extraordinary Meetings held on 14th October and 1st November 2021.

There being no objections, the Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 13th September, and the Extraordinary Meetings of 14th October and 1st November 2021 as an accurate record of the proceedings and the Chairman duly signed them.

Cllr. Stanley requested that his abstention from the vote be noted in relation to the Minutes of 14th October 2021 as he had not been present at the meeting.

Cllr. Brooks requested that his abstention from the vote be noted in relation to the Minutes of 1st November 2021 as he had not been present at the meeting.

48. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.36pm

Cllr. Goodheart referred to the Rotary Club proposal for music in the summer that was to be discussed and asked the Committee for an understanding as to how they saw this being turned into a partnership between the Rotary Club and the Town Council and whether it would be open to other community groups to be involved?

Cllr. Goodheart also referred to the lamppost banners and that he was assured that there was a budget for this and whether there was any follow through to the suggestions that more of the lampposts could be used for this type of advertising. If this were so, then is there a planning application in progress to facilitate this as he was aware that ADC would not allow events to be advertised until approval for events had been granted?

The Chairman suggested that as the first item was on the agenda perhaps the Committee would allow Cllr. Goodheart to speak when this item is discussed.

Regarding the lamppost banner sites, the Chairman advised that he believed that the planning application was being progressed. The Clerk confirmed that she could update further regarding this matter under Clerk's Report. The Chairman then went on to report that these were the banners at the Butlins end, and he believed there to be around 12 banners in this location. He stated that when ADC managed these, they utilised sponsorship at the foot of the banners to assist with the costs, which he felt was something that the Town Council might wish to look at.

The Chairman reconvened the Meeting at 6.40pm

49. CLERK'S REPORT

Cllrs. Stanley and Mrs. Warr declared an Ordinary Interest in the following item in their capacity as volunteers for the Christmas Switch-On event

49.1 Update on Christmas Switch-On event and Billy Bulb - 1st November 2021 - Min. 44 refers

Members will be aware that at the meeting held on 1st November it was agreed to award the Bognor Regis Carnival Association £3,000 to arrange a Switch-On event for the Town. The funds have been forwarded to the organisers along with an additional amount that some Members have agreed to use from their 2021/22 Ward Allocation budget to support the event.

It is understood from the ADC Events team that everything appears to be heading in the right direction with regards to the necessary permissions being in place for the event to be held on 27th November and best efforts are being made by them to support the organisers when information is received. The organisers have advised that they have received verbal communication to advise that there have been no objections to the road

closure request and final documentation for this is awaited. Liaison has also been undertaken with the Lighting Contractor by the Clerk to facilitate the Switch-On of the lights at 5pm.

It was further agreed that the Clerk would liaise with the Carnival Association regarding the position of the inclusion of Billy Bulb at the event once clarification was sought from the Insurers. Following extensive consultation with the Town Council's Insurers, it has been established that if the Carnival Association were minded to have Billy present then this could be achieved by: -

- Billy being supervised by a responsible adult at all times and providing this is adhered to then this activity would be covered under the Town Council's insurance. However, written confirmation would be required that the Carnival Association is agreeable to this condition and will ensure compliance.
- Whoever takes responsibility for collecting Billy and transporting him to the event and then returning him afterwards would need to ensure that they had the appropriate insurance in place for this and that their own motor vehicle insurer is made fully aware that this is taking place.

A response is awaited from the Carnival Association to advise if they wish to have Billy Bulb present at the event and if so that they are in agreement with the Insurers conditions and will ensure compliance.

The option raised at the last meeting by a Member of Billy Bulb being situated in a fenced off area instead of being supervised at all times had been raised with the Insurers. However, it had been confirmed by the Underwriters that supervision at all times would be required so this was therefore not an option.

Members of the Committee are also asked to note the email that they have received from Cllr. Brooks expressing his views on Billy's attendance at the event and requesting that an item be put to the next Events, Promotion and Leisure Committee Meeting or other appropriate meeting so further discussion can be held. The Clerk needs to request more detail from Cllr. Brooks on what he wishes to be considered by Members before it can be established to which Committee this should be referred.

49.2 Promenade Bandstand Wind Shields - referred from the Community Engagement and Environment Meeting held on 4th October 2021 - Min. 36 refers

During public questions at the Community Engagement and Environment Meeting held on the 4th October 2021, a member of the public said he was disappointed to see that the wind shields were not being used at the opening event held on the promenade bandstand when they were very clearly needed and could ADC make sure they were available for the next concert.

The wind shields are owned by BRTC and were purchased back in 2013 for use, if required, for Funshine days and other BRTC events. They are not included on the BRTC Events Equipment hire list due to their cost. Whilst a deposit cheque of £100.00 is required from organisations to recover any lost or damaged equipment loaned to them, this amount would not be enough to cover the costs of replacing the wind shields.

Owing to their design, the removable wind shields are attached by ratchets to the bandstand uprights and would need to be installed by Town Force, which would mean them being 'on call' to attach and take down, when required, which is not practical. These screens would only be required due to inclement weather, and therefore would be installed in high winds, rain, poor visibility. It can be very dangerous if not done correctly, with the potential for injury not only to those installing them but also to the general public. There is also the potential for damage to be caused to the bandstand itself. It also begs the question, that now the bandstand has been renovated, would the Town Council still be allowed to install them even for our own events or would further permissions now need to be granted by ADC.

Should Members want to change this current policy then it will need to be made an item for a future agenda. However, the Officer recommendation would be that the BRTC wind shields should not be made available for use by others for the reasons stated and that ADC should be approached by this Committee and asked to make provision of wind shields for those wishing to use the bandstand as the authority responsible for the structure. This matter will therefore be referred to a future meeting to enable Members to consider how they wish to proceed.

49.3 Update on letter to the Director of Services relating to Members request for a letter to be sent in regard to the ADC Events Booking Process - 13th September 2021 - Min. 29 refers

Following a number of concerns raised by Members at the last meeting a letter was sent to the Director of Services as instructed. A response has been received but due to some of the content making reference to a member of staff it has not been possible to circulate this. Members are advised that this will be circulated confidentially, and should they wish to take any further action they are asked to advise the Clerk so the item can be placed on a future agenda.

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

Despite several more attempts to chase there has still not been a response from the Resort Director. Therefore, it is recommended that this be revisited when resources allow and in time for the next season.

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

Pre-planning permission has been agreed and a full planning application will now need to be submitted. The previous Committee Clerk had scheduled

this into her work to be completed prior to leaving, however, due to illness this was not possible. Therefore, an application for planning consent will be submitted in due course.

49.6 Request from Cllr. Brooks for use of chairs for WEST's late night shopping event

A request has been received from Cllr. Brooks advising that West End Shops and Traders Association would like to borrow/hire 30-fold up chairs for their late-night shopping event on 9th December 2021. Cllr. Brooks has confirmed that he can collect and return the chairs, but he has enquired whether the hire will be free as WEST is an organisation that the Town Council support.

All Town Force hours are allocated to a budget and the Events, Promotion and Leisure Committee decides every year which event organisers get free Town Force hours allotted to them. No hours were allocated this year as events were cancelled owing to the pandemic. The Event Officer has a discretionary hour's allocation and having liaised with her she is in agreement that a provision can be made from her allowance to assist in this. However, if this is going to be an ongoing requirement, then the Committee will need to allocate Town Force hours when they consider the allocations for next year's events. The Chairman thanked Members on behalf of WEST for this support.

49.7 The Chairman confirmed that the Butlin's Resort Director had confirmed to him that the poster sites will be provided free of charge and the other things that he had requested will be made available. The Chairman thanked the Resort Director for his continued support.

49.8 Following a question by a Member regarding the attendance of Billy Bulb at the Christmas Switch-On event and arrangements for a rota to be compiled to allow for Billy Bulb to be manned at all times, the Chairman advised that the Carnival Association had taken the decision not to invite Billy to be present. The Chairman asked for an update on the proposal to have Billy enclosed in a fenced off area. The Clerk confirmed as previously advised this was not an option and the mascot had to be manned at all times.

50. PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING CONSIDERATION OF BUDGETS FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE AND CONSIDERATION OF A MUSIC IN THE PARK SUMMER EVENT

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

50.1 The Clerk advised that in view of the level of funding recommendations received from other Committees, having liaised further with the Events Officer regarding the level of budgets required, a revised set of recommendations had been prepared for consideration by Members this evening equating to a saving of £8,250 on the proposals within the report previously published.

50.2 Celebrations and Commemorations to Mark The Queen's Platinum Jubilee - 5th June 2022 budget of £5,000

Members were asked to **NOTE** that this budget had previously been agreed and would remain unchanged.

50.3 Book Day - 13th April 2022 - Hotham Park

It is proposed that this event would be incorporated into the Drive Through Time event for 2022 only and therefore no additional budget would be required, saving £4,000.

Members asked if the Events Officer could investigate any potential sponsorship for this event so that it could continue to be held as a stand-alone event.

50.4 Drive Through Time - 2nd July 2022 - budget of £4,000

Members were asked to **NOTE** that for 2021 it was agreed that the event be relocated from West Park to the Esplanade and Place St Maur. However, given the current regeneration work taking place on Place St Maur and the current staffing issues within BRTC, it is the Officer recommendation that for 2022 the event remain at West Park to ensure a seamless event, and that the relocation to the Esplanade take place for 2023, which will also coincide with the 10th Anniversary of the event.

Following a brief discussion, it was **AGREED** that a final decision on the location be deferred to allow time for an update on the completion of the works on Place St Maur to be obtained.

50.5 Proms in the Park - 10th September 2022 - budget of £3,000

Due to the additional event of the Queen's Jubilee in June and the Drive Through Time being held in July there is not the capacity to hold the Proms in the Park earlier in the year as hoped. Therefore, it is proposed that the Proms in the Park event for 2022 to be held in September.

50.6 Funshine Days - 1st to 26th August (weekdays) 2022 - budget of £5,000

It is proposed that the Funshine Days be reduced from five days a week for four weeks to three days a week, enabling the budget to be reduced to £5,000. Due to Covid mitigation the Funshine Days were relocated to Hotham Park Bandstand from the Prom Bandstand for 2021, to enable more space for social distancing. This proved to be very successful for a number of the day activities, however there were a few that lent themselves to be located on the Prom, Punch & Judy for example. With this in mind, it is the Officer recommendation that the Funshine Days programme for 2022, be split across the two locations, with the first two weeks being located on the Prom Bandstand and the remaining two weeks on the Hotham Park Bandstand.

World Oceans Day for 2022 falls on the 8th June, which is a weekday and school day. Therefore, as attendance is likely to be minimal it is therefore proposed that World Oceans Day be incorporated into the first two weeks of the Funshine Days and be located on the Promenade Bandstand.

50.7 Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5th October 2022 - budget of £600

Based on the proposal of an hour-long event, at which a live band would play, and the Beacon Brazier lit, it is the Officer recommendation that a budget of £600 be agreed. Members were asked to **NOTE** that this cost did not include a road closure of the Esplanade if required, the cost of the Event Officer's attendance, or any associated administration costs.

50.8 Christmas Illuminations Switch-On - 26th November 2022 – Bronze package - budget of £3,500

Cllr. Brooks redeclared a Disclosable Pecuniary Interest as a supplier of events equipment

Whilst it had been the Officer recommendation for one of four options to be considered, Members were advised that the revised recommendation would be to select the Bronze Package, at a cost of £3,500, and to seek sponsorship for match-funding to enable a Silver Package level of event to take place.

50.9 Sunday Afternoon Concerts, series of events over the Summer – TBC - budget of £1,250

Following an approach made to the Town Council, Members **AGREED** to work collaboratively with the Rotary Club on a series of events throughout the Summer. It was the Officer recommendation that the Rotary Club match-fund the budget of £1,250.

Members discussed various elements of the proposals before them and following lengthy debate **AGREED** the proposed dates for the 2022 events as detailed above and unanimously **RESOLVED** to **RECOMMEND** the amended budgets as detailed to the Policy and Resources Committee.

51. CONSIDERATION OF ANY FURTHER PROPOSALS AND REQUIRED BUDGETS FOR 2022/2023 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE

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

The Chairman asked that consideration be given in the future by the Chairman of the Policy and Resources Committee for all service Committee's being given a budget as he felt this Committee could be more proactive if they had a budget for items within their Terms of Reference. The Chairman of the Policy and Resources Committee confirmed that this Committee does

have a budget for items such as events and Christmas lights. If a larger budget were required, then other budgets have to be reduced or taxes increased, it is not possible to do everything.

Having considered the matter in some detail, Members unanimously **AGREED** to **RECOMMEND**, to the Policy and Resources Committee, that £1,200 be allocated for the 2022/23 Publicity and Promotion Budget.

52. SEAFRONT POSTERS INCLUDING: CONSIDERATION OF REPLACING GENERIC POSTERS THAT WERE REMOVED FROM THE SEAFRONT SHELTERS AND IDENTIFICATION OF BUDGET FOR ASSOCIATED COSTS - 19th JULY 2021 - MIN. 6.5 REFERS; TO FURTHER CONSIDER THE CONCEPT OF THE GENERIC POSTERS FOR THE SEAFRONT SHELTERS - 1st NOVEMBER 2021 - MIN. 42 REFERS

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

- 52.1** In considering the replacement of two generic posters removed from the seafront shelters, Members unanimously **AGREED** to do so with copies of the original artwork, at a cost of £65.00 each + VAT. Members further **AGREED** that this be funded from the Events Promotion Budget.
- 52.2** The original concept of the generic posters was to advertise attractions that could not be seen from the promenade such as Hotham Park, the Picturedrome, Marine Park Gardens and the West End, these would then be temporarily covered with events posters and then removed after the event so that there would always be something attractive there to look at.

At the Committee Meeting held on 18th January 2021 it was agreed that the Town Council reach out to community-based artists via social media to produce identifiable images of Bognor Regis to be produced and displayed in the 12 Seafront Poster sites on the Promenade (Min.135 refers). Over 70 applications were submitted by members of the community and the entries that met the required criteria were circulated to Members of the Committee on display boards. 12 images were subsequently chosen by Members of the Committee via email with the chosen images and the production of the posters ratified at the Events, Promotion and Leisure Committee Meeting held 29th April 2021 (Min. 163 refers).

However, during discussion of this item, at the meeting held 29th April, it became evident that there was a difference of opinion between Members in relation to whether the final images chosen were generic or reflective of the Poster Policy.

In answer to a query, the Clerk confirmed that the submission of photographs as artwork would be appropriate.

It was, therefore, the Officer recommendation that this be referred back to the next meeting to allow for a stricter brief to be drawn up, to be circulated again to community-based artists so that the generic posters can be renewed at the start of next season and the required budget identified.

Following lengthy discussion, Members unanimously **AGREED** that the concept of the generic posters for the seafront shelters be referred to the Events, Promotion and Leisure Committee Meeting, to be held 17th January 2022. At this time Members will be invited to consider drawing up a stricter brief to be circulated again to community-based artists so that the posters can be renewed at the start of next season and for the required budget to be identified.

53. CONSIDERATION OF REQUEST RECEIVED FROM CLLR. BROOKS TO VIEW THE BANDSTAND WINDSCREENS

The Town Clerk referred Members to her earlier verbal report and reiterated that Arun District Council should be approached by this Committee and asked to make provision of wind shields for those wishing to use the bandstand, as the authority responsible for the structure, rather than those owned by Bognor Regis Town Council being used.

Cllr. Brooks stated that he simply wished to look at the Bandstand windscreens that the Town Council own so that an approach could be made to ADC with a better design.

Another Member agreed that windscreens are essential for those performing on the seafront Bandstand, whilst they would also look nice used on the Bandstand in Hotham Park, and they had no objection in all Members viewing the Bandstand windscreens owned by BRTC.

Members **AGREED** that any Member wishing to view the Bandstand windscreens should be allowed to do so but that their visit must be booked through the office.

54. CORRESPONDENCE

No correspondence had been received.

The Meeting closed at 8.07pm.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 22nd NOVEMBER 2021

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett,
S. Goodheart, H. Jones, S. Reynolds and
B. Waterhouse

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
Mr. D. Kemp - DCK Accounting Solutions Ltd
Cllr. Mrs. J. Warr in the public gallery
1 member of the public in the public gallery

The Meeting opened at 6.44pm

81. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. Cunard due to annual leave and Cllrs. Erskine and Woodall who were unwell.

82. DECLARATIONS OF INTEREST

The Chairman asked Members if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

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

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

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

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

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

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

Cllr. Goodheart declared an Ordinary Interest in Agenda item 5 for any discussion relating to Bognor Regis Community Gardeners, or Rox Music & Arts

83. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27th SEPTEMBER AND THE EXTRAORDINARY MEETING HELD ON 8th NOVEMBER 2021

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 27th September and the Extraordinary Meeting held on 8th November 2021 as an accurate record of the proceedings and these were signed by the Chairman.

84. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.50pm

There were no questions from those seated in the public gallery.

However, written questions had been submitted by Cllr. Brooks who was unable to attend the meeting in person. In response to Cllr. Brooks' question about items requested to be placed on future Agendas that had been delayed owing to Covid-19, the Chairman confirmed that, in terms of requests made to the Policy and Resources Committee, these were discussed by the Chairman and Officer and were largely addressed in the order in which they had been received, unless considered particularly urgent. He understood a similar process was also adopted by the other Committees.

The remaining questions received from Cllr. Brooks had been in relation to staffing matters and it was not, therefore, possible to discuss these further as they were of a contractual nature and fall within the remit of the Joint Consultative Sub-Committee (Staffing).

The Chairman reconvened the Meeting at 6.52pm

85. ADJOURNMENT FOR TOWN COUNCILLORS NOT APPOINTED TO THIS COMMITTEE TO MAKE COMMENT AND ASK QUESTIONS ON THE DRAFT BUDGET PROPOSALS FOR 2022/2023

The Chairman adjourned the Meeting at 6.53pm

Cllr. Mrs. Warr, who did not serve on the Policy and Resources Committee, asked questions of the Accountant and made statements on the draft 2022/2023 budget.

Whilst acknowledging that a rise in the Precept was probable, Cllr. Mrs. Warr asked whether there were ways in which any increase could be kept to a minimum. Attention was drawn to the revised Budget Summary papers, that had been circulated at the meeting, which incorporated significant savings and thereby reducing the Precept first proposed.

Two questions had also been submitted by Cllr. Brooks, for the Accountant, to which responses had been sent to Cllr. Brooks directly.

The Chairman thanked the non-Committee Members for their input.

The Chairman reconvened the Meeting at 6.55pm

86. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2022/2023 INCLUDING RECOMMENATIONS FROM COMMITTEES

- 86.1** The Town Clerk's report, including the statement regarding restrictions on voting under Section 106 of the Local Government Finance Act 1992, was **NOTED**.

It was also **NOTED** that all Members of the Council had received a hard copy of the draft Budget proposals, prior to the meeting, which had also included a Budget Summary, together with breakdowns of Income and Expenditure for the financial year ending 31st March 2023. These had been prepared in liaison with the Town Council's Accountant and the Chairman of this Committee and based on the recommendations from the various Committee Meetings. It was further **NOTED** that the Budget Summary, and breakdowns, had subsequently been revised to those previously circulated.

The Clerk reminded Members that these should all be treated as confidential at this time, as a final draft will need to be presented to Council for approval in the New Year.

- 86.2** The Chairman proceeded to invite Mr. Kemp to address Members regarding the draft Budget before them.

Mr. Kemp reminded Members that the 2021/2022 Budget had resulted in a deficit of £11,395 and that this needed to be rectified. He went on to explain that the draft Budget before Members had been prepared at a time when there were still significant unknowns, particularly in relation to

staffing costs. Negotiations are ongoing between the National Employers, who are offering a 1.75% pay increase, which falls short of the 10% uplift that unions representing local government services are demanding. Whatever the outcome, the scales agreed will reflect directly on Bognor Regis Town Council. Furthermore, from April 2022 national insurance contributions, by both employees and employers, will rise by 1.25% under new health and social care reforms in England. Whilst the government plans to compensate public sector employers for this increase, it will not apply to the Town and Parish Council's as they are not subject to capping rules.

Following discussions with the Chairman of the Policy and Resources Committee, Mr. Kemp reported that revisions had been made to the first draft of proposals, incorporating significant savings in two particular areas, thereby reducing the proposed Precept from 9% to 3.64% on Band D equivalents.

Given the effect of all the requests coming forward from the Committees, savings of around £26,000 had been found within the Administration Budget and a reduction in the Rolling Capital Programme from £60,000 to £30,000 had also been identified.

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

86.3 In response to a question about the intended purpose of a budget for Capital Funding Provision, Mr. Kemp explained that money is set aside in the Precept to replace assets as and when needed, such as replacing Town Force vehicles, office equipment etc.

A Member asked whether it was wise to target a Precept of 3.64% or, as an Accountant, would Mr. Kemp recommend a higher Precept. The advice given was that no council should ignore increases in inflation and that any Precept should be in alignment.

It was noted by a Member that the Band D equivalents figures had gone down and the question was asked as to whether this was usual. Mr. Kemp replied by stating that this was not as a result of properties changing Band but that these figures were affected by new property (not new build) occupations, and also the principal authorities' calculations built-in to factor for uncollectable council tax. Therefore, it was likely that the reduction in equivalency suggested either an increase in student accommodation, or in the number of people claiming benefits. Mr. Kemp went on to say that last year the equivalencies for Bognor Regis had gone up, which was unusual since universally there was shown to be a decrease, but that this could account for the decrease this year by way of a correction.

The Chairman then read questions submitted by a Committee Member who had been unable to attend the meeting.

- 86.4** Having received all comments and questions from Members, the Chairman moved first to a decision regarding the Ward Allocations with concern having been expressed about the recommendation from the Community Engagement and Environment Committee to increase this budget from £2,000 to £4,000. A Member commented that there was often monies unspent in these budgets and that they did not, therefore, feel it was necessary for an increase. Following a vote, it was unanimously **AGREED** that there should be no increase in Ward Allocations for the 2022/2023 financial year and these should remain at £2,000.
- 86.5** Discussion then moved on to the Flexible Community Fund (FCF), for which the Community Engagement and Environment Committee had recommended an increase in the budget from £5,000 to £7,000. Consideration was given as to whether the budget for the FCF should not be increased but instead moved across to be incorporated into the Grant Aid budget. However, there was opposition to this suggestion as the FCF could be applied for quickly and easily throughout the year, whereas Grant Aid funding was much more prescribed and only open to applications during a certain timeframe. Following a vote, it was unanimously **AGREED** that the Budget should remain within the Community Engagement and Environment Committee and that there should be no increase in the Flexible Community Fund for the 2022/2023 financial year, remaining at £5,000.
- 86.6** In considering the 2022/2023 budget for Christmas Illuminations, whilst it was noted that the proposed budget of £55,000 was double the budget for 2021/2022, comment was made in relation to the high-quality and spectacular effect of the new illuminations. The Christmas displays, funded by Bognor Regis Town Council, are always so well received, encouraging people into the Town Centre and helping local businesses to thrive.

A Member asked whether the increase in the budget for Christmas Illuminations could be covered by General Reserves, instead of increasing the Precept. Mr. Kemp stated that, in his opinion, the biggest funding issue is that the Town Council have never owned Christmas lights but instead lease them every year, which creates an ongoing revenue commitment. He felt it would be unwise to fund any purchase out of Reserves. The Town Clerk pointed out to Members that, were the Town Council to purchase their own Christmas lights then installation of the displays and maintenance, for example, would need to be considered, all of which would be an additional cost to the Council.

The Chairman acknowledged that there were alternative avenues to be explored for the future, in relation to sourcing Christmas Illuminations, and asked that the Events, Promotion and Leisure Committee carry out an investigation into the benefits of purchasing or leasing lights.

For 2022/2023, following a vote, Members **AGREED** a budget of £55,000 for Christmas Illuminations.

Cllr. Mrs. Warr, seated in the public gallery, left the Meeting

An explanation of the budget for Christmas Activities was requested by a Member, to which Mr. Kemp replied that it was to cover unknown costs with any unspent monies going back into General Reserves.

- 86.7** Consideration then moved to the recommendation from the Community Engagement and Environment Committee that £5,000 funding be made available to the Bognor Regis in Bloom Working Group to allow for tree planting as part of the Queen's Platinum Jubilee.

Mr. Kemp left the Meeting

The location proposed for the tree planting was queried, as there had been mention of this being in an area that bordered with Bognor Regis, in Bersted, but details of the exact location had not yet been decided upon.

Mr. Kemp returned to the Meeting

The Chairman sought clarification from the Town Council's Accountant as to whether Working Groups can provide funding. Mr. Kemp confirmed that Working Groups could not, and that this funding would have to come under the control of the Community Engagement and Environment Committee. He went on to say that, as the tree planting for the Queen's Platinum Jubilee was a one-off, it could be treated as a Capital project. Each Committee has a Capital Cost Centre and can manage their own projects.

Following a vote, Members unanimously **AGREED** that £5,000 be provided from the Rolling Capital Programme to the Community Engagement and Environment Committee, as a one-off Capital Budget, for the Queen's Platinum Jubilee tree planting project.

- 86.8** In considering the budget decisions taken so far, following a recalculation, Mr. Kemp informed Members that the proposed draft Budget would result in an increase of 2.26% in the Precept for a Band D property for 2022/2023.

In light of the reductions made to the budgets proposed, a Member suggested that the Committee task the Joint Consultative Sub-Committee (Staffing) with making similar savings. This was **NOTED** by the Chairman.

Mr. Kemp provided a summary of the draft Budget proposed for 2022/2023.

Subsequently, Members unanimously **AGREED** to **RECOMMEND** to Council the draft Budget resulting in a required Precept for 2022/2023 of £969,817, a 2.26% increase in the Precept, equivalent to a 2.7% increase on a Band D Equivalent property or £3.47 per annum given the reduction in the Tax Base.

The Chairman thanked the Town Council's Accountant, and the Town Clerk, for the time and attention they had given to the preparation of the draft Budget for 2022/2023.

The Meeting closed at 8.11pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022**

AGENDA ITEM 10 - TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE MEETING OF 22nd NOVEMBER 2021 - TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2022/23

AGENDA ITEM 11 - TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2022/23

REPORT BY TOWN CLERK

FOR DECISION

Item 10 - To consider the Bognor Regis Town Council Budget for 2022/23

Please find below an excerpt from Min. 86.8 from the Policy and Resources Committee Meeting of 22nd November 2021 with the recommendation to Council:

*Subsequently, Members unanimously **AGREED** to **RECOMMEND** to Council the draft Budget resulting in a required Precept for 2022/2023 of £969,817, a 2.26% increase in the Precept, equivalent to a 2.7% increase on a Band D Equivalent property or £3.47 per annum given the reduction in the Tax Base.*

This recommendation followed consideration by Members of the Budget Summary including Revenue Expenditure and Revenue Income for 2022/23, a copy of which was circulated to Members prior to the Meeting. However, the detailed budget papers, as previously circulated, changed as a result of the budget decisions made during discussions at the meeting and the recalculations are reflected in the recommendation to Council.

Members are therefore now invited to **RESOLVE** to **APPROVE** the recommended Draft Budget for 2022/23.

Item 11 - To decide the amount for the Precept to be issued for 2022/23

As noted above Members of the Policy and Resources Committee have recommended that for the year 2022/23 there should be a 2.26% increase in the Precept amount from the current year's level of £948,372.

To enable the agreed Precept of £969,817, Members are invited to **RESOLVE** to **APPROVE** an increase in the per household charge of 2.7% or £3.47 per annum resulting in a charge for a Band D property of £132.22 per annum for the 2022/23 year (Budget Summary attached as **APPENDIX 1**).

DECISIONS

To **RESOLVE** to **APPROVE** formal adoption of the recommended Income and Expenditure Budget for 2022/23.

AGENDA ITEMS 10 & 11

To **RESOLVE** to **APPROVE** the Precept amount for 2022/23 of £969,817 funded by a Band D property charge of £132.22 per annum, an increase of 2.7% or £3.47 per annum compared to the charge for the 2021/22 year.

Bognor Regis Town Council

(Updated 22/11/2021)

Budget Summary

Year Ended 31st March 2023

	<u>2021/22</u>		<u>2022/23</u>	<u>Budget</u>	
	Projected	Budgeted (Revised)	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Policy & Resources	768743	748162	787612	39450	
Comm'y Eng't & Env't	80323	80977	80077	-900	
Events, Prom'n & Leisure	65829	74265	97165	22900	
Planning	4150	3850	4250	400	
	<u>919045</u>	<u>907254</u>	<u>969104</u>	<u>61850</u>	
INCOME					
Policy & Resources	75095	26600	61400	34800	
Comm'y Eng't & Env't	14800	18300	6800	-11500	
Events	2683	2100	2100	0	
Planning	0	0	0	0	
	<u>92578</u>	<u>47000</u>	<u>70300</u>	<u>23300</u>	
NET REVENUE EXPENDITURE	<u>826467</u>	<u>860254</u>	<u>898804</u>	<u>38550</u>	
CAPITAL EXPENDITURE (NET)					
Loan Charges	89013	89013	89013	0	
BPCL - Additional Income	-30000	-49500	-48000	1500	
Capital Funding Provision	60000	60000	30000	-30000	
Policy & Resources	0	0	0	0	
Env & Leisure	0	0	0	0	
Planning	0	0	0	0	
	<u>119013</u>	<u>99513</u>	<u>71013</u>	<u>-28500</u>	
TOTAL NET EXPENDITURE	<u>945480</u>	<u>959767</u>	<u>969817</u>	<u>10050</u>	1.05%

Financed as follows

Reserves at 1st April	351051	353214	353943			
Reserves at 31st March	353943	341819	353943	**		
Used to Fund Expenditure	-2892	11395	0			0.00%
Precept Required	948372	948372	969817			(of Precept)
TOTAL TAXATION FUNDING REQUIRED	<u>948372</u>	<u>948372</u>	<u>969817</u>			2.26%
	<u>945480</u>	<u>959767</u>	<u>969817</u>			2.26%
						2.69%

ADJUSTED BASIS

		Final		
Band D Equivalents	7366	7335	-31	-0.42%
Precept per Band D Equivalent (£/annum)	£ 128.75	£132.22	£3.47	2.70%
Precept per Band D Equivalent (p/week)	246.92	253.57	£0.0665	2.69%

NOTES

** Recommended minimum reserve equal to 3 months net expenditure	206617	215064	224701
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Earmarked Reserves	<u>31/03/2021</u> (Actual)	<u>31/03/2022</u> (Projected)	<u>31/03/2023</u> (Available)
Rolling Capital Fund	89013	114561	144561
Economic Development	298000	298000	298000
Others (Incl unapplied grants)	159521	181431	181731
	<u>546534</u>	<u>593992</u>	<u>624292</u>

Bognor Regis Town Council

(Updated 22/11/2021)

Budget Summary

Year Ended 31st March 2023

Revenue Expenditure

		<u>2021/22</u>		<u>2022/23</u>	<u>Budget</u>
		Projected	Budgeted	Proposed	Incr/Decr
			<i>(Revised)</i>		
<u>Operating Budgets (Net)</u>					
Administration	101	286492	284620	296120	11500
Civic	102	27218	27873	28373	500
Mayor's Charity Activities	103	0	0	0	
Projects and Events	104	207692	229142	210492	-18650
Town Force	105	99166	112497	115097	2600
B R Parking Scheme	106	21000	21000	21000	0
Street Scene Enhanc't	110	4736	5736	4736	-1000
Meteorological	202	5510	8792	6042	-2750
Floral Displays	204	54392	55696	53946	-1750
Roads & Streetlights	401	4150	3850	4250	400
Allotments	402	3076	3376	3176	-200
Planning (General)	403	0	0	0	0
		713432	752582	743232	
<u>Discretionary Spending</u>					
Grant Aid	107	110433	55288	99788	44500
P & R Partnership	108	12006	12006	12006	0
Christmas Activities	207	33238	33188	60238	27050
E & L Projects	208	25931	25281	26131	850
Events	301-5	24005	28909	27709	-1200
		205613	154672	225872	
<u>Revenue Expenditure</u>					
		919045	907254	969104	61850

Bognor Regis Town Council

(Updated 22/11/2021)

Budget Summary

Year Ended 31st March 2023

Revenue Income

		<u>2021/22</u>		<u>2022/23</u>	<u>Budget</u>
		<u>Projected</u>	<u>Budgeted</u>	<u>Proposed</u>	<u>Incr/Decr</u>
			<i>(Revised)</i>		
<u>Operating Budgets (Net)</u>					
Administration	101	300	2000	500	-1500
Civic	102	300	300	300	0
Mayor's Charity Activities	103	0	0	0	0
Projects and Events	104	0	0	0	0
Town Force	105	20600	20600	20600	0
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	3250	3700	2500	-1200
Seafront & Concessions	203	0	0	0	0
Floral Displays	204	14800	18300	6800	-11500
Roads & Streetlights	401	0	0	0	0
Allotments	402	2100	2100	2100	0
Planning (General)	403	0	0	0	0
		<u>41350</u>	<u>47000</u>	<u>32800</u>	
<u>Discretionary Spending</u>					
Grant Aid	107	50645	0	37500	37500
P & R Projects	108	0	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	583	0	0	0
		<u>51228</u>	<u>0</u>	<u>37500</u>	
<u>Revenue Income</u>		<u><u>92578</u></u>	<u><u>47000</u></u>	<u><u>70300</u></u>	<u><u>23300</u></u>

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022**

AGENDA ITEM 14 - BEDFORD STREET TOILETS REDESIGN AND REFURBISHMENT - TO CONSIDER PROPOSALS BY ADC INCLUDING SIGNIFICANT CHANGE TO THE PROVISION OF UNISEX CUBICLES

REPORT BY THE TOWN CLERK

FOR DECISION

Notification has been received that Arun District Council's Property & Estates Team will be taking a report to the Council's Economy Committee on the 19th January 2022, regarding the redesign and refurbishment of the Public Conveniences at Bedford Street, Bognor Regis.

A floor plan showing the existing layout and the proposed layout of these facilities has been provided (attached to this report as **Appendix 1**). A significant change is proposed, and the Property & Estates Team intend to recommend to the Committee that ADC follow the lines adopted elsewhere in providing Unisex cubicles. The cost of this project including remodelling is budgeted at £250,000.

ADC report that these facilities have been the subject of considerable misuse and abuse / anti-social behaviour for many years. They wish to adopt a design that discourages / designs out this use. The attached design has already been run past Sussex Police and the Councils Anti-Social behaviour team and has so far received unanimous praise and support. However, ADC are also interested in the Town Council's views and comments.

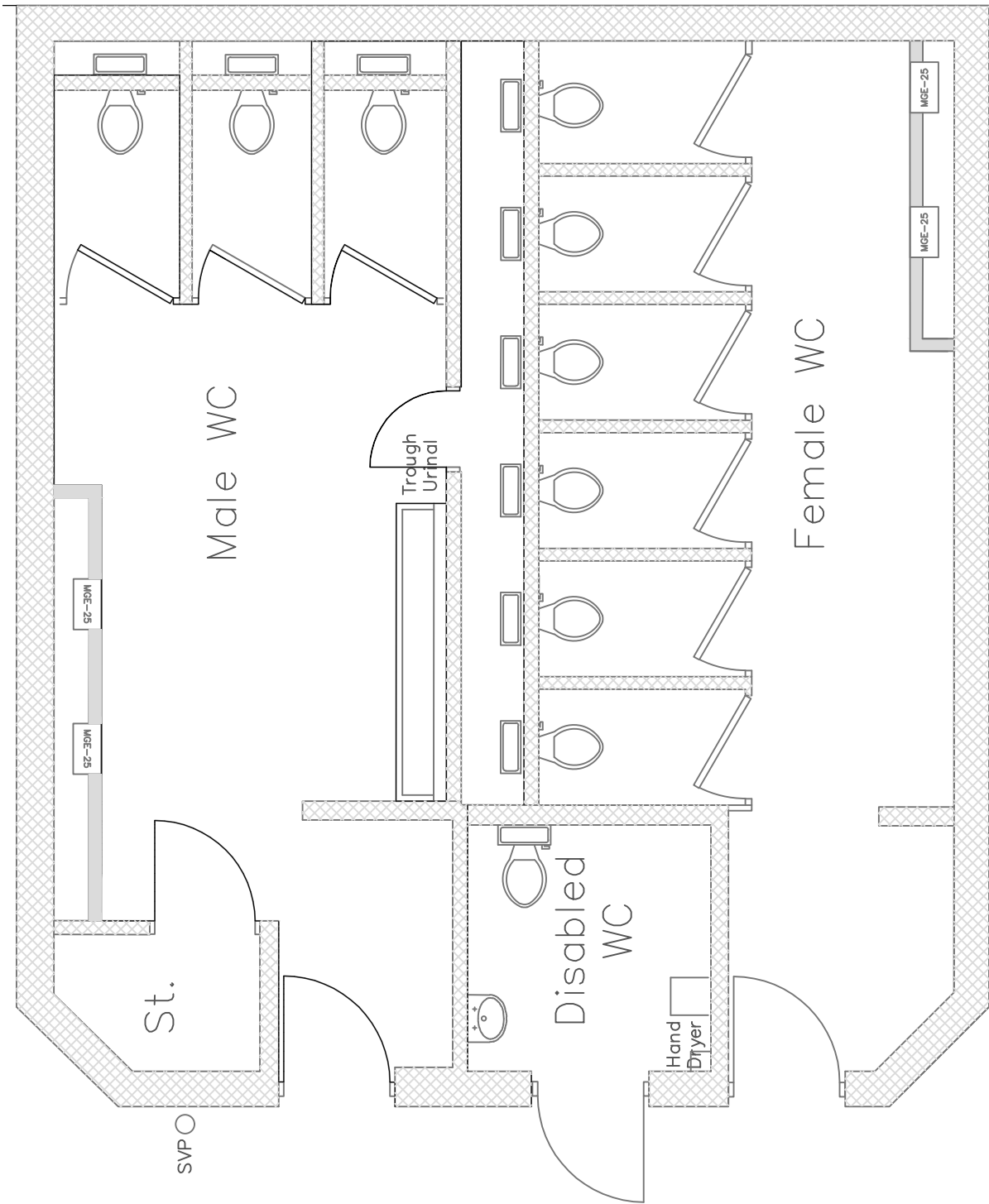
By providing a central open area, visible to Bedford Street, it is hoped that this will discourage loitering and will not provide hidden or dark enclaves / areas out of sight for persons to hide. Whilst ADC acknowledge that users could still enter the individual cubicles, and be out of sight, it is considered that moving to individual use cubicles will provide some shielding protection to other users of the facilities who will not be forced to enter a communal WC area without knowledge of who is in the WC. The main entrance will be fitted with a roller shutter / gate in order that it can be fully secured outside of operational hours and to avoid use as a rough sleeping shelter.

Comments from the Town Council, on this specific proposal, are welcomed in order these can be considered ahead of presentation to the Economy Committee on the 19th January 2022.

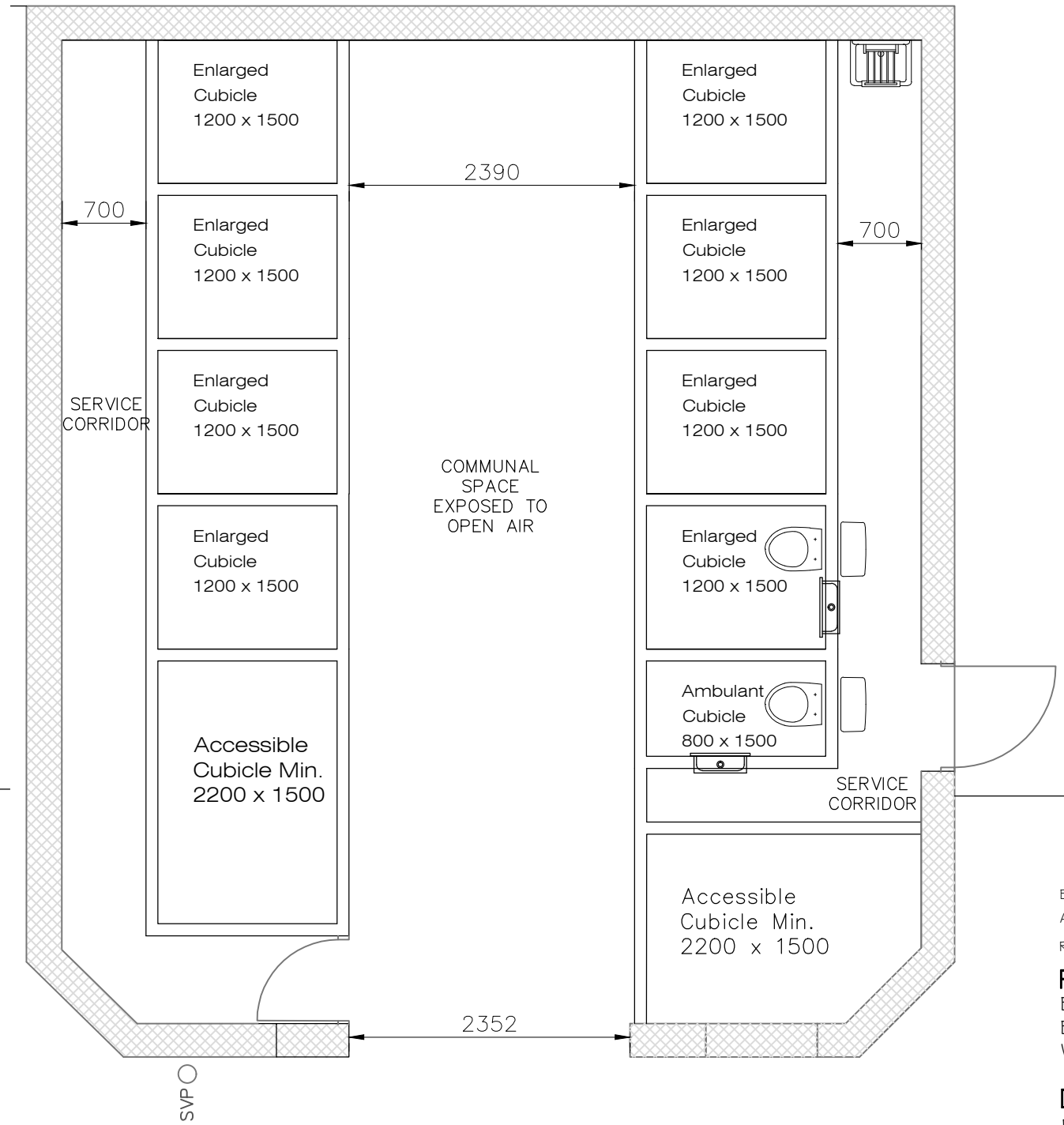
DECISION

Members are invited to **AGREE** any views or comments to be submitted to Arun District Council in response to their redesign and refurbishment proposals in relation to the public conveniences in Bedford Street, Bognor Regis.

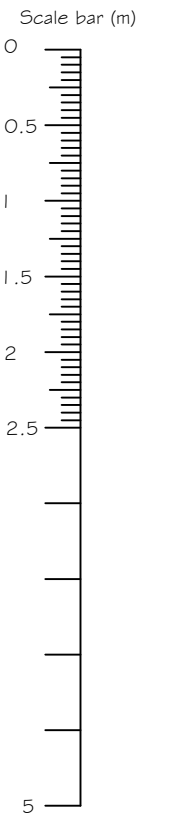
NOTES
 WRITTEN DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALE, AND ARE TO BE CHECKED ON SITE PRIOR TO COMMENCING WORK. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER DOCUMENTS RELATING TO THIS PROJECT. ANY DISCREPANCIES ARE TO BE REFERRED IMMEDIATELY TO THE PROJECT DESIGNER. THIS DRAWING IS COPYRIGHT, AND SHOULD NOT BE USED OR REPRODUCED WITHOUT PERMISSION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE COMPLIANCE WITH THE BUILDING REGULATIONS.



EXISTING FLOOR PLAN



PROPOSED FLOOR PLAN



REV	DESCRIPTION	DATE
B	Additional accessible WC added	04.03.21
A	Extg corrected and proposed altered	10.12.20

PROJECT
 BEDFORD STREET
 BOGNOR REGIS
 WEST SUSSEX

DRAWING TITLE
 EXISTING & PROPOSED FLOOR PLANS

CLIENT
 ARUN DISTRICT COUNCIL

SCALE 1:50 @A3
DRAWN BY KMS
DATE OCT '20

DWG NO 1008/01
REV. B

Unit 3b Woodhorn Business Centre
 Woodhorn Lane
 Oving Chichester
 West Sussex PO20 2BX
 Tel 01243 774764
 www.sloaneandbrown.co.uk



**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022**

**AGENDA ITEM 15 - RESURRECTION OF ARUN DISTRICT
ASSOCIATION OF LOCAL COUNCILS**

REPORT BY THE TOWN CLERK

FOR DECISION

The following email has been received from Trevor Leggo, CEO of West Sussex Association of Local Councils (WSALC): -

"The District Associations across Sussex have a vital role to play in enabling collective engagement between the towns and parishes with the District / County Councils and other agencies. This is particularly important in the context of planning and infrastructure issues where Horsham DALC Chairman, Cllr Malcolm Eastwood is engaging very effectively with the CEO of Horsham DC.

Since April, Horsham, Chichester and Mid Sussex DALCs have moved forward successfully but Arun is lagging behind with no activity or meetings arranged, to the disadvantage of local councils. Chairmen are in place within the three DALCs and Anna Beams has been appointed Secretary / Treasurer for each of them; this means we do not have to find a willing Clerk to take on the role.

In order to gauge support for the resurrection of Arun DALC we have arranged a meeting to take place by zoom on Wednesday 19th January starting at 7.00pm. This meeting will be chaired by Dr. John Godfrey DL, of Arundel and one of WSALC's Joint Presidents.

*An agenda will be circulated shortly after Christmas but in the meantime, it would be most helpful if the attached document could be completed and sent back by return of this email." (attached to this report as **Appendix 1**).*

At the Annual Town Council Meeting, held on 4th May 2021, Cllrs. Mrs. S. Daniells and S. Goodheart were appointed as the Town Council's Representatives to ADALC for the 2021/22 Municipal Year.

DECISIONS

Members are asked whether they **AGREE** or **DISAGREE** to support the reformation of Arun District Association of Local Councils (ADALC)?

If in support of the reformation, do Cllrs. Mrs. S. Daniells and S. Goodheart **AGREE** to attend the ADALC Meeting, via Zoom, at 7.00pm on Wednesday 19th January 2022?

Arun District Associations of Local Councils

_____ Council **supports / does not support** the reforming of Arun DALC

We **will / will not** be able to attend the Meeting on 19th January 2022

Our representative will be _____

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022**

**AGENDA ITEM 16 - PLANNING AND LICENSING COMMITTEE TO
CONSIDER ANY FURTHER APPOINTMENTS TO FILL THE CURRENT
VACANCY - REFERRED FROM LAST MEETING MIN. 109.3 REFERS**

REPORT BY THE TOWN CLERK

FOR DECISION

Following the by-election held 14th October 2021, Committee Memberships were reconsidered at the Council Meeting held 1st November 2021 (Min. 109.3 refers).

There continues to be one Liberal Democrats Group vacancy on the Planning and Licensing Committee, and it was agreed that the vacancy would be referred to the next Full Council Meeting.

Members are asked to note that, whilst the Planning and Licensing Committee Meetings are presently held at 4.00pm, following a request made at the previous Council Meeting, Members will be asked to consider reverting to a 6.30pm start time for this Committee under Agenda item 20.

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022**

AGENDA ITEM 17 - DELEGATED DECISIONS INCLUDING: -

REPORT BY THE TOWN CLERK

FOR INFORMATION

Planning and Licensing

The Planning and Licensing Committee Meeting, scheduled to be held on 21st December, was cancelled and Members of the Planning and Licensing Committee instead canvassed for their opinion in relation to Planning Applications on the Lists dated 3rd and 10th December 2021. Corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (attached as **Appendix 1**).

The decisions taken under Delegated Authority will therefore be ratified at the next Planning and Licensing Committee Meeting to be held on 11th January 2022.

PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED MEETING OF THE PLANNING AND LICENSING COMMITTEE THAT WAS TO BE HELD ON 21st DECEMBER 2021 FOR WHICH MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING COMMENTS SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 3rd AND 10th DECEMBER 2021)

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

<p><u>BR/247/21/PL</u> Ancient Mariner Hotel 59 West Street Bognor Regis PO21 1XB</p>	<p>Change of use from single dwelling (C3) to 6 No self-contained flats (C3), a 10-bedroom co-living housing unit (Sui Generis) & insertion of 3 No new front windows. This application affects the character & appearance of The Steyne, Bognor Conservation Area</p>	<p>OBJECTION 59 West Street occupies a prominent position in relation to West Street and the Esplanade. It is listed as a 'Building and Structure of Character' in ADC's SPD and should be considered as a non-designated heritage asset within the conservation area. Current ADC SDP re Conservation Areas states:</p> <p>"S1.2. Conservation areas are statutorily defined as "areas of special architectural or historical interest, the character or appearance of which it is desirable to preserve or enhance" (Section 69 of the Planning (Listed Building and Conservation Areas) Act 1990)</p> <p>S1.3. Special features of these areas include not only individual buildings but various factors such as: historic street patterns and building layouts; the mix of uses; scale and detailing of buildings; materials; street furniture; vistas; and even the spaces between buildings.</p> <p>S1.4. The principle of conservation is to protect and preserve those buildings, features, spaces, activities and uses which form the particular character and appearance of an area, whilst allowing for appropriate change and new development which preserves or enhances that special character.</p> <p>S1.5. The Council's aims in respect of Conservation Areas include the following:</p>
---	--	---

*BR/247/21/PL (cont.)
Ancient Mariner Hotel
59 West Street
Bognor Regis
PO21 1XB*

- Protection of Conservation Areas from inappropriate and damaging development;
- Where new development is appropriate, to encourage design of the highest standard and which respects the character of the Conservation Area."

Whilst acknowledging that the current use of this building is residential, the Town Council would welcome an application to turn this back into tourist accommodation, given its history as a hotel and the prime position it enjoys in our seaside resort.

The plans propose to provide 6 No. self-contained flats and a 10-bedroom co-living housing unit (an HMO by any other name), marketed to young professionals. There is disappointment at the lack of affordable housing in the proposal. In total, 13 No. double bedrooms and 6 No. single bedrooms are shown on the plans. Were each bedroom accommodated to their full capacity then this would result in 32 persons residing at the property, with no parking provision included in the proposals. The proposed development does not include sufficient residential parking provision to meet the needs of future occupiers in accordance with the residential parking standards in use at the time and this will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of existing local residents in the town centre area. Due to a proliferation of smaller household typologies (and commensurate increase in population density) demand for parking has increased considerably which has led to amenity issues deriving from parking demands. Such amenity issues have involved anti-social blocking of driveways and overspill parking on roads which have prevented emergency service vehicles from using nearby streets.

No evidence has been provided to demonstrate whether or not there is existing spare parking capacity in the surrounding area.

<p><i>BR/247/21/PL (cont.)</i> <i>Ancient Mariner Hotel</i> <i>59 West Street</i> <i>Bognor Regis</i> <i>PO21 1XB</i></p>		<p>The proposal is therefore in conflict with Arun Local Plan Policy T SP1, the Councils Parking Standards supplementary planning document (January 2020) and the National Planning Policy Framework (2019). Given the evidently small-scale gardens that surround the property, Members do not feel that adequate areas of open space, suitable for up to 32 persons, can be provided in this application, particularly in making provision for the drying of clothes outdoors and the storage of refuse.</p>
<p><u>BR/261/21/PL</u> 7 Longford Road Bognor Regis PO21 1AA</p>	<p>Retention of 6 bed 10 person HMO. This site may affect the character & appearance of the Bognor Regis Railway Station Conservation Area & is in CIL Zone 4</p>	<p>NO OBJECTION</p>
<p><u>BR/258/21/T</u> 252 Hawthorn Road Bognor Regis PO21 2UP</p>	<p>Crown reduction of 1 No. Quercus Robur (English Oak) to height 18m and spread 8m</p>	<p>NO OBJECTION</p>
<p><u>BR/267/21/PL</u> Former Westside Supplies Unit West of 17 to 18 Durban Road Bognor Regis PO22 9QT</p>	<p>Development of a new build four storey block of flats for 24 units (13 No 1 bed and 11 No 2 bed). This application is in CIL Zone 4 (Zero Rated) as flats</p>	<p>NO OBJECTION</p>
<p><u>BR/270/21/HH</u> 70 Chestnut Grove Bognor Regis PO22 9JE</p>	<p>Conversion of roof space to habitable use, addition of a front dormer and rooflights</p>	<p>NO OBJECTION</p>

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022**

**AGENDA ITEM 18 - TO NOTE CHANGES TO POLITICAL PARTIES
INCLUDING: -**

REPORT BY THE TOWN CLERK

FOR NOTING

Formation of the Bognor Regis Independents Group

The Town Clerk has received written confirmation from Cllrs. W. Smith and P. Woodall to inform that they have joined together in creating the Bognor Regis Independents Group. Cllr. Woodall has subsequently been appointed as Group Leader and thereby takes a seat on the Joint Consultative Sub-Committee (Staffing) and BRTC/ADC Liaison Meetings.

Leadership of Liberal Democrats Group

Written notification has been emailed to the Town Clerk to advise that Cllr. M. Stanley has resigned his position as Group Leader of the Liberal Democrats Party. It is understood that Cllr. Mrs. J. Warr is to become Group Leader for the Liberal Democrats but confirmation of this is awaited in writing.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022**

AGENDA ITEM 19 - TO CONSIDER EXTENDED APPROVAL OF ABSENCE FROM MEETINGS FOR CLLR. MISS. C. NEEDS DUE TO COVID-19 IMPLICATIONS (IF REQUIRED) - MIN. 82 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the Council Meeting held 6th September 2021, it was reported that Cllr. Miss. Needs had been unable to attend in-person Council/Committee meetings of the Town Council over recent months owing to the requirements at her home arising from the COVID-19 pandemic. Whilst meetings were held online, Cllr. Miss. Needs was able to attend meetings but with that remote ability removed in England, on 7th May 2021, Cllr. Miss. Needs has been unable to attend since that time.

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

Members subsequently unanimously **RESOLVED** that:

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

As suggested by Members, liaison with the manager of the home has taken place with risk assessments and guidance provided. The Town Clerk and Civic & Office Manager also had an in-person meeting with Cllr. Miss. Needs, on 14th December 2021, to discuss any further ways in which the Town Council could support her in achieving her wish to return to Meetings.

At the time of publishing this report, it is unknown what further restrictions may be announced by the government in the coming days and, therefore, how these might affect Cllr. Miss. Needs' plans to attend meetings of the Town Council.

In the event that further restrictions do not permit for Cllr. Miss. Needs to attend in-person meetings, then Members are asked to consider extending and approval of absence.

DECISION

If required, do Members **RESOLVE** that:

1. exemption be given pursuant to Section 85, Sub-Section 1 of the Local Government Act 1972 for Councillor Miss. C. Needs to be absent from meetings of the Council;
2. this authorisation and exemption shall apply to Councillor Miss. C. Needs until 31st May 2022; and
3. if Councillor Miss. C. Needs has been unable to attend a meeting by 9th May 2022, a further report will be placed before the Council for consideration at that Annual Town Council Meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022**

**AGENDA ITEM 20 - CONSIDERATION OF THE START TIME FOR
PLANNING AND LICENSING COMMITTEE MEETINGS REVERTING TO A
6.30PM START - MIN. 103.2 REFERS**

REPORT BY THE TOWN CLERK

FOR DECISION

At the Council Meeting held 1st November 2021, whilst receiving and considering reports, minutes and recommendations of committees the Chairman of the Planning and Licensing Committee, Cllr. Mrs. J. Warr, commented that attendance at meetings when they are held at 4.00pm was difficult for some Members and she requested that this be referred to the next Full Council meeting for consideration of the time reverting to a 6.30pm start (Min. 103.2 refers).

DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022**

AGENDA ITEM 21 - TO APPOINT A REPRESENTATIVE TO OUTSIDE BODIES (GRANT AID)

REPORT BY THE TOWN CLERK

FOR DECISION

At the Policy and Resources Committee Meeting held 29th November 2021, Members unanimously agreed to rescind their previous decision, taken at the Extraordinary Policy and Resources Meeting held 8th November 2021 (Min. 80 refers), regarding the unspent Grand Aid 2022 budget and ratified the award of £8,000 Grant Aid to Sarah Boote-Cook for a '2022 Jubilee Street Party on The Prom' event.

For Grant Aid recipients that are awarded funding of £5,000, or more, there is a condition that a Representative of the Town Council will be appointed to attend meetings of the recipient, that pertain to the purpose of the Grant Aid application.

DECISION

To **AGREE** the appointed Councillor Representative to the Grant Aid recipient for the '2022 Jubilee Street Party on The Prom' event for the 2021/22/23 Municipal Year.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022**

**AGENDA ITEM 22 - UPDATE ON INVITATION TO SUSSEX POLICE &
CRIME COMMISSIONER, MRS KATY BOURNE TO EXTRAORDINARY
TOWN COUNCIL MEETING - MIN. 115 REFERS**

REPORT BY THE TOWN CLERK

FOR DECISION

At the Town Council Meeting held 1st November 2021, Members were informed that the Sussex Police and Crime Commissioner, Mrs. Katy Bourne, was agreeable to meeting with the Town Council and regarded it as an opportunity to ask questions about issues affecting local people such as County Lines drug trafficking, Cuckooing, and High Street crime.

Ideas were exchanged in relation to the type, and format, of the meeting and it was stressed how important Councillor attendance at the meeting would be, with a list of questions prepared in advance to which Mrs. Bourne might then be able to provide a direct response.

Members agreed that an Extraordinary Full Council Meeting should be held, to include attendance of a small number of members of the public, Covid measures permitting. It was further agreed that Councillors would email the Town Clerk with questions for the Sussex Police and Crime Commissioner, whilst Officers would contact Mrs. Bourne's PA to arrange a mutually convenient date (Min. 115 refers).

To date, no questions for Mrs. Bourne have been received and Members are asked to email the Town Clerk with these by no later than 5.30pm on Monday 11th January 2022.

In liaison with Mrs. Bourne's PA, the evening of Tuesday 25th January has been pencilled in the diary for the Sussex Police and Crime Commissioner to meet with the Town Council.

DECISION

Do Members **AGREE** to a start time of 6.00pm, or 6.30pm, for the Extraordinary Town Council Meeting to be held Tuesday 25th January 2022?

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022

AGENDA ITEM 23 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 6th OCTOBER 2021 PREVIOUSLY CIRCULATED TO COUNCILLORS

REPORT BY THE TOWN CLERK

FOR NOTING

Members are invited to note the Minutes from the Bognor Regis Regeneration Board Meeting held 6th October 2021 that were previously circulated to Councillors.

DECISION

Members are invited to **NOTE** the Minutes of the Bognor Regis Regeneration Board Meeting held on 6th October 2021, previously circulated.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022****AGENDA ITEM 24 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR STEVE GOODHEART FROM 1st NOVEMBER 2021 - 4th JANUARY 2022****REPORT BY CIVIC OFFICE****FOR INFORMATION**

Thursday 11.11.21	:	High Sheriff 'Tour of Bognor Regis', various locations, BR
Thursday 11.11.21	:	Armistice Day Service, War Memorial, Town Hall, Clarence Rd, BR
Thursday 11.11.21	:	Stonepillow AGM, Vicar's Hall, South St, Chichester
Saturday 13.11.21	:	'Book at Bognor' Literary Event, The Track, BR Railway Station
Saturday 13.11.21	:	West Sussex Guitar Club Concert, Regis School Of Music, Sudley Rd, BR
Sunday 14.11.21	:	Remembrance Day Service, War Memorial, Town Hall, Clarence Rd, BR
Friday 19.11.21	:	BR Regeneration Board Members Mtg, The Track, BR Railway Station
Friday 26.11.21	:	Switch-on of Charity Christmas Lights for St. Wilfrid's Hospice, Mornington Crescent, Felpham
Saturday 27.11.21	:	'Ice Skating on the Prom' Official Opening, Regis Centre car park, BR
Saturday 27.11.21	:	Bognor Regis Christmas Lights Switch-on, London Rd, BR
Sunday 28.11.21	:	Friends of Arundel Cathedral Christmas Pontifical Sung Vespers, Arundel Cathedral
Wednesday 01.12.21	:	Chichester College Carol Service 2021, Chichester Cathedral
Thursday 09.12.21	:	'West End' Traders Christmas Late Night Shopping, Aldwick Road, BR

AGENDA ITEM 24

- Friday 17.12.21 : Alexandra Theatre 'Gala Night' of Jack and the Beanstalk, Regis Centre, Belmont St, BR
- Tuesday 21.12.21 : SLCC Chairman's Networking Mtg, Jubilee Hall, Bersted

EVENTS CANCELLED (due to Covid-19)

- Tuesday 30.11.21 : Lodge Hill AGM, Lodge Hill Centre, Watersfield
- Sunday 12.12.21 : Bognor Regis Town Council's 'Civic Christmas Carol Service, St Wilfrid's Hospice
- Thursday 16.12.21 : HMP Ford Carol Service, HMP Ford, Arundel

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022**

**AGENDA ITEM 25 - EVENTS ATTENDED BY TOWN CRIER
MRS JANE SMITH FROM 1st NOVEMBER 2021 - 4th JANUARY 2022**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Thursday 11.11.21	:	Armistice Day Service, War Memorial, Town Hall, Clarence Rd, BR
Saturday 13.11.21	:	Appearance and 'cry' at Felpham Farmers Market, Felpham Memorial Village Hall, Vicarage Lane, Felpham
Thursday 18.11.21	:	Preliminary Mtg re. Guild Championship 2022, Town Hall
Saturday 27.11.21	:	'Ice Skating on the Prom' Official Opening, Regis Centre car park, BR
Saturday 27.11.21	:	Bognor Regis Christmas Lights Switch-on, London Rd, BR
Saturday 11.12.21	:	Appearance and 'cry' at Felpham Farmers Market, Felpham Memorial Village Hall, Vicarage Lane, Felpham

AGENDA ITEM 27

BOGNOR REGIS ONLINE TOWN COUNCIL MEETING
4th JANUARY 2022

AGENDA ITEM 27 - CORRESPONDENCE

FOR INFORMATION

1. Neighbourhood Alert - Hundreds Fall Victim To Lottery Scams In Just Seven Months - circulated to Councillors and on social media
2. VAAC - Read me! All your voluntary sector updates from VAAC
3. 4-Sight - Grant Aid 2022 - Thank you email
4. Email from Arun District Council regarding Christmas banners in the Town
5. WSCC - Cabinet – 3 December 2021 - agenda
6. The Regis News
7. Stonepillow - How to help this Winter
8. The Office of Sussex Police and Crime Commissioner - Have your say on police funding and priorities - circulated to Councillors
9. NALC - Chief Executive's Bulletin
10. Neighbourhood Alert - 2022-23 Policing Priorities and Funding Survey By The Sussex Police and Crime Commissioner 27/11/2021 - circulated to Councillors and on social media
11. Copy Email from Member of the Public to PCC and MP regarding the Police Force in Bognor Regis
12. Getting Extra Help With The Priority Services Register 28/11/2021 circulated to Councillors and on Social Media
13. NALC - Job Listings
14. Home Start Arun - The Big Give - fundraising
15. NALC Events - previously circulated
16. VAAC Funding Focus - December 2021: Animal Welfare
17. NALC Newsletter
18. Local Councils Update Issue 257: December 2021
19. Clerks and Councils Direct: issue 138. November 2021
20. Neighbourhood Alert - Volunteer Nhs Vaccination Stewards Sought In Brighton and Chichester
21. VAAC latest bulletin
22. NALC launches new suite of resources on young people
23. St Wilfrid's Hospice eNewsletter December 2021
24. NALC - Chief Executives Bulletin
25. WSCC - Your latest news on Covid-19 - Shop Local for Christmas - and more
26. The Office of Sussex Police and Crime Commissioner - Your latest news on Covid-19 - Shop Local for Christmas - and more - circulated to councillors
27. 2021 CCLA Sustainable Investment Outcomes Report
28. Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund
29. Parish Online Newsletter - December Edition
30. NALC Events
31. Arun District Council - Council Vision 2022-2026 - reminder re consultation
32. December Our News - The Neighbourhood Watch Newsletter For Supporters - circulated to Councillors
33. The Office of Sussex Police and Crime Commissioner - Do the Right Thing - circulated to Councillors
34. NALC Newsletter
35. Neighbourhood Alert - Funeral of Terry Rickards - Wednesday 15th December 2021

36. Your news and updates from VAAC
37. Latest news from Carers Support West Sussex
38. Bersted PC. Tesco Community Grants Scheme - In Store Vote Update! Jan-March 2022 -please advertise to all Councillors to support us? - circulated to Councillors
39. Sussex by the Sea Update: COVID-19 Plan B Update - 09 December
40. FW: Christmas Gifting - book families in need asap please circulate - circulated to Councillors
41. Arun Weekly Bulletin 10/12/2021 - circulated to Councillors and on social media
42. ARUN NEWSLETTER 25 – December 2021
43. The Office of Sussex police and Crime Commissioner - Officers' bravery recognised in national awards
44. NALC - Chief Executive's Bulletin
45. WSALC - Plan B and advice for Council Meetings
46. WSCC - Over 1,500 domestic abuse victims supported by WORTH in 2021
47. Arun District Council - Safer Arun Partnership - anti-spiking - circulated to Councillors further email asking for their social media post to be shared
48. NALC - Job Listings
49. WSCC - Update: December County Council meeting
50. West Sussex MIND - Festive well-being tips and some great opportunities in our Winter update
51. WSCC - UPDATE: Over 1,500 domestic abuse victims supported by WORTH in 2021
52. NALC Newsletter
53. WSCC - Stay safe from Covid-19 this winter
54. ADC - Works in Hothampton Car Park Bognor Regis - circulated to Councillors
55. WSCC - National recognition for high-performing Record Office
56. Enquiry from a member of the public about the seafront lights
57. Fund, funds and more funds in the last VAAC e-bulletin of 2021
58. Parish Online - 2021 Wrap Up
59. WSALC - RE: Provisional local government finance settlement 2022/23 - circulated to Councillors
60. Arun and Chichester CAB - Household Support Fund - Information for Stakeholders - circulated to Councillors
61. NALC - Chief Executive's Bulletin
62. Arun Weekly Bulletin 17/12/2021 - circulated to Councillors
63. Neighbourhood Alert - Upcoming Safe Against Scams Webinars 17/12/2021 circulated to Councillors and on social media
64. ONS Census - Newsletter for Local Authority Partners Issue 36
65. WSCC - CORRECTION: Covid-19 Community Hub here to help county's most vulnerable during the festive period - circulated to Councillors
66. Croydon Town Centre BID - Urgent: Monday 20th December 2021: Business Booster campaign for the retail, leisure and hospitality sectors
67. WSCC - Covid-19 Update, urgent appeal for foster carers and Christmas message
68. Office of Sussex Police and Crime Commissioner - Hope at Christmas - circulated to Councillors
69. Neighbourhood Alert - A Reminder About The 2022-23 Policing Priorities and Funding Survey By The Sussex Police and Crime Commissioner - circulated to Councillors
70. Neighbourhood Alert - Do You Know Where To Report Scam Messages? 18/12/2021 - circulated to Councillors and on social media

- 71.** Your Town and Parish Council News December 2021 - Happy Christmas - and more - circulated to Councillors
- 72.** WSCC - Community Support Hub - here to help county's most vulnerable during the festive period - circulated to Councillors and on E-Bulletin
- 73.** NALC Events
- 74.** ARUN NEWSLETTER 26 – December 2021
- 75.** Arun & Chichester Citizens Advice December 2021 Newsletter
- 76.** Neighbourhood Alert - Festive Greetings 21/12/2021 - circulated to Councillors
- 77.** Public Sector Network - The latest from the UK's largest Public Sector Network
- 78.** WSCC - County Local Forums
- 79.** Arun and Chichester CAB - Household Support Fund
- 80.** Arun District Council - County Local Forums and questions - circulated to Councillors
- 81.** Stonepillow - Christmas Supporter Newsletter
- 82.** Neighbourhood Alert - Seasons Greetings from VISAV 22/12/2021
- 83.** WSCC - Covid-19 updates, Christmas recycling - and more
- 84.** Neighbourhood Alert - Are You Leaving The Door Open For Hackers? - circulated to Councillors and on social media
- 85.** WSCC - Support for county's friend and family carers outlined in new five-year plan - circulated to Councillors
- 86.** Chestnut House Hospice - Christmas Tree Recycling
- 87.** Neighbourhood Alert - Arun Weekly Bulletin 24/12/2021 - circulated to Councillors and on social media

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th JANUARY 2022**

AGENDA ITEM 28 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **TO NOTE RECEIPT OF £18,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD (SECOND AND THIRD QUARTER PAYMENTS 2021)**

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 55 No.6 for November/December 2021 has been received, which is available for Members to view if required.

Town Force Works - to investigate and install Heras fencing to secure damaged wall on cinema boundary and deliver correspondence to adjoining property owner. Also, to investigate source of water ingress into screen 4 at a total cost of £140.82 plus VAT. These works were funded by BPCL.

TO NOTE RECEIPT OF £18,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (SECOND AND THIRD QUARTER PAYMENTS 2021)

Members are advised that £18,000 Management Fee has been received from The Bognor Pier Company Ltd. and has been paid into the Town Council's account.

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

DECISION

Members are asked to **NOTE** receipt of the £18,000 Management Fee received from The Bognor Pier Company Ltd (second and third quarter payments for 2021).