



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 MONDAY 7th MARCH 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 Monday 7th March 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 Monday 7th March from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

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

DATED THIS 28th DAY OF FEBRUARY 2022

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 4th January 2022
5. Reports from WSCC County and ADC District Councillors (if available)
6. Written Questions from Councillors
7. Adjournment for public question time and statements
8. To consider any written dispensation requests received from Town Councillors
9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 9.1 **Policy and Resources Committee Meeting of 31st January 2022** with resolutions, recommendations and reports including: -
 - Recommendation to adopt the updated version, with minor amendments, of the Mayor's Allowance Scheme - Min. 119.1 refers
 - Recommendation to adopt the new Member's Allowance Policy - Min. 119.2 refers
 - Recommendation to approve the Audit Plan for 2022/23 - Min. 120.2 refers
 - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2021/2022 - Min. 122 refers
- 9.2 **Community Engagement and Environment Committee Meeting of 7th February 2022** with resolutions, recommendations and reports
- 9.3 **Planning and Licensing Committee Meetings of 11th January, 1st and 22nd February 2022** with resolutions, recommendations and reports
- 9.4 **Events, Promotion and Leisure Committee Meeting of 17th January 2022** with resolutions, recommendations and reports including: -
 - To note that future Allotment Sub-Committee Meetings will be held prior to the Events, Promotion and Leisure Committee Meetings and that these be held on Monday 16th May and Monday 14th November 2022 with a start time of 5.30pm
10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary

11. To note the List of Payments and Transfers made in [December](#) 2021 and [January](#) 2022 and to note the [balances, bank reconciliations and financial reports](#) (February not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
12. Annual Review of the Council's Internal Control Procedures and Practices
13. To consider nominations for Deputy Mayor 2022/23 and make recommendation to the Annual Town Council Meeting 2022
14. To note the need to change the date of the Policy and Resources Committee Meeting, and Special Council Meeting, scheduled to be held 6th June 2022 and agree the new date of Tuesday 14th June 2022
15. Planning and Licensing Committee to consider any further appointments to fill the current vacancy - referred from last meeting Min. 151 refers
16. To consider a call from SLCC to pass the following Motion and writing to the Secretary of State to show support: -
'This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.'
17. To consider any further appointments to the Policy and Resources Committee, to fill the current Liberal Democrats vacancy, and to nominate and agree the appointment of the Committee Chairman for the remainder of this municipal year
18. To note that ADC are presently marketing the London Road car park site for freehold disposal for development, and to consider any comments to be submitted in response to the proposals
19. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board Meeting held on 26th January 2022 previously circulated to Councillors
 - To receive an update from Rebecca White, Executive Director from the Bognor Regis Regeneration Board
20. Town Mayor's Report and duties undertaken
21. Town Crier's Report and duties undertaken
22. Reports from Representatives to other organisations
23. To receive Correspondence
24. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification
 - AGM of The Bognor Pier Company Ltd. - to adopt the accounts Year Ended 31st December 2021 and to note the Director's report
 - To note receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (fourth and final quarter payment 2021)
25. To resolve to move to Confidential Business (S.O. 3.d) - (contractual)
26. Picturedrome Site update - Confidential Business

Agenda item **26** will contain confidential items and require a resolution to exclude public & press.

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



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 4th JANUARY 2022

PRESENT:

Town Mayor: Cllr. S. Goodheart; Cllrs: J. Barrett, J. Brooks, Mrs. S. Daniells (until Min. 164), Miss. C. Needs, W. Smith, Mrs. J. Warr and B. Waterhouse

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. K. Greenway (WSCC) (part of meeting)
Chief Inspector Jon Carter (District Commander (Chichester and Arun) Sussex Police) (part of meeting)
1 member of the public (part of meeting)

The Meeting opened at 6.38pm

132. 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. K. Batley due to work commitments, Cllr. A. Cunard who was unwell, Cllr. S. Reynolds due to annual leave, Cllr. Mrs. S. Staniforth due to a family matter, Cllr. M. Stanley due to ill health, and Cllr. P. Woodall owing to Covid restrictions.

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

133. 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.

CIlr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 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 this item was discussed

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

The Meeting was adjourned from 6.42pm until 7.21pm for this item

The Town Mayor welcomed Chief Inspector Jon Carter, District Commander (Chichester and Arun) for Sussex Police, to the meeting.

CI Carter spoke about ongoing issues at Bognor Regis Railway Station, including anti-social behaviour and street drinking. Unfortunately, these issues are evident in many towns and particularly centred around transport hubs. Nonetheless, CI Carter acknowledged the detrimental impact that such behaviour was having on the first impressions of people arriving in the Town, by train, and the knock-on effect this could have on the local economy.

He stated that the Police would never solve such problems without working with other agencies, and that understanding what drives these issues was also necessary. CI Carter went on to explain the difference

between Sussex Police and British Transport Police, and who has authority in certain locations of the Railway Station area.

Graffiti has been occurring more frequently in the Town Centre and, whilst those suspected are being dealt with, the Police are also working with building owners in trying to find ways to make graffiti sites less accessible, and with retailers selling spray paints, reminding them of their obligations in selling age-restricted goods.

Unfortunately, CI Carter reported that there is a specific group of youths in the Town whose violent behaviour is extreme. Sussex Police are dealing with this, under 'Operation Space', and confirmed that court cases are ongoing.

A Member spoke of their concerns with cars driving at high-speed in residential areas, particularly during the evening on weekends, and was worried about the potential this had for accidents. CI Carter responded by saying that the Road Policing Team are aware of the issue, regularly keeping a look out for such driving, with 3-4 vehicles being seized each day, as a result.

CI Carter was asked whether there was anything that Parish Councils could do to improve community safety, such as better street lighting. In response, CI Carter said that relations between Sussex Police and the District Council were good but that they didn't involve Parish Councils enough. Owing to Covid, access to free youth provision had diminished and CI Carter suggested that, as a collective Council, youth provision was something that could be worked on.

135. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 1st NOVEMBER AND THE EXTRAORDINARY MEETING OF 21st DECEMBER 2021

The Minutes of the Council Meeting held on 1st November and the Extraordinary Meeting of 21st December 2021 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

136. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS (IF AVAILABLE)

The Town Clerk gave a verbal update from Cllr. Patel which included the Health & Safety of children's toys, received as Christmas gifts.

Cllr. Greenway (WSCC County Councillor for Bersted), seated in the Public Gallery, reported changes to Community Traffic Regulation Orders whereby Parish Council approval will be required. WSCC have begun working with stakeholders, in relation to The Phoenix Centre in Westloats Lane, Bognor Regis, with a decision expected in April.

There were no reports from ADC Councillors.

137. WRITTEN QUESTIONS FROM COUNCILLORS

There were no written questions received from Councillors.

138. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions from members of the public.

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

There were no written dispensation requests received from Town Councillors.

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

141. Policy and Resources Committee Extraordinary Meeting of 8th November and the Meeting of 29th November 2021

In the absence of the Chairman of the Committee, Cllr. Stanley, and the Vice-Chairman, Cllr. Erskine, Members **AGREED** to take the Minutes as read.

141.1 Min. 80 of the 8th November 2021, and Min. 100 of the 29th November 2021 - Recommendation that any unspent monies from the Grant Aid 2022 Budget is returned to General Reserves at the end of the financial year

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

142. Community Engagement and Environment Committee Meeting of 6th December 2021

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

142.2 Min. 60 - Consideration of any response to the West Sussex Fire & Rescue Service public consultation around proposals for their Community Risk Management Plan (CRMP) 2022

Following the presentation on the proposals from Nick Horner (West Sussex Fire & Rescue Service), to Members prior to the meeting, it was **AGREED** that Members would email their individual responses, to the WSFRS public consultation, to the Town Clerk. A global response would then be submitted to the Fire Service based upon the majority response to each of the proposals, with individual comments included.

143. Planning and Licensing Committee Meetings of 2nd and 23rd November and 7th December 2021

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

144. Events, Promotion and Leisure Committee Meeting of 15th November 2021

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

145. 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

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

Members unanimously **RESOLVED** to **APPROVE** formal adoption of the Income and Expenditure Budget for 2022/23.

146. TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2022/23

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

Members unanimously **RESOLVED** 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.

147. 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'.

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

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

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

The Town Clerk's report and relating Appendix was **NOTED**.

Whilst all Members were in agreement that the Bedford Street toilets were in need of refurbishment, there was a difference of opinion as to the provision of unisex cubicles.

Some Members expressed concern about the safety of women where toilets are for unisex use. Whilst such facilities could work in areas such as airports, it was not felt that Bedford Street was a suitable location. Comment was also made about the perceived difference in hygiene levels between users of female, versus male, toilets and if the changes do proceed that assurances need to be given that regular monitoring will be undertaken.

It was not clear from the plans shown in the Appendix whether baby changing facilities were included in the refurbishment proposals. Similarly, there appeared to be no inclusion of a fully accessible Changing Places room, with generous space and equipment.

With a variety of opinions expressed, Members **AGREED** to summarise the comments made and submit a response to ADC, neither for or against, in relation to the proposals for the redesign and refurbishment of the Bedford Street toilets.

150. RESURRECTION OF ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS

The Town Clerk's report and relating Appendix was **NOTED**.

A Member felt that the previous meeting format for the Arun District Association of Local Councils needing tweaking, as smaller Parish Council's concerns often differed from those of the Town Councils, such as Bognor Regis and Littlehampton.

Members **AGREED** to support the reformation of Arun District Association of Local Councils, with Cllrs. Mrs. Daniells and Goodheart further **AGREEING** to attend the meeting, as the Town Council appointed Representatives, to be held via Zoom at 7pm on Wednesday 19th January 2022.

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

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

Owing to the low attendance at the Council Meeting, the Town Clerk suggested that the item be deferred to the next Council Meeting, in March. This was **AGREED**.

152. DELEGATED DECISIONS INCLUDING:

The Town Clerk's report and relating Appendix was **NOTED**.

Planning and Licensing Committee

Unfortunately, the Planning and Licensing Committee Meeting, scheduled to be held on 21st December, was cancelled.

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.

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.

153. TO NOTE CHANGES TO POLITICAL PARTIES INCLUDING: FORMATION OF THE BOGNOR REGIS INDEPENDENTS GROUP; LEADERSHIP OF LIBERAL DEMOCRATS GROUP

Members **NOTED** the Town Clerk's report.

The Town Clerk gave a verbal update that, following a conversation earlier in the day, Cllr. Mrs. Warr had confirmed that she was happy to take on the leadership of the Liberal Democrats Group for the interim. Cllr. Mrs. Warr thanked Cllr. Stanley for the work he had done in the past, as the Group Leader.

The Town Clerk gave a further update and informed Members that Cllr. Stanley had also recently advised that he would be stepping down as a Member and as Chairman of the Policy and Resources Committee. Subsequently, the appointment to the vacant Liberal Democrats place, on the Policy and Resources Committee, and the appointment of a Chairman will be placed on the Agenda at the Council Meeting to be held in March.

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

With Cllr. Miss. Needs present at the meeting, it was not necessary for Members to consider an extended approval of absence.

However, Cllr. Miss. Needs took the opportunity to speak and thanked fellow Councillors for their support throughout the pandemic. She stated that the Care Sector had been hit with some of the hardest restrictions and that this had made it extremely difficult for her to carry out her role as a Councillor. Cllr. Miss. Needs went on to thank the Officers at the Town Council, for their support with facilitating her return to meetings, and declared that she would not let disability restrict her any longer.

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

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

Members unanimously **AGREED** that the start time for Planning and Licensing Committee Meetings should revert to a 6.30pm start.

156. TO APPOINT A REPRESENTATIVE TO OUTSIDE BODIES (GRANT AID)

Members **NOTED** the Town Clerk's report.

Cllr. Mrs. Daniells nominated herself as 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. This was seconded, and subsequently **AGREED** by Members.

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

The Town Clerk's report was **NOTED**, and Members **AGREED** to a start time of 6.00pm for the Extraordinary Town Council Meeting to be held with the Sussex Police & Crime Commissioner on Tuesday 25th January 2022.

Members were reminded to send questions for Mrs. Katy Bourne to the Town Clerk at least a week in advance of the meeting.

158. 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

The Town Clerk's report together with the Minutes of the Bognor Regis Regeneration Board Meeting held on 6th October 2021 were **NOTED** as being received.

Cllr. Smith left the Meeting

The Town Mayor invited Rebecca White (Advisor to Bognor Regis Regeneration Board), who was present in the Public Gallery, to address Members.

Cllr. Smith returned to the Meeting

Rebecca stated that the Regeneration Board were working all the time to strengthen partnerships and confirmed that she would always be available to attend Council Meetings. Whilst acknowledging that Cllr. Erskine is currently the Council Representative appointed to the Bognor Regis Regeneration Board, fellow Town Councillors are invited to attend and observe the Board's Meetings.

159. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

160. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

161. 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.

- 161.1** Cllr. Goodheart - Arun District Association of Local Councils (ADALC); Bognor Regis Heritage & Arts Partnership Board; BRTC/ADC Liaison Meetings; Bognor Regis Concert Band; WSALC Ltd; Stonepillow AGM.
- 161.2** Cllr. Mrs. Warr reported that she had not been invited to any meetings of which she is a representative.
- 161.3** Cllr. Woodall reported that he had not been invited to any meetings of which he is a representative.

Members are 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.

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

163. TO RECEIVE CORRESPONDENCE

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

Cllr. Mrs. Daniells redeclared her Disclosable Pecuniary Interest and left the Meeting

164. 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)

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

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

- 164.2** Following some discussion, Members requested that the Clerk liaise with the Cinema tenant to establish when completion to the works at the Cinema was expected, in view of the length of time this was taking.

164.3 To note receipt of £18,000 Management fee from The Bognor Pier Company Ltd. (second and third quarter payments 2021)

Receipt of the £18,000 Management fee from The Bognor Pier Company Ltd. (second and third quarter payments 2021) was **NOTED**.

The Meeting closed at 8.35pm



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 31st JANUARY 2022

PRESENT:

Cllr. J. Barrett, A. Cunard, S. Goodheart, S. Reynolds,
and B. Waterhouse

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. Mrs. J Warr in the public gallery

The Meeting opened at 6.34pm

- 111.** The Clerk advised that following Cllr. Stanley's recent decision to step down from this Committee, and in view of the apologies received from the Vice-Chairman, Cllr. Erskine, it would be necessary for the Committee to appoint a Chairman for this meeting.

Cllr. Cunard and Cllr. Waterhouse were both proposed and seconded and following some debate, it was **RESOLVED** that Cllr. Waterhouse be appointed Chairman for this meeting, and he took the Chair.

112. 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 on annual leave, Cllr. Woodall who was working and belated apologies were subsequently received from Cllr. Jones due to working late.

113. 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

114. TO APPROVE THE MINUTES OF THE MEETING HELD ON 29th NOVEMBER 2021

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held 29th November 2021 as an accurate record of the proceedings and these were signed by the Chairman.

115. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

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

116. CLERK'S REPORT FROM PREVIOUS MINUTES

116.1 27th September 2021 - Min. 69 - Update regarding the Bathing Machine

Members had been advised at the meeting that the Museum were hopeful that, subject to Museum Committee approval, works to the building to allow the machine to be accommodated could now be progressed within the next 12 months. Furthermore, it was noted that a Museum Committee meeting was due to be held in the next couple of months, after which a final decision may be reported.

An update on the Museum's position had been received, advising that planning permission to convert a disused storage area to the rear of the West Street premises was gained some years ago, and gradually amassed funding will create a new exhibition area to house an original Bognor Bathing Machine and other beach-holiday related artefacts.

The cost of the work is £50,000 and the Society is appealing for a further £5,000 in donations to help meet the final fit out before it can open to visitors. There will be some space in the new area to allow for a modest catering facility with tables and chairs in due course.

Work is due to start in early February and in case works overrun, the decision has been taken not to announce a re-opening date for the 2022 season at the present time. If anyone would like to donate to the Museum's fit out appeal e-mail bognormuseum@outlook.com or via the Museum's Facebook page.

A full copy of the Press Release will be circulated to Members for their information.

Members were also advised that, some years ago, £2,500 funding was held in the earmarked reserves for the Museum towards the rehousing of the Bathing Machine project. Half of this funding was released to the Museum to progress part of the project, with a balance of £1,250 remaining in reserves. Release of this remaining funding to the Museum towards the project will be placed on the next agenda for ratification now the project is to proceed.

116.2 22nd November 2021 - Min. 86.8 refers - Request for ongoing funding support for the provision of a uniformed presence in the Town Centre

Historically the Town Council has financially supported the Bognor Regis BID in the provision of a 40 hour per week, uniformed presence in the Town Centre area since it began in 2018. This role is significant in creating a Welcoming Town, directly supporting Bognor Regis's Town Centre businesses.

They also provide an invaluable service to the community, through their actions to prevent and disrupt anti-social behaviour, providing a reassuring presence, and giving advice and support to visitors to our high street.

Funding to the value of £10,000 is allocated within the annual budget for this provision supported by the BID's annual request for continued support. The BID Co-ordinator would like to make a presentation to Members on this role prior to the Committee's approval to ratify release of this funding at their next meeting in March 2022, so this will be placed on the next agenda.

116.3 29th November 2021 - Min. 91.1 - Fishermen's Huts

Members were advised at the last meeting that ADC's Director of Place had confirmed that it had taken a while to get dialogue going with the fishermen's representative but that this had recently commenced. Their intention was to provide them with a draft lease to consider so that matters can be put on a sound legal footing.

An update had been sought from ADC to establish whether the legal documentation was now in place so that clarification on responsibility for the water supply to the area could be established. This would then allow for negotiation to commence with a written agreement being drawn up to enable the seafront showers to be reconnected to the supply in this area prior to the summer season.

A holding response from ADC has been received as follows: -

"My colleague, who has been dealing with this, has been away for the last couple of weeks. However, the last update I had before then was we were trying to obtain some information from the BFA to move matters forward. Whether this has now been received or not, I am unable to advise.

I will ask my colleague to update me on their return later in the week and will then give you an updated position."

116.4 29th November 2021 - Min. 91.2 - NALC campaign for remote meetings

The campaign for councils in England, to have the choice to meet remotely continues. A link was shared with Members on 10th January 2022 asking Members to consider signing the petition calling on the UK Government and Parliament to allow councils in England to have this choice. The Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) have set up the petition which is also being supported by The National Association of Local Councils (NALC) and The Society of Local Council Clerks (SLCC).

In the latest NALC Chief Executive's Bulletin, a further update was received as follows: -

In a House of Commons debate on 24 January, the Secretary of State for Levelling Up, Housing and Communities, Michael Gove MP, declared himself to be "strongly in sympathy with the view that hybrid meetings should continue in order to ensure the maximum amount of efficiency". I very much hope this is a positive step forward and we are continuing to urge the government to make permanent the provision for councils at all levels to be allowed to hold remote meetings. This week our chair, Cllr Keith Stevens, was a signatory to a joint letter from several national local government bodies to the opposition parties calling for their support. And if you haven't done so already, please sign the petition calling on the government and Parliament to allow councils to have the choice to meet remotely.

116.5 29th November 2021 - Min. 91.3 - Promotions Training

Unfortunately, it has still not been possible currently to progress this further owing to staff resources. However, contact will be made once again with seaside resorts of similar size, this week and a report will be made back to the Committee at the next meeting.

116.6 29th November 2021 - Min. 91.5 - Town Force Report - Licences vs. leases for BRTC Assets on the Promenade

Despite being advised previously that the position was being reviewed and that ADC's Legal Team hoped to revert to the Town Council in the near future, a follow-up email had again been sent recently for an update on the position with a response received last week to advise that the lease review is still underway, and ADC would let us know if there are any further updates.

116.7 29th November 2021 - Min. 101 - Creation of Corporate Identity

It is hoped that an update on this project will be available for the next meeting of the Committee at the end of March.

116.8 29th November 2021 – Min. 102 - Making Theatre Gaining Skills

Following the decision made at the last meeting 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, contact was made with the organisation to advise of the Committee's decision.

The response from Making Theatre Gaining Skills explained that, even though the year-long programme of courses was most successful and achieved a very high level of progression, the DWP are not in a position at the moment to offer a grant through the Flexible Support Fund. This is because the new Restart programme (a version of the Work Programme) is taking the majority of long-term unemployed, and the job centres are not allowed to commission any additional programmes. This may well change in the next six months and the DWP have also encouraged Making Theatre Gaining Skills to apply for tenders when they come up.

However, Making Theatre Gaining Skills have successfully applied for a European Social Fund grant and are running 4 courses in cookery in the Makerspace kitchen. They are also waiting on a large Arts Council grant to be approved, which will enable them to develop the company and provide more creative opportunities for local people. It should be noted that these grants do not require an independent Lead Accountable Body.

116.9 29th November 2021 - Min. 107.1 - ADC's Council Vision

It was highlighted at the previous meeting, under correspondence, that an email had been previously circulated to Councillors on 18th November 2021, in relation to ADC's Council Vision 2022-2026 seeking any comments in response to the Vision, to be emailed to the Civic & Office Manager by no later than 8th December 2021 to enable a corporate response to be submitted. Unfortunately, Cllr. Miss Needs was the only Councillor who responded to the consultation within the timeframe, so an individual response was submitted on her behalf by the office.

117. TO RECEIVE THE TOWN FORCE REPORT

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

118. BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: TO RECEIVE THE NOTES OF THE MEETING HELD ON 4th NOVEMBER 2021 PREVIOUSLY CIRCULATED TO COUNCILLORS

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

119. TO REVIEW THE MAYOR'S ALLOWANCE SCHEME AND RECOMMEND ITS ADOPTION TO COUNCIL AND FURTHERMORE CONSIDER AND, IF ACCEPTABLE, RECOMMEND TO COUNCIL THE ADOPTION OF A MEMBERS' ALLOWANCE POLICY

The Town Clerk's report including the Appendices was **NOTED**.

119.1 Members considered the updated version with minor amendments of the Mayor's Allowance Scheme and **AGREED** to **RECOMMEND** to Council the adoption of the revised document.

119.2 Members considered the new Members' Allowance Policy and **AGREED** to **RECOMMEND** to Council the adoption of the new Policy.

120. INTERNAL AUDIT INCLUDING: TO CONSIDER INTERNAL AUDIT REPORT 2021-2022 (FIRST INTERIM); TO REVIEW THE 2022/23 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

120.1 To consider Internal Audit Report 2021-2022 (First Interim)

The Town Clerk's report including the Internal Audit Report 2021-2022 (First Interim), was **NOTED**.

Members welcomed the report that, once again, no significant issues had been identified by the Internal Auditor.

120.2 To review the 2022/23 Annual Audit Plan and to consider any additional items for inclusion

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and unanimously **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2022/23 to the Town Council.

121. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 14th MARCH 2022

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

Although it was not anticipated that the Annual Town Meeting of Electors would be well attended, it was acknowledged that, with final numbers not known until the night of the meeting, it would be prudent to consider a venue larger than the Council Chamber at the Town Hall. Locations such as

the Jeneses Centre, Picturedrome Cinema, and The Regis School were discussed as potential options.

Cllr. Cunard declared a Disclosable Pecuniary Interest, as the Tenant, and Cllr. Reynolds declared a Disclosable Pecuniary Interest, as an Employee, of the Picturedrome Cinema

A Member suggested that the topic of regeneration be included on the Agenda for the meeting, and that the new Chief Executive of Arun District Council (ADC), James Hassett, be invited to speak.

Cllr. Cunard left the Meeting

As an alternative speaker if Mr. Hassett was not available, it was suggested that Independent Local Traders could be invited to come and talk for 5 minutes about what their businesses offer. As an alternative to this, it was suggested that a representative from the Bognor Regis BID, and Bognor Regis Regeneration Board be invited.

Cllr. Cunard returned to the Meeting

Members **AGREED** to invite the Chief Executive of Arun District Council, to speak at the Annual Town Meeting of Electors, in the first instance with delegated authority given to the Town Clerk to finalise the arrangements such as the location, start time between 6.30pm and 7.30pm and alternative speakers if the Chief Executive was not available.

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

The Assistant Clerk's report including the Appendices, was **NOTED**.

Members unanimously **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2021/2022 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council, and the Town Clerk.

123. TO RECEIVE QUOTATIONS FOR A NEW PHOTOCOPIER CONTRACT AND DETERMINE PREFERRED PROVIDER

The Assistant Clerk's report and relating Appendix was **NOTED**.

Members asked for Officer's input, as users of the equipment, and the Town Clerk advised that there had been no issues with the present supplier.

Having considered the quotations received for a new photocopier contract, Members unanimously **AGREED** to instruct Company C for the provision of the 4-year photocopier contract.

124. COMMITTEE CHAIRMAN APPOINTMENTS TO CONSIDER THE WAY FORWARD - MIN. 60.7 REFERS

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

Members discussed the suggestion that consideration be given to Committees, rather than Council, appointing the Chairman and Vice-Chairman for those Committees. A Member recalled that, many years ago, it had been for Committees to choose their Chairman and Vice-Chairman. However, this practice allowed for the Mayor and Deputy Mayor to serve as Members on all Committees in an ex-office capacity which raised concerns about their ability to attend so many meetings alongside mayoral engagements.

Members unanimously **AGREED** to continue with the practice of Council appointing the Chairman and Vice-Chairman for Committees with no changes being made to the Standing Orders.

125. TO RECEIVE THE DRAFT NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 19th JANUARY 2022

The Town Clerk's report including the draft Notes of the Arun District Association of Local Councils meeting held on 19th January 2022 was **NOTED**.

126. ROLLING CAPITAL EXPENDITURE – TO RATIFY EXPENDITURE OF £36,000.00 PLUS VAT FOR THE PURCHASE OF A NEWER CHERRY PICKER

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

Comment was made as to how the increased working height, that could be achieved with the newer cherry picker, would allow for Town Force to carry out more work around Town, raising the profile of the Town Council.

Members subsequently unanimously **RATIFIED** expenditure of £36,000.00 plus VAT for a 2014 reg, CTE Zed 20.2H cherry picker that sits on a Nissan Cabstar, as detailed in the Town Force Manager's report (Agenda item 6 refers).

127. TO CONSIDER REQUIREMENT FOR CLLR. GOODHEART TO REFUND COSTS OF MISSED TRAINING EVENT - MIN. 206 REFERS

The Town Clerk's report was **NOTED**, and the Chairman invited Cllr. Goodheart to speak.

Cllr. Goodheart explained that, following changes with his service provider, his internet connectivity at home had been delayed by 24-hours which resulted in him being unable to connect to the online training event. He

subsequently contacted the Council office, and the training provider, to alert them to the situation.

Cllr. Goodheart declared a Disclosable Pecuniary Interest and left the Meeting

Owing to the technical difficulties experienced by Cllr. Goodheart, Members unanimously **AGREED** that he should not be asked to reimburse £64.39 to the Town Council for the cost of the missed training event.

Cllr. Goodheart returned to the Meeting

128. FINANCIAL REPORTS INCLUDING: -

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

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

128.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 2021, undertaken by the Vice-Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

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

129. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists previously circulated.

129.1 The Town Clerk highlighted an email, that had been previously circulated to all Councillors, in relation to the ability of town and parish councils to hold remote meetings.

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

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda items 20 and 21 (staffing and contractual).

131. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 21st DECEMBER 2021

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

Members subsequently unanimously **AGREED** to **RATIFY** the recommendations and agreed that further savings could not be made to the staffing budget. The advertising for a new Civic & Office Manager, following the internal promotion of this member of staff, was also approved.

Finally, Members supported the recommendation to explore remote working solutions, such as telephony systems and broadband etc, to offer more flexibility with staff working from home.

132. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 7.42pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 7th FEBRUARY 2022

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
1 member of the public in the public gallery
Cllr. D. Edwards (Arun District Council) in the
public gallery

The Meeting opened at 6:30pm

62. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. A. Cunard who was working, Mrs. S. Staniforth and M. Stanley due to family illness, and Cllr. Miss. Needs and the Projects Officer who were unwell.

63. 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 declarations of Interest

64. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6th DECEMBER 2021

Members were asked if there were any objections to the Minutes of the last Committee meeting, held on the 6th December 2021.

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

65. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

A member of the public asked if there was any update on the power requirements for Place St Maur for the Ice Rink, to avoid the need to use a generator in the future. They also referred to Min. 51.1 from the previous meeting, in relation to the benefits of the Town Council using 70gsm instead of 80gsm paper. The member of public questioned the figure quoted of £19.46 per ream for 70gsm paper, as this seemed expensive compared to other suppliers. It was confirmed, however, that this was the price quoted by the Town Council's stationery providers. The final comment from the member of public was regarding a recent quote from Lord Alan Sugar, who stated that "since the Covid-19 Pandemic, the UK staycation market has risen by 40%".

In response to the quote about staycations, the Chairman acknowledged that it had become apparent that staycations would increase, owing to the pandemic, and believed that the Town Council should capitalise on this fact. Following a suggestion that this might include signposting visitors to tourist attractions such as Marine Park Gardens and West End, the Chairman stated

that this would be a matter for discussion at a future Events, Promotion and Leisure Committee Meeting.

Cllr. Edwards, from Arun District Council (ADC), gave an update from the Environment Committee Meeting, held on 17th November 2021, at which it had been agreed that two places on ADC's Bognor Regis Beach Access Working Party would be offered to members of the Town Council's Beach & Sea Access Topic Team. Whilst there had been the suggestion that one of those places be allocated to Cllr. Goodheart, Cllr. Edwards, who is Chair of the Environment Committee, stated that the decision as to who those two places should be allocated was entirely up to the Town Council, and nothing to do with ADC. He was unable to give a precise date for the first meeting of the Working Party, but it was hoped that this would take place in the Spring. Cllr. Edwards gave profuse apologies that no official invitation had yet been extended to the Town Council, for the two places, but confirmed that a letter was on the way.

Referring to the comment from the member of the public in relation to any future power supply for Place St Maur, Cllr. Edwards stated that he was 99% certain that this had been taken into account but advised that he would follow up on this. Cllr. Mrs. Warr added that she had spoken with Joe Russell-Wells from ADC who had given his assurances that the power had been accounted for.

The Chairman read the following questions and statement, from a member of the public, that had been submitted in advance of the meeting: -

1. *Westloats Lane Youth and Community Centre. My concern is that it appears the trustees of the centre I've been having discussions with Grace Church about the letter taking over the building and registering it as a church. It is important that this community, with its disadvantage Issues good become a church and depart from its charitable purpose. I gather the current trustees wish to stand down. I have told chairman of trustees that there are at least 5 people who wish to take this on but I'm afraid he does not seem to be listening. I have spoken with Philippa dart at Arun about a land swap Wychwood see a new Centre built on the recreation ground freeing up that land for affordable housing as the council who is planning to build such Dwellings on the adjacent plot. I do not think that a church use is compatible with the charitable objectives in any case and having served the community of that area for 14 years as a Councillor and through more years than that with the Fun Bus, I am crystal clear that it needs an open-to-all centre. I asked, for example, what if a gay group wished to hire if run by the church, also e.g., another faith group wanted to hire Islam, Catholic etc. There are 5 people who are willing to take over as trustees (I am not one and the 5 are well-known in the community and indeed the Council. I am willing to help e.g., with raising money.*

2. *Youth activities - you will be aware of the Phoenix and 39 being offered for Community Asset Transfer, you also are aware of Sussex Youth Clubs interest, and the Council has been supporting work at both, now ceased. Whatever the outcome, it's vital for a whole raft of reasons, not least mental health per the pandemic, that a youth facility/provision remains, and that it's open access. I believe the Scouts are interested in 39 but my view is that its uniform requirements would create a barrier to that, not least re cost for families, and re Phoenix it was BUILT for youth provision, has not fired on all cylinders to say the least in that regard. Also, though technically not on the school campus, maybe for many kids both from there and from other schools, that proximity might pose barriers. So, one option might be for a new Westloats to regain its youth function. I do not think we should miss opportunities were working together might provide new solutions. One of the exciting ideas for Phoenix is a Weekend Arts College for young people, I know of the original project in Camden as I worked there.*
3. *The issue really ignored is children's play, I am very clear from my long experience that this cannot remain under-provided. Westloats has such a need as do other areas in the Town e.g., parts of Orchard. I can offer to come and speak on this issue at a future meeting, but this matter also relates to Phoenix, 39 and Westloats, and I am looking at a new mobile play project.*
4. *Please discuss making this part of the meeting more accessible by adopting a hybrid real-virtual approach. As it's not part of the Agenda, I see no legal impediment to this being trailed at least.*

The Chairman reconvened the Meeting at 6.51pm

66. CLERK'S REPORT

66.1 6th December 2021 - Min. 51.2 refers - Update on Poppy Wreaths

It was previously reported that a total of 14 wreaths were sold last year with £125.00 raised for the Royal British Legion. Members were advised that Sarah Boote-Cook had confirmed that she was happy to repeat the project again if Members would like her to do so and this would be referred to a future meeting for Member's consideration. This will, therefore, be an agenda item at the next meeting.

66.2 6th December 2021 - Min. 53 refers - Youth Provision Update on proposal from Sussex Clubs for Young People

At the Community Engagement and Environment Committee Meeting held on the 6th of December 2021 Chris Cook, Chief Executive of Sussex Clubs for Young People, was invited to give a presentation and Members were asked to consider the proposal to support the development of youth provision for Bognor Regis. As a follow up to the meeting the Town Clerk and the Projects Officer invited Chris Cook for an informal discussion to seek an update on the current position.

Chris was pleased to inform the Town Council that there had been over 200 public responses online in support of a proposal to take over the Phoenix Centre and Findit Out Centre, which far exceeds the requirement of having 50 supporters as set out by the Expression of Wish Stage set in place by West Sussex County Council which closes on the 8th of February 2022. If successful, the Business Case stage will start on 21st February. The decision for whether they have secured any of the buildings is expected to be announced at the end of March. The Community Asset Transfer process will start shortly after this but there would need to be a Building Conditions survey carried out of the locations, which would need funding.

Chris also gave a sound update on the synergies between the two locations of the Phoenix Centre and the FindItOut Centre (formerly known as the 39 Youth Club) and, for example ROX's food distribution ties that could be used to enable development of a café providing skills training to young people within one of the centres.

66.3 6th December 2021 - Min. 56 refers - Beach Access

Members were advised at that meeting that official notification from ADC of their decision for an invitation to be extended to Bognor Regis Town Council Access Group for two representatives to join the Working Party (without voting rights) was awaited. Once received, a meeting of the Beach and Sea Access Topic Team would be arranged in the New Year to consider this further. The Projects Officer and Chairman of BASATT are currently liaising regarding dates for a meeting and ADC has been approached for an update on their position so that this may move forward.

A Statement has been received from Jan Malpas, Chairman of the Beach and Sea Access Topic Team as follows: -

"On behalf of Beach and Sea Access Topic Team, we would like to thank you for the support that you have given us which has resulted in Arun District Council Environment and Neighbourhood Services Committee on 17th November 2021 approving 2 representatives from Beach and Sea Access Topic Team to be part of the Arun District Council Working Party for Beach and Sea Access to the Foreshore at Bognor Regis.

We shall be holding a Beach and Sea Access Topic Team meeting shortly to nominate these representatives and will advise the Community Engagement and Environment Committee who they are.

We are motivated and eager to start working with the 6 nominated Arun District Councillors on the Arun District Council working party towards achieving our goal of Beach and Sea Access to the Foreshore at Bognor Regis.

I understand that the Bognor Regis Project Officer is still awaiting a date from Arun District Council for the first meeting of the Working Party due in Spring 2022.

Please be assured that Beach and Sea Access Topic Team will do everything possible to make the outcome of this working party successful for Bognor Regis."

66.4 4th October 2021 - Min. 45 refers - Update on the 'Seaside Gardens'

This item was discussed at the meeting held on 4th October 2021, when a Member spoke of his disappointment that ADC were not inclined to support a more formal bedding display in the Steyne Gardens along with the comments that in the past formal bedding has never worked well. The Member advised he could provide photos over many years that show a very pretty display of bedding plants. However, he felt that it would be prudent to press on and seek advice from the ADC Parks and Greenspace Manager on what sort of bedding would work.

Following discussion, it was **AGREED** to defer the item to allow Members to make further enquiries and bring it back to a future agenda. It was also suggested that Members talk to community gardeners, residents and the Town Council's Town Force team to see what has worked well in the past. Members are therefore reminded that this item is still outstanding and further information is awaited from them to enable further consideration to be given to how this might be progressed.

66.5 4th October 2021 - Min. 37.3 refers - Climate Emergency Focus Group

The Projects Officer is aware that prior to the previous post holder leaving the Town Council, arrangements were being made to arrange a date for the next meeting during October. This will therefore be progressed as soon as it is possible to schedule a date in the diary.

67. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET - RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS INCLUDING: TO RATIFY THE DECISION TO DONATE £424.00 FROM HOTHAM WARD ALLOCATION TO THE GLENWOOD COMMUNITY AND COFFEE CLUB FOR A COMMUNITY NOTICE BOARD

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

Members unanimously **AGREED** to **RATIFY** that the amount of £424.00 from Hotham Ward Allocation be donated to the Glenwood Community and Coffee Club for a community notice board.

68. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS

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

Members further **NOTED** that there were no new applications to be considered at this time.

69. TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD CITIZEN AWARD

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

Members unanimously **RESOLVED** to **AGREE** the nomination for the Mayor's Good Citizen Award.

70. TO CONSIDER NOMINATIONS FOR THE MAYOR'S CITIZEN AWARD FOR YOUNG PEOPLE

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

Members unanimously **RESOLVED** to **AGREE** the nomination for the Mayor's Citizen Award for Young People.

71. TO CONSIDER AND AGREE HOSTING AN ONLINE COMMUNITY OPEN FORUM MEETING, TO BEGIN AT 6PM, ON EITHER MONDAY 21st OR MONDAY 28th FEBRUARY 2022 - AS AGREED AT THE PREVIOUS MEETING - MIN. 38 REFERS

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

Members unanimously **AGREED** to host an Online Community Open Forum Meeting on Monday 21st February 2022 at 6pm.

72. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 11th JANUARY 2022

The Projects Officer's report, including the notes of the non-quorate Meeting of the Bognor Regis in Bloom Working Group held on 11th January 2022, was **NOTED**.

72.1 Members unanimously **AGREED** to **RATIFY** to earmark £100 from the 2021/22 Environmental Projects budget for purchasing plants to be planted at Victoria Road South car park, if the project is not completed by the end of March 2022.

72.2 Members unanimously **AGREED** to **RATIFY** to earmark £305.48 from the Environmental Projects budget to be set-aside for replacement or vandalism of any plants through the year.

72.3 Members unanimously **AGREED** to **RATIFY** expenditure of £26.26 from the Competition Expenses budget for the Bognor Regis in Bloom Awards Evening.

- 72.4** Members unanimously **AGREED** to **RATIFY** expenditure totalling £339.69 from the Environmental Projects budget for the Railway Station Christmas Tree.

73. TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE EDWARD BRYANT SCHOOL, BOGNOR REGIS, CONSULTATION IN RELATION TO THE ESTABLISHMENT OF A SPECIAL SUPPORT CENTRE

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

Members unanimously **AGREED** to respond individually, rather than as a corporate entity, using the online form included in the Projects Officer's report.

74. TO AGREE WHETHER ANY OF THE OUTSTANDING AGENDA ITEMS, AS REPORTED AT THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 6th DECEMBER 2021, SHOULD BE WITHDRAWN FROM THE LIST AND WHICH ITEMS SHOULD CONTINUE TO BE PROGRESSED - MIN. 51.6 REFERS

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

The following is a list of items that were brought to Members attention at the meeting held on 6th December, under Minute 51.6, and it was agreed that these would be brought to this meeting for further consideration: -

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

Members unanimously **AGREED** to progress with this item.

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

Members unanimously **DISAGREED** to progress with this item.

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

Members unanimously **AGREED** to progress with this item and for it to be included on the next Agenda.

74.4 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

Members unanimously **AGREED** to progress with this item and for it to be included on the next Agenda.

74.5 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

Members unanimously **AGREED** to progress with this item.

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

Members unanimously **DISAGREED** to progress with this item.

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

Members unanimously **AGREED** to **DEFER** the decision about whether this item should be progressed until the next Meeting to allow time for the Projects Officer to provide a more detailed report on the WSCC Initiative around Community Improvements.

75. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence list, previously circulated.

A Councillor mentioned a photograph that had been recently circulated on social media of Queen Elizabeth II building sandcastles as a child, whilst on a visit to Bognor Regis. It was suggested that the image could provide a suitable tie-in to the Jubilee Celebrations. The Chairman suggested that this be referred to the next Events, Promotion and Leisure Committee Meeting.

The Meeting closed at 7.24pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 11th JANUARY 2022

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

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)
1 member of the public

The Meeting opened at 6.33pm

48. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman 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.

Apologies for absence had been received from Cllr. Cunard, who was unwell, and Cllr. Mrs. Staniforth, due to ongoing family illness.

No apologies had been received from Cllrs. J. Erskine and B. Waterhouse.

49. 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

50. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th DECEMBER 2021

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 7th December 2021 as an accurate record of the proceedings and the Chairman signed them.

51. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from the member of the public seated in the public gallery.

52. TO RATIFY DELEGATED DECISIONS INCLUDING RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 3rd AND 10th DECEMBER 2021

The Assistant Clerk'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 21st December 2021, Members were instead canvassed for their opinion on the applications on the Lists dated between 3rd and 10th December 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**).

The responses made to Planning Applications on lists dated between 3rd and 10th December 2021 were **RATIFIED** by the Committee.

53. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 17th AND 24th DECEMBER 2021

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

- 53.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 53.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 2**).

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

There were no Premises Licence applications to be considered.

55. **TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S PLANNED ESSENTIAL MAINTENANCE WORK FOR FITZLEET MULTI STOREY CAR PARK AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

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

Members discussed ADC's planned essential maintenance work and welcomed investment in the Fitzleet Multi Storey car park. It was **AGREED** that when submitting these comments in response, that ADC be asked to also carry out any necessary repairs and maintenance to the car park lifts.

56. **CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.14pm

**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> <ul style="list-style-type: none"> • Protection of Conservation Areas from inappropriate and damaging development;
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<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>		<ul style="list-style-type: none"> Where new development is appropriate, to encourage design of the highest standard and which respects the character of the Conservation Area." <p>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.</p> <p>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.</p> <p>No evidence has been provided to demonstrate whether or not there is existing spare parking capacity in the surrounding area. 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</p>
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<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>		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.
<u>BR/261/21/PL</u> 7 Longford Road Bognor Regis PO21 1AA	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	NO OBJECTION
<u>BR/258/21/T</u> 252 Hawthorn Road Bognor Regis PO21 2UP	Crown reduction of 1 No. Quercus Robur (English Oak) to height 18m and spread 8m	NO OBJECTION
<u>BR/267/21/PL</u> Former Westside Supplies Unit West of 17 to 18 Durban Road Bognor Regis PO22 9QT	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	NO OBJECTION
<u>BR/270/21/HH</u> 70 Chestnut Grove Bognor Regis PO22 9JE	Conversion of roof space to habitable use, addition of a front dormer and rooflights	NO OBJECTION

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 11th JANUARY 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 17th and 24th DECEMBER 2021)**

[BR/273/21/PL](#)

198 Aldwick Road
Bognor Regis
PO21 2YQ

Construction of Dog Grooming and Fertility Clinic including part change of use from C3a to Sui Generis. This application is in CIL Zone 4 (zero rated) as other development

OBJECTION Members unanimously objected to planning application BR/273/21/PL on the material planning grounds of: - Access and highway safety, based on the close proximity of the property in relation to a very busy roundabout that serves as a gateway into the Town; Noise, nuisance and disturbance from the scheme, with concerns for the negative impact excessive noise of barking/crying dogs would have on neighbouring properties enjoyment of their gardens, for example. Noise concerns also included personal accounts of how noisy certain dryers used when grooming dogs could be.

Members felt that the proposals would have a negative effect on the character of the neighbourhood. This is a commercial business in a residential area and would be out of character with the locality.

Questions were asked about the suitability of the proposed drainage system.

<p><u>BR/268/21/PL</u> The Gables Hotel 28 Crescent Road Bognor Regis PO21 1QG</p>	<p>Retrospective application for change of use from Hotel (C1 Hotels) to large 9 bed HMO (Sui Generis)</p>	<p>NO OBJECTION Having objected to planning application BR/273/18/PL (Change of use from Hotel (C1 Hotels) to 4 No. Flats (C3 Dwelling House) including enlarged dormer & additional door on SE elevation) Members continue to be disappointed to have lost a hotel in a Town famed as a tourist destination. Nonetheless, since BR/268/21/PL is a retrospective application, Members felt there were not adequate grounds on which to object.</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 1st FEBRUARY 2022

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

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)

The Meeting opened at 6.31pm

57. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman 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.

Apologies for absence had been received from Cllr. Cunard who was working, Cllr. Mrs. Daniells who was unwell, Cllr. Erskine who was on annual leave, Cllr. Mrs. Staniforth due to ongoing family illness, and Cllr. Woodall who was also unwell.

58. 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

59. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 11th JANUARY 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 11th January 2022 as an accurate record of the proceedings and the Chairman signed them.

60. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the public gallery and the meeting was not, therefore, adjourned.

61. CLERK'S REPORT

There was nothing to report.

62. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 7th, 14th AND 21st JANUARY 2022

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

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

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

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

There were no Premises Licence applications to be considered.

64. **TO CONSIDER A REQUEST FROM SMITH SIMMONS & PARTNERS PLANNING CONSULTANCY TO ATTEND THE NEXT PLANNING AND LICENSING COMMITTEE MEETING TO PRESENT DESIGN AMENDMENTS AND WORK IN PROGRESS ON THE REVISED SCHEME RELATING TO PLANNING APPLICATION BR/311/18/PL (UNIVERSITY OF CHICHESTER, BOGNOR REGIS CAMPUS)**

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

Members **AGREED** to accept the offer of a presentation from Smith Simmons & Partners, at the Planning and Licensing Committee Meeting to be held on 22nd February 2022, in relation to Planning Application BR/311/18/PL (University of Chichester, Bognor Regis Campus).

65. **CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.05pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 1st FEBRUARY 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 7th, 14th AND 21st JANUARY 2022)**

<p><u>BR/279/21/CLE</u> 10 Marine Drive West Bognor Regis PO21 2QA</p>	<p>Lawful development certificate for existing use as 2 separate dwellings use C3 residential</p>	<p>NO OBJECTION</p>
<p><u>BR/277/21/PL</u> 1 Spencer Street Bognor Regis PO21 1AP</p>	<p>Conversion of office building into 2 No. 1-bedroom dwellings. This site is in CIL Zone 4 (Zero Rated) as flats</p>	<p>NO OBJECTION</p>
<p><u>BR/294/21/PL</u> 2-10 The Hatters Inn Queensway Bognor Regis PO21 1QT</p>	<p>3-storey upward extension and redevelopment of the existing 1st and 2nd floor delivering 43 No. flats. This application may affect the setting of listed buildings, affects the character and appearance of The Steyne Conservation Area and is in CIL Zone 4 (Zero Rated) as flats</p>	<p>OBJECTION Whilst the Town Council submitted no objection to planning application BR/266/17/PL, and the subsequent application BR/50/19/PL, these previous proposals were for 24 No. flats. Members consider the proposal to increase the number of flats to 43, as set out in planning application BR/294/21/PL, to be over-development of the site. With no provision for parking included in the proposal, there is concern that the development would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies QE SP1 and T SP1 of the Arun Local Plan.</p> <p>Furthermore, Members were disappointed</p>

BR/294/21/PL (cont.) 2-10 The Hatters Inn Queensway Bognor Regis PO21 1QT		to see that, despite the comments of ADC's Housing Strategy and Enabling Manager in response to the consultation for planning application BR/50/19/PL, there is no provision for affordable housing in planning application BR/294/21/PL, contrary to Policy AH SP2 of the Arun Local Plan. A S106 agreement also seems to be missing from the proposal.
<u>BR/289/21/HH</u> 5 Oxford Street Bognor Regis PO21 2PG	Single storey rear extension	NO OBJECTION
<u>BR/295/21/HH</u> 1 Burnham Gardens Bognor Regis PO21 2LA	Removal of part of existing rear extension and erection of single storey rear extension	NO OBJECTION
<u>BR/4/22/PL</u> 83 Aldwick Road Bognor Regis PO21 2NW	Enlargement of existing HMO (Sui Generis). Single storey rear extension, rear roof dormer, front and rear rooflights (resubmission following BR/79/21/PL)	OBJECTION Having previously objected to planning application BR/79/21/PL to enlarge what is currently a 5-bed HMO to a 16-bed, the Town Council continue to object to increasing the size of this HMO to 12-beds. Aldwick Road is an area with a Traffic Regulation Order in place and the development would result in an intensification of use that adversely affects the character of the area which

<p><i>BR/4/22/PL (cont.)</i> <i>83 Aldwick Road</i> <i>Bognor Regis</i> <i>PO21 2NW</i></p>		<p>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, QE SP1 and T SP1 of the Arun Local Plan.</p> <p>The proposals also seek to sub-divide the commercial space on the Ground Floor for the purposes of residential use. The site is located within the business district of Aldwick Road and there remains a reasonable prospect of the premises being used for employment use. Members consider the application to be contrary to Policy EMP DM1 of the Arun Local Plan.</p>
<p><u>BR/7/22/T</u> Nyewood Church of England Junior School Brent Road Bognor Regis PO21 5NW</p>	<p>Fell 1 No. Monterey Cypress (T1)</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 22nd FEBRUARY 2022

PRESENT:

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

IN ATTENDANCE:

Mrs. J. Davis (Assistant Clerk)
Mr. A. Fifield (Architecture PLB) (part of meeting)
Mr. P. White (Smith Simmons & Partners) (part of
meeting)
1 member of the press

The Meeting opened at 6.32pm

66. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman 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.

Apologies for absence had been received from Cllr. Cunard who was working, Cllr. Mrs. Staniforth due to ongoing family illness, and Cllr. Woodall owing to Covid restrictions. No apologies for absence were received for Cllr. Erskine.

67. 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

68. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 1st FEBRUARY 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 1st February 2022 as an accurate record of the proceedings and the Chairman signed them.

69. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

70. TO RECEIVE A PRESENTATION FROM SMITH SIMMONS & PARTNERS PLANNING CONSULTANCY REGARDING DESIGN AMENDMENTS AND WORK IN PROGRESS ON THE REVISED SCHEME RELATING TO PLANNING APPLICATION BR/311/18/PL (UNIVERSITY OF CHICHESTER, BOGNOR REGIS CAMPUS)

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

The Chairman welcomed Mr. Andrew Fifield, from Architecture PLB, and Mr. Paul White, from Smith Simmons & Partners to the meeting.

The presentation shared with Members firstly recapped on the consented scheme that had been granted planning permission under application BR/311/18/PL. Ahead of a proposed amended scheme being submitted to the Planning Authority, it was explained that whilst Smith Simmons & Partners had been tasked with designs for the external appearance of the proposed building, the scale and size would remain the same as that for which planning permission has been granted.

In the elevations for the consented scheme, the drawings had shown materials such as dark brick and bronze elements being used in an effort to create a relationship between the proposed student accommodation and the Tech Park. However, on review, it was felt that the new building should look more like the existing student accommodation on the site, and the surrounding Listed Buildings, rather than imitate an academic building such as the Tech Park.

In closing, Mr. Fifield stated that the proposed amended scheme would show a reduction in the number of materials to be used, and lighter brickwork, to present a more simplified and calmer looking development.

Having been invited to ask questions, a Member queried the timescale for the development. In response, it was stated that it is intended that the proposed amended scheme would be submitted for planning approval around March 2022 and that the university has a target of September 2024 for the new student accommodation to be ready for use.

The Chairman thanked Mr. Fifield and Mr. White for the presentation.

Mr. Fifield and Mr. White left the Meeting

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

The following decisions were **RATIFIED**:

- Licence Application Number: 115968 in relation to Suga'Kane, 7 York Road, Bognor Regis - Members **AGREED** to offer **NO OBJECTION** to the application to place 3 tables and 8 chairs directly outside the premises from 10am until 9pm Monday to Sunday.

72. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 28th JANUARY, 4th AND 11th FEBRUARY 2022

- 72.1** The Committee noted that there were no views from other Town Councillors to report.
- 72.2** The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 72.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

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

There were no Premises Licence applications to be considered.

74. It was **RESOLVED to vary the order of business to take the additional agenda item next.**

75. TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S PROPOSALS TO VARY IT'S STREET TRADING DESIGNATIONS AND TO CONSIDER ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION

Following on from the Street Trading and Markets Policy Consultation held between 13th September and 25th October last year, Members were informed that Arun District Council are currently consulting that it proposes to vary it's street trading designations across the district (as detailed in the Notice of Intention advert attached as **Appendix 2**).

The purpose of the variations is to provide a mechanism under which street trading can be effectively controlled in all areas of the district. ADC state that this is in response to complaints and requests that have been received during the last 18 months.

Members expressed concern about the proposal to redesignate streets, such as Aldwick Road (West Street to Silverstone Ave), as prohibited. Community events held in Bognor Regis, like the Carnival and Illuminations Gala, had historically included some of these streets in their procession route with street traders selling goods to spectators.

There was some confusion in relation to 'The Beach' that was listed amongst the prohibited streets for Bognor Regis, and Members asked that clarity be sought from the District Council as to whether this term referred to the Promenade, the Esplanade, or beyond. It was unanimously agreed that the prohibition of street trading in any area of 'The Beach' would have a significant impact on a seaside resort such as Bognor Regis. Furthermore, it was felt that prohibiting street trading in such prominent locations would not present an opportunity to support expanding businesses and start-ups who were exploring different ways of doing things, and the benefit of this to the Town.

Whilst Members were strongly opposed to Aldwick Road and The Beach becoming prohibited streets, there was also some concern with other areas, such as Queensway, having the opportunity for street trading removed. It would be preferred if all streets were designated as consent streets and each application considered on its own merit.

In relation to Public Authority Car Parks, Members would object to street trading being prohibited in any of those listed within Bognor Regis.

Members **AGREED** that a summary of the comments made be submitted to Arun District Council in response to the Street Trading Designation consultation.

76. CORRESPONDENCE

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

Additional correspondence included: -

- 76.1** ADC - Notification that planning application BR/273/21/PL (198 Aldwick Road, Bognor Regis), to which the Town Council objected, will be determined by ADC's Planning Committee at a meeting to be held at 2.00pm on 2nd March 2022.
- 76.2** ADC - Notification that planning application BR/4/22/PL (83 Aldwick Road, Bognor Regis), to which the Town Council objected, will be determined by ADC's Planning Committee at a meeting to be held at 2.00pm on 2nd March 2022.
- 76.3** WSCC - Public Notice that Aldwick Road, between the junctions of The Esplanade and Lower Bognor Road, will be temporarily closed to all traffic from 9th March 2022 for up to 5 days. The restriction will be in place off-peak only from 09:30 until 15:30, while BT carry out remedial repairs.

The Meeting closed at 7.14pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 22nd FEBRUARY 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 28th JANUARY, 4th AND 11th FEBRUARY 2022)**

<p><u>BR/281/21/L</u> <u>Berghestede House</u> 1 Shripney Road Bognor Regis PO22 9LW</p>	<p>Replacement of existing garden room with timber framed garden room. (This application may affect the setting of a listed building)</p>	<p>NO OBJECTION</p>
<p><u>BR/280/21/HH</u> Berghestede House 1 Shripney Road Bognor Regis PO22 9LW</p>	<p>Replacement of existing garden room with timber framed garden room. (This application may affect the setting of a listed building)</p>	<p>NO OBJECTION</p>
<p><u>BR/285/21/PL</u> <u>Rear of 73-75 Aldwick Road</u> Bognor Regis PO21 2NW</p>	<p>Change of use from Class E (retail)/B8 storage to C3 residential and the creation of three dwelling units through the conversion of the rear of nos. 73 & 75 and the erection of a part single storey/part two storey rear extension with associated amenity space and refuse / recycling stores</p>	<p>OBJECTION The development results in an intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities. Aldwick Road is an area with a Traffic Regulation Order in place and the development would result in the generation of excessive parking demands; contrary to Policies H SP4, QE SP1 and T SP1 of the Arun Local Plan.</p> <p>The proposal would have the appearance of an unduly cramped form of development which is out of character and would have an unacceptable impact on the established pattern of</p>

BR/285/21/PL (continued) Rear of 73-75 Aldwick Road Bognor Regis PO21 2NW		development in the locality in conflict with policies D DM1 and D SP1 of the Arun Local Plan and Part P of the Arun Design Guide.
<u>BR/293/21/HH</u> <u>73 Nyewood Lane</u> Bognor Regis PO21 2SD	Two storey side and rear extension, rebuilding of existing conservatory and demolition of existing garage	NO OBJECTION
<u>BR/1/22/PL</u> Deal House <u>11-15 Sturges Road</u> 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 (resubmission following BR/236/21/PL). This site is in CIL Zone 4 and is CIL Liable as new dwelling	NO OBJECTION
<u>BR/5/22/T</u> <u>36-37 Servite Close</u> Bognor Regis PO21 2DE	1 No. Sweet Chestnut (T1) – Reduce 3 lowest branches away from conservatory by 2m. 1 No. Acer (T2) - Crown reduction to height 7m and spread 5m	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.
<u>BR/13/22/HH</u> <u>235 Hawthorn Road</u> Bognor Regis PO21 2UW	Erection of two storey side extension and single storey rear orangery following the demolition of existing rear conservatory and side extension	NO OBJECTION Members noted the comments on Arun's Planning Portal from neighbouring properties. However, whilst sympathetic to the concerns raised, Members found it hard to determine any significant impact that these proposals would have in relation to loss of privacy and, therefore, could find no material grounds on which to object.

BR/282/21/T Meadow Entry <u>8 Crescenta Walk</u> Bognor Regis PO21 2YA	1 No. Japanese Maple tree (Acer) - Crown reduction by 4m to leave height and spread at 9.1m	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.
BR/17/22/PL <u>91 Hawthorn Road</u> Bognor Regis PO21 2BE	Change of Use from hairdressers (Class E(a)) to Hot Food Takeaway (Sui Generis) with low level ducting system at the rear of the ground floor commercial unit. This site is in CIL Zone 4 (Zero Rated) as other development	NO OBJECTION
BR/14/22/HH <u>25 Pevensey Road</u> Bognor Regis PO21 5NS	First floor side extension, mansard roof extension with 2 x side dormers and installation of crossover	NO OBJECTION

Street trading - Notice of Intention to Re-Designate Streets Within Arun District as Consent Streets and Prohibited Streets

NOTICE is hereby given that Arun District Council ("the Council") in accordance with Paragraph 2 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 intends (subject to consideration of representations received by the date specified below) to pass a resolution in the following terms:

"1. That all previous resolutions of the Council made pursuant to paragraph 2 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 ("the Act") to designate specified areas of the District as consent streets or prohibited streets or licence streets for the purposes of regulating street trading under Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 are hereby rescinded

2. That as from the date when this resolution takes effect all areas of land within the District of Arun which are "streets" within the definition of that term contained in Paragraph 1 of Schedule 4 to the Act shall be designated as "consent streets" with the exception of any area of land referred to in resolutions 3 and 4 below

3. That there shall be excluded from the designation in resolution 2 above any streets which are designated as "Prohibited Streets" (The streets designated as Prohibited Streets are set out in Appendix 1 below.

4. With the exception of Public Authority Car Parks, as set out in Appendix 2 there shall be excluded from the designation in resolution 2 above any area of land which is from time to time in the ownership and control of a Public Authority or a registered charity other than any highway which is included from time to time on the list of streets maintainable at public expense pursuant to section 36(6) of the Highways Act 1980.

5. For the purposes of resolution 4 above "ownership and control" means having a sufficient estate or legal interest in the area of land to enable the relevant Public Authority or registered charity to restrict and regulate the use of that area in the public interest and "Public Authority" means West Sussex County Council or Arun District Council or any Parish or Town Council the whole or part of whose area falls within the boundary of the Arun District Council."

If the resolution is passed, it will mean that street trading in the streets subject to the current designation will no longer be prohibited, but upon the passing of the resolution designating streets as "consent streets" or "prohibited streets", street trading in all streets (except prohibited streets) within the Arun District Council area will be subject to the obtaining of consent. Subject to the consent street designation, anyone who engages in street trading in any street within the Arun District Council area without consent will be committing an offence and will be liable on summary conviction to a fine not exceeding level 3.

Anyone wishing to make representations about the intended resolution should do so in by email to licensing@arun.gov.uk, within 28 days of the publication of this notice.

All such representations received by that date will be considered before it is decided whether or not to pass the resolution.

A copy of this notice will be displayed for public inspection on the notice board at the main entrance to the Council offices and on the Council's website www.arun.gov.uk.

Signed: Licensing Manager

Dated: 2 February 2022

Appendix 1- Prohibited Streets

Arundel
Maltravers Street
Mill Lane
Queen Street
Bognor Regis
Aldwick Road (West Street to Silverston Ave)
Bedford Street
Belmont Street
Charlwood Street
Nyewood Lane
Park Road
Victoria Drive
Canada Grove
Chapel Street
Clarence Road
Crescent Road
John Street
Lennox Street
Lyon Street
Lyon Street West
Manor Place
Market Street
Norfolk Street
Queensway
Richmond Road
Sadler Street
Spencer Street
Station Road
Steyne Street
Sudley Road
Sussex Street
West Street
The Beach
Ferring
The car park known as The Bluebird car park.
Littlehampton
Beach Road
Coastguard Road
East Street (between High St and Avon Road)
South Terrace

Surrey Street
Terminus Road (between Terminus Place and Arundel Road)
Windmill Road
The Beach
Pagham
Cardinals Drive
The Causeway
Church Way
Kings Drive

Appendix 2 – Public Authority Car Parks

Arundel
Crown Yard short stay
Fitzalan Pool short stay
Bognor Regis
Regis Centre
Fitzleet multi-storey
Hothampton Short Stay
London Road Long Stay
Coach and lorry park, Hotham Way Westbound
Lyon Street long stay
Hotham Park
Gloucester Road
Rock Gardens
West Park Aldwick
Culver Road Felpham
Links Avenue Felpham
Grassmere Felpham
Shrubbs Field Middleton-on-Sea
Littlehampton
Manor House short stay
Surrey Street short stay
River Road short stay
St Martins short stay
Anchor Springs short stay
Mewsbrook
Sea Road
The Wall
Banjo Road
West Beach



BOGNOR REGIS TOWN COUNCIL

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

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Telephone: 01243 867744

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 17th JANUARY 2022

PRESENT:

Cllr. K. Batley (Chairman), Cllrs: J. Brooks, Mrs. S. Daniells, J. Erksine, S. Reynolds, M. Stanley, Mrs. J. Warr, B. Waterhouse, and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. S. Goodheart in the public gallery
1 member of the public in the gallery

The Meeting opened at 6.30pm

55. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

Apologies for absence were given by the Town Clerk, on behalf of the Projects Officer, and Events Officer, both of whom were unwell.

56. 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

57. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th NOVEMBER 2021

Members were asked if there were any objections to the Minutes of the Meeting, held on the 15th November 2021.

There being no objections, the Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 15th November 2021 as an accurate record of the proceedings and the Chairman duly signed them.

Cllrs. Batley, Mrs. Daniells, Erskine and Woodall had been absent from the meeting held on 15th November 2021 and, therefore, abstained from voting.

58. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.35pm

A member of the public spoke about the work taking place on Place St Maur and asked whether sufficient power would be installed on the site to provide for any future Ice Rink, rather than using a 250kW generator that was not environmentally friendly. If the power source were to be installed on the south side of Place St Maur, then it could also potentially be used for events on the Esplanade. The Chairman suggested that this question be put to Arun District Council (ADC) as landowners. However, Cllr. Mrs. Warr, who sits on the District Council, reported that she had recently met with ADC staff whereby this query was put before them with the matter subsequently being looked into.

The member of the public went on to ask when there might be another meeting of the Town Council's Climate Change Topic Team. The Town Clerk explained that the Projects Officer, who was responsible for these meetings, had only been in post for a couple of weeks but that a Climate Change Topic Team Meeting would be organised as soon as possible.

Cllr. Goodheart referred to the Queen's Platinum Jubilee and queried the budgets for the tree planting project and beacon lighting event. The Town Clerk confirmed that both the project and event had a budget of £5,000 each.

Cllr. Goodheart also referred to the lamppost banners and asked the Chairman whether the topic of other, additional, sites could be investigated. The Chairman stated that he would seek an update from the Projects Officer.

Cllr. Goodheart had submitted numerous questions for the Chairman, prior to the meeting, and it was agreed that written responses to these would be sent to Cllr. Goodheart in due course and copied to all Members.

The Chairman reconvened the Meeting at 6.44pm

59. CLERK'S REPORT

59.1 Update on consideration to hold a 30-minute test burn of the Beacon - 19th July 2021 - Min. 6.1 refers

Now that staffing levels have increased, further liaison has taken place with the Town Force Manager in making arrangements for a test burn to be scheduled as soon as possible.

59.2 Update on a proposal from Drewitts Events - 13th September 2021 - Min. 27.1 refers

Members will be aware that at the meeting held on 13th September a proposal from Drewitts Events was considered. The proposal was regarding a Punch and Judy Man Commemorative 2-day event in 2023 to celebrate 60 years since the release of the Tony Hancock film of the same name released in 1963. As agreed by Members, this item will be placed on a future Agenda closer to the time.

59.3 Update on proposal from Cllr. Goodheart - 13th September 2021 - Min. 27.3 refers

At the meeting held 13th September, it was agreed that the proposal from Cllr. Goodheart to look at producing a Town map display board, with a paper map dispenser, in various locations, would be placed on a future Agenda. It is hoped that resources will allow for this to be at the March meeting.

59.4 Update on Butlin's - 15th November 2021 - Min. 49.4 refers

It is understood that there has still been no response from the Resort Director. Further attempts to make contact will be made this week.

59.5 Update on lamp post banners - 15th November 2021 - Min. 49.5 refers

As was previously reported to Members, pre-planning permission had been agreed and work on submitting a planning application has now begun.

60. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTION RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 23rd NOVEMBER 2021.

The Projects Officer's report, including the previously circulated Notes of the Allotments Sub-Committee Meeting held on 23rd November 2021, was **NOTED**.

The Committee unanimously **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 23rd November 2021 and **AGREED** the following:

- To approve of the costs of £26.84 for 2 x replacement posts and postcrete for plot markers, and £44.99 for the purchase of 2 spare combination padlocks for gate security (Min. 8 refers).
- To approve the recommendation to earmark any remaining funds from the 2021/22 Allotments Maintenance Budget towards the project to build a shelter on the re-established site (Min. 12 refers).
- To approve the recommendation that future Allotment Sub-Committee Meetings be held prior to the Events, Promotion and Leisure Committee Meetings and that these be held on Monday 16th May and Monday 14th November 2022 with a start time of 5.30pm.

61. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2022 - REPORT BY EVENTS OFFICER

The Events Officer's report, including the breakdown of Town Force hours used in 2019 and recommendations for 2022, was **NOTED**.

Following discussion, Members unanimously **AGREED** the recommended Town Force hours for 2022 events.

62. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2021 (IF AVAILABLE)

It was not possible to provide an update, or ratify expenditure, on the Events Programme for 2021. This item would therefore be referred to the next meeting.

63. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

63.1 Book Day - 13th April 2022

At the Events, Promotion and Leisure Committee Meeting held 15th November 2021, it was proposed that the 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 standalone event (Min. 50.3 refers).

A Member asked whether the theme for Book Day had yet been decided. The Town Clerk advised that if the Events Officer could find funding to enable Book Day to be a standalone event, then the theme would be considered at a future meeting.

63.2 Celebrations and Commemorations to Mark The Queen's Platinum Jubilee - 2nd - 5th June 2022

The time change of the Beacon Lighting taking place on 2nd June, from 21:00 to 21:45 in line with the national guidelines, was **NOTED**. It was further **NOTED** that the Piper has also been booked to perform, and it is hoped that Aerosparx will be doing an aerial display over the sea following the Beacon lighting subject to the necessary paperwork and confirmation.

Following the tradition of red, white and blue bunting being installed in the Town for Royal events, Members unanimously **AGREED** to install bunting in the High Street and London Road Precinct for the Queen's Platinum Jubilee Celebrations. Although a Member suggested that the Bognor Regis BID might be approached for match-funding, Members unanimously **AGREED** that liaison be undertaken with the Town Council's Accountant, in the first instance, to establish if funding for the bunting could come from any underspends in the current year's Events Budget.

The Town Clerk gave a verbal report about discussions that were taking place with a local choir group, in relation to them singing a song that has been especially written for the occasion and advised Members that an update would be given at the next meeting.

63.3 Drive Through Time - 3rd July 2022

The date change from 2nd July to 3rd July 2022 was **NOTED**.

Members further **NOTED** that due to the timescales, and the need to book ADC's land and commence advertising the event at the end of January, West Park has now been booked for the 2022 event. The Events Officer has concerns regarding being able to ensure the work on the Place St Maur will be completed in time and how much of the area, if any will be useable as an event space until completion.

63.4 Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5th October 2022

Following the cancellation of the Mayor's Civic Service in December 2021, at which a children's choir from a local school were due to perform, it was proposed, and seconded, that they be invited to sing at the Beacon Lighting event to commemorate Sir Richard Hotham's birthday. Suggestions of what genre of music Members would like at the event included the Bognor Regis Town Concert Band, a Folk Band, and Soft-Reggae Band.

A Member asked whether someone would be performing as a Master of Ceremonies at the event and, whilst it was noted that plans were in the early stages, it was suggested that the Bognor Regis Town Crier could act as MC.

63.5 Christmas Illuminations Switch-On - 26th November 2022

A Member asked whether outsourcing the Christmas Illuminations Switch-On again would be considered, as had happened in the past with the Bognor Regis Carnival.

Cllr. Woodall declared an Ordinary Interest as a volunteer with the Carnival

The Town Clerk advised Members that the suggestion of outsourcing the event could not be considered at the meeting this evening as it would be ultra vires to make a decision that was not on the agenda. The Chairman went on to remind Members that any items they wished to suggest for future Agendas should be submitted to the Committee on the form adopted.

64. SEAFRONT POSTERS - CONSIDERATION OF A STRICTER BRIEF TO BE DRAWN UP AND CIRCULATED TO COMMUNITY-BASED ARTISTS AS AGREED AT THE PREVIOUS MEETING - MIN. 52 REFERS

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

In reference to the original concept of the generic posters, as mentioned in the report, some Members felt that advertising attractions that couldn't be seen from the seafront would duplicate work that the Bognor Regis BID and Town Centre Task Force were already working on in relation to wayfinding.

Comment was made about how the work of the community-based artists, displayed on the seafront poster sites for the last few months, had been well received.

It was generally agreed that a template should be drawn up to help those submitting artwork to understand what was being sought by the Town Council. For example, dimensions, minimal text and blank space, to include the BRTC crest and a QR code, where relevant.

Following lengthy discussion, Members **RESOLVED** to **AGREE** that the matter be **DEFERRED** to the next meeting at which it was hoped a brief could be approved and a budget subsequently identified and agreed. The Town Clerk asked that Members email their ideas for the brief to her, prior to the next meeting.

65. REPORT ON CHRISTMAS ILLUMINATIONS (3rd YEAR OF 3-YEAR CONTRACT)

The Town Clerk's report was **NOTED**, and Members unanimously **RATIFIED** the expenditure of £440.00 being funded from the Christmas Activities Equipment Maintenance budget.

66. CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2022 INCLUDING DESIGN AND FORMAT

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

As highlighted in the report, owing to Covid-19, a DL Events leaflet was not produced in 2020 as there was no events programme taking place. A Member asked whether there had been any feedback resulting from the lack of an Events leaflet, to which the Town Clerk replied that there had been no known feedback.

Some Members felt that there was not a need to spend money on producing DL leaflets when events could be promoted digitally on the Town Council's website and Facebook pages, for instance. It was suggested that an app could be considered, to promote Town Council events, in the future.

Following discussions, Members unanimously **DISAGREED** to the production of a DL Events Leaflet or Town/Visitor Guide in 2022.

- 66.1** A Member drew attention to Arun District Council's recently revamped Sussex by the Sea website from which the 'Sunniest Bognor Regis' logo, Town crest, and links to the Town Council's website and Facebook pages had been dropped. He asked that a letter be sent to ask that this be rectified.

Cllr. Stanley declared an Ordinary Interest as an Arun District Councillor

67. PROMENADE BANDSTAND WIND SHIELDS, AS REFERRED FROM THE PREVIOUS MEETING - MIN. 49.2 REFERS

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

Members discussed the idea of the current wind shields owned by BRTC, that were purchased in 2013, being hired by event organisers for use on the Promenade Bandstand. It was suggested that if the wind shields were to be included on the BRTC Events Equipment hire list that, due to their cost, the deposit should be increased to £350.

The question posed in the report, about whether Arun District Council would permit the use of BRTC's current wind shields on the renovated bandstand, remained a concern for some Members.

As highlighted in the report, these wind shields are attached by ratchets to the bandstand uprights and would need to be installed by Town Force to ensure safety.

Cllr. Brooks stated that both he and Cllr. Stanley were involved with designs for alternative wind shields that were being taken to ADC, and it was **AGREED** that the matter would be brought back to the next meeting for Cllrs. Brooks and Stanley to present the new designs whereupon the Committee would be asked to consider whether any letter pertaining to wind shields on the Promenade Bandstand should be sent to ADC in support.

68. ITEMS FOR FUTURE AGENDA

The Projects Officer's report, confirming that no new items for consideration had been received, was **NOTED**.

Reference had been made earlier in the meeting to the Arun District Council's recently revamped Sussex by the Sea website from which the 'Sunnier Bognor Regis' logo, Town crest, and links had been dropped and the suggestion that a letter be sent to ask that this be rectified - Min. 66.1 refers. In answer to a query the Clerk confirmed that if Members were all in agreement, this could be referred to the next meeting for consideration. Members unanimously **AGREED** that this be included as an item on the next Agenda.

69. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.54pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th MARCH 2022**

**AGENDA ITEM 12 - ANNUAL REVIEW OF THE COUNCIL'S INTERNAL
CONTROL PROCEDURES AND PRACTICES**

REPORT BY TOWN CLERK

FOR DECISION

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

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

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

DECISIONS

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

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

Bognor Regis Town Council

Statement of Internal Control

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

These procedures include (inter alia):

Expenditure Controls

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

Income Controls

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

Further Controls

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

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

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th MARCH 2022**

AGENDA ITEM 14 - TO NOTE THE NEED TO CHANGE THE DATE OF THE POLICY AND RESOURCES COMMITTEE MEETING, AND SPECIAL COUNCIL MEETING, SCHEDULED TO BE HELD 6th JUNE 2022 AND AGREE THE NEW DATE OF TUESDAY 14th JUNE 2022

REPORT BY ASSISTANT CLERK

FOR DECISION

It is customary for the Accountant to the Town Council, Mr. D. Kemp from DCK Accounting Solutions Ltd, to attend the Policy and Resources Committee Meeting held in June to present the Annual Accounts.

Members had previously agreed when approving the meeting dates at the Annual Town Council Meeting in May 2021 that a Policy and Resources Committee Meeting would be held on Monday 6th June 2022. This would then have been immediately followed by a Special Council Meeting, that same evening, at which the recommendations from the Policy and Resources Committee Meeting are considered.

However, Mr. Kemp is unable to attend the meeting scheduled for Monday 6th June 2022 but has suggested Tuesday 14th June 2022 as an alternative date.

DECISION

Members are therefore invited to **NOTE** the need to change the date of the Policy and Resources Committee Meeting, and Special Council Meeting, scheduled to be held on Monday 6th June 2022 and **AGREE** the new date of Tuesday 14th June 2022.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th MARCH 2022**

**AGENDA ITEM 15 - PLANNING AND LICENSING COMMITTEE TO
CONSIDER ANY FURTHER APPOINTMENTS TO FILL THE CURRENT
VACANCY - REFERRED FROM LAST MEETING MIN. 151 REFERS**

REPORT BY ASSISTANT 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 Full Council Meeting held on 4th January 2022.

Owing to the low attendance at the Council Meeting in January, the Town Clerk suggested, and it was subsequently agreed by Members, that the item be deferred to the next Council Meeting, in March.

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 - 7th MARCH 2022**

AGENDA ITEM 16 - TO CONSIDER A CALL FROM SLCC TO PASS THE FOLLOWING MOTION AND WRITING TO THE SECRETARY OF STATE TO SHOW SUPPORT: -

REPORT BY ASSISTANT CLERK

FOR DECISION

The Society of Local Council Clerks (SLCC) continues to support the campaign by Lawyers in Local Government (LLG) and the Association of Democratic Services (ADSO) to allow councils in England to have the choice to meet remotely and supported the petition calling on the government to change the law to give councils the freedom to hold remote meetings when local circumstances suit. This includes hybrid meetings, and the petition now has over 10,550 signatures.

SLCC are now calling on councils to consider passing the following Motion and writing to the Secretary of State to show support: -

'This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.'

Members are invited to consider supporting the call from SLCC to pass the Motion and furthermore agree writing to the Secretary of State.

Officer Comment

In accordance with S.O. 9a if the subject matter of a Motion comes within the province of a Committee, upon being moved and seconded, it should stand referred without discussion to the relevant Committee unless deemed as urgent by the Town Mayor.

As the matter of "Observations on policy or strategy documents by any public body at local national, regional or sub regional level" falls within the Terms of Reference of the Policy and Resources Committee (see clause 1.4) it is the Officer recommendation that the Motion stand referred without discussion to the next Policy and Resources Committee Meeting.

DECISIONS

Is there a proposer and seconder for the Motion?

If the Motion is proposed and seconded, the Motion will stand referred without discussion to the next Policy and Resources Committee Meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th MARCH 2022**

AGENDA ITEM 17 - TO CONSIDER ANY FURTHER APPOINTMENTS TO THE POLICY AND RESOURCES COMMITTEE, TO FILL THE CURRENT LIBERAL DEMOCRATS VACANCY, AND TO NOMINATE AND AGREE THE APPOINTMENT OF THE COMMITTEE CHAIRMAN FOR THE REMAINDER OF THIS MUNICIPAL YEAR

REPORT BY ASSISTANT CLERK

FOR DECISION

At the Policy and Resources Committee Meeting, held on 31st January 2022, the Town Clerk made reference to Cllr. Stanley's recent decision to step down from the Committee, for which he was also the appointed Chairman (Min. 111 refers).

As a result of this decision, there is one Liberal Democrats Group vacancy on the Policy and Resources Committee. The Town Clerk has been advised that Cllr. Mrs. Warr will be taking up the vacant position on this Committee for the remainder of the municipal year.

Members are invited to consider the nominations for appointment of a Chairman to the Policy and Resources Committee for the remainder of this municipal year.

DECISIONS

To **AGREE** the appointment of Cllr. Mrs. Warr to the Policy and Resources Committee to fill the vacant Liberal Democrats vacancy for the remainder of this municipal year.

To **AGREE** the appointment of the Chairman of the Policy and Resources Committee for the remainder of this municipal year.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th MARCH 2022**

AGENDA ITEM 18 - TO NOTE THAT ADC ARE PRESENTLY MARKETING THE LONDON ROAD CAR PARK SITE FOR FREEHOLD DISPOSAL FOR DEVELOPMENT, AND TO CONSIDER ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE PROPOSALS

REPORT BY ASSISTANT CLERK

FOR NOTING

Arun District Council (ADC) are presently marketing the London Road car park site for freehold disposal for development. The market particulars are attached to this report as **Appendix 1**.

The District Council has clearly outlined items that they wish to see incorporated and these include:

- 1 – Retention of public conveniences (these could be moved/re-provided on site)
- 2 – Public car parking to be retained
- 3 – Enhanced linkages between Hotham Park and London Road

A report is to be taken to ADC's Economy Committee on the 29th March 2022. As the local Town Council, ADC have invited any comments that Members of Bognor Regis Town Council may have on the proposed disposal, for inclusion in the report and recommendation(s) to the Economy Committee.

At the Planning and Licensing Committee Meeting to be held on 15th March 2022, Members will be invited to agree any comments to be submitted to ADC in response to the proposals for the freehold disposal of the London Road car park.

Any non-Committee Members, who wish to express an opinion on the proposals, are asked to email the Assistant Clerk with their comments by no later than 5pm on Monday 14th March 2022. These will then be verbally reported at the Planning and Licensing Committee Meeting, to be agreed for inclusion in a response.



FOR SALE

SHW

DEVELOPMENT

London Road Car Park, London Road, Bognor Regis, West Sussex, PO21 1BA

**MAKING
PROPERTY
WORK**

SHW.CO.UK

SHW

Guide Price £3,000,000

DESCRIPTION

- Extensive town centre car park
- 1.864 acres, 0.754 hectares

LOCATION

- Heart of Bognor Regis
- Highly prominent with London Rd Frontage and rear access via B2259 Upper Bognor Road
- Level pedestrian access to Mainline railway terminus, Town centre, beach and Butlins resort
- Adjoining Hotham Park

ACCOMMODATION

	ACRES	HECTARES
TOTAL	1.864	0.754

OBLIGATIONS

- To retain public WC provision on-site. Positioning may be altered.
- Car parking provision to be retained.
- Enhanced linkages between Hotham Park and London Road to form part of proposals
- WCs, car park and Hotham Park access title to remain with Arun District Council ownership

TOWN PLANNING

- Presently as public car park.

GUIDE PRICE

£3,000,000.

Alternatively Joint Venture proposals are invited.

TENURE

Freehold, presently under single title with adjoining Hotham Park.

VAT

To be confirmed.

LEGAL COSTS

Each party is to be responsible for their own legal fees.

EPC

N/A

THE OPPORTUNITY

- To acquire a significant town centre site which is considered suitable for a range of future uses.
- Unconditional offers for the freehold interest preferred.



VIEWINGS – 01293 441300

Peter Coldbreath t: 07850 518269 | e: pcoldbreath@shw.co.uk
Duncan Marsh t: 07970 524840 | e: dmarsh@shw.co.uk



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**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th MARCH 2022**

AGENDA ITEM 19 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 26th JANUARY 2022 PREVIOUSLY CIRCULATED TO COUNCILLORS; TO RECEIVE AN UPDATE FROM REBECCA WHITE, EXECUTIVE DIRECTOR FROM THE BOGNOR REGIS REGENERATION BOARD

REPORT BY ASSISTANT CLERK

FOR NOTING

Members are invited to note the Minutes from the Bognor Regis Regeneration Board Meeting held 26th January 2022 that were previously circulated to Councillors.

DECISION

Members are invited to **NOTE** the Minutes of the Bognor Regis Regeneration Board Meeting held on 26th January 2022, previously circulated.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th MARCH 2022**

**AGENDA ITEM 20 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR CLLR.
STEVE GOODHEART FROM 4th JANUARY - 7th MARCH 2022**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Saturday 15.01.22	:	BR Model Railway Club Annual Exhibition 2022, Felpham Community College
Tuesday 18.01.22	:	BR Local History Society Annual Wreath Laying Service for Sir Richard Hotham, St Mary Magdalene Churchyard, Bersted St
Wednesday 19.01.22	:	Arun District Association of Local Councils (ADALC) Mtg, via Zoom
Saturday 05.02.22	:	'Mancave Movement' Launch Event, The_ Track, BR Railway Station
Wednesday 09.02.22	:	SLCC Chairman's Networking Mtg, via Zoom
Friday 11.02.22	:	My Sister's House Leaving Event for Julie Budge (all Councillors invited), My Sister's House, 108C London Rd, BR
Thursday 17.02.22	:	ADC/BRTC Liaison Mtg, via Zoom
Monday 21.02.22	:	Mtg re. Civic Reception, Butlin's, BR
Wednesday 23.02.22	:	Opening of 'Bonito Lounge', London Rd, BR

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th MARCH 2022**

**AGENDA ITEM 21 - EVENTS ATTENDED BY TOWN CRIER MRS JANE SMITH
FROM 4th JANUARY 2022 - 7th MARCH 2022**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Tuesday 01.02.22	:	Mtg in office to discuss Town Crier Competition
Saturday 05.02.22	:	Officiating Vowel Renewal and appearance at surprise 70 th birthday, Felpham Village Hall (private event)
Saturday 12.02.22	:	Judging competition to find new Christchurch Town Crier, Saxon Square, Christchurch
Monday 21.02.22	:	Talk at 'Felpham Evening WI' (private event)
Friday 04.03.22	:	Appearance at My Sister's House 'International Women's Day' event, Regis Centre, BR

**BOGNOR REGIS TOWN COUNCIL MEETING
7th MARCH 2022**

AGENDA ITEM 23 - CORRESPONDENCE

FOR INFORMATION

1. Arun & Chichester Citizens Advice January 2022 Newsletter – 28.01.22
2. Local Councils UPDATE issue 258: January/February – 31.01.22
3. The Office of the Sussex Police & Crime Commissioner-Pride in local policing 28.01.22 – Circulated to Councillors
4. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to Councillors
5. Sussex by the Sea Update: 28.01.22 Invitation - FREE Q&A Webinar on Funding and Grants – Circulated to Councillors
6. NALC Job Listings 31.01.22
7. Safe Online Dating – Circulated to Councillors and on social media 31.01.22
8. VAAC Funding Focus - February 2022: Emotional, Physical and Domestic Abuse – Circulated to Councillors 01.02.22
9. Email from member of the public fly tipping and regeneration – Circulated to Councillors 27.01.22
10. My Sisters House, formal goodbye to Julie Budge invitation – Circulated to Councillors 01.02.22
11. NALC EVENTS – Circulated to Councillors 01.02.22
12. VAAC Funding Surgery – Circulated to Councillors 01.02.22
13. Arun Business Partnership, February Newsletter – Circulated to Councils 02.02.22
14. NALC NEWSLETTER – 02.02.22
15. WSCC - People from West Sussex set new priorities for adult social care – Circulated to Councillors 02.02.22
16. The Regis School – Assistance with Mock Interviews for school leavers – Circulated to Councillors 03.02.22
17. Bognor Regis Herald - First-ever Bognor Video News 06.02.22
18. Neighbourhood Alerts - Staying Safe Online – Circulated to Councillors and social media 03.02.22
19. Neighbourhood Alerts - Arun Weekly Bulletin 04.02.2022 – Circulated to Councillors and social media
20. CHIEF EXECUTIVE'S BULLETIN 04.02.22 - Circulated to Councillors
21. St Wilfrid's Hospice Newsletter - 04.02.22 - Circulated to Councillors
22. NALC JOB LISTINGS - 07.02.22
23. The Office of the Sussex Police & Crime Commissioner – Circulated Councillors 07.02.22
24. WSCC NEWS RELEASE 07.02.22 - Circulated to Councillors
25. Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund 07.02.22
26. Neighbourhood Alerts – 07.02.22 Newsletter For Neighbourhood Watch Supporters – Circulated to Councillors and on social media
27. WSCC - How do we keep our children safe online – Circulated to Councillors and social media 08.02.22
28. NALC EVENTS - Circulated to Councillors 08.02.22
29. Sussex by the Sea - 08.02.22

30. LUHC Committee: Chair writes to Secretary of State re Council Tax Rebate – Circulated to Councillors 08.02.22
31. News from Arun & Chichester Food Partnership Survey - Circulated to Councillors and social media
32. Mulberry & Co Councillors & Clerks Training including 'Future of Planning' 09.02.22 - Circulated to Councillors
33. Invitation to informal open afternoon - new ADC / BR BID partnership Pop Up opportunity in Bognor Regis - Circulated to Councillors 09.02.22
34. West Sussex Mind -Adult Mental Health First Aid 09.02.22
35. NALC International Women's Day 10.02.22
36. WSALC Levelling Up the UK White Paper Summary – Circulated to Councillors 10.02.22
37. BRBID Update - Circulated to Councillors 10.02.22
38. Letter to MBE Brian Knight 10.02.22
39. Arun Weekly Bulletin 11.02.22 – Circulated to Councillors and on Social Media
40. WSCC - Covid-19 updates, budget, Dark Skies and more 11.02.2022 – Circulated to Councillors
41. CHIEF EXECUTIVE'S BULLETIN 11.02.22 - Circulated to Councillors
42. Monthly Footfall Report from BRBID for Bognor Regis Town Centre - January 2022 - Circulated to Councillors 14.02.22
43. NALC -CHIEF EXECUTIVE'S BULLETIN - Circulated to Councillors 14.02.22
44. The Office of the Sussex Police & Crime Commissioner - A step in the right direction for online safety - Circulated to Councillors 14.02.22
45. NALC - JOB LISTINGS 14.02.22
46. Littlehampton TC - Progress Spring 2022 Newsletter
47. NALC EVENTS - Circulated to Councillors 15.02.22
48. VAAC General Networking Event 15.02.22
49. NALC NEWSLETTER - 16.02.22
50. West Sussex County Council: Met Office AMBER Severe Weather Warning – Circulated to Councillors and social media 16.02.22
51. WSCC -Meeting of Communities, Highways and Environment Scrutiny Committee - Circulated to Councillor and on social media
52. NALC ONLINE EVENTS - Circulated to Councillors 17.02.22
53. VAAC E-bulletin - all the news and updates – Circulated to Councillors 17.02.22
54. Parish On-Line - New Tool! - Isochrone travel time launched 17.02.22
55. WSCC - February County Council meeting postponed – Circulated to Councillors 17.02.22
56. WSCC - Weather warning, Covid-19 updates, half term activities, nuisance calls, local food adventures, and more – circulated to all Councillors 17.02.22
57. Neighbourhood Alert - Red Weather Warning 18.02.2022. Circulated to all Councillors and shared on social media
58. ADC - Town and Parish Briefing. Circulated to all Councillors 21.02.22
59. Bognor Foodbank - CLOSURE: Friday 18th February. Circulated to all Councillors and shared on social media
60. Sussex PCC Newsletter – 18.02.2022. Circulated to all Councillors
61. Bognor Regis Herald - Weekly Review 20 Feb 2022. Circulated to all Councillors
62. Neighbourhood Alert - Arun Weekly Bulletin 21.02.2022. Circulated to all Councillors and shared on social media

63. Local Councils UPDATE issue 259 March 2022
64. Neighbourhood Alert - Catalytic Converter Thefts 23/02/2022 - Circulated to all Councillors and shared on social media
65. BRBID Annual General Meeting on 10th March 2022 – Circulated to all Councillors 24.03.22
66. WSCC Getting West Sussex moving following recent storms – Circulated to all Councillors 25.02.22
67. Neighbourhood Alert - Arun Weekly Bulletin 25/02/2022 – Circulated to all Councillors
68. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 25.02.2022
69. The Office of the Sussex Police & Crime Commissioner – Do the right thing campaign – Circulated to all Councillors 25.03.2022
70. NALC EVENTS – Circulated to all Councillors 01.03.2022
71. Neighbourhood Alerts - Investing In Cryptocurrency – Circulated to all Councillors 01.03.2022
72. VAAC - Fundraiser Network Meeting – Digital Marketing for Charities 22.02.2022 – Circulated to all Councillors 22.02.2022
73. Weekly news and updates from VAAC – Circulated to all Councillors 24.02.2022
74. BRBID Bognor Regis BID Towards Term 2 – Circulated to all Councillors 01.03.2022
75. Parish Online Newsletter - February Edition 25.02.2022
76. VAAC Funding Focus - March 2022 – Circulated to all Councillors 01.03.2022
77. NALC NEWSLETTER 02.03.2022
78. Local Councils UPDATE - SUBSCRIPTION EXPIRING 02.03.2022
79. WSCC Your Town and Parish Council News February 2022 – Circulated to all Councillors 24.02.2022
80. WSCC Covid-19 updates, Food Waste Action Week, World Book Day, and more 24.02.2022 – Circulated to all Councillors
81. Neighbourhood Alert - Think Widen Burglary Prevention Campaign Launched 01/03/2022 - Circulated to all Councillors 01.03.2022
82. ARUN NEWSLETTER 28 - March 2022 – 04.03.2022
83. Arun & Chichester Citizens Advice February 2022 Newsletter – Circulated to all Councillors 02.03.2022
84. NALC STAR COUNCIL AWARDS 2022 - 03.03.2022
85. St Wilfrid's Hospice Newsletter March 2022 - Circulated to all Councillors 04.03.2022
86. West Sussex Wellbeing Programme turns 10 - 04.03.2022
87. VAAC E-bulletin 03/03/22 - all your local news and updates
88. Clerks & Councils Direct - SUBSCRIPTION EXPIRING

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th MARCH 2022**

AGENDA ITEM 24 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **AGM OF THE BOGNOR PIER COMPANY LTD. - TO ADOPT THE ACCOUNTS YEAR ENDED 31st DECEMBER 2021 AND TO NOTE THE DIRECTOR'S REPORT**
- **TO NOTE RECEIPT OF £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FOURTH AND FINAL QUARTER PAYMENT 2021)**

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 56 No.1 for January/February 2022 has been received, which is available for Members to view if required.

Cinema Theatre Association - a copy of the Picture House Magazine No. 46, for 2021 has been received, which is available for Members to view if required.

Town Force Works - to investigate water ingress into Screen 2 on 14th December 2021. Also, to take down broken section of damaged brick wall on cinema boundary, stack bricks out of the way, clean up area and return Heras fencing to resecure the area at a total cost of £82.50 plus VAT. These works were funded by BPCL.

Town Force Works - to rebuild damaged brick wall on cinema boundary and point up cracks to corner of the wall, to include labour and materials. Also, to measure area of broken paving at entrance to cinema car park, labour only at a total cost of £839.98 plus VAT. These works were funded by BPCL.

Update on works at the Cinema – at the last meeting, Members had requested that the Clerk liaise with the Cinema tenant to establish when completion to the works at the Cinema was expected - Min. 164.2 refers. A progress report has been received from the tenant and will be reported at the meeting.

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

Proposed Monthly Budget for year ending December 2022 - a copy of the proposed Monthly Budget for year ending December 2022 will be provided to Councillors under separate cover. This information deals with individual annual rental payments, which are not a matter of public record, so this item will therefore be dealt with under confidential business.

AGM OF THE BOGNOR PIER COMPANY LTD. - TO ADOPT THE ACCOUNTS YEAR ENDED 31st DECEMBER 2021 AND TO NOTE THE DIRECTOR'S REPORT

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

DECISION

Members are invited to **ADOPT** the accounts for year ending 31st December 2021 and to **NOTE** the Director's Report.

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

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

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

DECISION

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