



BOGNOR REGIS TOWN COUNCIL

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

ANNUAL 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 9th MAY 2022**.

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

An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Council 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 Council.) Any written question received by 9am on Monday 9th May from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

DATED THIS 29th DAY OF APRIL 2022

TOWN CLERK

AGENDA AND BUSINESS

1. Election of Town Mayor for 2022/2023
 2. The Town Mayor will make the Statutory Declaration of Acceptance of Office
 3. Election of Deputy Town Mayor for 2022/2023
 4. The Deputy Town Mayor will make the Non-Statutory Declaration of Acceptance of Office
 5. Acceptance speech and welcome by newly elected Town Mayor
 6. Apologies for Absence
 7. Declarations of Interest
- Members and Officers are invited to make any declarations of Disclosable Pecuniary, 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

- 8. To review the Council's Terms of Reference and any delegation arrangement to Committees and Sub-Committees
- 9. To appoint Members (and Chairmen/Vice-Chairmen) to serve on the following Committees. (The Town Mayor and Deputy Town Mayor, ex officio, shall be members of P&R)

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

NOTE: In accordance with Standing Orders, the Council may appoint any number of Members to serve on each Committee provided that the total number of places on Committees fairly and as accurately as possible reflects the political composition of the Full Council {S.O. 4.d (x)} (The quorum of a Committee or Sub-Committee shall not be less than 3 Members) ADDITIONAL NOTE: A Committee may arrange for the discharge of its functions by a Sub-Committee - LGA 1972 – S.101. (2)

- 10. To appoint representatives to other 'outside' bodies (list attached to Agenda)
- 11. To confirm Bank Signatories
- 12. To note the Calendar of Meetings for 2022/2023 (attached)
- 13. To APPROVE the Minutes of the Meeting of Bognor Regis Town Council held on 7th March 2022 and the Extraordinary Meeting held on 8th March 2022
- 14. Written Questions from Councillors
- 15. Adjournment for public questions and statements
- 16. To consider any written dispensation requests received from Town Councillors
- 17. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 17.1 **Meeting of the Policy and Resources Committee of 28th March and the Extraordinary Meetings of 5th and 25th April 2022** with resolutions, recommendations and reports
- 17.2 **Meeting of the Community Engagement and Environment Committee of 11th April and the Extraordinary Meeting of 19th April 2022** with resolutions, recommendations and reports

- 17.3 **Meetings of the Planning and Licensing Committee of 15th March, 5th and 26th April 2022** with resolutions, recommendations and reports
- 17.4 **Meeting of the Events, Promotion and Leisure Committee of 21st March 2022** with resolutions, recommendations and reports
18. 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
19. To note the List of Payments and Transfers made in February and March 2022 and to note the balances, bank reconciliations and financial reports (April 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)
20. To consider the continuation of live streaming of meetings and agree any next steps
21. Regeneration including: -
- To note the publication of the Minutes of the Bognor Regis Regeneration Board Meeting held on 27th April 2022 (if available)
22. To note outgoing Town Mayor's Report and duties undertaken
23. Town Crier's Report and duties undertaken
24. Reports from Representatives to other organisations
25. To receive Correspondence
26. Picturedrome Site update including: -
- Director's report, any urgent actions taken for ratification
 - To confirm bank signatories as the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors having a Disclosable Pecuniary Interest in the Picturedrome Cinema
 - To note receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (first quarter payment 2022)

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

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022**

AGENDA ITEM 1 - ELECTION OF TOWN MAYOR FOR 2022/2023

REPORT BY THE TOWN CLERK

FOR DECISION

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

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

DECISION

Do Members **AGREE** that Cllr. Barrett be appointed as Town Mayor for the 2022/23 Municipal Year?

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022**

AGENDA ITEM 3 - ELECTION OF DEPUTY TOWN MAYOR FOR 2022/2023

REPORT BY THE TOWN CLERK

FOR DECISION

As Members will recall, the recommendation from the Council Meeting held 7th March 2022 (Min. 181 refers) is that Cllr. Stanley be appointed as Deputy Mayor for the forthcoming year.

DECISION

Do Members **AGREE** that Cllr. Stanley be appointed as Deputy Mayor for the 2022/23 Municipal Year?

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022

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

REPORT BY THE TOWN CLERK

FOR DECISION

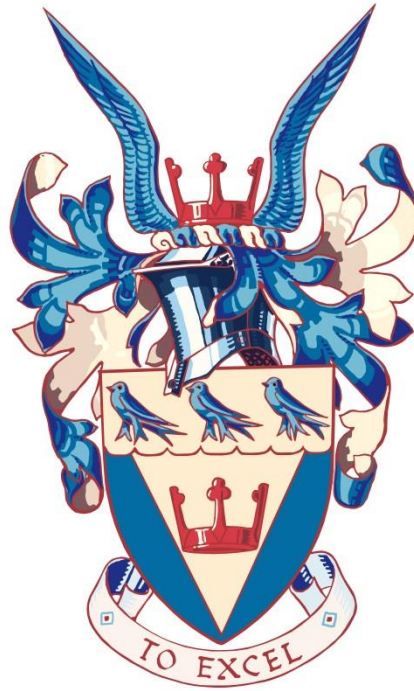
The Council's Terms of Reference for both Council and various Committees are reviewed on an annual basis. Each Committee considers their Terms of Reference at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they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

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

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

DECISION

Do Members **RESOLVE** to **ADOPT** the Council's Terms of Reference for the 2022/23 Municipal Year?



BOGNOR REGIS TOWN COUNCIL

COUNCIL

TERMS OF REFERENCE

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

BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: COUNCIL

16 Members of the Authority

Quorum =

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

Introduction to Powers and Duties of Standing Committees

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

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

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

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

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

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

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

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

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| 5. | Finance | |
| 5.1 | Authorisation of Payment of accounts. | <ul style="list-style-type: none"> Council/ Policy & Resources Committee/ Town Clerk in accordance with Financial Regulations |
| 5.2 | Approval of Annual Return & Statement of Accounts | None |
| 5.3 | Approval of Banking Arrangements | None |
| 5.4 | Approval of Orders for work, goods or services | <ul style="list-style-type: none"> Council/ Policy & Resources Committee/ Town Clerk in accordance with Financial Regulations |

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

AGENDA ITEM 9.1

BOGNOR REGIS TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022

AGENDA ITEM 9.1 - TO NOTE CLLRS. CUNARD AND MRS. DANIELLS DECISION TO LEAVE THE INDEPENDENTS GROUP AND SIT AS INDEPENDENTS ALIGNED TO THE CONSERVATIVE GROUP

REPORT BY THE TOWN CLERK

FOR INFORMATION

Members are asked to Note that Cllrs. Cunard and Mrs. Daniells have taken the decision to leave the Independents Group and sit as Independents aligned to the Conservative Group. The Committee allocation of seats is therefore affected as reflected in the following report.

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022**

AGENDA ITEM 9.2 - TO APPOINT MEMBERS (AND CHAIRMEN/VICE-CHAIRMEN) TO SERVE ON THE FOLLOWING COMMITTEES. (THE TOWN MAYOR AND DEPUTY TOWN MAYOR, EX OFFICIO, SHALL BE MEMBERS OF P&R)

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

REPORT BY THE TOWN CLERK

FOR DECISION

In accordance with Standing Orders, the Council may appoint Members to serve on each Committee provided that the total number of places on Committees fairly and as accurately as possible reflects the political composition of the Council {S.O. 4(d)(x)} (The quorum of a Committee or Sub-Committee shall not be less than 3 Members). Furthermore, a Committee may arrange for the discharge of its functions by a Sub-Committee - LGA 1972 - S.101. (2).

The political makeup of the Town Council membership is as detailed below.

| Group | Names | Total |
|---|---|--------------|
| Liberal Democrats | John Barrett Kenton Batley John Erskine Henry Jones Claire Needs Matt Stanley Jeanette Warr Bob Waterhouse | 8 |
| Conservative Group (inc. 2 Independents aligned) | Adam Cunard (Independent) Sandra Daniells (Independent) Stephen Reynolds Samantha Staniforth | 4 |
| Independent Group | Jim Brooks (Independent) Steve Goodheart (Independent) | 2 |
| Bognor Regis Independents | Phil Woodall (BRIG) Wayne Smith (BRIG) | 2 |

Members will note that Cllrs. Cunard and Mrs. Daniells have taken the decision to align themselves with the Conservative Group and the allocation of seats is therefore calculated as follows: -

Committee Proportionality

| | |
|--|--------------------------------|
| Liberal Democrats | 5 Members per Committee |
| Conservative Group (inc. 2 Independents aligned) | 2 Members per Committee |
| Independent Group | 1 Member per Committee |
| Bognor Regis Independents | 1 Member per Committee |
| Total | 9 Members per Committee |

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

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

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

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

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

DECISIONS

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

To **AGREE** the Chairman and Vice-Chairman of the Committees.

TOWN COUNCIL COMMITTEES

POLICY AND RESOURCES COMMITTEE

| | |
|---------------------------|---|
| Mayor (Ex Officio) | John Barrett (LD) |
| Deputy Mayor (Ex Officio) | Matt Stanley (LD) (SUBJECT TO COUNCIL APPROVAL) |
| | Adam Cunard (I aligned C) |
| | Sandra Daniells (I aligned C) |
| | John Erskine (LD) |
| | Steve Goodheart (Ind Grp) |
| | Wayne Smith (BRIG) |
| | Jeanette Warr (LD) |
| | Bob Waterhouse (LD) |

Nominations for Chairman: Bob Waterhouse

Nominations for Vice Chairman: John Erskine

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

| | |
|--|-------------------------------|
| | John Barrett (LD) |
| | Jim Brooks (Ind Grp) |
| | Sandra Daniells (I aligned C) |
| | Henry Jones (LD) |
| | Claire Needs (LD) |
| | Wayne Smith (BRIG) |
| | Samantha Staniforth (C) |
| | Matt Stanley (LD) |
| | Jeanette Warr (LD) |

Nominations for Chairman: Wayne Smith

Nominations for Vice Chairman:

PLANNING AND LICENSING COMMITTEE

| | |
|-------------------|-------------------------------|
| | John Barrett (LD) |
| | Adam Cunard (I aligned C) |
| | Sandra Daniells (I aligned C) |
| | John Erskine (LD) |
| | Matt Stanley (LD) |
| | Jeanette Warr (LD) |
| | Bob Waterhouse (LD) |
| | Phil Woodall (BRIG) |
| Vacancy (Ind Grp) | |

Nominations for Chairman: Jeanette Warr

Nominations for Vice Chairman:

EVENTS, PROMOTION AND LEISURE COMMITTEE

| | |
|--|-------------------------------|
| | Kenton Batley (LD) |
| | Jim Brooks (Ind Grp) |
| | Sandra Daniells (I aligned C) |
| | John Erskine (LD) |
| | Stephen Reynolds (C) |
| | Matt Stanley (LD) |
| | Jeanette Warr (LD) |
| | Bob Waterhouse (LD) |
| | Phil Woodall (BRIG) |

Nominations for Chairman: Kenton Batley

Nominations for Vice Chairman: Phil Woodall

Sub-Committees and Working Parties

BOGNOR REGIS IN BLOOM WORKING GROUP

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

ALLOTMENTS SUB-COMMITTEE

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

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022**

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

REPORT BY THE TOWN CLERK

FOR DECISION

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

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

There were originally three organisations that received Grant Aid in 2022 that require a representative to be appointed: '2022 Jubilee Street Party on The Prom', Bognor Shopmobility, and Southdowns Music Festival. The vacancies in relation to Bognor Shopmobility and Southdowns Music Festival will need to be determined. However, at the Council Meeting held on 4th January 2022, Cllr. Mrs. Daniells was appointed as the Councillor Representative for the '2022 Jubilee Street Party on The Prom' event for the 2021/22/23 Municipal Year (Min. 156 refers).

Following the Extraordinary Policy and Resources Committee Meeting held on 25th April 2022 additional match-funding was awarded to Southdowns Music Festival, the Bognor Regis Carnival Association and Rox Music & Art. The Southdowns Music Festival is already identified as a recipient of Grant Aid over £5K. However, as both the Bognor Regis Carnival Association and Rox Music & Art are also now in receipt of Grant Aid funding over £5K, Members will need to consider at the meeting whether they wish to appoint representatives to these organisations as a condition of this additional funding.

At the Council Meeting, held 7th March 2022, some Members expressed disappointment about not receiving invitations to meetings, or communication from the organisations to which they had been appointed Town Council representatives for 2021/22, and it was agreed that all organisations be written to, to ascertain whether they still require a Town Council representative (Min. 190.5 refers).

For now, Members are invited to confirm the necessary appointments and therefore determine the Councillor Representatives for the 2022/23 Municipal Year. When the organisations are written to, with details of their appointed Town Council representative, they will be asked to confirm the appointment with assurances given that invites and communications will be sent accordingly. Should any of the organisations respond to say that a representative is no longer required, then an update will be provided to Members at the next meeting.

Members will note that the membership of the BRTC/ADC Liaison Meetings consists of the positions as noted on the attached summary and substitutions will not apply.

DECISION

To **AGREE**, in principle, the appointed Councillor Representatives to the 'Outside' Bodies for the 2022/23 Municipal Year, subject to confirmation that a representative is required by the organisation (with the exception of Grant Aid recipients of £5,000 or over).

TOWN COUNCIL REPRESENTATIVES TO EXISTING 'OUTSIDE BODIES' 2021

| | | |
|---|---|---|
| Arun Partnership Advisory Board Early Help | Representative | Cllr. S. Goodheart |
| Armed Forces Day Committee | (Not required for 2022) | Cllr. P. Woodall |
| Arun District Association Local Councils (ADALC) | Representative Representative | Cllr. Mrs. S. Daniells Cllr. S. Goodheart |
| Bognor & Bersted United Charities | Ex officio Trustee, whilst a Town Council Member until the end of present administration | Cllr. K. Batley |
| Bognor Regis BID Board | Officer | |
| Bognor Regis BID Town Centre Task Force Strategy Group | Representative Senior Officer | Cllr. M. Stanley |
| Bognor Regis BID Town Centre Task Force Delivery Group | Officer | |
| Bognor Regis Concert Band | Mayor as President | Town Mayor |
| Bognor Regis Heritage & Arts Partnership Board | Representative Representative Representative Representative | Cllr. J. Brooks Cllr. Mrs. S. Daniells Cllr. S. Goodheart Cllr. W. Smith |
| | Reserve Reserve Reserve Reserve | Cllr. A. Cunard Vacant Vacant Vacant |
| Bognor Regis Regeneration Board | Representative Reserve Officer | Cllr. J. Erskine Cllr. Mrs. J. Warr |
| Bognor Regis Seafront Lights | Representative | Cllr. K. Batley |
| Bognor Regis Twinning Association | Representative | Cllr. Mrs. S. Daniells |
| BRTC/ADC Liaison Meetings | Representative Representative Representatives Representative Representative | Mayor Group Leaders Chairman of P&R Chairman of CE&E Chairman of EP&L |
| Chamber of Commerce | Representative Reserve | Cllr. Mrs. S. Daniells Cllr. J. Brooks |
| Grant Aid Recipients of £5K or over: - | | |
| - Arun Arts Ltd | (Not required for 2022) | Cllr. Mrs. J. Warr |
| - Southdowns Music Festival | Representative | Cllr. Mrs. S. Daniells |
| - Bognor Shopmobility | Representative | Cllr. P. Woodall |
| - Making Theatre Gaining Skills | (Not required for 2022) | Cllr. Mrs. S. Daniells |
| - Jubilee Street Party on the Prom | (No change for 2022) | Cllr. Mrs. S. Daniells |
| - Bognor Regis Carnival Association | New Rep for 2022 | |
| - ROX Music and Art | New Rep for 2022 | |

| Joint Action Group | Officer | |
|--|----------------------------------|---|
| Joint Western Arun Area Committee (JWAAC) No longer exists | <i>(Not required for 2022)</i> | Cllr. S. Goodheart Cllr. J. Brooks |
| (JWAAC) Highways & Transport Sub-Group No longer exists | <i>(Not required for 2022)</i> | Cllr. S. Goodheart Cllr. J. Brooks |
| Parish Liaison Mtgs No longer exists | <i>(Not required for 2022)</i> | Cllr. S. Goodheart Cllr. Mrs. S. Daniells Cllr. J. Brooks Vacant |
| Stonepillow (Christian Care Association) | Patron | Town Mayor |
| Sussex Police Focus Group | Representative Officer | Cllr. M. Stanley |
| The 39 Club | Representative | Cllr. S. Reynolds |
| West Sussex ALC Ltd | Representative Representative | Cllr. Mrs. S. Daniells Cllr. S. Goodheart |

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022**

AGENDA ITEM 11 - TO CONFIRM BANK SIGNATORIES

REPORT BY THE TOWN CLERK

FOR DECISION

BACKGROUND

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

TOWN MAYOR'S CHARITY ACCOUNT

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

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

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

RESOLUTIONS

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

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

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

DECISIONS

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

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

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

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022**

**AGENDA ITEM 12 - TO NOTE THE CALENDAR OF MEETINGS FOR
2022/2023 (ATTACHED)**

REPORT BY THE TOWN CLERK

FOR DECISION

In general, all meetings of the Council start at 6.30pm, unless otherwise stated on the Calendar of Meetings for 2022/2023 (attached to this report as **Appendix 1**).

DECISION

Members are invited to **NOTE** the Calendar of Meetings for 2022/2023.

Bognor Regis Town Council CYCLE OF MEETINGS 2022-2023**(All meetings begin at 6.30pm unless otherwise stated)****May 2022**

| | | | |
|---------|------------------|-----|--------------------------------------|
| Monday | 9 th | May | ANNUAL TOWN COUNCIL MEETING |
| Monday | 16 th | May | Allotments Sub-C'ttee (5.30pm) |
| Monday | 16 th | May | Events, Promotion and Leisure C'ttee |
| Tuesday | 17 th | May | Planning and Licensing C'ttee |

June 2022

| | | | |
|---------|------------------|------|---|
| Tuesday | 7 th | June | Planning and Licensing C'ttee |
| Monday | 13 th | June | Community Engagement and Environment C'ttee |
| Tuesday | 14 th | June | Policy and Resources C'ttee |
| Tuesday | 14 th | June | SPECIAL COUNCIL MEETING |
| Tuesday | 28 th | June | Planning and Licensing C'ttee |

July 2022

| | | | |
|---------|------------------|------|--------------------------------------|
| Monday | 4 th | July | COUNCIL MEETING |
| Monday | 11 th | July | Events, Promotion and Leisure C'ttee |
| Tuesday | 19 th | July | Planning and Licensing C'ttee |

August 2022

| | | | |
|---------|------------------|--------|---|
| Monday | 1 st | August | Policy and Resources C'ttee |
| Monday | 8 th | August | Community Engagement and Environment C'ttee |
| Tuesday | 9 th | August | Planning and Licensing C'ttee |
| Tuesday | 30 th | August | Planning and Licensing C'ttee |

September 2022

| | | | |
|---------|------------------|-----------|--------------------------------------|
| Monday | 5 th | September | COUNCIL MEETING |
| Monday | 12 th | September | Events, Promotion and Leisure C'ttee |
| Tuesday | 20 th | September | Planning and Licensing C'ttee |
| Monday | 26 th | September | Policy and Resources C'ttee |

October 2022

| | | | |
|---------|------------------|---------|---|
| Monday | 3 rd | October | Community Engagement and Environment C'ttee |
| Tuesday | 11 th | October | Planning and Licensing C'ttee |

November 2022

| | | | |
|---------|------------------|----------|--------------------------------------|
| Tuesday | 1 st | November | Planning and Licensing C'ttee |
| Monday | 7 th | November | COUNCIL MEETING |
| Monday | 14 th | November | Allotments Sub-C'ttee (5.30pm) |
| Monday | 14 th | November | Events, Promotion and Leisure C'ttee |
| Monday | 21 st | November | Policy and Resources C'ttee |
| Tuesday | 22 nd | November | Planning and Licensing C'ttee |
| Monday | 28 th | November | Policy and Resources C'ttee (Budget) |

December 2022

| | | | |
|---------|------------------|----------|---|
| Monday | 5 th | December | Community Engagement and Environment C'ttee |
| Tuesday | 6 th | December | Planning and Licensing C'ttee |
| Tuesday | 20 th | December | Planning and Licensing C'ttee |

April 2022

January 2023

Tuesday 3rd January
 Tuesday 10th January
 Monday 16th January
 Monday 30th January
 Tuesday 31st January

COUNCIL MEETING (Precept)
 Planning and Licensing C'ttee
 Events, Promotion and Leisure C'ttee
 Policy and Resources C'ttee
 Planning and Licensing C'ttee

February 2023

Monday 6th February
 Tuesday 21st February

Community Engagement and Environment C'ttee
 Planning and Licensing C'ttee

March 2023

Monday 6th March
 Monday 13th March
 Tuesday 14th March
 Monday 20th March
 Monday 27th March

COUNCIL MEETING
 ANNUAL TOWN MEETING OF ELECTORS
 Planning and Licensing C'ttee
 Events, Promotion and Leisure C'ttee
 Policy and Resources C'ttee

April 2023

Tuesday 4th April
 Tuesday 11th April
 Tuesday 25th April

Planning and Licensing C'ttee
 Community Engagement and Environment C'ttee
 Planning and Licensing C'ttee

May 2023

Monday 15th May
 Tuesday 16th May
 Monday 22nd May
 Monday 22nd May

ANNUAL TOWN COUNCIL MEETING
 Planning and Licensing C'ttee
 Allotments Sub-C'ttee (5.30pm)
 Events, Promotion and Leisure C'ttee

June 2023

Monday 5th June
 Monday 5th June
 Tuesday 6th June
 Monday 12th June
 Tuesday 27th June

Policy and Resources C'ttee
 SPECIAL COUNCIL
 Planning and Licensing C'ttee
 Community Engagement and Environment C'ttee
 Planning and Licensing C'ttee

July 2023

Monday 10th July
 Monday 17th July
 Tuesday 18th July
 Monday 31st July

COUNCIL MEETING
 Events, Promotion and Leisure C'ttee
 Planning and Licensing C'ttee
 Policy and Resources C'ttee

August 2023

Monday 7th August
 Tuesday 8th August
 Tuesday 29th August

Community Engagement and Environment C'ttee
 Planning and Licensing C'ttee
 Planning and Licensing C'ttee

September 2023

Monday 4th September
Monday 11th September
Tuesday 19th September
Monday 25th September

COUNCIL MEETING
Events, Promotion and Leisure C'ttee
Planning and Licensing C'ttee
Policy and Resources C'ttee

October 2023

Monday 2nd October
Tuesday 10th October
Monday 30th October
Tuesday 31st October

Community Engagement and Environment C'ttee
Planning and Licensing C'ttee
COUNCIL MEETING
Planning and Licensing C'ttee

November 2023

Monday 6th November
Monday 6th November
Monday 20th November
Tuesday 21st November
Monday 27th November

Allotments Sub-C'ttee (5.30pm)
Events, Promotion and Leisure C'ttee
Policy and Resources C'ttee
Planning and Licensing C'ttee
Policy and Resources C'ttee (Budget)

December 2023

Monday 4th December
Tuesday 5th December
Tuesday 19th December

Community Engagement and Environment C'ttee
Planning and Licensing C'ttee
Planning and Licensing C'ttee



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 7th MARCH 2022

PRESENT:

Cllrs: K. Batley, J. Brooks, A. Cunard (left during Min. 187.2),
Mrs. S. Daniells (until Min. 192), J. Erskine, H. Jones, Miss. C. Needs,
S. Reynolds (until Min. 192), W. Smith, M. Stanley, Mrs. J. Warr,
B. Waterhouse and P. Woodall

IN ATTENDANCE:

Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Ms. R. White (Bognor Regis Regeneration Board) (part of meeting)
2 members of the public (part of meeting)

The Meeting opened at 6.30pm

165. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

In the absence of both the Town Mayor and Deputy Mayor it was necessary for those Members present to nominate a Chairman to preside over the meeting. Cllr. Mrs. Warr was proposed and seconded and following a vote, it was **AGREED** that Cllr. Mrs. Warr would take the Chair.

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 Assistant Clerk gave apologies for the Town Clerk, and Cllrs. J. Barrett, S. Goodheart, and Mrs. S. Staniforth, all owing to covid related reasons.

166. DECLARATIONS OF INTEREST

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

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

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

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

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

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

Cllr. Brooks declared an Ordinary Interest in Agenda items 18 and 19 as a Member of Arun District Council

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 24 and 26, as the tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when this item was discussed

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 24 and 26, 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

Cllr. Miss. Needs declared an Ordinary Interest in Agenda items 18 and 19 as a Member of Arun District Council

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda items 24 and 26, as an employee of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when this item was discussed

Cllr. Stanley declared an Ordinary Interest in Agenda items 18 and 19 as a Member of Arun District Council

Cllr. Mrs. Warr declared an Ordinary Interest in Agenda items 19 and 19 as a Member of Arun District Council

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

The Assistant Clerk informed Members that although the District Commander for Arun & Chichester, Chief Inspector Nick Bowman, had hoped to be present at the meeting, owing to operational matters he was unable to attend on this occasion but hoped to meet with Members soon.

168. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 4th JANUARY 2022

The Minutes of the Council Meeting held on 4th January 2022 were **APPROVED** by the Council as a correct record and were signed by the acting Chairman.

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

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

170. WRITTEN QUESTIONS FROM COUNCILLORS

The Chairman invited Cllr. Brooks to read his question regarding the ongoing war in Ukraine.

QUESTION 1 – In support of Ukraine, I ask Council's agreement in asking businesses in the Town to remove Russian goods for sale. I further request that BID is also approached for support.

Following discussion, Members **AGREED** that Officers should produce a press release to go on the Town Council's website, encouraging businesses to remove Russian products from sale. In addition, Bognor Regis BID should be approached to encourage their business members to do the same.

171. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.45pm

A member of the public asked whether the Town Council would support a community float for this year's carnival. The Assistant Clerk, through the Chair, clarified that this had been discussed through the Events, Promotion and Leisure Committee with Members agreeing to enter a walking float.

A member of the public also enquired whether the Town Council had considered organising a 'relief fund' for Ukraine. The Assistant Clerk stated that local information on where residents could donate had been made available on the Town Council's website and Facebook page. Members suggested various organisations currently taking donations and raising money such as The Salvation Army and local banks and building societies.

Cllr. Stanley declared a Disclosable Pecuniary Interest as a Building Society Manager

A member of the public also drew Councillors' attention to the Queen's Jubilee Beacons website (www.queensjubileebeacons.com), which included mention of Bognor Regis' Town Crier, as the official proclamation writer for the beacon lighting.

The Chairman reconvened the Meeting at 6.55pm

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

There were no written dispensation requests received from Town Councillors.

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

174. Policy and Resources Committee Meeting of 31st January 2022

In the absence of a current Chairman for this Committee, Cllr. Waterhouse, who chaired the meeting on 31st January 2022, reported. Members **AGREED** to take the Minutes as read.

174.1 Min. 119.1 - Recommendation to adopt the updated version, with minor amendments, of the Mayor's Allowance Scheme

Members unanimously **RESOLVED** to adopt the Mayor's Allowance Scheme, as recommended.

174.2 Min. 119.2 - Recommendation to adopt the new Member's Allowance Policy

Members unanimously **RESOLVED** to adopt the new Member's Allowance Policy.

174.3 Min. 120.2 - Recommendation to approve the Audit Plan for 2022/23

Members unanimously **RESOLVED** to **APPROVE** the Audit Plan for 2022/23.

174.4 Min. 122 - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2021/22

Members unanimously **RESOLVED** to **APPROVE** the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2021/22. The Action Plan will be signed by the Town Mayor, as Chairman of the Council, and by the Town Clerk.

175. Community Engagement and Environment Committee Meeting of 7th February 2022

175.1 The Chairman of the Committee, Cllr. Smith, reported. There were no recommendations to Council.

176. Planning and Licensing Committee Meetings of 11th January, 1st and 22nd February 2022

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

177. Events, Promotion and Leisure Committee Meeting of 17th January 2022

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

177.2 Min. 60 - To note that future Allotment Sub-Committee Meetings will be held prior to 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

The Council **RESOLVED** to 'note that future Allotment Sub-Committee Meetings will be held prior to 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'.

178. 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'.

179. 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

The Council unanimously **RESOLVED** 'to note the 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'.

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

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

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

181. TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR 2022/23 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2022

A Member called for a signed ballot, however, a recorded vote was also requested which took precedent over the signed ballot (S.O. 3v).

Cllr. Smith was nominated by Cllr. Woodall and seconded by Cllr. Miss. Needs.

Cllr. Reynolds was nominated by Cllr. Cunard and seconded by Cllr. Mrs. Daniells.

Cllr. Stanley was nominated by Cllr. Erskine and seconded by Cllr. Waterhouse.

Each nominee was invited to address Members and state why they would like the opportunity to serve the Town as Deputy Mayor for 2022/23. The results of the recorded vote were as follows:

Cllr. Smith for Deputy Mayor

Cllr. Miss. Needs
Cllr. Smith
Cllr. Woodall

Cllr. Reynolds for Deputy Mayor

Cllr. Cunard
Cllr. Mrs. Daniells
Cllr. Reynolds

Cllr. Stanley for Deputy Mayor

Cllr. Batley
Cllr. Brooks
Cllr. Erskine
Cllr. Jones
Cllr. Stanley
Cllr. Mrs. Warr
Cllr. Waterhouse

It was therefore **RESOLVED** to **RECOMMEND** to the Annual Town Council Meeting for 2022, that Cllr. Stanley be elected to the office of Deputy Mayor for 2022/23.

182. **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**

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

The Council **RESOLVED** 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 **AGREED** the change of date for the meetings, to Tuesday 14th June 2022.

Cllr. Smith left the Meeting

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

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

Cllr. Stanley nominated himself to fill the current vacancy and, there being no other nominations, Members present **AGREED** Cllr. Stanley should therefore be appointed to the Planning and Licensing Committee for the remainder of this municipal year.

Cllr. Smith returned to the Meeting

184. **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 5th 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'**

The report by the Assistant Clerk was **NOTED**.

Cllr. Cunard spoke in favour of the Motion which was seconded by Cllr. Miss. Needs. The Motion therefore stands **REFERRED** without discussion to the next Policy and Resources Committee Meeting, in accordance with S.O. 9a.

185. 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

The report by the Assistant Clerk was **NOTED**.

Members present **AGREED** 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.

Regarding the appointment of a Chairman for the Policy and Resources Committee for the remainder of the municipal year, Cllr. Waterhouse was proposed by Cllr. Stanley and seconded by Cllr. Brooks. There being no other nominations, Members **AGREED** Cllr. Waterhouse be appointment Chairman of the Committee.

186. 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

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

Members expressed deep concern with the proposal by the District Council to sell the London Road Car Park site, which was regarded by some as a prime piece of land, for development. Lengthy discussion followed in relation to the work currently being undertaken by Arun to produce vision documents for Bognor Regis and Littlehampton, for which they have budgeted for the next financial year. With no clear vision yet agreed, questions were raised about what would happen to the capital received from the disposal of the London Road Car Park site, with calls being made that these monies should be spent on regeneration in Bognor Regis.

It was felt by all present that as a vibrant, seaside resort, hoping to attract more holidaymakers with some exciting regeneration plans already underway, the unloading of an important asset, such as the facilities that the coach park provides, will make the Town far less attractive to holidaymakers.

Members wanting to make representation, who were not on the Planning and Licensing Committee, were invited to email the Assistant Clerk with their responses to the proposals, by 14th March, so that these could be considered in the Town Council's response, which will be discussed and decided upon at the 15th March Planning and Licensing Committee Meeting.

187. 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

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

187.1 To note the publication of the Minutes of the Bognor Regis Regeneration Board Meeting held on 26th January 2022 previously circulated to Councillors

Members **NOTED** the Minutes of the Bognor Regis Regeneration Board Meeting held on 26th January 2022.

187.2 To receive an update from Rebecca White, Executive Director from the Bognor Regis Regeneration Board

The Chairman welcomed Rebecca White to the Meeting

Rebecca expressed the Regeneration Board's pleasure at seeing more events added to the calendar for 2022, particularly community events in relation to the Queen's Platinum Jubilee. She reported on work being undertaken through the Town Centre Forum meetings, involving the County, District and Town Council, as well as Bognor Regis BID, whereby ideas are being discussed on how to further improve the Town Centre. Part of this work revolves around creating an 'events calendar', allowing interested parties to combine to give assistance to enhance events, promoting a strong example of partnership working. This will become especially important when utilising the new event spaces at the Place St Maur and Regis Centre, both currently undergoing extensive regeneration.

Through this Forum, the Regeneration Board are keen to work with the Town Council to create a 'vision' for Bognor Regis, as a seaside holiday resort, not only encouraging events but also improving the wayfinding available in the Town, allowing tourists and visitors alike to better navigate themselves around Bognor Regis. Interactive trails and better signage in key areas such as outside the railways station, were just some examples given for improving this. Proposals are being formulated, to be submitted to the West Sussex Economy Fund.

Members discussed utilising the natural 'flatness' of the Town Centre in particular highlighting how this provides good disabled accessibility and inclusiveness, all of which would be positive marketing aspects for the Town as a popular seaside holiday resort.

Arun District Council are currently reviewing their Masterplan, and Rebecca highlighted to Members the importance of getting responses to the District Council early, to enable the Town Council's views and

priorities, such as the above, to be incorporated at the earliest opportunity. Whilst Members in principle, agreed with this sentiment, some Members expressed their frustrations at the way the District Council consults the Town Council, often, it was felt, when the plans have already been agreed at District level. Rebecca understood Councillor's fatigue with the process but hoped that should the Town Council take the lead in developing its own 'vision' at an early enough stage, that this may then be considered.

Cllr. Cunard left the Meeting

Following discussion, Members **AGREED** that ADC's Director of Place, and the Group Head of Economy, should be invited to address Members to discuss the ADC Masterplan and Town Council involvement in the process.

Members thanked Rebecca White for the update

188. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

189. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

190. 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.

190.1 Cllr. Batley - Bognor & Bersted United Charities; Bognor Regis Seafront Lights; BRTC/ADC Liaison Meetings

190.2 Cllr. Mrs. Staniforth - BRTC/ADC Liaison Meetings

190.3 Cllr. Woodall - Armed Forces Day Committee; Bognor Shopmobility

Verbal Reports:

190.4 Cllr. Mrs. Daniells – Arun District Association Local Councils (ADALC); Bognor Regis Heritage & Arts Partnership Board; Bognor Regis Twinning Association; Bognor Regis Chamber of Commerce & Industry; Southdowns Folk Festival; Making Theatre Gaining Skills; Parish Liaison Meetings; West Sussex ALC Ltd

During her verbal report to Members, Cllr. Mrs. Daniells informed of the Bognor Regis Twinning Association and Heritage & Arts Partnership Board's shared aspiration to install a camera in the Town Centre to create a 'portal' between Bognor Regis and its twinned town of Weil am Rhein. Members **AGREED** a letter should be written to ADC expressing the Town Council's support for this initiative.

- 190.5** Some Members expressed disappointment about not receiving invitations to meetings, or communication from the organisations to which they are Town Council representatives. It was **AGREED** that all organisations be written to, to ascertain whether they still require a Town Council representative with the exception of Grant Aid recipients who have been awarded over £5,000, as they are required to have a Town Council representative appointed, as per the terms of the Grant Aid process.

191. TO RECEIVE CORRESPONDENCE

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

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

Rebecca White left the Meeting

The members of the public left the Meeting

- 192. 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)**

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

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

The Assistant Clerk gave a verbal update regarding progress with the current works being undertaken at the Cinema that had been received from the tenant.

- 192.2 AGM of The Bognor Pier Company Ltd. - To adopt the accounts Year Ended 31st December 2021 and to note the Director's report**
Members **RESOLVED** to **ADOPT** the previously circulated accounts for year ended 31st December 2021 and the Director's Report was **NOTED**.

192.3 To note receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (fourth and final quarter payment 2021)

Receipt of the £9,000 Management fee from The Bognor Pier Company Ltd. (fourth and final quarter payment 2021) was **NOTED**.

193. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.d) - (CONTRACTURAL)

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

194. PICTUREDROME SITE UPDATE - CONFIDENTIAL BUSINESS

Members received and **NOTED** the confidential, written report from the Town Clerk in relation to the monthly budget of The Bognor Pier Company Ltd. for 2022.

The Meeting closed at 8.18pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY MEETING

OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 8th MARCH 2022

PRESENT:

Cllrs: J. Brooks, Mrs. S. Daniells, Miss. C. Needs, W. Smith, Mrs. J. Warr
(left during Min. 198), B. Waterhouse and P. Woodall

IN ATTENDANCE:

Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Mrs. K. Bourne (Sussex Police & Crime Commissioner)
3 members of the public

The Meeting opened at 6.08pm

195. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

As neither the Mayor nor Deputy Mayor were present, it was necessary for those Members present to nominate a Chairman to preside over the meeting. Cllr. Woodall was proposed and seconded and following a vote, it was **AGREED** that Cllr. Woodall would take the Chair.

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 Assistant Clerk gave apologies for the Town Clerk, and Cllrs. J. Barrett, S. Goodheart, and Mrs. S. Staniforth, all owing to covid related reasons; Cllrs. K. Batley and J. Erskine due to family commitments; and Cllrs. A. Cunard, S. Reynolds and M. Stanley due to work commitments.

196. 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.

197. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.11pm

A member of the public asked whether Sussex Police could utilise with traffic cameras or traffic officers to check for defective lights on vehicles, particularly in unlit areas.

Another member of the public spoke about, what they believed to be, a lack of police presence in the Town Centre.

The Sussex and Police & Crime Commissioner, Mrs. Bourne, took note of the questions and stated that she would provide answers during the next agenda item.

The Chairman reconvened the Meeting at 6.14pm

198. QUESTION AND ANSWER SESSION WITH THE SUSSEX POLICE AND CRIME COMMISSIONER, MRS. KATY BOURNE

The acting Chairman welcomed the Sussex Police & Crime Commissioner Mrs. Katy Bourne, to the meeting. Mrs. Bourne thanked those present for taking the time to attend the meeting and explained that she would try to answer as many questions as possible, first addressing the questions raised by members of the public.

Q. Defective headlights – A member of the public had raised concerns regarding the vast number of cars he had seen driving at night with defective headlights and highlighted the danger this inevitably causes, often without the driver even realising there was a problem. Mrs. Bourne was asked if anything was being done to crack down on this and listed numerous roads within the Town, where this problem was seemingly rife, along with persistent speeding.

A. Mrs. Bourne informed those present that these cases could be reported, although acknowledged the difficulty of being able to do this when cars are passing at speed. It is important that where possible, instances are reported to allow for more resources to be put into the offending areas. This can be done online (through 'Operation Crackdown'). Mrs. Bourne will also pass this information onto the new Chief Inspector Nick Bowman.

Q. Policing of Town Centre - Another member of the public commented on low policing numbers in the Town Centre, and queried when the increase in police presence, previously indicated by Sussex Police, would be evident, particularly in the Town Centre, which was often subjected to shoplifters. As a business owner, the member of the public emphasised that the crime levels in the Town Centre are a real concern for businesses and residents and that the Bognor Regis Business Improvement District (BID) are relied upon too heavily, for policing the area themselves, with PCSOs few and far between. As the precept had increased, the question was raised as to when more officers could be expected to be seen on the streets (particularly in the Town Centre) to stop the threat of offenders and reoffenders to Bognor Regis' businesses.

A. Mrs. Bourne acknowledged the concern of low police numbers in the Town. She reiterated that Sussex Police are recruiting through not only the Government 'Uplift Fund', which has recruited 126 new officers this year and 129 last year, but that using the extra precept, it is anticipated there will be 250 new officers, in addition to the above figures, by the end of March. This takes police officer levels to the same seen in 2010, which was a peak year. Although the precept had increased, Sussex Police are still the 7th lowest precept area in the country. Policing has changed dramatically, with cyber crime now responsible for around 40% of all crimes reported, and this in turn has changed the role of officers, sometimes taking them off the streets.

Q. Magistrates sentencing - A member of the public expressed frustration at the sentencing by Magistrates Courts, which doesn't appear to be stopping the ever-growing problem of criminals reoffending. Suspended sentences were mentioned as an example of this, with offenders often going back into society, after appearing in court and continually reoffending, with not much evidence of any rehabilitation. This is a worry for businesses as the same offenders are

committing crimes, such as shoplifting, on multiple occasions. Mrs. Bourne was asked for her opinion on this.

A. The Police and Crime Commissioner understood the concerns raised and admitted that in her role, she can't influence the system of the Magistrates Courts. In Sussex, Business Crime Partnerships are working with local businesses to apprehend first and second time offenders, to hopefully stop the pattern of behaviour, at an early stage. One of these schemes is beginning next month. Mrs. Bourne stressed the importance of collaborative working with organisations such as Bognor BID, who know their local area so well. Sussex Police will be applying for the fourth round of 'Safer Streets' Funding, with the intention of installing gates in certain areas, CCTV and providing better lighting. Mrs. Bourne is keen to work with the BID and other businesses in areas such as Bognor Regis, Crawley and East Grinstead, to gain further insight and ideas on how to help with crime levels and anti-social behaviour.

Q. Mrs. Bourne was asked if there will be more communication between Bognor Regis Town Council and local Police.

A. Chief Inspector Jon Carter, the previous District Commander (Chichester and Arun), had attended the Full Council Meeting on 4th January 2022, to address Members on local policing matters and the new District Commander, Chief Inspector Nick Bowman, would have been at the Full Council Meeting on 7th March 2022, if not for operational matters. With her attendance for this meeting in addition, Mrs. Bourne felt communication from Sussex Police and willingness to attend meetings to address questions and concerns, was very forthcoming.

Q. How do we counter the feeling of fear, on our streets, that is a major problem for some individuals?

A. The third round of 'Safer Street's' Funding focused on safety on streets and a lot of resources are currently being put into tackling this nationwide problem, including dedicated patrols in some areas. There is a government app being developed called 'Safe Streets', through which the public can report any street related crimes. Data collected through this helps form the bigger picture about areas that need more policing. The app can also be used to locate the user, if they are feeling unsafe, directing them to a 'safe space'. The National Police Chiefs Council (NPCC) are discussing whether this app will be rolled out nationally.

Q. Will the same type of survey be undertaken by the Police, that has been recently rolled out by the Fire Services?

A. Mrs. Bourne confirmed her office undertake many surveys, of which the findings are made available online. These surveys are fed back into Sussex Police and along with regular meetings to discuss

issues with local Councils, such as this, the data collected is used to help form objectives and plans for Sussex Police as well as write the precept.

Q. Do you support the principle of all emergency services sharing venues and equipment to save on costs?

A. If there was a good business case for the sharing of buildings and equipment, Mrs. Bourne indicated she would be in support of this, as emergency services must always be aware they are spending public money. There are some examples where this is already done and is very successful, but whether this is always appropriate must be looked at on an individual basis.

Q. Within Sussex, what is being done to enable women to feel safer when out at night?

A. Trauma informed training is currently taking place in numerous night-time economy venues, to help staff, such as doormen, know how to assist anyone in distress. Money has also been focused on training taxi marshals and targeted patrols are present in areas where nightlife is particularly busy. The 'Do the Right Thing' campaign is currently active, aiming to educate men and help them call out misogynistic behaviours. Fronted by four well-known Sussex male figures, the campaign saw great success over the Christmas period, with men able to access the online site and get advice. As well as this campaign, more training is taking place in schools, to teach children healthy relationships at a younger age, to hopefully prevent certain behaviours becoming 'normalised'.

Cllr. Mrs. Warr left the Meeting

Q. Within Sussex, what is being done as a deterrent against vandalism and disruptive behaviour in Town Centres by young people?

A. The biggest deterrent to help to crackdown on these behaviours is by making sure any crimes, including vandalism, shoplifting etc is reported, so action can be taken. The new District Commander, Chief Inspector Nick Bowman, is aware of the current issues and hopefully will be able to arrange a date to address members soon.

Q. Are Sussex Police currently recruiting?

A. Sussex Police are continuing to recruit, and do so usually four times a year, with around 70-80 positions filled, in a variety of positions. Mrs. Bourne reiterated her earlier point that there is another year to go in terms of government recruiting, as well as a year of recruiting within the precept.

Q. Are Sussex Police having any difficulty in recruiting new recruits of a suitable calibre?

A. Mrs. Bourne confirmed that Sussex Police are very pleased with their new recruits. It was admitted that challenges are created for Sussex Police sometimes keeping their new recruits, as officers can live in Sussex but apply to work for the Metropolitan police, which is sometimes appealing.

Q. At a recent Council meeting, Members were informed by Chief Inspector Jon Carter that police powers to enforce anti-social and drinking laws on Bognor Regis railway station were limited, due to the forecourt being private land. However, it also emerged that enforcement of some misdemeanours could be undertaken by the Railway Transport Police. If this is the case, better co-operation between both organisations, could result in better policing of this most complained about area. Will the Police and Crime Commissioner investigate if better co-operation between both organisations could result in better policing on this site?

A. Mrs. Bourne informed Members that she was fully aware of the situation at the station, having visited the site a few weeks prior. She confirmed that a meeting had now been arranged between Sussex Police and the Railway Transport Police to ascertain working on a collaborative strategy to improve the levels of policing here. Mrs. Bourne had asked for an update, prior to this meeting, but was yet to receive a response. As such, she will investigate the current situation and if not satisfied that enough action is being taken, will escalate this matter further in her role as Police and Crime Commissioner.

Cllr. Smith left the Meeting

Q. Mrs. Bourne was asked to confirm if Bognor Regis still have 'Special Constables'. If so, could they assist the PCSO's in the Town, at least during the daytime, at weekends and during the week if possible? Is it correct that 'Special Constables' have more powers than PCSO's, which could therefore be more of a deterrent to shoplifting, unsociable behaviour within our town centre and surrounding areas?

A. It was confirmed that 'Special Constables' have the same warranted powers as police officers, but that the position is voluntary. As such, the 'Special Constables' can choose the area they serve, and it could be that there are none (or few) covering the Bognor Regis area at present. The minimum requirement for hours worked in the role is 16 hours per month. Mrs. Bourne commented that recruitment for this position had taken a back seat during Covid but suggested the Town Council may consider leading a recruitment drive to encourage more 'Special Constables' within the Town.

Cllr. Smith returned to the Meeting

Q. The subject of youth services is always an issue in Bognor Regis. The Police and Crime Commissioner was asked if she could confirm that Sussex Police are 100% supportive of the youth venues in the Bognor Regis area?

A. Sussex Police are extremely supportive of youth provision. Mrs. Bourne informed that there are two openings a year for youth services to apply for the 'Safer in Sussex Community Fund', with the next round opening in April. Many local youth services have benefited from this funding stream.

Q. West Sussex County Council (WSCC) are closing two venues which local youth organisations are bidding to take over, would Sussex Police support these organisations with funding?

A. Unfortunately, Sussex Police cannot use their budget on purchasing the buildings, as the overall budget of Sussex Police is very tight and must be used for policing matters. Help with funding of equipment and smaller purchases could be applied for, as indicated in the previous question. Mrs. Bourne's office can be approached directly, to see if any further help can be sought.

Q. Are there examples of Sussex Police financially supporting youth services/venues in the town?

A. Mrs. Bourne confirmed that through funding streams, grants had been awarded to several youth services in and around Bognor Regis. These included Bognor Regis Youth Football Club, disability charity 'Kangaroos', Littlehampton Foodbank, 39 Youth Club and UCAN Spray.

Q. Who would be the correct contact within the service to discuss youth services with?

A. The Sussex Police and Crime Commissioner confirmed her office would always be willing to help where possible. The Community Safety Partnership at Arun District Council may also prove a useful contact.

Q. One Member asked whether there was supportive evidence of a higher proportion of violent crimes toward women and girls in the Town, or whether the Police and Crime Commissioner felt this was perhaps a reaction to the Sarah Everard criminal case?

A. Sussex, in comparison to many other counties, has a lower level of criminal offences toward women and girls, on average receiving 4-5 reports of serious sexual assault across the county on a daily basis. Since the Sarah Everard case, there has been a lot of evidence gathering, to assess whether women and girls feel safe. Practical tips and ideas are shared through online forums and apps, as well as national websites where victims can share their stories. The widespread

thoughts from the women Mrs. Bourne has spoken to, is that they want misogynistic behaviours to change and that any data and subsequent positive outcomes delivered as part of this, can only be of benefit in helping to combat these crimes.

Q. Is there any update on 'Operation Space' currently running in Bognor Regis?

A. Mrs. Bourne will provide an update on the operation through the Town Clerk.

Q. Have 'Safe Space' taken on board the hidden disability lanyard scheme?

A. A chosen group of officers within Sussex Police (champions), receive regular training on the scheme, which Mrs. Bourne believes is then shared through the force. The Policing College is responsible for new training and setting out these priorities.

Q. Disappointment was expressed by a Member that policing numbers for 2010 are seemingly being aspired to rather than trying to improve on these and looking forward. The Police and Crime Commissioner was asked for her justification for this.

A. Mrs. Bourne informed Members that when she joined Sussex Police in 2012, policing numbers in the county were at their highest. Mrs. Bourne strongly emphasised however, that policing has changed dramatically over the last ten years, with online fraud, malware and cybercrimes (which make up 40% of all crimes reported), having changed the way police are not only trained, but making the role of a police officer two pronged, with time having to be split between the digital side to policing as well as physical presence on the streets. On average, when over 75's are defrauded, they lose approximately £25,000. Mrs. Bourne stated this alone shows how serious the digital side of the job now is, inevitably requiring extra resources. Mrs. Bourne was however proud to report that Sussex Police, along with Surrey Police, are the first in the country to set up a dedicated 'Cyber Force', looking at innovative ways of tackling online crime.

Q. With the precept raised, what value for money do Sussex Police offer the county it serves?

A. Mrs. Bourne reported that Sussex Police does have the 7th lowest precept in the country and that when the precept is raised, she wants to know what services and benefits the public will receive with the extra spend. Mrs. Bourne stated that some areas in the north of England do receive significantly larger budgets than Sussex Police. If Sussex Police had this same budget, approximately 500 extra officers could be patrolling our streets in the county. Lastly for transparency, Mrs.

Bourne informed those present that her office costs approximately £1.3 million a year to run.

The Chairman thanked the Sussex Police & Crime Commissioner for attending the meeting

The Meeting closed at 7.13pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 28th MARCH 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs. J. Barrett,
S. Reynolds, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. Brooks in the public gallery (part of meeting)

The Meeting opened at 6.30pm

133. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. Cunard who was on annual leave, Cllr. Erskine owing to childcare issues, Cllr. Goodheart due to work, and Cllr. Jones who was unwell.

Cllr. Brooks, seated in the public gallery, left the Meeting

134. 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

135. TO APPROVE THE MINUTES OF THE MEETING HELD ON 31st JANUARY 2022

Cllr. Woodall advised he would abstain from the vote as he had not been present at the meeting.

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held 31st January 2022 as an accurate record of the proceedings and these were signed by the Chairman.

136. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

There were no members of the public seated in the gallery at this time and the meeting was not, therefore, adjourned by the Chairman.

137. TO RECEIVE A WRITTEN UPDATE FROM THE BID CO-ORDINATOR INCLUDING REQUEST FOR ONGOING FINANCIAL SUPPORT FOR THE PROVISION OF A UNIFORMED PRESENCE IN THE TOWN CENTRE - MIN. 116.2 REFERS

The Town Clerk's report was **NOTED**, and Members subsequently unanimously **AGREED** to **RATIFY** the release of £10,000 funding, allocated within the annual budget, for the provision of a uniformed presence in the Town Centre.

138. CLERK'S REPORT FROM PREVIOUS MINUTES

138.1 31st January 2022 - Min. 116.3 - Fishermen's Huts

Members were advised at the last meeting that 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. At that time, ADC had responded advising that they were trying to obtain some information from the BFA to move matters forward. A further update has therefore been sought resulting in the following response: -

"We are still struggling to get the BFA to engage with us. We have now put a deadline on them to try and get some action. I will ask my colleagues via this email to explore whether we can consider a plan B for the shower supply and metering should that prove necessary."

The Town Clerk responded to ADC asking to be advised of the date of the deadline being imposed for engagement by the BFA and if it is possible, to be kept updated on progress with this as the season fast approaches. ADC had subsequently advised they were seeking engagement by the end of the month.

138.2 31st January 2022 - Min. 116.5 - Promotions Training

As was reported to the Events, Promotion and Leisure Committee Meeting on Monday 21st March, contact had been made with town and parish councils in Bridlington, Burnham-on-Sea, Clevedon, Dawlish, Deal, Lymington, Morecambe, and Teignmouth – all of which are similar in size to Bognor Regis. It was explained to these councils that whilst the remit of tourism, and any associated office, falls to our District Council, the Town Council are still keen to play their part in actively promoting our seaside resort and would be interested in hearing how similar councils might promote their parishes as a tourist destination. An invite has been extended to join Bognor Regis Town Council at an informal Zoom meeting to listen to one another's experiences and to share ideas on how, as town and parish councils, we can play our part in promoting tourism. Responses were requested by no later than 31st March and, to date, two councils are interested in accepting our invite.

In the meantime, the Town Council have signed up to NALC's Coastal Communities Network Forum allowing for an opportunity to meet online with councils, located in coastal communities, around the country to share best practices.

Members are reminded that any request to sign up to a specific promotion training course, that comes at a cost, will be referred to the Policy and Resources Committee for budget approval.

138.3 31st January 2022 - Min. 116.6 - Town Force Report - Licences vs. leases for BRTC Assets on the Promenade

Despite numerous emails to ADC regarding this matter, a meaningful response is still awaited.

138.4 29th November 2021 - Min. 100 - 2022 Jubilee Street Party on the Prom Grant Aid Allocation

Members were advised that a request had been received from the event organisers of the community Jubilee Street Party on the Prom event for the grant awarded to this event to be paid over to The Carnival Association. This would allow for the funds to be deposited into their already established bank account as they have been trying to open an account so that they can receive and account for the funds for this event, but they are having great difficulty

in doing so, particularly as a one-off event. Liaison had been undertaken with the Town Council's Accountant who had confirmed that this would be in order on the proviso that the expenditure for the Jubilee Street Party event is separately accounted for with a copy sent to the Town Council to show this following the events conclusion. The event organisers have therefore been advised accordingly.

138.5 11th November 2019 - Min. 89 Grant Aid awarded for 2020 Pride Event

Notification had been received from the Chairman of Pride, Bognor Regis as follows: -

"Due to it being such a busy year I will not be running the large, planned event this time, instead I will probably do a Pride on the Pier event later in the year.

Because of this, and the fact that Pride has enough funds for the smaller event, I feel it would be inappropriate to take the kindly gifted grant aid on this occasion as I feel there are others that may be able to use it in a better way.

I wanted to let you know prior to the presentation and look forward to applying for a grant in future years."

As the £4,000 grant is currently held in Earmarked Reserves following the event being cancelled in 2020 due to Covid, this matter will be referred to the next meeting for consideration of whether the funds should be returned to reserves or remain earmarked to be added to 2022 Grant Aid pot for allocation in 2023.

Members were also asked to note that other event organisers who had Grant Aid awarded in this year requested that these funds be put into Earmarked Reserves due to the Covid pandemic, resulting in it not being possible to hold their events. These included Bognor Regis Carnival Association, Armed Forces Day Committee, Bognor Regis Twinning Association, Rox Music and Arts Festival and the Bognor Regis Kite Festival. All of these event organisers had now confirmed that their planned event will be taking place in 2022 and had requested the release of these funds. This will be done with the cheques to these organisations presented at the Civic Reception on 6th April 2022 along with the cheques for recipients of the 2022 Grant Aid awards.

138.6 Match-Funding Grant Aid

Members were reminded that back in 2019 the Town Council had been approached by ADC to consider match-funding a budget provision of £25,000 within the 2020/21 financial year to be used for Town Centre events as part of an initiative to innovate and regenerate town centres. Despite some concern by Members, the Town Council made provision of a one-off allocation of £25,000 for that financial year. This was not identified as revenue expenditure, as it had not been clear in the initial approach from ADC about this being an annual activity and therefore it was not being met by the parish precept. Members agreed to support the initiative in principle but required

further detailed information on what the funds were to be used for before ratifying the decision to release any of the funding. Despite a proposal being put forward for a project in 2020/21 to utilise £15,000 of the budget, the Council considered this in detail resulting in a decision not to continue to support and contribute to the ADC proposal. The £25,000 allocation was therefore removed from the budget and the ADC match-funding lost.

The Town Clerk has recently been made aware that a budget provision for match-funding was also made in 2021/22 by ADC. The Clerk has therefore been in liaison with ADC Officers to establish whether the Town Council could meet the criteria that would allow the release of this funding before it is lost at the end of the financial year.

As a result of these discussions, at the Events, Promotion and Leisure Committee Meeting held on 21st March, Members were advised that owing to the significant commitment by the Town Council to secure a three-year contract for new Christmas displays for the Town commencing in 2022 and the Committees desire to repeat the very successful digital projection in the Town Centre again for this coming Christmas, £12,500 match-funding had been secured by the Clerk for the digital projection.

This therefore leaves the balance of £12,500, which it has been agreed with ADC would meet the criteria for release if it were used to enhance significant events put on by other event organisers that help to promote tourism and bring people into the Town from far and wide, that the Town Council already support through its Grant Aid process.

Considerations for release of this further grant would need to include: -

- The event is to have an impact on the Town that the Council has confidence will happen and already be established and supported by the Town Council through its Grant Aid process to be eligible.
- Rather than spread the funding too thinly, to consider supporting a small number of organisations for the money to be used to bring a new element to their existing event that will have more of an impact, help promote tourism and increase footfall in the Town.
- Evidence of evaluation or feedback that they have received from previous events they have held and details of the number of people attending to ensure the benefits of enhancing their event could also be sought.

It was therefore proposed that as the events season is fast approaching and to allow for this funding to be made available, an Extraordinary Meeting of the Committee be called to confirm the criteria and conditions to be met as soon as possible.

Suggested dates for this meeting were Tuesday 5th April 2022 at 5.30pm, prior to the Planning and Licensing Committee Meeting scheduled for 6.30pm that evening, or Tuesday 12th April commencing at 6.00pm or 6.30pm. Members present were asked to indicate their availability for both meetings, with those Committee Members not in attendance being emailed by the Town

Clerk to be asked for their availability, after which the date on which the majority could attend would be confirmed.

139. TO RECEIVE THE TOWN FORCE REPORT

The Town Clerk drew Members attention to the graffiti statistics within the report, that had been updated, and the Town Force Manager's report was subsequently **NOTED**.

140. BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO RECEIVE THE NOTES OF THE MEETING HELD ON 9th FEBRUARY 2022 PREVIOUSLY CIRCULATED TO COUNCILLORS

The Town Clerk's report, including the Notes of the meeting held on 9th February 2022, together with their intended actions, was **NOTED**.

Following a Member's query, the Town Clerk confirmed that whilst the Town Council used to hold the funding for the BRHAPB, it had been agreed, when the previous Projects Officer left the Council, for BRHAPB to hold the budget in the meantime, with any decisions taken by the Board coming back to the Policy and Resources Committee.

140.1 Members **AGREED** to **RATIFY** the recommendation to allocate £500 to the Bathing Machine Project being carried out by Greg Burt - Min. 3 refers.

140.2 Members further **AGREED** to **RATIFY** the recommendation to allocate £1,500 to the design, production and printing of Jubilee Guides, as presented by the Chairman - Min. 4 refers

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

The Projects Officer's report was **NOTED**, with Members invited to email the Town Clerk with any questions to be passed on to the Projects Officer.

142. TO CONSIDER A CALL FROM SLCC TO PASS THE FOLLOWING MOTION, AND WRITING TO THE SECRETARY OF STATE TO SHOW SUPPORT, REFERRED FROM COUNCIL - MIN. 184 REFERS - 'THIS COUNCIL SUPPORTS THE PETITION LAUNCHED BY ADSO AND LLG ON 5th 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'

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

Members unanimously **AGREED** to **SUPPORT** the Motion in relation to the petition launched by ADSO and LLG with regard to remote and hybrid meetings, and further **AGREED** to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow Council's the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.

143. TO RECEIVE AN UPDATE ON THE 2022 TOWN NEWSLETTER - MIN. 98 REFERS

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

144. TO RATIFY RELEASE OF 2022-2023 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 2 OF 3), BOGNOR REGIS REGENERATION BOARD, AND BUSINESS WARDENS/ UNIFORMED OFFICER

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

Members unanimously **RESOLVED** to **RATIFY** the release of the 2022-2023 Partnership Funding of £2,000 for CCTV, £9,000 for BRSFL, £4,500 for BRRB, and £10,000 for Business Wardens/Uniformed Officer, as agreed as part of the Town Council's budget provision for the next financial year.

145. TO RATIFY RELEASE OF EMR TO MUSEUM FOR BATHING MACHINE REHOUSING – MIN. 116.1 REFERS

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

The Committee unanimously **RESOLVED** to **RATIFY** the release of the remaining £1,250, held in earmarked reserves for the Museum, towards the rehousing of the Bathing Machine project.

146. TO CONSIDER A REQUEST FOR PARTNERSHIP FUNDING FOR A WAYFINDING STRATEGY FROM THE BOGNOR REGIS REGENERATION BOARD

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

However, owing to illness, Rebecca White had been unable to attend the meeting to give an overview to Members. The Town Clerk, therefore, suggested that since it had been agreed, earlier in the meeting, to hold an Extraordinary Policy and Resources Committee Meeting, that the item be deferred with Rebecca invited to give a presentation then.

Members **AGREED** to **DEFER** the item to the Extraordinary Policy and Resources Committee Meeting to be held on either Tuesday 5th April or Tuesday 12th April 2022.

147. TO RECEIVE AN UPDATE ON TOWN CRIER'S COMPETITION - MIN. 97 REFERS

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

148. FINANCIAL REPORTS INCLUDING: -

148.1 To note Committee, I&E Reports for the month of February 2022 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of February 2022.

148.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2022, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

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

149. CORRESPONDENCE

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

150. 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 19 and 20 (staffing and contractual).

151. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 1st MARCH 2022

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

151.1 Members subsequently unanimously **AGREED to **RATIFY** the recommendation to re-advertise the vacancy for a Committee & Event Support Officer, and also approved the advertising of the vacancy for an Allotments & In Bloom Officer.**

151.2 Members further **AGREED to **RATIFY** the increase in Spinal Column Points relating to two members of staff.**

151.3 The recommendation to approve a review of the Local Government Pension Scheme (LGPS) Employer's Discretion Policy was **RATIFIED.**

151.4 Finally, Members supported the recommendation that staff should be asked to set their automated 'office is closed on Friday' emails for external organisations only, unless they are on annual leave/TOIL.

152. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential) and unanimously **AGREED** to write off the debt of £12.80 as detailed by the Town Clerk.

The Meeting closed at 7.01pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY MEETING

OF THE POLICY AND RESOURCES COMMITTEE

HELD ON TUESDAY 5th APRIL 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs. J. Barrett,
Cllr. J. Erskine, S. Goodheart (from Min. 155),
Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Ms. R. White (Bognor Regis Regeneration Board)
Cllr. M. Stanley in the public gallery (part of
meeting)

The Meeting opened at 5.30pm

153. 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. Jones, who had another meeting. No apologies for absence were received from Cllrs. Cunard or Reynolds.

154. 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

155. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

Cllr. Goodheart arrived at the Meeting

There were no members of the public seated in the gallery at this time and the meeting was not, therefore, adjourned by the Chairman.

156. TO CONSIDER THE CRITERIA AND CONDITIONS TO BE MET IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS - REFERRED FROM MEETING HELD 28th MARCH 2022

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

The Chairman invited the Clerk to briefly summarise the report during which uncertainty was expressed as to whether the Rox Music & Art event, for which Grant Aid had been awarded, met the requirement of being based in the Town and the criteria for additional match-funding.

Cllr. Goodheart declared an Ordinary Interest in Rox Music & Art

Cllr. Goodheart, owing to his involvement with Rox Music & Art, was able to respond and stated that the Art Trail event would be held over four weeks. Two of those weeks would involve an exhibition of work at the POP! Bognor Regis unit in Belmont Street. The other two weeks would see artists based in the Town, and in neighbouring areas such as Aldwick and Elmer, opening their homes and workshops to welcome visitors.

Cllr. Woodall declared an Ordinary Interest in the Carnival

Bearing in mind that ADC's criteria for this funding was to promote tourism and bring people into the Town, discussion took place about the location at which some of the events, listed in the Clerk's report, were to be held and about whether some of those listed could be classed as an event or a service.

Following discussion, and in recognising the importance of increasing footfall by encouraging people back into the Town, it was suggested that of the Grant Aid recipients listed in the report, Carnival, Rox Music & Art, and Southdowns Folk Festival be written to and invited to apply for this additional funding whereby they would be asked to explain what they would do differently, or what extra element they would bring to their event, if successful in securing additional funding.

The Chairman queried whether the full £12,500 available might be awarded to one organisation or be split between two or more organisations. It was subsequently suggested that when writing to the three organisations, identified as meeting the criteria, they be offered the chance to apply for funding up to the value of the Grant Aid award previously received. It was further suggested that they be encouraged to put forward one or more differently costed options to enhance their event so that when considering the applications, the Town Council could seek a maximum return for the investment.

It was **AGREED** that the Town Clerk write to Carnival, Rox Music & Art, and Southdowns Folk Festival, inviting them to submit an application, within 2 weeks, for additional funding that could be spent by them to enhance the existing event, to promote tourism and bring people into the Town, for which they had been awarded Grant Aid. Their application should not exceed the amount they had been awarded from Grant Aid, and they would be encouraged to submit differently costed options for the elements proposed on the understanding that any additional funding should not be spent on services such as security and first aid.

157. TO CONSIDER A REQUEST FOR PARTNERSHIP FUNDING FOR A WAYFINDING STRATEGY FROM THE BOGNOR REGIS REGENERATION BOARD – DEFERRED FROM MEETING HELD 28th MARCH 2022

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

The Chairman welcomed Ms. Rebecca White, from Bognor Regis Regeneration Board (BRRB) to the Meeting and invited her to address Members.

Ms. White gave an overview of how Wayfinding came to be identified through the Town Centre Forum as a project which supports the vitality and viability of the Town Centre area and the key outcomes and benefits.

It was explained that Wayfinding installations such as monoliths, Town maps, and information boards, that are easy to read and colourful, could help people to navigate in and around Bognor Regis thereby enhancing their experience of the Town. Whilst it was recognised that there had been huge improvements to the public realm, it was felt that this had not been done in a connective way which can lead to visitors having a fractured experience in getting from point A to point B.

Members were informed by Ms. White that the consultant engaged by the BRRB had previous involvement working on installations in coastal communities and that the consultant would engage with the Town Council to understand BRTC's perspective, should they decide to get involved with the Wayfinding Strategy.

Ms. White finished her presentation by providing Members with information about funding already sourced from stakeholders that had signed up to the Strategy, and the streams still being discussed.

The Chairman thank Ms. White and invited any questions from those present.

A Member asked how quickly the Wayfinding Strategy could be implemented should full funding be secured. Ms. White responded by saying that it was hoped that initial implementation could begin in May with a view to being ready for June. Members were advised that any surplus funds, following the initial phase, would be ring fenced for the next stage.

Having liaised with the Town Council's Accountant prior to the meeting, the Town Clerk informed Members that there is likely to be funds available in General Reserves that could be used to contribute towards this project should Members be in support of the proposal.

It was proposed, and seconded, that Bognor Regis Town Council contribute match-funding of 11.5% towards the project.

Members unanimously **AGREED** to support the Wayfinding Strategy with a contribution to the Bognor Regis Regeneration Board of £2,000 plus vat (equivalent to 11.5%) to be funded from General Reserves, and further agreed to support the implementation of the Wayfinding Strategy once completed.

Ms. White thanked Members for their support.

The Meeting closed at 6.30pm



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MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON MONDAY 25th APRIL 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs. J. Barrett,
J. Erskine, S. Goodheart (until Min. 163),
S. Reynolds, Mrs. J. Warr and P. Woodall (until Min.
163)

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
1 Councillor in the public gallery: Cllr. J. Brooks
3 members of the public in the public gallery

The Meeting opened at 6.30pm

158. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. Cunard, due to work commitments. No apologies were received from Cllr. Jones.

159. DECLARATIONS OF INTEREST

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

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

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

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

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

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

Cllr. Erskine declared an Ordinary Interest in Agenda item 5 as a Trustee of the Bognor Regis Youth and Community Centre and stated he would take part in the discussion, but would not vote on this item

Cllr. Goodheart declared an Ordinary Interest in Agenda item 4 owing to any discussion relating to Rox Music & Arts Charity and stated he would leave the Meeting when this item was discussed. Cllr. Goodheart also declared an Ordinary Interest in Agenda item 5 as a Trustee of the Bognor Regis Youth and Community Centre and stated he would take part in the discussion, but would not vote on this item

Cllr. Woodall declared an Ordinary Interest in Agenda item 4 owing to any discussion relating to Bognor Regis Carnival Association and stated he would leave the Meeting when this item was discussed

160. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.40pm

A member of the public, who is also Secretary of the Bognor Regis Youth and Community Centre, expressed his gratitude to the Town Council, for their support of and attention to youth projects, and the need for more provision of these for young people in the Town. He also implied that he was happy to answer any questions the Committee may have, concerning the work of the Youth Centre.

The same member of the public also commented on the ADC Masterplan and the need for the Town Council to submit their own ideas to ADC, for consideration. Disappointment was expressed that there had not been more progress on regeneration in the Town, despite many ideas having been presented to the District Council. The member of the public felt that the £12 million funding was not enough and that if ADC utilised some of the project ideas put forward and the money these would generate, this would provide some significant funding for making progress on other regeneration projects in Bognor Regis such as at the Pier.

Another member of the public spoke in support of the Rox Music & Arts Charity's application for match-funding, to be discussed during Agenda item 4 and the boost their proposal would give to the Town.

The Town Clerk clarified to a Councillor in the public gallery that half of the £25K match-funding, provided to the Town Council by ADC is to be spent on the 2022 Christmas projections, as was discussed at a recent Events, Promotion and Leisure Committee Meeting.

The Chairman reconvened the Meeting at 6.51pm

161. It was **RESOLVED** to vary the order of business and move Agenda item 4 to the last item to take account of the declarations of Interest declared by Cllrs. Goodheart and Woodall - S.O. 10(a)(vi).
162. **TO CONSIDER ANY RECOMMENDATIONS FROM THE EXTRAORDINARY COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 19th APRIL 2022 IN CONNECTION WITH A REQUEST FOR FUNDING FROM BOGNOR REGIS YOUTH AND COMMUNITY CENTRE WESTLOATS LANE**

The Town Clerk's report detailing the recommendation from the Community Engagement and Environment Committee to support the Bognor Regis Youth and Community Centre with a grant to the value of £5,000 subject to certain conditions was **NOTED**.

Members discussed the need for further youth provision in the Town and the positive effect this could have in reducing anti-social behaviour. Through the Chair, the Town Clerk confirmed that there is an underspend in the Town Council's 2021/22 budget, which if Members were inclined to support this proposal, could be used to fund this grant.

Following further discussion, Members **RESOLVED** that subject to the conditions previously identified by the Community Engagement and Environment Committee being met, £5,000 should be awarded to the Bognor Regis Youth and Community Centre from the 2021/22 budget underspends identified by the Clerk.

Cllrs. Erskine and Goodheart redeclared their Ordinary Interest in the above item and did not take part in the vote

163. **TO CONSIDER HOLDING A FACILITATED MEMBERS BRIEFING TO DISCUSS THE EXISTING ADC MASTERPLAN FOR BOGNOR REGIS AND POTENTIAL DEVELOPMENT OF A BRTC LED TOWN CENTRE VISION**

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

Members spoke in favour of a BRTC led Town Centre Vision, and the need for ADC to work collaboratively with the Town Council and other stakeholders, so everyone understands the collective 'vision' for the Town

and progress on regeneration projects is pushed forward. Members spoke of the need for clarity on the current ADC Masterplan, and what it means in practical terms and the chance to discuss this in further detail was welcomed. Discussion was also held relating to the WSCC allocation of £431,000 public realm money, for improvements at The Esplanade to link with other investments being made to the Town.

The Chairman sought Members agreement to invite Ms. Rebecca White, Executive Director of the Bognor Regis Regeneration Board (BRRB), who was seated in the public gallery to speak on this item. This was agreed.

Ms. White thanked the Chairman for the opportunity to speak and confirmed that she would forward the Town Clerk the current ADC Masterplan (short and long version) and the report with information on the WSCC public realm improvements to The Esplanade, for Members information. Ms. White further reported that ADC have committed funding to create a new vision, they are not going back to the drawing board and will review the existing Masterplan. At a recent Town Centre Forum meeting, she had consulted with each member present, as well as members of the public at the Town Council's Annual Town Meeting of Electors and around 60 businesses from the Bognor Regis BID, to gain 'key points' to be forwarded to ADC, to help formulate the Town Centre Vision. Ms. White expressed the need for the Town Council to do the same, at this early stage in the process, to ensure all stakeholders are pushing their collective views on the District Council.

The Town Clerk informed Members that Professor Dave Cooper, Head of Business School at the University of Chichester, had kindly offered to assist with this process and had suggested a meeting date of Wednesday 18th May 2022 for initial discussions with Members.

Following further discussion, Members unanimously **AGREED** to hold a facilitated Members Briefing to discuss the existing ADC Masterplan for Bognor Regis and the potential development of a BRTC led Town Centre Vision. Professor Dave Cooper and Ms. Rebecca White will assist with facilitating the Briefing to be held on 18th May 2022.

NOTE: It has since been established that this date clashes with the Annual Council Meeting at ADC. An alternative date is now being sought

Cllr. Goodheart redeclared an Ordinary Interest in Agenda item 4 owing to any discussion relating to Rox Music & Arts Charity and left the Meeting

Cllr. Woodall redeclared an Ordinary Interest in Agenda item 4 owing to any discussion relating to Bognor Regis Carnival Association and left the Meeting

164. TO CONSIDER THE APPLICATIONS RECEIVED IN LINE WITH THE CRITERIA AND CONDITIONS SET BY THE COMMITTEE IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS - MIN. 156 REFERS

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

Following the Extraordinary Policy and Resources Committee meeting held on 5th April 2022, the Town Clerk wrote to the three organisations that had been identified by Members, as being potential recipients of a share of the £12.5K match-funding that had become available, detailing the agreed criteria to be met, for the organisations to be considered.

With a closing date of Friday 22nd April, the three organisations had submitted their applications, with proposals for new elements which, with additional funding, could enhance their events for 2022. The applications were tabled for Members consideration at the meeting.

Following some discussion, Members unanimously **AGREED** the three organisations would receive a share of the £12.5K match-funding, as detailed below and subject to certain conditions: -

Southdowns Music Festival -

The application was considered in some detail and the £500 for security/stewarding identified for each new event was highlighted by the Committee as not fitting within the criteria set. Members therefore agreed these amounts would need to be removed from any award to be made.

Following further discussion, Members unanimously **AGREED** that £5,550 should be awarded to Southdowns Music Festival for the provision of the two additional events, namely the Seafront Music Stage and Southdowns Dance Festival as identified within their application, subject to the following conditions: -

- That this funding is not to be used to fund stewarding or security elements of the events, as per the criteria agreed by the Policy and Resources Committee, which each applicant had been made aware of. This element would therefore need to be covered from other sources of funding and confirmation of this provided.
- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

Rox Music & Arts -

Members unanimously **AGREED** that £4,000 should be awarded to Rox Music & Arts to enable the organisation to invite Grayson Perry and his wife (or an alternative TV personality should Grayson not be available) to open the art exhibition, subject to the following conditions: -

- That confirmation is provided that Grayson Perry's attendance/appearance (or an alternative TV personality) is focused within the town only, to ensure that this fits within the criteria agreed by the Policy and Resources Committee, which each applicant had been made aware of.
- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.
- One of the other conditions that applies to Grant Aid recipients of awards of £5,000 or over, which with this additional funding will now apply to Rox, is that a non-voting Council representative may be appointed to participate at all meetings that are pertinent to finances. Any nominated representative will therefore be appointed and confirmed after the Annual Town Council meeting, if required.

Bognor Regis Carnival Association -

With the various additions to the event already being planned and funding of these already identified from the Carnival reserves, Members were keen to identify the exact purpose of any award to ensure it fits within the criteria, as it is unclear from the application whether funding would be to facilitate the inclusion of the marching band from Germany or some of the other new elements identified in the application. It was noted that one of the new elements included "Live" music at West Park, which would not fit the criteria as use of any additional funding awarded must be solely used towards any new element of the existing event that is focused within the town only. Members therefore requested that further clarification on the use of the monies should be sought.

Members unanimously **AGREED** that £2,950 should be awarded to the Carnival Association for the provision of new elements to the existing event, subject to the following conditions: -

- That confirmation is provided as to exactly what this funding will be spent on, to ensure that this fits within the criteria agreed by the Policy and Resources Committee, which each applicant had been made aware of.
- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.
- One of the other conditions that applies to Grant Aid recipients of awards of £5,000 or over, which with this additional funding will now apply to Bognor Regis Carnival Association is that a non-voting Council representative may be appointed to participate at all meetings that are pertinent to finances. Any nominated representative will therefore be appointed and confirmed after the Annual Town Council Meeting, if required.

The Meeting closed at 7.30pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 11th APRIL 2022

PRESENT:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, M. Stanley, Miss. C. Needs and
Mrs. J. Warr

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. G. Frost (Town Clerk) in the public gallery
Cllr. S. Goodheart in the public gallery
5 members of the public in the public gallery

The Meeting opened at 6.33pm

76. 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 Projects Officer, on behalf of Cllr. Mrs. S. Staniforth who was on annual leave. No apologies were received from Cllrs. H. Jones and A. Cunard.

77. 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
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- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary 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 no were declarations of Interest

78. TO APPROVE THE MINUTES OF THE MEETING HELD ON 7th FEBRUARY 2022

Members were asked if there were any objections to the Minutes of the last Committee meeting, held on the 7th February 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 7th February 2022 as an accurate record of the proceedings and the Chairman duly signed them.

Cllr. M. Stanley had been absent from the meeting held on 7th February 2022 and, therefore, abstained from voting.

79. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.36pm

The Chairman invited members of the public an opportunity to raise any questions or statements they wished to make.

A member of the public who is the organiser of Bognor Regis Community Cleans, introduced themselves to Members and showed their enthusiasm for working with the Town Council with a special interest in environmental aspects. The Chairman showed his admiration for the great work that this organisation is currently doing and urged the Town Council to work with them in the future.

The Chair of the Beach and Sea Access Topic Team was seated in the public gallery and advised Members that the Topic Team had met and are eager to start work. In addition, the Chair advised that the first Bognor Regis

Beach Access Working Party will be held at 9.30am on 9th May 2022, whereby Arun District Councillors will be in attendance. The Chair ended by giving her views that there needs to be a sense of urgency to ensure that access is provided for all to the beach and sea of Bognor Regis.

A member of the public raised their concerns about the lack of staff presence from Arun District Council staff in the reception area at Bognor Regis Town Hall, and that there is no ability for members of the public to talk to Members or Officers. The same member of the public also made comments on increasing levels of crime in Bognor Regis Town based on statistics from Bognor Regis BID, and the growing frustrations felt by shopkeepers who do not feel supported. There is a feeling that less is being done to recover stolen goods despite the rise in crime figures. The final comment made from the member of the public was regarding an apparent lack of engagement from the newly appointed Business Warden, and that it would be useful if the Bognor Regis BID were contacted to address this matter. The Chairman stated that he or a Member of this Committee would follow up on this issue.

Cllrs. Barrett and Mrs. Warr gave apologies and left the Meeting

A Member seated in the public gallery wanted to raise several comments on Agenda item 19 – 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. 74.5 refers. The Member asked if it would be possible to explore further opportunities for water fountains in Place St Maur, Hotham Park and The Sunken Gardens as well as providing some maintenance to other water fountains situated in Bognor Regis Town. The Member also asked for information pertaining to the notice board request for the Glenwood Estate. The final point the Member wished to raise was regarding Ward Allocations, to which the Chairman stated he would provide answers to these questions during the relevant Agenda items.

A member of the public made reference to the Victorian water fountain on the promenade, which currently leaks and asked whether this could be rectified.

A Member wished to acknowledge the member of public from Bognor Regis Community Cleans and the work being done through the different topic teams and groups associated with Bognor Regis Town Council and hoped that they would complement each other. The Member also stated that as businesses are now getting back to business as usual, he felt that Arun District Council staff could potentially do this in Bognor Regis Town Hall reception area and asked whether a letter could be sent to Arun District Council for an update as to when this might occur. Members requested that the Projects Officer follow this up.

The Chairman reconvened the Meeting at 6.52pm

80. CLERK'S REPORT

80.1 4th October 2021 - Min. 40 refers – Flexible Community Fund

At the Community Engagement and Environment Committee Meeting held on the 4th of October an application for Flexible Community Funds from Mancave Movement Limited was considered with Members agreeing to award £500 to support the application.

With the money having subsequently been paid to Mancave Movement Limited, the Town Clerk has since been contacted by the applicant to advise that, whilst the funds were very much appreciated, the business is taking a much wider view for the future and that the grant is no longer applicable to any plans that they may have going forward.

£500 has been returned to the Town Council, from Mancave, and as these funds were allocated from the 2021/22 budget they will go into General Reserves.

80.2 7th February 2022 - Min. 66.4 refers - Update on the 'Seaside Gardens'

Following discussion, it was agreed at the last meeting 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. At this time, no further information has been provided by Members and this item is still, therefore, outstanding until further information is supplied to enable further consideration to be given as to how this might be progressed.

80.3 7th February 2022 - Min. 66.5 refers - Climate Emergency Focus Group

Arrangements have been made for a Climate Emergency Focus Group Meeting to take place, in the Council Chamber, on Wednesday the 13th of April at 6pm.

81. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING; TO NOTE THE OPENING BALANCES FOR 2022/23, RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS

The Projects Officer's report, including the related appendix, detailing the Ward Allocations balances for 2022/23 were **NOTED**.

There was no spend or utilisation of any remaining funds that needed to be ratified by Members.

The Chairman took the opportunity to explain to Members, that Ward allocation does not have to be decided by this Committee but are the

responsibility of the individual Ward Councillors to determine where they wish to allocate the funds and advise the Projects Officer accordingly.

The Chairman allowed a Member in the public gallery to enquire as to the progress of Ward allocation on the Glenwood Estate. The Projects Officer advised he would copy the Member into the recent status of this project via email.

82. FLEXIBLE COMMUNITY FUND INCLUDING; TO NOTE THE OPENING BALANCES FOR 2022/23, TO NOTE AND DETERMINE ANY APPLICATIONS

The Project Officer's report, including the related appendix, were **NOTED**.

Members further **NOTED** the opening balance for 2022/23 and that there were no new applications to be considered at this time.

83. TO RECEIVE THE NOTES FROM THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 21st FEBRUARY 2022 INCLUDING; CONSIDERATION OF ANY ITEMS FOR A FUTURE AGENDA AND ARRANGEMENTS FOR THE NEXT MEETING

The Projects Officer's report was **NOTED**, including the notes of the Online Community Open Forum Meeting held on 21st February 2022.

Members considered the following items that were discussed during the Online Community Open Forum Meeting, with the suggested Committees to address the items identified.

| Item | Committee |
|--|--|
| Burnt down Seafront Beach Hotel site development | Planning & Licensing Committee |
| Utilisation of the Seafront Bandstand | Events, Promotion and Leisure Committee |
| Tourist Information boards | Events, Promotion and Leisure Committee |
| A letter to Southern Water regarding raw sewage | Community Engagement & Environment Committee |
| The effectiveness of The Business Warden | BID / Policy and Resources Committee |
| Anti-Social Behaviour and Crime in Bognor Regis Town | Policy and Resources Committee |

The Town Clerk advised the Chairman that actions in relation to the various items identified would need to be referred to the relevant committee as an agenda item for further consideration and decision on any resulting actions.

Members did not discuss a date or time to host a daytime Online Community Open Forum Meeting, so the Projects Officer will contact Members via email with suggested dates.

84. YOUTH PROVISION INCLUDING; TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD ON 2nd MARCH 2022, UPDATE ON THE WEST SUSSEX COUNTY COUNCIL DECISION TO CLOSE THE PHOENIX AND FIND IT OUT CENTRES (IF AVAILABLE)

The Projects Officer's report, including the notes of the Youth Provision Steering Group Meeting held on 2nd March 2022, were **NOTED**.

A Member made comment on the makeup of the Youth Provision Steering Group and felt that it would be beneficial to see a more diverse set of members including young people, sports groups, West Sussex County Council staff and other schools involved. The Projects Officer stated that invitations were sent to West Sussex County Council Youth Services and other youth providers such as Sports Clubs and Religious Groups in the area but unfortunately those contacts were not able to make the meeting.

Another Member asked if, when reaching out to young people, it would be possible to include those with disabilities, mental health issues, different nationalities, race etc to ensure inclusivity. The Chairman advised that the Youth Provision Steering Group are reaching out to schools and local organisations and shall be listening to the views from everyone to ensure the right provision for young people in Bognor Regis and that this will be presented at the next Youth Provision Steering Group.

The Chairman suspended Standing Orders

A Member seated in the public gallery stated their admiration for the work that is already taking shape from this group since West Sussex County Council's decision to withdraw youth services in Bognor Regis.

The Chairman reinstated Standing Orders

85. TO RECEIVE THE NOTES FROM THE BEACH & SEA ACCESS TOPIC TEAM HELD ON THE 3rd MARCH 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the notes of the Beach & Sea Access Topic Team Meeting held on 3rd March 2022, were **NOTED**.

86. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 8th MARCH 2022

The Projects Officer's report, including the notes of the non-quorate Meeting of the Bognor Regis in Bloom Working Group held on 8th March 2022, were **NOTED**.

A Member was disappointed to hear that only two schools had expressed an interest in taking part and was keen to hear what plans Bognor Regis in Bloom Working Group have to create more engagement next year. The Projects Officer advised that he would reach out to the Committee Clerk and feedback at the next Community Engagement and Environment Committee Meeting to be held on 16th May 2022.

87. TO RATIFY ARRANGEMENTS OF PLAYRANGER PLAY DAYS EVENT FOR AUGUST 2022

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

Members **AGREED** to **RATIFY** the arrangements made to hold a week-long Play Day event commencing week beginning 25th July 2022 along with the total cost of £4,500.

88. TO RATIFY LOCALITY MEMBERSHIP SUBSCRIPTION RENEWAL FOR 2022/23

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

Several Members questioned the benefits of the Membership. The Town Clerk advised that this was an annual renewal paid by Direct Debit and should Members choose not to renew, she would try to stop the payment if it was not already too late. Following some discussion, Members **AGREED** not to renew the Town Council's Membership of Locality for 2022/23.

Should it not be possible to cancel the Direct Debit, then Members **AGREED** to **RATIFY** the renewal of the Town Council's Membership of Locality for 2022/23 at a cost of £500 + VAT, with the caveat it would be cancelled for 2023/24.

89. TO CONSIDER PURCHASING A HEDGEHOG HIGHWAY BOX, AND IDENTIFY A BUDGET

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

Members discussed this item, as to the pros and cons of where to sell, at what cost and who to sell the hedgehog highway boxes to and were

conscious not to waste not only this product but the opportunity to conserve a beloved part of the English Wildlife.

A member of the public stated that a local charity, Brent Lodge Wildlife Hospital in Sidlesham are the second largest hedgehog sanctuary in the Southeast.

Following further discussion, Members **AGREED** to purchase 1 box from Hedgehogs R Us at the cost of £157.50 and to donate these as a gift from Bognor Regis Town Council to Brent Lodge Wildlife Hospital, and that profits made would continue to aid Brent Lodge in caring for hedgehogs.

Members also stated that they would like to advertise this via social media and a press release to further aid the work of Brent Lodge Wildlife Hospital.

90. TO CONSIDER THE CONTINUATION OF THE RECYCLING AND REDISTRIBUTION OF POPPY WREATHS – MIN. 66.1 REFERS

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

Members **AGREED** to continue the recycling and redistribution of poppy wreaths with the assistance of Sarah Boote-Cook.

91. UPDATE ON COUNCILLOR TRAINING FOR THE USE OF DEFIBRILLATORS – 22nd JUNE 2020 – MIN. 74.1 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

The Chairman gave an update to Members on the usage of defibrillators and that there is no recognised qualification.

A Member asked if there would be the option to learn CPR or other First-Aid training, to which the Chairman stated he could go through the basics of this, but should Members wish to receive a formal qualification then this would come at a cost and require formal training for a period up to three days and would need to be put before this Committee as a future Agenda item for further consideration.

Councillors **AGREED** to contact Cllr. Smith directly to receive Defibrillator training.

92. UPDATE ON CONSIDERATION OF RECEIVING A PRESENTATION FROM ACCESSABLE – 22nd JUNE 2020 - MIN. 74.3 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

A Member and the Chairman stated that as Bognor Regis Town Council have access needs for only one building, they did not feel that this is an area to pursue at this time.

Members **AGREED** not to pursue this item at this time, but they could potentially revisit this at a later date.

93. TO CONSIDER SETTING UP AN AWARD FOR BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO RECYCLING AND GREEN ISSUES: - 22nd JUNE 2020 - MIN. 74.4 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

Members commented on the complexities of this item and how to implement the award system. This became apparent when discussing how businesses would demonstrate good recycling and green practices and how this would be validated.

Several Members spoke of partnering with Arun District Council, WEST (West End Shops & Traders), Chamber of Commerce and Bognor Regis BID to see if they thought this was a feasible opportunity and it was **AGREED** for the Projects Officer to make contact and report back to this Committee.

The Chairman asked if Members could email him directly with their suggestions so that Members could collaborate on this item and bring back to a future meeting.

94. 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. 74.5 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

Members discussed the potential opportunities to restore existing fountains as well as additional sites situated on the Esplanade, Butlin's, Sunken Gardens, Place St Maur etc that are accessible to all. However, due to work already being carried out by Arun District Council a Member commented that it would be too late to add Place St Maur to this, the Member also stated that whoever owns the water fountains may not feel that renovation is a high priority at this time.

Members **AGREED** for further research to be undertaken by the Projects Officer to see if the existing three fountains in the Town could be restored to working order, to encourage people to reuse/refill water bottles, with a report being brought back to a future meeting.

95. FURTHER CONSIDERATION OF THE WSCC INITIATIVE AROUND COMMUNITY IMPROVEMENTS - 12th OCTOBER 2020 - MIN. 74.7 REFERS (LAST CONSIDERED 7th FEBRUARY 2022)

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

Members were advised that the current Projects Officer will take this forward and write to West Sussex County Council, to request further clarification on how the scheme works, including the Town Council's expected liability and for information on case studies, with a report made back to this Committee in due course.

96. CORRESPONDENCE

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

A Member requested a copy of the email regarding FuturForm Recycled Outdoor Seating to be sent, which the Projects Officer agreed to do.

The Meeting closed at 7.51pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON TUESDAY 19th APRIL 2022

PRESENT:

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

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. G. Frost (Town Clerk) in the public
gallery
Cllr. S. Goodheart in the public gallery
1 member of the public in the public gallery

The Meeting opened at 6.30pm

97. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies had been received from Cllr. Miss. C. Needs who was on annual leave.

No apologies had been received from Cllr. H. Jones.

98. 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 no were declarations of Interest

99. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.32pm

The Chairman invited members of the public the opportunity to raise any questions or statements they wished to make.

A member of the public introduced themselves to the Committee and stated that he would be representing Bognor Regis Youth and Community Centre in Westloats Lane following their request for funding. He gave apologies on behalf of the Trustees Chairman who was on annual leave and the Centre Manager who was unwell.

With the decision from West Sussex County Council to withdraw Youth Services from Bognor Regis, the member of the public spoke of the need to provide a consistent provision for young people in Bognor Regis and hoped that this Committee would support the request.

The Chairman reconvened the Meeting at 6.35 pm

100. TO CONSIDER A REQUEST FOR FUNDING FROM BOGNOR REGIS YOUTH AND COMMUNITY CENTRE WESTLOATS LANE

The Chairman informed the Committee that several trustees and the manager of Bognor Regis Youth and Community Centre had contacted him on this matter, with their hopes of providing a wide range of services to young people in Bognor Regis. At present the Community Centre have the ownership of the building, however they require funds quickly in order to offer services over the summer. They are requesting a sum of £5,000 from this Committee, which could help address the multiple issues facing young people, such as anti-social behaviour.

Members were reminded by the Chairman of their support for youth provision as per the Community Engagement and Environment Committee Meeting held on 6th December 2021 – Min. 53. refers, whereby Members unanimously **RESOLVED** to **AGREE** in **PRINCIPLE** to exploring possibilities and further opportunities to support youth provision for Bognor Regis. This decision in principle awarded £10,000 to Sussex Clubs for Young People, to which Sussex Clubs for Young People would seek match-funding.

The Chairman advised that he had been in contact with Sussex Clubs for Young People's Chief Executive, Chris Cook who stated the decision of match-funding will not be known until summer 2022 and that should Members wish to support this request, he would be supportive of that, as the funds are not needed immediately. In addition, the Chairman stated that he had approached the Chairman of the Policy and Resources Committee to potentially secure funds from unspent reserves.

The representative of Bognor Regis Youth and Community Centre was thanked for the information provided to the Committee, but Members stated that given the importance of this project, they would have liked to have seen a larger representation at the meeting from those involved. Additionally, Members questioned whether this was the correct route to secure funds and that other applications for large funding requests require significant information in the first instance before being presented to a Committee.

Members suggested conditions such as full DBS checks, financial records, Health & Safety, Risk Assessments, as well as staggering the payments could be imposed should the Town Council be minded to support the request for funding to ensure that all statutory requirements are adhered to. In keeping with other applications that receive financial funds to this level from the Town Council, it was proposed that a member of this Committee should be appointed to attend future Bognor Regis Youth and Community Centre meetings as part of the agreement.

A Member raised concerns in funding this request from the £10,000 that had been agreed in principle for Sussex Clubs for Young People, to which the Chairman reiterated that their Chief Executive, Chris Cook had advised he supports this request and is happy for some of this funding to be released in the interim. The Chairman also confirmed that any recommendation regarding funding would need to be presented to the Extraordinary Policy and Resources Committee Meeting to be held on 25th April 2022 to establish whether any alternative funding to the £10,000 might be available to support this request.

A Member stated that the location of the Bognor Regis Community Centre is in an optimal position within the community so that the proposed services can engage with young people, which was echoed by other Members as young people use the surrounding field.

Members AGREED to suspend Standing Orders and the Chairman adjourned the Meeting to allow Cllr. Goodheart to speak from the public gallery

As one of the new Trustees of the Centre, Cllr. Goodheart, wanted to voice his thanks to the Members for considering this request and spoke of the significance this venue has provided to the community over the years.

Standing Orders were reinstated and the Meeting reconvened

The Chairman addressed the issues regarding the apparent lack of representatives attending from Bognor Regis Youth and Community Centre, as some were on annual leave or unwell, and the fact the request has been swift due to West Sussex County Council's decision to cease the Youth Services. He also stated that he had been invited to the Board of Trustees AGM Meeting to be held on Thursday 21st April 2022 at 6.30pm, and that should another Member wish to attend the Chairman would step down.

Members discussed this and **AGREED** that Cllr. Mrs. S. Staniforth would attend in place of the Chairman and be the appointed representative from the Committee.

Members then discussed the significance of DBS checks when submitting applications especially when involving staff working with young people. As this request did not come through the Grant Aid application process no check has been carried out confirming DBS checks are in place. Members spoke of stipulating that if funds are to be agreed upon, all Bognor Regis Youth and Community Centre staff working with young people must have a full enhanced DBS check performed. Furthermore, it was discussed that in addition to checks regarding safeguarding young people, it was discussed that proper statutory checks for the maintenance (Health & Safety, Fire Safety etc) of the building should also be supplied.

As a result of the discussion, it was **AGREED** that the following recommendation be made to the Policy and Resources Committee for consideration: -

Members **RESOLVED** to **RECOMMEND** as follows: -

- To support the Bognor Regis Youth and Community Centre with a grant to the value of £5,000
- The grant is to be released in two parts, 50% upon receipt of the Child Safeguarding Policy and confirmation that enhanced DBS Checks for all staff in contact with young people have been undertaken

- Agreement by the trustees that a Member of the Community Engagement and Environment Committee be appointed as a non-participating observer of the Board.
- The remaining balance to be released within 6 months, upon sight of up-to-date financial records and confirmation that all statutory obligations are being met in relation to the building including Health & Safety, Fire Safety, Risk Assessments, and Environmental Health.

Cllr. Cunard abstained from the vote.

Members further **RESOLVED** to request that the Policy and Resources Committee identify additional funding to enable the Committee to support this request at the Extraordinary Meeting to be held on 25th April 2022.

The Meeting closed at 7.20pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 15th MARCH 2022

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells,
M. Stanley, B. Waterhouse, and P. Woodall

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

The Meeting opened at 6.30pm

77. 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 on annual leave, and Cllrs. Barrett and Mrs. Staniforth owing to Covid.

No apologies for absence were received from Cllr. Erskine.

78. 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
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They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

Cllr. Stanley declared an Ordinary Interest in Agenda item 7, as a resident of Felpham, and in Agenda item 10 as an Arun District Councillor and Member of their Economy Committee

79. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 22nd FEBRUARY 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 22nd February 2022 as an accurate record of the proceedings and the Chairman signed them.

80. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

81. CLERK'S REPORT

There was nothing to report.

82. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 18th, 25th FEBRUARY AND 4th MARCH 2022

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

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

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

83. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 18th, 25th FEBRUARY AND 4th MARCH 2022

- 83.1 BN/11/22/OUT - Barnham, Eastergate, Westergate BEW Parcel SC1 Barnham - Outline application with all matters reserved (except for the A29 Realignment) for the demolition of existing structures and mixed use development to provide up to 1,250 residential dwellings (Use Class C3), Care Home/Senior Living Accommodation (Use Class C2/C3), flexible retail and community floorspace (Use Classes E/F2/Sui Generis), a Primary School plus open space, landscaping, drainage and all other associated ancillary works; and realignment of the A29 and early connection to existing A29 including construction of a new road carriageway, junctions and associated infrastructure. This application also lies within the parish of Aldingbourne, affects the setting of listed buildings, affects the character & appearance of the Eastergate Church Lane Conservation Area and affects a Public Right of Way. This application is the subject of an Environmental Statement**

Members considered Planning Application BN/11/22/OUT and the possible impact that the proposal, if permitted, would have on the infrastructure of Bognor Regis.

Following discussion, Members unanimously **RESOLVED** to neither object nor support the application, but it was **AGREED** that the following representation be submitted to Arun District Council in response to Planning Application BN/11/22/OUT: -

The Town Council has grave concerns about the impact of the significant extra traffic that will be generated in the surrounding areas and requests that the Travel Plan be scrutinised by Councillors, before permission is given for this to go ahead, since it is believed that the reality of adding these additional buildings will only serve to further gridlock the access and egress into Bognor Regis, as well as increasing the likelihood of accidents in the area. Bognor Regis Town Council feels that the impact will be so great that it warrants proper detailed scrutiny with a robust, objective and honest approach as to how it will affect residents and visitors to the Town. Bognor Regis Town Council would like to be absolutely certain that thorough consideration has been given to the likely impact of this proposal to the local and wider area, in terms of traffic flows and infrastructure. Members would like to be certain that the proposed layouts are the optimum ones to avoid gridlock and traffic jams and that there are no better alternatives.

Cllr. Stanley redeclared an Ordinary Interest in relation to Planning Application FP/274/21/OUT as a resident of Felpham

83.2 FP/274/21/OUT - Bognor Regis Golf Club, Downview Road, Felpham, PO22 8JD - Outline planning application with all matters reserved, except means of access, for the erection of up to 480 new homes (C3), the formation of a new means of access onto Golf Links Road, together with the creation of new surface water drainage, new landscaping and habitat creation, ground works and other infrastructure and the retention and re-purposing of the retained club house (F2). This site also lies within the parish of Yapton, affects a Public Right of Way and is a Departure from the Development Plan. This application is subject to an Environmental Statement

Members considered Planning Application FP/274/21/OUT and the possible impact that the proposal, if permitted, would have on the infrastructure of Bognor Regis.

In reference to the access and egress point for the proposed development, Members have serious concerns about off-site capacity requirements and whether the transport effects of the development on the local highway network can be satisfactorily mitigated.

Whether joining the B2259 from Downview Road or from Firs Avenue, the B2259 is a single-lane carriageway, in either direction, which is prone to traffic congestion, particularly when the local schools start and finish for the day. Allowing for the proposal of up to 480 new homes would result in an intensification of use that adversely affects the area and would result in the generation of excessive demands on the local highway network.

The applicant must be able to satisfactorily demonstrate that the proposed development would not result in a severe cumulative residual impact on the road network, contrary to the National Planning Policy Framework and Arun Local Plan policies H SP2(k) and T SP1(e).

The Town Council requests that the Travel Plan be scrutinised by Councillors, before permission is given for this to go ahead. Bognor Regis Town Council would like to be absolutely certain that thorough consideration has been given to the likely impact of this proposal to the local and wider area, in terms of traffic flows and infrastructure. Members would like to be certain that the proposed layouts are the optimum ones to avoid gridlock and traffic jams and that there are no better alternatives.

Furthermore, Members were also concerned about the additional pressure that a development of this size would have on schools and services, such as hospitals, doctor's surgeries and dental practices, within the local area.

Following discussion, Members unanimously **RESOLVED** to **OBJECT** to Planning Application FP/274/21/OUT, for the reasons stated above.

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

There were no Premises Licence applications to be considered.

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

There were no pavement licence applications that required ratifying.

Cllr. Stanley reddeclared an Ordinary Interest, in relation to the next Agenda item, as an Arun District Councillor and Member of their Economy Committee

86. TO AGREE ANY COMMENTS TO BE SUBMITTED TO ADC IN RESPONSE TO THEIR PROPOSALS FOR FREEHOLD DISPOSAL FOR DEVELOPMENT OF THE LONDON ROAD CAR PARK SITE

The Assistant Clerk's report was **NOTED**. Members further **NOTED** that no comments from non-Committee Members, in response to this proposal, had been emailed to the Assistant Clerk, as detailed in the report.

Members considered ADC's proposals for freehold disposal for development of the London Road Car Park site, including the outlined items that ADC wish to see incorporated, as detailed in the report.

When discussing the retention of public conveniences, comparisons were made between the perceived benefits of these facilities being stand-alone buildings or incorporated within the footprint of another building. External access would be preferred, and Members agreed that it was important for conveniences to be well-maintained and clearly signposted.

Members were in agreement that it was important to retain public car parking and felt strongly in wanting to see the same number of spaces that are currently available being provided in any future development on the site. It was acknowledged that the present Coach and Lorry Park was underutilised however, as a tourist destination, Members would like to see some provision for coaches to continue parking on this site.

Comment was made about the unloading of an important asset in the Town to support a vision held by the District Council that was yet to be published and is reportedly some way off from being ready to share.

Without being given any idea of what future development on the site might be considered, or how Bognor Regis might benefit from the receipts, Members felt unable to support the proposal for freehold

disposal for development of the London Road Car Park site without further information being made available to the Town Council.

Members unanimously **RESOLVED** to **AGREE** that a summary of the comments made be submitted to ADC in response to the proposals.

87. TO RECEIVE DETAILS OF WSCC'S POST-16 TRANSPORT CONSULTATION AND TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

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

Members **AGREED** to **DEFER** this item until the next Planning and Licensing Committee Meeting to allow Members the time to review the consultation documents and consider any response to the survey.

88. CORRESPONDENCE

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

Additional correspondence included: -

- 88.1** Aldingbourne Footpaths and Country Park Action Group - February Newsletter. Circulated to all Committee Members.
- 88.2** Copy correspondence from Pagham resident of an email sent to ADC in relation to Planning Compliance Case ENF/46/22.
- 88.3** National Highways - A27 Chichester bypass: Stakeholder Reference Group Report and Project Update, March 2022. Circulated to all Members.
- 88.4** WSCC - Highways, Transport and Planning: Members Newsletter, March 2022. Circulated to all Committee Members.
- 88.5** Aldingbourne Footpaths and Country Park Action Group - copy of questions emailed to Felpham Parish Council in relation to housing proposals on Golf Course and Site 4 Developments Public Meeting. Circulated to Committee Members.
- 88.6** ADC - Notification that Barnham and Eastergate NDP Review has been 'made'.

The Meeting closed at 7.54pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 15th MARCH 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 18th, 25th FEBRUARY AND 4th MARCH 2022)**

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| <u>BR/28/22/PL</u> 7 Canada Grove Bognor Regis PO21 1DW | Proposed window and door combination to rear elevation. This application is in CIL Zone 4 (Zero rated) as other development | NO OBJECTION |
| <u>BR/16/22/PL</u> Garth House High Street Bognor Regis PO21 1HQ | Erection of part single, part two storey rear extension | NO OBJECTION Members are keen to see this building renovated owing to its prominent location at a gateway entrance to the Town, as identified in the Bognor Regis Neighbourhood Development Plan. It is hoped that external improvements will create a more positive first impression for visitors. |
| <u>BR/29/22/PL</u> Selwood Lodge 93 Victoria Drive Bognor Regis PO21 2DZ | Change of use from C1 Guest House to a 16 bed House in Multiple Occupation (Sui Generis) including first floor extension, demolition of existing detached garage and external alterations | OBJECTION Firstly, Members object to the principle of losing visitor accommodation at a time when the Town is trying to regenerate as a seaside tourist resort. Members feel that the application goes against the Neighbourhood Plan, namely: - Policy 7 - Promotion of Tourism and Beach Service Points. The NP recognises the crucial importance of the tourism industry for the Bognor Regis economy. Development of new and existing tourist facilities will be supported as a crucial part of improving Bognor Regis as a visitor destination. Page 14 paragraph 3, highlights that beyond Butlin's overnight visitors and would be visitors have a |

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| <p><i>BR/29/22/PL (cont.)</i> <i>Selwood Lodge</i> <i>93 Victoria Drive</i> <i>Bognor Regis</i> <i>PO21 2DZ</i></p> | | <p>limited range of accommodation options to choose from particularly in terms of medium to higher end seafront hotels, B&Bs and Guest houses.</p> <p>Secondly, Members object to yet another application for an HMO in the Town. 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. The lack of parking provision in the application is of particular disappointment since the site has ample space currently available to accommodate some off-road parking.</p> <p>Finally, allowing for the proposed change of use of building from C1 Guest House to a 16 bed House in Multiple Occupation (Sui Generis) would result in an intensification of use, that adversely affects the character of the area, which would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Arun Local Plan.</p> |
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| <p><u>BR/38/22/PL</u> 18-20 London Road Bognor Regis PO21 1PY</p> | <p>Part conversion and extension of existing building to provide 6 additional storeys over existing rooftop, to provide for up to 104 No student residential units, with access from Bedford Street, associated servicing and ancillary accommodation, entrance and staircase extension to existing building to provide access from Bedford Street. (Resubmission of scheme approved under reference BR/270/18/PL). This application may affect the setting of listed buildings and may affect the character and appearance of nearby conservation areas. This application is in CIL Zone 4 (Zero Rated) as other development</p> | <p>NO OBJECTION Whilst the Town Council have no objection to the proposals submitted under Planning Application BR/38/22/PL, they would respectfully request that developer contributions are put towards enhancements being made to Bedford Street, such as lighting in keeping with the surrounding area, to improve the safety and security of residents. These enhancements should also include Fitzleet multi-storey car park. The Town Council would appreciate the opportunity to meet with developers to discuss, and help shape, these enhancements.</p> |
| <p><u>BR/34/22/HH</u> 29 Madeira Avenue Bognor Regis PO22 8DF</p> | <p>Erection of single storey rear extension following the demolition of existing rear conservatory</p> | <p>NO OBJECTION</p> |
| <p><u>BR/46/22/T</u> 43B Pevensey Road Bognor Regis PO21 5NY</p> | <p>Remove 4 lower limbs of 1 No. Corsican Pine tree</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 5th APRIL 2022

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

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

The Meeting opened at 6.35pm

89. 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. Mrs. Daniells, for personal reasons, Cllr. Erskine, owing to childcare issues, and Cllr. Mrs. Staniforth, due to family issues.

No apologies for absence were received from Cllr. Cunard.

90. 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

91. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 15th MARCH 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 15th March 2022 as an accurate record of the proceedings and the Chairman signed them.

92. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

93. CLERK'S REPORT

There was nothing to report.

94. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 11th, 18th AND 25th MARCH 2022

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

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

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

95. **TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 11th, 18th AND 25th MARCH 2022**

There were no significant planning applications, outside the Wards of Bognor Regis, to be considered.

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

There were no Premises Licence applications to be considered.

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

There were no pavement licence applications that required ratifying.

98. **TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO WSCC'S POST-16 TRANSPORT CONSULTATION - MIN. 87 REFERS**

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

Having considered the consultation documents, Members **AGREED** to submit any responses to WSCC's Post-16 Transport Consultation individually, rather than as a Committee.

99. **CORRESPONDENCE**

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

The Meeting closed at 7.18pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 5th APRIL 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 11th, 18th AND 25th MARCH 2022)**

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| <p><u>BR/35/22/HH</u> <u>20 Pevensey Road</u> Bognor Regis PO21 5NS</p> | <p>Single storey side/rear extension for use as an annexe</p> | <p>NO OBJECTION</p> |
| <p><u>BR/37/22/PL</u> Cordell House Rest Home <u>120 Victoria Drive</u> Bognor Regis PO21 2EJ</p> | <p>Change of use from residential care home (Use C2) to a 10 bed House in Multiple Occupation (Sui Generis). This application is in CIL Zone 4 and is Zero Rated as other development</p> | <p>OBJECTION Members object to yet another application for an HMO in the Town. 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. Allowing for the proposed change of use from residential care home (Use C2) to a 10 bed House in Multiple Occupation (Sui Generis) would result in an intensification of use, that adversely affects the character of the area, which would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Arun Local Plan.</p> |

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| <p><u>BR/42/22/PL</u> Prince of Wales Public House <u>1 Highfield Road</u> Bognor Regis PO22 8BQ</p> | <p>Change of use from public house (A4 Drinking establishment) to an 18-bed student accommodation. This application is in CIL Zone 4 (Zero Rated) as other development</p> | <p>NO OBJECTION Provided that a student tenancy agreement prohibits car ownership, as with other planning applications for student accommodation in the Town such as BR/38/22/PL, then Members are minded to raise no objection to Planning Application BR/42/22/PL. It would be preferable if the two car parking spaces indicated in the proposals were reserved for use by staff.</p> |
| <p><u>BR/45/22/T</u> Car Park to rear of Longbrook House University of Chichester Upper Bognor Road Bognor Regis PO21 1HR</p> | <p>Fell 1 No. Maple tree (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> |
| <p><u>BR/57/22/PL</u> <u>18-20 Stocker Road</u> Bognor Regis PO21 2QF</p> | <p>Demolition of vacant garden building and construction of 1 No. 2 bed supported accommodation annexe</p> | <p>NO OBJECTION</p> |
| <p><u>BR/59/22/HH</u> <u>38 Nyewood Lane</u> Bognor Regis PO21 1SJ</p> | <p>Erection of single storey side extension following demolition of existing single storey side extension and detached garage</p> | <p>NO OBJECTION</p> |



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 26th APRIL 2022

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett,
Mrs. S. Staniforth, M. Stanley, B. Waterhouse and
P. Woodall

IN ATTENDANCE: Mrs. R. Vervecken (Civic & Office Manager)

The Meeting opened at 6.30pm

100. 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. Mrs. Daniells who was on annual leave.

No apologies for absence were received from Cllrs. Cunard or Erskine.

101. DECLARATIONS OF INTEREST

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

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

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

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

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

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

Cllr. Stanley declared an Ordinary Interest in discussions relating to planning application BR/70/22/OUT, due to making public comments on the previous version on this application (BR/129/21/OUT)

102. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 5th APRIL 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 5th April 2022 as an accurate record of the proceedings and the Chairman signed them.

Cllr. Mrs. Staniforth requested that her abstention from the vote be noted in relation to the Minutes of 5th April 2022 as she had not been present at the meeting.

103. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

104. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 1st, 8th AND 15th APRIL 2022

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

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

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

104.4 Cllr. Barrett requested that it be noted that he objected to planning application BR/82/22/PL.

105. CORRESPONDENCE

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

Additional correspondence included: -

105.1 WSCC - News release regarding a countywide road safety review currently underway.

The Meeting closed at 7.30pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 26th APRIL 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 1st, 8th AND 15th APRIL 2022)**

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| <p><u>BR/65/22/L</u> <u>Salisbury House</u> The Steyne Bognor Regis PO21 1TX</p> | <p>Listed building consent for the change of use of 5 No self-contained flats for adults with learning difficulties to 5 No self-contained flats and formation of 5 No further flats from HMO rooms, garage and office, repairs and decoration of external surfaces, minor alterations to elevation facing Sadler Street, change one window facing rear courtyard to French doors & apply obscure film to 2 windows in courtyard area</p> | <p>OBJECTION Members object to this application, on the grounds that parking requirement has increased considerably in The Steyne, which has led to amenity issues deriving from parking demands in this already congested and narrow street. Adding additional flats would result in the generation of further excessive parking demands, inevitably causing complications for access for emergency service vehicles and harming public amenity in this important heritage area of the Town; this would be contrary to Policies H SP4 and QE SP1 of the Arun Local Plan. Members also felt this would be an overdevelopment of the site.</p> |
| <p><u>BR/62/22/HH</u> <u>91B Gravits Lane</u> Bognor Regis PO21 5LN</p> | <p>Erection of single storey rear extension and loft conversion to habitable space</p> | <p>NO OBJECTION</p> |
| <p><u>BR/66/22/PL</u> <u>South Bersted Church of England Primary School</u> Church Lane Bognor Regis PO22 9PZ</p> | <p>Change from grass to bonded mulch all weather surfacing on Trim Trail. This application is in CIL Zone 4 (Zero Rated) as other development</p> | <p>NO OBJECTION</p> |

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| <u>BR/68/22/HH</u> <u>Claremont Court</u> Campbell Road Bognor Regis PO21 1HD | Replace all existing double-glazed uPVC framed windows with new uPVC framed double glazed casement windows | NO OBJECTION |
| <u>BR/70/22/OUT</u> <u>26 Burnham Avenue</u> Bognor Regis PO21 1JU | Outline application with all matters reserved for up to 10 No. new dwellings with associated services, landscaping, car parking & amenity (resubmission following BR/129/21/OUT) | OBJECTION Members object to the proposals set out, on the material planning grounds of: - access and highway safety; traffic generation; overbearing nature of the proposal; design and appearance; visual impact; layout and density of buildings; loss of ecological habitat. Policy D SP1 of the Arun Local Plan 2011-2031 stipulates that the design should reflect the characteristics of the site and local area. Members were of the opinion that these proposals still do not meet this criteria, and show a lack of sensitive understanding of the site/context and does not respond to locally distinctive patterns of development. The scale of the proposed development detracts from the local and wider area's character and is not within the general confines of the overall character. The proposed dwellings would, by virtue of its layout, siting and size, result in an overdevelopment of the site and have an overbearing impact on the neighbouring properties. Members are concerned that this proposal will have a significant impact on the road network. The plans fail to demonstrate that this development will not impact on existing capacity of public highways and is, therefore, contrary to Policy 8b of the Bognor Regis Neighbourhood |

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| | | Development Plan 2015-2030." |
| <u>BR/72/22/PL</u> <u>University of Chichester</u> Upper Bognor Road Bognor Regis PO21 1HR | Variation of condition 2 imposed under BR/311/18/PL relating to alternative floorspace plans, minor changes to building footprint and elevations, improvements to fire escape routes and changes to the approved materials (note no change to overall height or distances to nearby dwellings) | NO OBJECTION |
| <u>BR/61/22/PL</u> <u>20 Nyewood Lane</u> Bognor Regis PO21 2QB | Change of use to 5 bed house in multiple occupation | OBJECTION Members were disappointed that another family home is being lost to a proposed HMO development. Not only does this pose a risk of increased crime, but as an area with a Traffic Regulation Order in place, a HMO has the potential to increase traffic generation at the junction of Nyewood Lane and Richmond Avenue. The proposal is therefore contrary to policy H SP4 of the Arun District Local Plan and the National Planning Policy Framework. |
| <u>BR/82/22/PL</u> <u>Holmlea main unit</u> Rear of Town Cross Avenue Bognor Regis PO21 2DN | Demolition of warehouse and proposed construction of 10 No. self-contained apartments. This application is in CIL Zone 4 (Zero Rated) as flats | NO OBJECTION However Members felt further thought needed to be given to emergency vehicular access. |
| <u>BR/48/22/PL</u> <u>13-17 Richmond Avenue</u> Bognor Regis PO21 1YE | Conversion of existing loft space into 2 No. flats. This application is in CIL Zone 4 (Zero rated) as flats | NO OBJECTION |



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 21st MARCH 2022

PRESENT:

Cllrs: J. Brooks J. Erksine, M. Stanley,
Mrs. J. Warr, B. Waterhouse and P. Woodall

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Miss. K. Fitzpatrick (Events Officer) (part of
meeting)
Mrs. G. Frost (Town Clerk) in the public gallery
Cllr. S. Goodheart in the public gallery
3 members of the public in the gallery

The Meeting opened at 6.30pm

70. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

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

Apologies for absence were given by the Projects Officer, on behalf of the Chairman Cllr. Batley due to childcare commitments, Cllr. Mrs. Daniells due to annual leave, and Cllr. Reynolds due to work commitments.

71. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Cllr. Brooks declared an Ordinary interest as an Arun District Councillor on Agenda items 6, 10 and 12. He also declared an Interest in Agenda items 7 and 8 as his company occasionally hires equipment to events, however none of the events are ones in which Cllr. Brooks stands to gain any financial benefit from. Cllr. Brooks advised if this was to change, he would inform this committee.

Cllr. Stanley declared an Ordinary interest as an Arun District Councillor on Agenda items 6, 10 and 12.

72. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17th JANUARY 2022

Members were asked if there were any objections to the Minutes of the Meeting, held on the 17th January 2022.

There being no objections, the Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 17th January 2022 as an accurate record of the proceedings and the Chairman duly signed them.

73. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.35pm

A Member, who was seated in the public gallery, asked for clarification on the funding of the Funshine Days to which the Events Officer confirmed the budgets have already been agreed for the current year. The Member then queried the October burning of the beacon and how the money set aside for

this would be used. The Chairman confirmed this topic would be discussed under Agenda item 8 and that the amount of £600 is allotted out of which £187 has been allocated for Town Force hours and potentially more for Officer hours. The Chairman queried whether the Member had any preference of musical genres and in response it was suggested that the Bognor Community Band be considered to play at the event.

Regarding the four Sunday Concerts throughout the year, the Member asked if the budget was set at £2,500 and how these were broken up. The Events Officer informed the Committee that the budget from Bognor Regis Town Council is £1,250 for these events. This was being match-funded by The Rotary Club of Bognor Regis, however not in a monetary sense, and would be through their staff time, planning of the event, promotion, sourcing of the bands, first-aid, security, and marshals.

In response to a final query where the publicity and promotion budget sits, a Member of the Committee confirmed that it falls within the remit of this Committee and the annual amount per year is £1,200 as it has been for the past 3 years.

The Chairman reconvened the Meeting at 6.45pm

74. CLERK'S REPORT

74.1 Meeting of the Climate Change Topic Team - 17th January 2022 - Min. 58 refers

At the previous meeting, a member of the public asked when the next Climate Change Topic Team meeting would be held. As of the 12th of April 2021, Members agreed to change the name of the Climate Change Topic Team to the Climate Emergency Focus Group. The Projects Officer is currently seeking agreement from the membership of the Group for a suitable date to meet at the end of March. Members were asked to note that this Group reports directly to the Community Engagement and Environment Committee and not this Committee.

74.2 Test burn of the Beacon - 17th January 2022 - Min. 59.1 refers

Town Force carried out a successful test burn of the Beacon on Monday 24th January 2022, with Cllr. Brooks, the Town Force Manager and the Projects Officer in attendance.

74.3 Update on Butlin's poster locations - 17th January 2022 - Min. 59.4 refers

The Projects Officer contacted the PA of Butlin's Director Jeremy Pardey on 14th February 2022 for an update on this matter. On 23rd February 2022 a response was received stating a review of their poster policy is taking place, and Butlin's will contact Bognor Regis Town Council once this has concluded. Further attempts have been made to progress this further with Butlin's but, as yet no response has been received ahead of this meeting.

74.4 Update on lamp post banners - 17th January 2022 - Min. 59.5 refers

A Planning Application is in the process of being submitted to Arun District Council, however due to complex documentation requirements these need to be reviewed by a technical designer and meet National Validation Requirements. Should additional lamp post banner sites be desired then this would incur extra costs and would, therefore, need to be proposed as a future agenda item using the adopted form.

74.5 Zoom exchange with similar sized seaside resorts to share experiences and ideas in relation to promotion

Contact has been made with town and parish councils in Bridlington, Burnham-on-Sea, Clevedon, Dawlish, Deal, Lymington, Morecambe, and Teignmouth – all of which are similar in size to Bognor Regis. It was explained to these councils that whilst the remit of tourism, and any associated office, falls to our District Council, the Town Council are still keen to play their part in actively promoting our seaside resort and would be interested in hearing how similar councils might promote their parishes as a tourist destination. An invite has been extended to join Bognor Regis Town Council at an informal Zoom meeting to listen to one another's experiences and to share ideas on how, as town and parish councils, we can play our part in promoting tourism. Responses were requested by no later than 31st March and, to date, two councils have expressed an interest in accepting the invitation.

In the meantime, the Town Council have signed up to NALC's Coastal Communities Network Forum allowing for an opportunity to meet online with councils, located in coastal communities, around the country to share best practices.

Members are reminded that any request to sign up to a specific promotions training course, that comes at a cost, will be referred to the Policy and Resources Committee for budget approval.

74.6 Christmas Illuminations Switch-On - 15th November 2021 - Min. 50.8 refers

Back in 2019 the Town Council was approached by ADC to consider match-funding a budget provision of £25k within the 2020/21 financial year to be used for town centre events as part of an initiative to innovate and regenerate town centres. Despite some concern by Members, the Town Council made provision of a one-off allocation of £25k for that financial year. This was not identified as revenue expenditure, as it had not been clear in the initial approach from ADC about this being an annual activity and therefore it was not being met by the parish precept. Members agreed to support the initiative in principle but required further detailed information on what the funds were to be used for before ratifying the decision to release any of the funding. Despite a proposal being put forward for a

project in 2020/21 to utilise £15k of the budget, the Council considered this in detail resulting in a decision not to continue to support and contribute to the ADC proposal. The £25k allocation was therefore removed from the budget and the ADC match-funding lost.

The Town Clerk has recently been made aware that a budget provision for match-funding was also made in 2021/22 by ADC. The Clerk has therefore been in liaison with ADC Officers to establish whether the Town Council could meet the criteria that would allow the release of this funding before it is lost at the end of the financial year.

As Members will be aware, the Town Council has committed a £50,000 budget with a £5,000 contingency to secure a three-year contract for new Christmas displays for the town commencing in 2022. Discussion had also previously taken place about the Committees desire to repeat the very successful digital projection in the Town Centre again for this coming Christmas and that the Events Officer be asked to seek sponsorship for match-funding to enable this enhancement to the Christmas Switch-on event to take place. It was felt by the Clerk that the digital projection may meet the ADC criteria and allow for release of some funding.

The Town Clerk has therefore proposed to ADC that some of this match-funding be used towards enhancing the Christmas Switch-on event to enable the provision of a digital projection once again as was done during the pandemic, which was so well received by so many people. This funding, alongside the Town Council's significant increase in funding for the Christmas Lights this year and the BID's additional installations and Christmas activities can only help to promote the town, increase the footfall and boost the economy thereby helping the local traders.

Following further liaison with ADC Officers it has been agreed that this proposal would fulfil their criteria requirements and £12,500 has now been secured, which will allow for the digital projection to take place.

75. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2021

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

Members **NOTED** the finances for the main Town Council events in 2021 and **RATIFIED** the underspend of £3,204.65.

76. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR THE '2022 JUBILEE STREET PARTY ON THE PROM' EVENT (IF REQUIRED)

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

Members noted that 45 hours had been requested for this event by the organisers. The Events Officer confirmed that due to the Street Party being on a Sunday, the Town Force hours would be charged at double time, so the physical time of Town Force availability for the event is essentially 22.5 hours.

Members unanimously **AGREED** to allocate 45 hours of Town Force time to the '2022 Jubilee Street Party On The Prom' Event whilst noting that this would equate to 22.5 man hours.

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

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

- 77.1** A Member queried if the Events Officer had any further information on the £50 administration charges now being charged by ADC and whether it was applicable to all Event Organisers. The Events Officer confirmed the charge is per event, commenced in 2022 and there is a full break-down table for Town, County, Parish Councils, Profit, Non-Profit organisers, and the charge is applicable to all. The Member suggested writing to ADC to see if it would be possible to waive this administration charge as ADC had not previously charged and it also goes against ADC support of local businesses. The Committee supported this action and agreed a letter should be sent. It was also suggested that dual hatted Councillors should raise this issue with ADC.

77.2 Book Day - 13th April 2022

The Book Day was originally taken from the programme due to budget cuts, but the Events Officer was tasked with trying to find another way to fund the event. Due to time constraints, it is unlikely that funds could now be secured to allow this event to run as a standalone event. It is therefore the Officer recommendation that the original proposal of incorporating the popular elements of the Book Day in the Kidszone of Drive Through Time for 2022 only be considered.

To enable the Kidszone to be increased to that of a significant level it is the Officer recommendation that the remaining underspend from the 2021 Events programme (after the purchase of bunting for the Queen's Jubilee - Min. 63.2 refers) of £2,386.25 be vired over to the Drive Through Time event.

Members unanimously **RESOLVED** to vire £2,386.25 from the 2021 event programme underspends to enhance the Kidszone element of the Drive Through Time 2022 event.

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

Members **NOTED** that Bersted Arts Choir will be performing at the Beacon Lighting. It was further **NOTED** that a Firework display from the end of the Pier will be replacing the Aerial pyrotechnic display.

Members **RATIFIED** the expenditure for the bunting of £818.40, and the Chairman asked if Town Force could criss-cross the bunting between the catenary wires as had been done previously.

Following the approach from M&Co as detailed in the report, Members **AGREED** for the Events Officer to liaise with M&Co on some form of collaboration for the Beacon Lighting Event.

The Chairman allowed Cllr. Goodheart to update Members from the public gallery in connection with his proposal that the bullnose, which houses the beacon brazier, be painted red, white and blue for the Jubilee celebrations. Cllr. Goodheart confirmed that ADC's Property Department would cover both the cost of the materials and the labour, and this would be a good opportunity to encourage local artists to take part in this piece of work. A Committee Member confirmed that it would be an ADC led project and stated he would like ADC Councillors to provide updates to this Committee. Cllr. Goodheart confirmed that he will provide further information to this Committee at the next meeting.

Members **AGREED** with Cllr. Goodheart's proposal for ADC to take this project forward working with others to enhance the bullnose area on the promenade in time for the Queen's Platinum Jubilee celebration events in June.

Members noted the information within the report and **AGREED** to take part in the Platinum Jubilee Story QR based Trail though Bognor Regis.

77.4 Drive Through Time - 3rd July 2022

There were no updates, however the Chairman stated that previously some Members expressed a wish for this event to relocate to the seafront and Place St Maur, but this could not happen this year due to the works going on around the Regis Centre. As next year marks the 10th Anniversary of this event, the Chairman suggested to the Events Officer to potentially make this event bigger to which the Events Officer concurred.

77.5 Proms in the Park

Members **NOTED** the date for the Proms in the Park is 17th September and not the 10th September, as this date was previously reported incorrectly.

77.6 Funshine Days

Members **NOTED** the finalised programme of events for the Funshine Days running Tuesday to Thursday on weekdays from 2nd to 25th August with the first two weeks of the programme taking place on the Prom bandstand.

There were no decisions to make, however the Chairman asked the Events Officer about the possibility of having a list of all Bognor Regis Town Council events in one central location. The Events Officer advised that due to the events taking place on ADC land, permission is first needed before the advertising of the events can take place.

Details of the Funshine Days are also sent out via the Primary Times which goes out in 55,000 school bags across the County.

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

The Chairman noted the Town Force hours and materials for the Beacon lighting and noted that should the Events Officer be required at any event then additional hours and administration costs could occur. The conversation then turned to the preference of musical genres for the event and the Events Officer updated the Members on their preferences for Bognor Regis Town Concert Band, a Folk Band, and Soft-Reggae Band.

77.8 Christmas Illuminations Switch-On - 26th November 2022

The Events Officer referred to the match-funding which had been secured from ADC for a digital projection and how this now widens the options available for this event. The Events Officer would now put together 2 Gold Packages proposals that would be presented at the next Committee Meeting for Members consideration.

77.9 Sunday Afternoon Concerts, series of events over the Summer - TBC

The Events Officer gave a brief overview on the series of Sunday Afternoon Concerts as detailed in her report, which is presently waiting for approval from ADC. A Member asked if any of the performances could take place at the Bandstand, to which the Events Officer said that would be investigated. In answer to a query regarding whether it would be possible to have 2 genres of music for each event, the Events Officer advised Members that each concert would have 1 vocal and 1 instrumental performance.

The Events Officer left the meeting

78. TO RECEIVE ANY SUGGESTIONS FROM COUNCILLORS TO BE INCLUDED AS PART OF A STRICTER BRIEF TO BE DRAWN UP AND CIRCULATED TO COMMUNITY-BASED ARTISTS IN RELATION TO SEAFRONT POSTERS AND TO IDENTIFY AND AGREE A BUDGET FOR ASSOCIATED COSTS FOR THE PRODUCTION – MIN. 64 REFERS

The Projects Officer's report and appendices were **NOTED**.

The Chairman advised the Committee Members that 2 proposals were submitted for this item, 1 from Cllr. Mrs. Daniells and 1 from Cllr. Brooks and a member of the public.

The Chairman highlighted the focus of the item is for Members to agree to the specifications to aid members of the public to provide artwork/photographs that will meet the requirements in terms of size, quality, QR codes etc for their work to be accepted as submissions of work. The Chairman commented that whilst the 2 proposals were from 2 different sources, they are very similar, and the only difference was that Cllr. Mrs Daniells proposed to only use photographs but stated the proposal from himself and a member the public allows for artwork and photographs. Furthermore, the Chairman stated the previous Projects Officer had prepared photo permission forms that would allow the use of photographs of the public without the need to blur faces/cover identity.

A Member acknowledged the work by Cllr. Brooks and a member of the public and wanted to clarify that the proposal presented is for 3 different types of layout, these being; the attractions (of Bognor Regis), community artwork and lastly event-based posters. The Member was in support of the proposal on the proviso that serious thought would go into where each type would go but the main theme would be attraction and community art, with events posters coming over the top as and when required. He would like to see if more emotive subject matters could be incorporated.

In terms of production, the Member did raise awareness to what the posters would be made from going forward and to highlight this as potentially a future agenda item. Furthermore, consideration should also be given to the potential opportunity to take ownership of these poster sites, in terms of maintenance of the whole poster site structures, for a more streamlined process and whether Bognor Regis Town Council would be able to take this on. The Chairman agreed that this should be investigated at another meeting.

Another Member stated he felt the Committee should not be limited by only using photographs but did concur they do lend themselves to creating more evocative imagery. He spoke in support of Cllr. Mrs. Daniells proposal on layouts, use of negative space but gave caution on the use of too much text over imagery and his preference for specific layouts over others.

The Chairman highlighted that using the proposal from himself and a member of the public gives a wider option of layouts and was welcoming to any changes such as font size and ensuring there is consistency across all poster sites. In addition to this the Chairman also answered a query on how the QR codes work.

Following the discussion Members **AGREED** the final brief and design in line with the proposal presented by the Chairman and a member of the public for the seafront posters for the coming season.

Members further **AGREED** to **RESOLVE** that the associated costs for the production of the artwork be funded from the remainder of the current year's Publicity/Promotions Budget with any shortfall being covered from the new 2022-2023 budget.

A Member suggested that the Chairman write to the member of the public to thank them for their work.

79. TO RECEIVE A PRESENTATION OF NEW DESIGN IDEAS BEING TAKEN TO ADC FOR THE PROMENADE BANDSTAND WIND SHIELDS AND TO CONSIDER WHETHER A LETTER PERTAINING TO THESE SHOULD BE SENT TO ADC IN SUPPORT – MIN. 67 REFERS

The Projects Officer's report and appendices were **NOTED**.

The Chairman gave a brief overview of the current limitations of the renovated bandstand, with there being no accessible PA system, no stackable chairs, and the lack of wind shields. He then presented to the Committee images of the 4 strong clear sheeting windshields which are currently held at the Town Force lockup and expressed the view that a letter should be sent to ADC stating these shields would be available for use at the bandstand. In answer to a query as to how these would attach to the bandstand, Members were provided with details of the suggested clip fittings that could be used to replace the current ratchet straps. The Chairman stated that should wind speeds exceed a certain measurement (30mph), then the bandstand should not be used.

A Member asked for clarification as to whom members of the public or organisers looking to use the bandstand would need to contact to use the suggested windshields. It was advised that this would need to be through the Town Council office. A point was also raised that as the suggested windshields would be the property of Bognor Regis Town Council, then it would be down to Town Force to fit the windshields due to the insurance liability. This would also be subject to Town Force Members availability

Following further discussion, Members **AGREED** to make the Town Council's windshields available for hire by event organisers with an increased deposit cost suggested as £350 at the previous meeting, Min. 67 refers. It was further **AGREED** that a letter be sent to ADC to advise ADC of the Committee's decision.

NOTE: *Prior to making the windshields available to event organisers, confirmation will first need to be sought from ADC as the responsible*

authority, that they are in agreement for the windshields to be used on the newly renovated bandstand.

80. PROPOSAL TO PRODUCE A TOWN MAP DISPLAY BOARD WITH PAPER DISPENSER AND SUBJECT TO AGREEMENT TO PROCEED, TO CONSIDER THE ASSOCIATED COSTS AND IDENTIFY A BUDGET – MIN. 59.3 REFERS

The Projects Officer's report and appendices were **NOTED**.

The Chairman allowed Cllr. Goodheart to introduce this item from the public gallery and he advised that there is currently a map produced by the BID which could be used within this project. The map could potentially be sold to members of the public at a cost of £1 via a dispenser attached to several fixed map locations throughout Bognor Regis Town.

Comment was made that that there are currently several large-scale maps in situ, and it was questioned whether this project would duplicate the work already taken on by other stakeholders such as the BID and wayfinding projects. It was also noted that Chichester has dispensing maps which are free, but they are often left as litter on the streets, and this directly goes against creating a better environment policy when smartphones could enable the public to environmental wayfinding in the Town.

From the public gallery, it was suggested that all stakeholders need to be working together to avoid duplication and this project could be put on hold until the wayfinding proposal currently being worked on has been progressed. It was noted that the Executive Director of The Bognor Regis Regeneration Board, was already in discussion with the Town Clerk about attending a meeting to talk to Members about the wayfinding proposal. It was therefore **AGREED** that no further action should be taken at this time to allow for the wayfinding proposals to be considered first. There could then be further discussion by the Committee at a future meeting to decide the best way to proceed with this proposal.

81. TO DISCUSS THE RECENT CHANGES MADE TO THE SUSSEX BY THE SEA WEBSITE AND TO CONSIDER AND AGREE ANY NEXT STEPS – MIN. 66.1 AND 68 REFER

Cllr. Brooks declared an Ordinary Interest as he sponsors the webcam to the west of the pier.

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

The Chairman gave Members a thorough overview to the recent updates to the Sussex By The Sea website, to which Members had a lengthy conversation on the merit of having the links to the Bognor Regis Town Council website, and webcams reinstated.

Following the discussion, Members **AGREED** to send a letter to Arun District Council to call for reinstatement of the 'Sunniest Bognor Regis' logo, Town crest, and links to the Town Council's website and Facebook pages on the 'Sussex by the Sea' website.

The Chairman advised that he would draft a letter and circulate this to Members of the Committee for agreement before submission.

82. TO CONSIDER THE REVISED QUOTATION FOR BOGNOR REGIS CHRISTMAS ILLUMINATIONS 3-YEAR CONTRACT 2022/24 FROM LITE AND AGREE HOW TO PROCEED – MIN. 38 REFERS

The Projects Officer's report and the appendix detailing the four package options for the new 3-year contract for Christmas Illuminations was **NOTED**.

As detailed in the Projects Officer's report the increase in prices since the original quote from the vendor was noted. Some Members were interested in cost savings to reduce the annual fee; however, it was commented that the overall savings would be minimal over the 3-year contract period and as there is the budget for Option 1, this would ensure a consistent lighting theme throughout the Town.

Members **AGREED** in principle to Option 1, under the proviso that the BID be approached to come to an arrangement to cover the lights for The Queensway.

83. ITEMS FOR FUTURE AGENDA

The Projects Officer's report and the appendix was **NOTED**.

Members **AGREED** to include the following proposals on the next Events, Promotion and Leisure Committee Meeting Agenda: –

Proposal from Cllr. Mrs. Daniells to outsource the Christmas Lights Switch-On event.

A Councillor queried whether any other Town Council events should also be considered.

Proposal from Cllr. Mrs. Daniells to review the 'Follow the Ducks' Campaign.

Proposal from Cllr. Mrs. Daniells to consider and explore developing a simple BRTC smartphone App.

Proposal from Cllr. Brooks to consider a review of the Bognor Regis Town Council Poster Policy.

Proposal from Cllr. Brooks to consider new poster sites on the promenade.

84. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 8.26pm

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022**

**AGENDA ITEM 20 - TO CONSIDER THE CONTINUATION OF LIVE
STREAMING OF MEETINGS AND AGREE ANY NEXT STEPS**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Members will recall that at the start of the Covid pandemic in March 2020, with the country going into lockdown, The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 came into force on 4th April and enabled local councils and parish meetings to hold remote meetings (including by video and telephone conferencing) for a specified period.

In order to facilitate remote meetings, the Town Council opted to sign up with ZOOM and subsequently chose to stream these meetings live to the Town Council's Facebook page, enabling members of the public to keep abreast of council business during lockdown. The audio quality of the ZOOM meetings, streamed live to Facebook, was excellent and, at the height of lockdown some of the Town Council's meetings reached viewing figures in excess of 2,500.

Since the expiration of the legislation allowing for remote meetings, efforts have been made to continue streaming in-person meetings, held in the Council Chamber to Facebook, in an attempt to harness the public's ongoing interest in council business. This has been trialled using the in-built camera and microphone of a laptop.

Whilst there has been little complaint about the visual aspect of the live stream via the laptop, there has been numerous comments made on Facebook about the audio quality including: -

"Extremely poor sound"

"These video meetings are really unsatisfactory; you'd think in this day and age you'd be able to have a broadcast that actually works properly"

"How can you follow this when audio breaks up or is incoherent"

In an attempt to overcome these sound issues, Cllr. Brooks provided some of his own audio equipment and worked with Mr. Clive Mott, and the Assistant Clerk, in trying to find a workable solution. Unfortunately, when first trialled at the Events, Promotion and Leisure Committee Meeting held 21st March 2022 there was, what was described by viewers as, a loud buzzing noise and prompted one viewer to state *"Leaving the meeting can't hear above the buzzing, last time no sound, maybe the 2% increase in council tax can go towards a decent system so we can hear what is going on"*.

A second attempt, using Cllr. Brooks' audio equipment was made at the Policy and Resources Committee Meeting held 28th March 2022. This appeared to have been more successful, with one viewer commenting *"Well done can actually hear and captions are working"*.

It is understood that Cllr. Brooks has been in discussion with Arun District Council, about the possibility of trialling some of their audio equipment which was to be delivered to the Town Hall. However, there has been no update on this since 5th April and no approach from Cllr. Brooks to supply any audio equipment has been forthcoming for the meetings held since 28th March.

Following a query from Cllr. Brooks, as to why the Community Engagement and Environment Committee Meeting held on 11th April wasn't live streamed, the Assistant Clerk emailed all Members to explain that, without the provision of adequate audio equipment, it was felt by Officers that meetings should not be streamed live. With positive comment made about the sound quality improvement of the Policy and Resources Committee Meeting in March, to then stream future meetings, without audio equipment, would invite unfair criticism about the sound quality which could damage the Town Council's reputation.

Before Members are asked to consider whether the Town Council should continue to stream meetings live to Facebook, the following points should be highlighted: -

- Since coming out of lockdown, videos of Town Council Meetings receive an average of 150 views (far below the 2,500 views at the height of lockdown)
- Town Council Meetings are now fully open to members of the public who wish to attend, as they were pre-Covid (unless confidential business is being discussed)
- No other neighbouring parish council, including Aldwick, Bersted and Felpham, appear to stream or record their meetings nor do Arundel or Littlehampton Town Council

Should the majority of Members feel that it would be beneficial for the Town Council to continue with the live streaming of meetings, then research will need to be carried out into ways in which this could be successfully achieved. Following this research, were there to be a cost involved with any of the options presented then an appropriate budget would need to be identified by Members.

DECISIONS

Do Members **AGREE** or **DISAGREE** to continue with the live streaming of Town Council Meetings?

If it is agreed to continue with live streaming, and for Officers to carry out research into the provision of adequate equipment with a report brought back at a future meeting, do Members **AGREE** or **DISAGREE** that Town Council Meetings be streamed live using a laptop, despite the known poor audio quality, in the interim period?

AGENDA ITEM 21

BOGNOR REGIS TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022

AGENDA ITEM 21 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 27th APRIL 2022 (IF AVAILABLE)

REPORT BY TOWN CLERK

FOR NOTING

At the time of publishing this report, the Minutes from the last meeting on 27th April 2022 had not been released. However, as soon as these are available a link to the Bognor Regis Regeneration Board website will be circulated to Members and the Minutes will be noted at the next meeting.

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022**

**AGENDA ITEM 22 - CIVIC DUTIES UNDERTAKEN BY OUTGOING TOWN
MAYOR CLLR. STEVE GOODHEART FROM 7th MARCH - 9th MAY 2022**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

| | | |
|--------------------------------------|---|--|
| Thursday 10.03.22 | : | Tree planting as part of NACO initiative for Civic Heads - 'Plant a Tree for the Jubilee', Felpham Rec. |
| Friday 11.03.22 - Sunday 13.03.22 | : | Twinning Trip to Saint Maur des Fosses, France |
| Saturday 19.03.22 | : | Chichester Festival Concert by Chichester Festival for Music Dance & Speech, Minerva Theatre, Chichester |
| Wednesday 23.03.22 | : | Rotary Arun Youth Community Awards Windmill Theatre, Littlehampton |
| Thursday 24.03.22 | : | Plaque unveiling for 'Servite Sisters', Servite Cemetery, Town Cross Ave, BR |
| Saturday 26.03.22 | : | BR in Bloom Climate Change 'Open Afternoon', Regis Centre, Belmont St, BR |
| Saturday 02.04.22 | : | Bersted Green Hub 'Launch Day', Hazel Rd, Bersted Green |
| Monday 04.04.22 | : | Southern Dairies Premises Opening, Staple Barn, Clymping |
| Tuesday 05.04.22 | : | The Regis School 'Science Fair 2022', The Regis School, Westloats Lane, BR |
| Wednesday 06.04.22 | : | Bognor Regis Town Council Civic Reception, Butlins, BR |
| Friday 08.04.22 | : | BR in Bloom Beach Clean for 'Great British Spring Clean', BR Seafront |
| Tuesday 12.04.22 | : | WSALC Chairman's Forum, via Zoom |
| Saturday 30.04.22 | : | WS Guitar Club Concert, Regis School Of Music, Sudley Rd, BR |

AGENDA ITEM 22

- Sunday 01.05.22 : Mayor's Charity Fundraiser 'Open Garden', Railway Cottages, Upper Bognor Rd, BR
- Wednesday 04.05.22 : The Regis School 'Big Sing 2022', The Regis School, Westloats Lane, BR

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022**

**AGENDA ITEM 23 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 7th MARCH 2022 - 9th MAY 2022**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

| | | |
|--------------------|---|---|
| Saturday 12.03.22 | : | Appearance and 'cry' at Felpham Farmers Market, Felpham Memorial Village Hall, Vicarage Lane, Felpham |
| Saturday 02.04.22 | : | Opening of Lodge for adults with learning difficulties, Felpham (private event) |
| Wednesday 06.04.22 | : | Bognor Regis Town Council Civic Reception, Butlins, BR |
| Saturday 09.04.22 | : | Swanage Town Crier Competition, Swanage, Dorset |
| Thursday 14.04.22 | : | Invitation to London to mark arrival of Commonwealth of Nations Globe and Crown in preparation for the Queen's Platinum Jubilee, White Tower, Tower of London |
| Saturday 16.04.22 | : | Alcester Town Crier Competition, Malt Mill Lane, Alcester (won 'Best Dressed' category) |
| Saturday 07.05.22 | : | Warwick Town Crier Competition, Pageant Gardens, Warwick |

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 9th MAY 2022**

AGENDA ITEM 25 - CORRESPONDENCE

FOR INFORMATION

1. Covid-19 and vaccination updates, support for Ukraine, and more – Circulated to all Councillors – 25.03.2022
2. Arun Weekly Bulletin – Circulated to all Councillors and on Social Media 25.03.2022
3. NALC - CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 25.03.2022
4. Coastal West Sussex Mind March 2022 news update 28.03.2022
5. NALC Events – Circulated to Councillors 29.03.2022
6. The Office of Sussex Police and Crime Commissioner – technology in modern day policing – Circulated to all Councillors 25.03.2022
7. Local Councils UPDATE Issue 260: April 2022
8. Travellers Update - Clymping 04.04.2022 – Circulated to all Councillors
9. March twinning minutes and April agenda 04.04.2022
10. UK Harvest - Letter Grant Aid 2022 17.03.2022
11. Bognor Regis Seafront Lights - Letter Grant Aid 2022 06.04.2022
12. BRBID Update 31.03.2022 - Circulated to all Councillors
13. NALC CIVILITY AND RESPECT PROJECT 31.04.2022
14. Census Newsletter for Local Authority Partners Issue 39
15. NALC CHIEF EXECUTIVE'S BULLETIN - Circulated to all Councillors 01.04.2022
16. The Office of Sussex Police and Crime Commissioner - 10,000 hours of Community Payback - Circulated to all Councillors 01.04.2022
17. NALC Job Listings - 04.04.2022
18. NALC EVENTS - Circulated to all Councillors 05.04.2022
19. Sussex by the Sea Update. Can you help - How are things as we head towards the summer of 22 - 05.04.2022
20. NALC NEWSLETTER - 06.04.2022
21. St Wilfrid's Hospice E-News - April 2022 – Circulated to all Councillors 06.04.2022
22. NALC STAR COUNCIL AWARDS 2022 07.04.2022
23. ADALC Meeting - save the date - 06.04.2022
24. Unusual ideas for Easter in West Sussex, composter offer, and more – Circulated to all Councillors
25. West Sussex Fire & Rescue Service's Community Risk Management Plan is live – Circulated to all Councillors 01.04.2022
26. St Wilfrid's Hospice - Letter Grant Aid 2022 08.04.2022
27. Parish Online Newsletter - March Edition 31.03.2022
28. CHIEF EXECUTIVE'S BULLETIN - Circulated to all Councillors 08.04.2022
29. ARUN NEWSLETTER 29 - 08.04.2022
30. WSCC news release - Boost for homes and jobs provision as A2300 improve – Circulated to all Councillors 08.04.2022
31. Twinning Film showing 'Honeyland' - Circulated to all Councillors 11.04.2022
32. NALC - JOB LISTINGS 11.04.2022
33. ADC Regis Centre Car Park temporary closure information letter - 11.04.2022
34. The Office of Sussex Police and Crime Commissioner - Circulated to all Councillors 11.04.2022

35. Neighbourhood Alert - Sun? Ski? Staycation? A happy holiday starts with booking it safely 01.04.2022 - Circulated to all Councillors and on Social Media
36. Arun Weekly Bulletin 01.04.2022 - Circulated to all Councillors and on Social Media
37. Neighbourhood Alert - Over 20,000 people fell victim to remote access scams 06.04.2022 - Circulated to all Councillors and on Social Media
38. Arun Weekly Bulletin 08.04.2022 - Circulated to all Councillors and on Social Media
39. BOGNOR HERALD VIDEO NEWS 10.04.2022
40. NALC EVENTS 12.04.2022 - Circulated to all Councillors
41. Neighbourhood Watch newsletter 05.04.2022 – April edition – Circulated to all Councillors
42. Summer Road Safety Stakeholder Virtual Briefing- 28/04/22 – Forwarded to Cllr Stanley (Rep for Sussex Police Focus Group) 08.04.2022
43. WSCC our Environment & Climate Change eNewsletter - April 2022 edition – Circulated to all Councillors 13.04.2022
44. NALC NEWSLETTER 13.04.2022
45. WestSussBus - Launched! - Posted on Social Media 13.04.2022
46. WSCC Cabinet - 15 March 2022 - minutes – Circulated to all Councillors 14.04.2022
47. West Sussex Mind Free Workshops 14.04.2022
48. 4Sight Vision Support – Grant Aid letter 14.04.2022 – Circulated to all Councillors
49. NALC - CHIEF EXECUTIVE'S BULLETIN 14.04.2022 – Circulated to all Councillors
50. The Office of Sussex Police and Crime Commissioner - Launching the new Rural Partnership Network 15.04.2022 – Circulated to all Councillors
51. BR HERALD VIDEO NEWS 17.04.2022
52. NALC JOB LISTINGS – 18.04.2022
53. NALC EVENTS – 19.04.2022
54. WSCC Primary offer day: Nine out of 10 West Sussex children offered first preference school – 19.04.2022
55. WSCC Pegasus crossing identified as potential option for improving safety at A281 Downs Link - 19.04.2022
56. Arun & Chichester Citizens Advice February 2022 Newsletter – Circulated to all Councillors 19.04.2022
57. Arun Weekly Bulletin - Neighbourhood Alerts – Circulated to all Councillors and on Social Media 20.04.2022
58. ADC receipt - CCTV Partnership Funding contribution 2022/23
59. WSCC Your Town and Parish Council News April 2022 - flooding help, bus services, grass cutting schedule, and more – Circulated to all Councillors 20.04.2022
60. NALC MAKE A CHANGE video ft Jackie Weaver 21.04.2022
61. BRBID Update - Circulated to all Councillors 21.04.2022
62. WSALC Free of Charge Workshop: Carbon Footprint & Road Map to Net Zero – Circulated to all Councillors 21.04.2022
63. WSCC Check out our vibrant local art scene, Pension Credit, and more – Circulated to all Councillors 21.04.2022
64. WSCC Countywide road safety review gets underway 22.04.2022 – Circulated to all Councillors
65. Arun Weekly Bulletin 22.04.2022 - Circulated to all Councillors and on Social Media
66. Local Councils UPDATE issue 261 May 2022

- 67.** Hilary Strong - Please vote for the Bognor Puppet Festival - Circulated to all Councillors 25.04.2022
- 68.** Girlguiding Bognor Regis and Girlguiding Bognor Regis South District – Grant Aid Receipt 25.04.2022
- 69.** The Office of the Sussex Police & Crime Commission Scrutinising reveals Sussex has fourth best 999 answering time in the country - Circulated to all Councillors 22.04.2022
- 70.** CHIEF EXECUTIVE'S BULLETIN 22.04.2022 - Circulated to all Councillors
- 71.** NALC JOB LISTINGS - 25.04.2022
- 72.** WSCC Members of the public invited to attend upcoming Health and Wellbeing Board meeting in-person - Circulated on Social Media
- 73.** Neighbourhood Alerts - Explore our past, present and future journey – Circulated to all Councillors and on Social Media
- 74.** NALC EVENTS - Circulated to Councillors 26.04.2022
- 75.** The latest from the UK's largest Public Sector Network 26.04.2022
- 76.** Bognor Regis Memorial hospital Volunteering Poster – Circulated to all Councillors and on Social Media 27.04.2022

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 9th MAY 2022**

AGENDA ITEM 26 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS WITH THE EXCEPTION OF ANY COUNCILLORS HAVING A DISCLOSABLE PECUNIARY INTEREST IN THE PICTUREDROME CINEMA**
- **TO NOTE RECEIPT OF £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FIRST QUARTER PAYMENT 2022)**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 56 No.2 for March/April 2022 has been received, which is available for Members to view if required.

Buildings Insurance - details of the insurance renewal have been received and the premium that was due on 20th April 2022 is noted as £10,447.46 inclusive of the Insurance Premium Tax and excluding the policy administration fee. This has been paid by The Bognor Pier Company Ltd. Details of the renewal premium have been passed to the tenant and will be apportioned between the various sites on a monthly basis.

Town Force Works - to check for water ingress to the dome and to investigate further water ingress into Screen 2 and report back on 21st February. To purchase and carry out drain dye test through the gutter and report back on 24th and 25th February, including labour and materials at a total cost of £220.33 plus VAT. These works were funded by BPCL.

Town Force Works - to investigate further water ingress into Screen 2, on various dates, clean gutter area above Screen 2 and meet with contractor on site to identify possible source of water ingress, discuss solutions and report back. These works were funded by BPCL, including labour only at a total cost of £165.00 plus VAT.

Balance Sheet for The Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 31st March 2022 will be copied to Councillors for information under separate cover.

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

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

DECISION

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

TO NOTE RECEIPT OF £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FIRST QUARTER PAYMENT 2022)

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

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

DECISION

Members are asked to **NOTE** receipt of the £9,000 Management Fee received from The Bognor Pier Company Ltd. (first quarter payment for 2022).