



BOGNOR REGIS TOWN COUNCIL

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

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 4th JULY 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 4th July from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

DATED THIS 27th DAY OF JUNE 2022

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Town Mayor and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote,

whether they will be exercising their right to speak on this matter under Public Question Time

3. To adjourn the Meeting and welcome a representative from Sussex Police to provide a report on local policing (if available)
4. To APPROVE the Minutes of the Annual Town Council Meeting held on 9th May 2022 and Special Council Meeting held on 14th June 2022
5. Reports from WSCC County and ADC District Councillors (if available)
6. Written Questions from Councillors
7. Adjournment for public questions and statements
8. To consider any written dispensation requests received from Town Councillors
9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 9.1 **Policy and Resources Committee Meeting of 14th June and the Extraordinary Meeting of 29th June 2022** with resolutions, recommendations and reports including: -
 - Adoption of Terms of Reference for the Policy and Resources Committee; Joint Consultative Sub-Committee (Staffing); Allotments Sub-Committee; and Planning and Licensing Committee - Min. 8 refers
- 9.2 **Community Engagement and Environment Committee Meeting of 13th June 2022** with resolutions, recommendations and reports including: -
 - Recommendation to appoint the following Co-Opted Members to the Bognor Regis in Bloom Working Group: Mr. P. Dillon, Mrs. G. Edom, Mr. E. Fane, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane and a representative from the Arun District Council Parks and Greenspace department – Min. 7.2 refers
- 9.3 **Planning and Licensing Committee Meetings of 17th May, 7th and 28th June 2022** with resolutions, recommendations and reports
- 9.4 **Events, Promotion and Leisure Committee Meeting of 16th May 2022** with resolutions, recommendations and reports including: -
 - Recommendation to appoint the following Co-Opted Members to the Allotments Sub-Committee: Mr. G. Delurey, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater (Allotment Tenant Representatives) - Min. 7 refers
10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
11. To note the List of Payments and Transfers made in [April](#) and [May](#) 2022 and to note the [balances, bank reconciliations and financial reports](#) (June not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
12. To receive an update on the provision of adequate equipment to support any continuation of live streaming of meetings and agree any next steps - Min. 27 refers (if available)

13. To note the Notes of the Members Briefing held on 23rd May 2022 and to consider the proposal that Bognor Regis Town Council lead on the development of a shared vision for Bognor Regis by engaging Professor Dave Cooper, Head of Business School, University of Chichester to assist in a formal visioning process
14. To note the BRTC project proposals submitted to ADC in response to the UK Shared Prosperity Fund (UKSPF) consultation
15. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board Meeting held on 27th April 2022 previously circulated to Councillors
16. Town Mayor's Report and duties undertaken
17. Town Crier's Report and duties undertaken
18. Reports from Representatives to other organisations
19. To receive Correspondence
20. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification
 - To note receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (second quarter payment 2022)

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



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MINUTES OF THE ANNUAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 9th MAY 2022

PRESENT:

Cllr. S. Goodheart (Town Mayor 2021/2022); Cllrs: J. Barrett, K. Batley, J. Brooks, A. Cunard (until Min. 20.4), Mrs. S. Daniells (until Min. 30), J. Erskine, H. Jones, Miss. C. Needs, S. Reynolds (until Min. 30), W. Smith, Mrs. S. Staniforth, M. Stanley, Mrs. J. Warr, B. Waterhouse and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Mayor's Cadet AC Amy Wales (part of meeting)
Mr. G. Edgington MBE (Bognor Regis Sea Cadets) (part of meeting)
Cllr. K. Greenway (WSCC) (part of meeting)
1 member of the public (part of meeting)

The Meeting opened at 6.32pm

1. Before moving to the first Agenda item, the Town Clerk read the Council's opening statement. 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 retiring Mayor, Cllr. Goodheart, gave a brief summary of his year in office, which he had very much enjoyed, thanking Members and staff for their support during his year as Mayor.

2. ELECTION OF TOWN MAYOR FOR 2022/2023

The Town Clerk's report was **NOTED**, including the reference to Standing Order 5(j) and the convention 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 had been Cllr. Barrett and therefore in accordance with the Standing Orders he was duly put forward as Town Mayor for the forthcoming year.

There being no other nominations, it was unanimously **RESOLVED** that Cllr. Barrett be elected Town Mayor for 2022/2023.

Cllr. Barrett, as the newly elected Town Mayor, took the Chair for the Meeting

A presentation on behalf of the Council was made by the Mayor to the retiring Mayor, Cllr. Goodheart, and he was thanked for his hard work during his mayoral year.

3. **THE TOWN MAYOR WILL MAKE THE STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor made the following Statutory Declaration of Acceptance of Office: -

I, Cllr. John Barrett, having been elected to the Office of Town Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

4. **ELECTION OF DEPUTY TOWN MAYOR FOR 2022/2023**

The Town Clerk's report was **NOTED**, including the reference to the decision taken at the previous meeting that Cllr. Stanley be nominated as Deputy Mayor for the forthcoming year.

There being no other nominations, it was unanimously **RESOLVED** that Cllr. Stanley be elected Deputy Town Mayor for 2022/2023.

5. **THE DEPUTY TOWN MAYOR WILL MAKE THE NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Town Mayor made the following Non-Statutory Declaration of Acceptance of Office: -

I, Cllr. Matt Stanley, having been elected to the Office of Deputy Town Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

6. **ACCEPTANCE SPEECH AND WELCOME BY NEWLY ELECTED TOWN MAYOR**

The Town Mayor made the customary speech of acceptance and was honoured that Members had elected him as Town Mayor for 2022/2023. Cllr. Barrett spoke of his enjoyment as serving as Deputy Mayor over the past year and his eagerness to get started in the role as Town Mayor. The Mayoress for the year will be Ms. Carole Brett.

7. **APOLOGIES FOR ABSENCE**

There were none.

8. **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 meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary 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.

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. Cunard declared a Disclosable Pecuniary Interest in Agenda item 26, as leaseholder of the Picturedrome Cinema

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 26, as an employee of the Picturedrome Cinema

Cllr. Goodheart declared an Ordinary Interest in any discussion relating to Youth Centres in the Town, specifically as a Trustee to Bognor Regis Youth and Community Centre. Cllr. Goodheart also declared an Ordinary Interest in any item relating to Rox Music & Arts Charity

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 26, as an employee of the Picturedrome Cinema

9. **TO REVIEW THE COUNCIL'S TERMS OF REFERENCE AND ANY DELEGATION ARRANGEMENT TO COMMITTEES AND SUB-COMMITTEES**

The Town Clerk's report, including the Appended Council Terms of Reference, was **NOTED**.

A Member queried what changes had been made, now that Covid regulations have changed and asked for a review of the Terms of Reference. The Town Clerk clarified that Covid changes related to the Town Council's Standing Orders, not the Terms of Reference, and that any amendments to Standing Orders needed to be brought to the Policy and Resources Committee, for consideration.

Members therefore unanimously **RESOLVED** to **ADOPT** the Town Council's Terms of Reference, unchanged from the previous version, for the Municipal Year 2022/23.

10. It was **RESOLVED** to vary the order of business to allow the additional Agenda item, to be discussed at this point of the meeting - S.O. 10(a)(vi).

11. **TO NOTE CLLRS. CUNARD AND MRS. DANIELLS DECISION TO LEAVE THE INDEPENDENTS GROUP AND SIT AS INDEPENDENTS ALIGNED TO THE CONSERVATIVE GROUP**

The Town Clerk's report was **NOTED** along with the Committee allocation of seats thereafter, as reflected in the report for the following Agenda item, circulated to Members prior to the meeting.

12. **APPOINTMENT TO COMMITTEES**

The Town Clerk's report, including the proposed Committee Membership, was **NOTED**.

Members were reminded that 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). Furthermore, a Committee may arrange for the discharge of its functions by a Sub-Committee – LGA 1972 - S.101. (2).

The Town Clerk reminded Members that the Town Mayor and Deputy Town Mayor would be Ex-officio to the Policy and Resources Committee only.

A Councillor queried why the new Mayor was standing for Committees, other than as Ex-officio of the Policy and Resources Committee. The Town Clerk stated that it is recommended that the Mayor did not stand for Committee's during their Mayoral year due to their usually heavy workload

with duties. However, this was not indicated by law, and was therefore a personal choice of the Mayor.

- 12.1** The Council **RESOLVED** to appoint Members to Committees as detailed in **Appendix 1** with one amendment, whereby Cllr. Jones would be taking the seat of Cllr. Stanley on the Events, Promotion and Leisure Committee.

- 12.2** Cllr. Waterhouse was proposed and seconded as Chairman of the Policy and Resources Committee. It was **RESOLVED** to appoint Cllr. Waterhouse as Chairman of the Policy and Resources Committee.

Cllr. Erskine was proposed and seconded as Vice-Chairman of the Policy and Resources Committee. It was **RESOLVED** to appoint Cllr. Erskine as Vice-Chairman of the Policy and Resources Committee.

- 12.3** Cllr. Smith was proposed and seconded as Chairman of the Community Engagement and Environment Committee. It was **RESOLVED** to appoint Cllr. Smith as Chairman of the Community Engagement and Environment Committee.

Nominations for Cllr. Mrs. Staniforth and Cllr. Brooks were proposed and seconded as Vice-Chairman of the Community Engagement and Environment Committee.

Following a vote, it was **RESOLVED** to appoint Cllr. Brooks as Vice-Chairman of the Community Engagement and Environment Committee.

- 12.4** Cllr. Mrs. Warr was proposed and seconded as Chairman of the Planning and Licensing Committee. Cllr. Mrs. Daniells was also proposed as Chairman of the Planning and Licensing Committee, but she declined to be considered.

It was therefore **RESOLVED** to appoint Cllr. Mrs. Warr as Chairman of the Planning and Licensing Committee.

- 12.5** Cllr. Goodheart was nominated to fill the current Independents vacancy on the Planning and Licensing Committee and, there being no other nominations, Members present **AGREED** Cllr. Goodheart should therefore be appointed to the Planning and Licensing Committee for the 2022/23 Municipal Year.

Cllr. Goodheart was proposed and seconded as Vice-Chairman of the Planning and Licensing Committee. It was **RESOLVED** to appoint Cllr. Goodheart as Vice-Chairman of the Planning and Licensing Committee.

- 12.6** Nominations for Cllr. Brooks and Cllr. Batley were proposed and seconded as Chairman of the Events, Promotion and Leisure Committee.

Following a vote, it was **RESOLVED** to appoint Cllr. Batley as Chairman of the Events, Promotion and Leisure Committee.

Nominations for Cllr. Brooks and Cllr. Woodall were proposed and seconded as Vice-Chairman of the Events, Promotion and Leisure Committee.

Following a vote, it was **RESOLVED** to appoint Cllr. Woodall as Vice-Chairman of the Events, Promotion and Leisure Committee.

- 12.7** Membership of the Allotments Sub-Committee would comprise all Events, Promotion and Leisure Committee Members (Chairman to be appointed at the first meeting of the Sub-Committee). Membership of the Bognor Regis in Bloom Working Group would be considered by the Community Engagement and Environment Committee.

13. TO APPOINT REPRESENTATIVES TO OTHER 'OUTSIDE' BODIES

The Town Clerk's report, including the list of previously appointed Town Council Representatives to 'Outside' Bodies as Appended, was **NOTED**. It was further **NOTED** that some organisations had been removed from the list as a representative was not required for this year or they no longer existed.

Cllrs. Reynolds and Smith left the Meeting

A Member expressed disappointment that there was only an Officer Representative appointed to the Bognor Regis BID Board and the Bognor Regis BID Town Centre Task Force Delivery Group. A further Member concurred, agreeing it would be useful to have a Councillor Representative, to ensure Councillors were kept up to date with the BID's work in the Town. The Town Clerk stated that the inclusion of Representatives was at the discretion of these Outside Bodies but that she would make tentative enquiries and report back to Members as to whether a Councillor Representative is required.

Cllrs. Reynolds and Smith returned to the Meeting

- 13.1** Cllr. Goodheart requested that his appointment as a Reserve on the Bognor Regis BID Town Centre Task Force Strategy Group be considered. The Town Clerk advised that there is not a Reserve position to be appointed but that she would approach the Group to enquire whether they would be agreeable to this. Members **AGREED** that, subject to agreement from the Bognor Regis BID Town Centre Task Force Strategy Group, Cllr. Goodheart be appointed as Reserve Representative.
- 13.2** Cllr. Goodheart requested that his appointment as a second Reserve on the Bognor Regis Regeneration Board be considered. The Town Clerk advised that she would need to approach the Board to ask whether they would agree to a second Reserve Representative. Members **AGREED** that, subject to agreement from the Bognor Regis Regeneration Board, Cllr. Goodheart be appointed as the second Reserve Representative.

- 13.3** Cllr. Goodheart requested that his appointment as a Reserve for Bognor Regis Seafront Lights be considered. The Town Clerk advised that there is not a Reserve position to be appointed but that she would approach the organisation to enquire whether they would be agreeable to this.
- 13.4** Cllr. Goodheart expressed an interest in being appointed as a Reserve for the Bognor Regis Twinning Association. The current Representative, Cllr. Mrs. Daniells, informed Members that she didn't feel the Twinning Association required a Reserve Representative, for variety of reasons. Cllr. Goodheart therefore withdrew his interest.
- 13.5** Following Cllr. Stanley's announcement that he was no longer able to continue as Representative to the Sussex Police Focus Group, Cllr. Mrs. Staniforth and Cllr. Woodall both expressed an interest in the vacant position. However, Cllr. Mrs. Staniforth withdrew her interest and Members **RESOLVED** that Cllr. Woodall be appointed as Representative for the Sussex Police Focus Group.

Cllr. Smith left the Meeting

- 13.6** Members **RESOLVED** the following appointments to the identified Grant Aid 2022 recipients: -

Bognor Regis Carnival Association: Cllr. Miss. Needs
Rox Music and Art: Cllr. Woodall

Cllr. Smith returned to the Meeting

- 13.7** Members **RESOLVED** the list of Councillor Representatives to the 'Outside' Bodies for the 2022/23 Municipal Year, as amended and attached as **Appendix 2**.

The Town Clerk reminded Members that as **AGREED** at the Council Meeting held on 7th March 2022, all organisations will be written to, to ascertain whether they still require a Town Council Representative. However, this would not apply to Grant Aid recipients who have been awarded over £5,000 as this is a condition of their award.

14. TO CONFIRM BANK SIGNATORIES

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

A Member queried whether there was any update investigating whether the Town Council could use online BACS payments, moving forward. The Town Clerk advised that the Town Council's current Financial Regulations do not allow the Town Council to make payments via BACS, although payments into the account can be made in this way.

It was **AGREED** the Town Clerk would liaise with the Town Council's Accountant on whether changes could now be implemented and report back to Members in due course.

14.1 Members unanimously **RESOLVED** 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;
- 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);
- That the Resolutions as detailed in the report will continue to apply for all Town Council accounts.

15. TO NOTE THE CALENDAR OF MEETINGS FOR 2022/2023

The Town Clerk's report, including the Calendar of Meetings for 2022/23 as Appended, was **NOTED**.

Following a suggestion from a Member, that meetings start at the later time of 7pm, there was a brief discussion about the pros and cons of this. Ultimately, it was felt that there was no need to change the start time of meetings from 6.30pm.

16. 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

The Minutes of the Meeting of Bognor Regis Town Council held on 7th March 2022 and the Extraordinary Meeting held on 8th March 2022 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

17. WRITTEN QUESTIONS FROM COUNCILLORS

There were no written questions from Councillors.

18. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 7.36pm

A member of the public asked what events the Town Council have planned for the Queen's Platinum Jubilee. A Councillor informed the member of the public that the Town Council organised Beacon Lighting event, including the Proclamation written by Bognor Regis Town Crier, Mrs. Jane Smith, to be read around the UK and Commonwealth, will be taking place on Thursday 2nd June 2022, featuring a firework display and various other performances. The Town Council have also given substantial funding to the

Bognor Regis Carnival Association for the Carnival taking place on Saturday 4th June, which will be themed around the Jubilee, with funding also provided by the Town Council for the Carnival's Jubilee Street Party on Sunday 5th June.

Cllr. Brooks declared an Interest as a supplier to these events

A Councillor queried what the £5,000 budget for a one-off event to celebrate the Queen's Platinum Jubilee, as agreed by the Events, Promotion and Leisure Committee, had been spent on. The Town Clerk confirmed this will be checked by Officers and a detailed report on the spend will be brought to the next Events, Promotion and Leisure Committee Meeting. It was further confirmed that an update of the events planned for the Jubilee will also be given at that time.

Cllr. Smith left the Meeting

West Sussex County Councillor, Cllr. Keir Greenway offered his congratulations to the new Town Mayor and Deputy Mayor. He then provided Members with an update on the Phoenix Centre, which currently has two bidders interested in purchasing the building. The Application deadline date has been extended to the end of May, with the hope that the bidders may wish to combine to submit a joint bid, with a decision due to be made in June 2022. Cllr. Greenway confirmed his recent attendance at a joint meeting, with Sussex Police, MP's and local businesses who continue with quarterly meetings to discuss the Town Centre and support for businesses. He also informed those present of a recent speed webinar he had been involved in with Sussex Police, using a new speed monitoring device, and expressed his delight in the news of the £431,000 Public Realm improvements scheme funding from WSCC.

Cllr. Smith returned to the Meeting

Cllr. Woodall declared an Ordinary Interest in discussions relating to the Bognor Regis Carnival Association

The Chairman reconvened the Meeting at 7.49pm

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

There were no written dispensation requests received from Town Councillors.

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

21. Policy and Resources Committee Meeting of 28th March and the Extraordinary Meetings of 5th and 25th April 2022

- 21.1 The Chairman of the Committee, Cllr. Waterhouse reported. There were no recommendations to Council.

21.2 **Min. 138.2 - 28th March 2022 - Promotions Training**

A Member stated that they felt it was as important for Members of the Events, Promotion and Leisure Committee to receive Promotions training, in the same way that Members of the Planning and Licensing Committee might receive appropriate training, for example. Cllr. Waterhouse invited the Member to provide details of suggested courses and prices, which could then be brought to a future meeting of the Policy and Resources Committee for consideration.

22. **Community Engagement and Environment Committee Meeting of 11th April and the Extraordinary Meeting of 19th April 2022**

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

23. **Planning and Licensing Committee Meetings of 15th March, 5th and 26th April 2022**

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

24. **Events, Promotion and Leisure Committee Meeting of 21st March 2022**

- 24.1 The Chairman for that meeting of the Committee, Cllr. Brooks reported and it was noted that there were no recommendations to Council.

- 24.2 Numerous Members raised concern and frustration at ADC's current events process, acknowledging that getting formal approvals from ADC was taking far too long, and making it very difficult to promote events with sufficient notice. Cllr. Brooks, who is also a District Councillor, confirmed that this has been reported through the ranks at ADC, with many District Councillors agreeing the process needs reconsidering.

Cllrs. Cunard, Reynolds and Smith left the Meeting

24.3 **Min. 77.1 - Update on proposals for Events Programme 2022**

The issue of a £50 'administration' fee being applied by ADC to each event application was also raised by Members. The Assistant Clerk, through the Chair, reminded Members that at the Events, Promotion and Leisure Meeting of 21st March 2022, it had been **AGREED** a letter to be sent to ADC, to complain about the fee.

Cllr. Smith returned to the Meeting

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

A Member asked for an update in relation to the progress of implementing the Platinum Jubilee Story QR based Trail through Bognor Regis. The Town Clerk advised that she would liaise with the Events Officer and a report would be made back to Members at the next meeting of the Events, Promotion and Leisure Committee.

25. 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

Cllr. Reynolds returned to the Meeting

The Council unanimously **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'.

26. 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

Cllr. Mrs. Warr left the Meeting

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

Cllr. Mrs. Warr returned to the Meeting

27. TO CONSIDER THE CONTINUATION OF LIVE STREAMING OF MEETINGS AND AGREE NEXT STEPS

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

Much discussion was held regarding this item with the majority of Councillors seeing merit in continuing with live streaming, which allows members of the public to become more involved and engaged with Town Council Meetings. The Town Clerk reminded Members that members of the public could only ask questions during public question time when attending meetings in-person. The only exception to this is during Community Open Forums when questions may be taken from members of the public viewing the meeting on Facebook.

A Member raised the issue of negative comments, and often personal attacks on Councillors, by some members of the public that viewed live streamed meetings. Concern was expressed as to how this behaviour might discourage potentially new Town Councillors standing for election in May 2023.

Whilst Councillors present appreciated the comments made, it was felt on the whole that, with Cllr. Brooks confirming, he was able to provide microphones and assist in their set-up for every Committee meeting, in the short-term this was a good option.

Members **AGREED** to continue with the live streaming of Council Meetings, and for Officers to carry out research into the provision of adequate equipment with a report brought back at a future meeting. It was further **AGREED** that meetings continue to be streamed live using a laptop and microphones supplied by Cllr. Brooks in the interim period.

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

29. **REGENERATION INCLUDING: TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 27th APRIL 2022 (IF AVAILABLE)**

The Minutes from the last meeting on 27th April 2022 had not yet been released. However, as soon as these become available a link to the Bognor Regis Regeneration Board website will be circulated to Members and it will be noted at the next meeting.

30. **TO NOTE OUTGOING TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN**

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

Cllr. Goodheart took this opportunity to thank Members and Officers for their support during his year in office. Cllr. Goodheart spoke of the amazing opportunities he'd had to raise funds for his Mayoral charities and reminded Members of the Rox Music and Arts Charity events, running through the summer. Cllr. Goodheart also mentioned the Bognor Regis Youth and Community Centre, who are holding an Open Day on 25th June 2022, to raise funds and the Youth Group's profile, asking Councillors to show their support by attending, if possible. He also discussed his joy at the progress made with the Bognor Regis Fisherman's Association and their national acclaim this year.

Members were magnanimous in their thanks to Cllr. Goodheart, for his efforts throughout his Mayoral year.

31. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

32. 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.

32.1 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; West Sussex ALC Ltd

32.2 Cllr. Woodall - Bognor Shopmobility

33. TO RECEIVE CORRESPONDENCE

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

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

34. 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)

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

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

34.1.1 A few Councillors mentioned the current state of the exterior of the Picturedrome, following complaints made directly to them by nearby residents, who were concerned at the amount of time the current works are taking and the perceived lack of improvement to the outside of the building. The Town Clerk reminded Members of the verbal report given at the Town Council Meeting of 7th March 2022 (Min. 192.1 refers), at which problems with gaining certain materials had been mentioned. The Town Clerk will raise Councillors' concerns with the Tenant and email Members with any further update.

34.1.2 A Member also raised concerns with the outdated information still being displayed on the rotating sign at the top of the Picturedrome building, which he had supplied and the need for this equipment to be serviced if it were to continue to be used. The Town Councillor will raise this issue directly with the Tenant.

34.2 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

Members unanimously **RESOLVED** that the bank 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 having a Disclosable Pecuniary Interest in the Picturedrome Cinema.

34.3 To note receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (first quarter payment for 2022)

Receipt of the £9,000 Management fee from The Bognor Pier Company Ltd. (first quarter payment for 2022) was **NOTED**.

The Meeting closed at 8.45pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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Telephone: 01243 867744
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MINUTES OF THE SPECIAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 14th JUNE 2022

PRESENT:

Town Mayor: Cllr. J. Barrett; Cllrs: J. Brooks, J. Erskine, W. Smith, M. Stanley, Mrs. J. Warr and B. Waterhouse

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)

The Meeting opened at 7.44pm

35. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllrs. A. Cunard and Mrs. S. Daniells who were on annual leave, Cllr. S. Goodheart who had another meeting, and Cllr. P. Woodall owing to family commitments. Apologies for absence were also received from Cllr. Mrs. S. Staniforth but no reason was given.

No apologies were received from Cllrs. K. Batley, H. Jones, Miss. C. Needs, and S. Reynolds.

36. 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 Interests

37. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2022 INCLUDING:

37.1 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the review of the effectiveness of the system of Internal Control and to formally note the Annual Internal Audit Report for 2021/2022 (Page 3 of the AGAR)

Members noted the recommendation from the Policy and Resources Committee confirming that having further reviewed the system of Internal Control, the systems that the Council has in place are effective and adequate.

Members therefore unanimously **RESOLVED** to **APPROVE** the review of the effectiveness of the system of Internal Control undertaken and confirm that the systems that the Council has in place are effective and adequate.

The Annual Internal Audit Report for 2021/2022 prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd. was also formally noted.

37.2 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Council's response to each Statement on the Annual Governance Statement for 2021/2022 (Section 1 of the AGAR) and RESOLVE to APPROVE the Annual Governance Statement for 2021/2022. To further RESOLVE that Section 1 be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk

Members considered the recommendation from the Policy and Resources Committee and **AGREED** to confirm "yes" as the Council's response to

Statements 1 to 8 on the Annual Governance Statement for 2021/2022, noting that Statement 9 was not applicable to this Council.

It was therefore **RESOLVED** to **APPROVE** that the Annual Governance Statement for 2021/2022 should be completed to reflect the Council's response to Statements 1 to 8 as "yes".

It was further **RESOLVED** that Section 1 would now be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk.

37.3 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the Financial Statements for year ended 31st March 2022 and agree that these be signed by the Chairman of this meeting approving the accounts and by the Town Clerk

Having regard to the recommendation of the Policy and Resources Committee, Members **RESOLVED** to **APPROVE** the Financial Statements for year ended 31st March 2022 and **AGREED** that these should now be signed by the Chairman of this meeting approving the accounts and by the Town Clerk.

37.4 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Accounting Statements for 2021/2022 (Section 2 of the AGAR) and RESOLVE to APPROVE the Accounting Statements for 2021/2022. To further RESOLVE that Section 2 be signed by the Chairman of this meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

Members noted the recommendation from the Policy and Resources Committee and **RESOLVED** to **APPROVE** the Accounting Statements for 2021/2022.

It was further **RESOLVED** that Section 2 should now be signed by the Chairman of this meeting approving the Accounting Statements.

Members noted that the Accounting Statements for 2021/2022 were previously signed by the RFO prior to presentation for approval.

The Meeting closed at 7.49pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON TUESDAY 14th JUNE 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett, J. Erskine (from Min. 2), W. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mr. D. Kemp (DCK Accounting Solutions Ltd) (part of meeting)
0 members of the public

The Meeting opened at 6.31pm

1. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 9th MAY 2022

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

It was further **NOTED** that Cllr. B. Waterhouse was elected Chairman and Cllr. J. Erskine was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 9th May 2022.

2. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Cllr. Erskine arrived at the Meeting

Apologies for absence were received from Cllrs. A. Cunard and Mrs. S. Daniells who were on annual leave, and Cllr. S. Goodheart who had another meeting.

3. DECLARATIONS OF INTEREST

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

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

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

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

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

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

Cllr. Stanley declared an Ordinary Interest in Agenda item 20 as he sat on a committee associated with the organisers of Pride

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28th MARCH AND THE EXTRAORDINARY MEETINGS OF 5th AND 25th APRIL 2022

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 28th March and the Extraordinary Meetings of 5th and 25th April 2022 and these were signed by the Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 28th June 2021 - Min. 6.4 - Treasury Management Report

The Clerk has again liaised with the Town Council's Accountant regarding this policy who has confirmed that no changes are necessary at the current time.

6.2 28th March 2022 - Min. 138.3 - Town Force Report - Licences vs. leases for BRTC Assets on the Promenade

An update has now been received from ADC's Legal Team, to confirm that the draft Lease has now been discussed with colleagues and this would be sent to the Council next week.

6.3 28th March 2022 - Min. 144 - Release of Partnership Funding Seafront Lights

A letter has been received from the Bognor Regis Seafront Lights acknowledging receipt of the £9,000 partnership funding cheque (Year 2 of 3) and advising that they are looking to extend the lights westwards later this year. Certified accounts for 2021-2022 will be forwarded as soon as these are available, and the Secretary had asked to convey thanks to Members for their ongoing support. Comment was also made that the three-year funding agreement seems to have worked well and they hope the Council will be amiable to renewing this.

6.4 25th April 2022 - Min. 164 - Bognor Regis Carnival Association

Following the allocation of match-funding for this event an email thanking the Council for its support was received from the organisers as follows: -

Thank you for the cheque for £1,270 which I have received for the Carnival Event on 4th June.

I think we have fully satisfied the criteria for the additional funding regarding the Town Centre, as on Saturday 4th June there were thousands in the Town Centre and even the Mayor said he had never seen so many people in the Town. The changes that we made for the Town Centre and West Park exceeded our expectations and we had such a successful and wonderful day and evening.

Now we shall start looking at 2023 to continually take the Bognor Regis Carnival forward.

Facebook is covered with so many positive posts and we are so excited with the changes we have made and the support that Bognor Regis Town Council has given us.

Please can you forward these comments to the Council with a huge Thank You to them.

6.5 11th April 2022 Community Engagement and Environment Committee – Min. 83 refers

At the Community Engagement and Environment Meeting held on 11th April 2022, items that had been raised at the Community Open Forum Meeting back in February 2022 were considered as to whether these were to be included as future agenda items and, in the cases, where the item was not within the remit of the CE&E Committee to refer these on to the relevant committee.

Two items were identified for the Policy and Resources Committee which included: -

- The effectiveness of the Business Wardens
- Anti-Social Behaviour and Crime in Bognor Regis Town

Separately the Clerk has been approached by the Community Safety Officer and Communities & Wellbeing Manager at Arun District Council (ADC) to see if the Town Council would consider entering into a partnership with ADC to set up a Community Warden Scheme in Bognor Regis following a very successful pilot project in Littlehampton. Following liaison with the Chairman, it has been agreed that an Extraordinary Meeting should be held to discuss this proposal in more detail, which has been arranged for Wednesday 29th June 2022 at 6.30pm in the Council Chamber. All Members of the Council will be invited to attend and as the above two items have a correlation then the outcome of this meeting will dictate the necessity to discuss these matters further.

7. APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/ TASK & FINISH GROUPS ETC. INCLUDING: -

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

Joint Consultative Sub-Committee (Staffing)

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs: J. Barrett, J. Brooks, A. Cunard, M. Stanley, Mrs. J. Warr, B. Waterhouse, P. Woodall and the three senior Officers.

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

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **To note any recommendations from the Events, Promotion and Leisure Committee made at their meeting on 16th May 2022 (Min. 8 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee**
- **To note any recommendations from the Planning and Licensing Committee made at their meeting on 17th May 2022 (Min. 6 refers)**

The Assistant Clerk's report and relating appendices were **NOTED**. Members attention was drawn to an administrative error within the report, in relation to the Terms of Reference for the Events, Promotion and Leisure Committee. At the meeting held 16th May, Committee Members had actually agreed to defer their review of the Terms of Reference until the next meeting. Therefore, any recommendations regarding the Terms of Reference for the Events, Promotion and Leisure Committee will be reviewed at the Policy and Resources Committee Meeting to be held on 1st August 2022.

The Committee reviewed the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), Allotments Sub-Committee and Planning and Licensing Committee and it was **RESOLVED** to **RECOMMEND** to Council that these be adopted with no amendments.

9. TO CONSIDER THE INTERNAL AUDIT REPORTS 2021-2022 (INTERIM AND FINAL)

The Town Clerk's report and Internal Audit Reports 2021-2022 (Interim and Final) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised. Members did note that the minor issue identified in relation to Allotments had been identified by the Internal Auditor, which is currently being investigated by Officers so that this can be rectified.

10. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANTS, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2021/22

The Chairman welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd, Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2021/22.

Mr. Kemp advised Members that the Town Council's income increased slightly, and staff costs had decreased. There had been a significant increase to other expenditure, largely because of the match-funding support to Making Theatre Gaining Skills as the "Lead Accountable Body" in their grant application to the DWP. Reserves had marginally increased with the bank and cash balances going up by approximately the same amount. £44,000 had been invested in fixed assets and the Town Council's borrowing was coming down slowly.

A Member asked whether, following Covid, the Town Council were in receipt of full rental payments, and this was confirmed to be the case by both Mr. Kemp and the Town Clerk.

With no further questions, the Chairman thanked Mr. Kemp for his attendance and input to the meeting. Mr. Kemp offered to stay a while longer to answer any further questions relating to the next Agenda item.

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2022 INCLUDING:

The Town Clerk's report and the relating appendices were **NOTED**.

The Chairman asked whether it was necessary for Members to approve each item separately and Mr. Kemp advised that it was recommended practice to do so.

11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2021/22 (Page 3 of the AGAR) and to recommend approval to Council

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2021/22 (Page 3 of the AGAR) prepared by the Town Council's Internal

Auditor, Mr. S. Pollard from Auditing Solutions Ltd. In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and unanimously **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2021/2022 (Section 1 of the AGAR)

Having considered the Town Clerk's report, Members unanimously **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, noting that statement 9 was not applicable to the Town Council.

11.3 To Recommend Approval to Council of the Annual Governance Statement for 2021/2022 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2021/2022 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2022 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31st March 2022 and **RESOLVED** that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

11.5 To consider the Accounting Statements for 2021/2022 (Section 2 of the AGAR)

Members considered the Accounting Statements for 2021/2022 as detailed in Section 2 of the AGAR.

11.6 To Recommend Approval to Council of the Accounting Statements for 2021/2022 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2021/2022 and unanimously **RESOLVED** that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2021/2022 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

Mr. Kemp left the Meeting

12. TO RECEIVE THE TOWN FORCE REPORT

Cllr. Smith left the Meeting

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

Comment was made about the amount of event support required from Town Force over the recent busy Bank holiday weekend, with another weekend ahead that was full of events to be supported. A Member asked whether there was the potential to increase the size of the Town Force team when there is a demand for their services.

The Town Clerk stated that whilst the summer was typically busier for Town Force than winter, the Town Council had recently had to turn away offers of work as Town Force staff resources did not allow for this to be taken on.

Cllr. Smith returned to the Meeting

A Member advised that he had recently volunteered and assisted the team with their workload and had not realised prior to doing so just how busy they are.

With comparisons being made against the loss of income from having to turn down work, and the cost of taking on a seasonal employee, it was therefore requested that consideration of recruiting a seasonal Town Force Member be included on the Agenda for the next Joint Consultative Sub-Committee (Staffing) Meeting.

13. TO RECEIVE THE NOTES OF THE BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD MEETING HELD ON 23rd MARCH 2022

The Town Clerk's report, including the Notes of the Heritage & Arts Partnership Board Meeting held 23rd March 2022, were **NOTED**.

A Member wished to extend thanks to the Heritage & Arts Partnership Board for the new guide "Bognor Regis and its links to the Monarchy". Comment was made that, as with all of the Trail Guides produced by the Board, these are of high quality and do a good job promoting history and heritage.

Progress on the Heritage & Arts Partnership Board's proposal for a 2-way digital portal with Bognor Regis' Twinned Town was queried and the Clerk offered to ask the Board Chairman for an update.

14. TO RECEIVE THE DRAFT NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 17th MAY 2022

The Town Clerk's report, including the Notes of the Meeting of the Arun District Association of Local Councils held on 17th May 2022, were **NOTED**.

15. UPDATE ON CREATION OF A CORPORATE IDENTITY TO FACILITATE AWARENESS OF THE TOWN COUNCIL'S WORK AND SUPPORT IN THE COMMUNITY – MIN. 101 REFERS

The Town Clerk's report including the design brief and proposed draft designs were **NOTED**.

Comment was made by a Member about how important it was that Bognor Regis Town Council have a recognisable corporate identity, akin to the simpler logos used by the District and County Council shown in the report.

All Members were really pleased with the designs presented to them and unanimously **AGREED** to proceed with the creation of a corporate identity to facilitate awareness of the Town Council's work and support in the community. Furthermore, Members unanimously **AGREED** to the design as shown in Appendix 5, that was attached to the report, and **RATIFIED** the minimal cost of £30 for the design work carried out.

16. GRANT AID 2023 INCLUDING:

The Town Clerk's report including the related appendices were **NOTED**.

16.1 To review current guidelines/criteria, application form and amend if required

The proposed changes to the Grant Aid application form were discussed and comment made about how little is known in the community about the contribution that the Town Council makes through Grant Aid funding.

Having agreed to proceed with the creation of a corporate identity earlier in the meeting, it was felt that Question 18 of the Grant Aid application form (attached to the report as Appendix 3) should stipulate that the chosen logo design must be used in any promotional material produced by recipients of Grant Aid awards with electronic or hardcopies sent to the Town Council. It was also proposed that when letters are sent to successful applicants, they be asked to invite the Town Mayor to attend the launch of their event/service.

Members unanimously **APPROVED** the guidelines/criteria and application form, with the amendments proposed within the report including the further suggestion that Question 18 stipulates that the chosen corporate

identity logo design must be used in any promotional material. Furthermore, Members **AGREED** that submission of applications should continue to be on an electronic basis.

16.2 Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered

Members **AGREED** that an Extraordinary Meeting of the Policy and Resources Committee should be held at 6.30pm on Monday 31st October 2022 at which the applications will be considered.

17. TO CONSIDER A REQUEST TO RETURN TO PAPER COPIES OF AGENDAS AND REPORTS

The Town Clerk's report including the breakdown of relating costs were **NOTED**.

The Chairman informed Members that this request had been made to him and only related to small number of Councillors who struggled to access agendas and reports online.

A Member stated that whilst the standard approach should be for Councillors to access agendas and reports online, they felt that consideration must be given to inclusion and the removal of barriers for those that struggle in this regard.

Members were supportive of the comments made and **AGREED** the following: -

- That the standard approach would be for Councillors to access agendas and reports online but that in exceptional circumstances paper copies would be provided to Councillors that have requested this by emailing the Town Clerk.
- That those Councillors having requested paper copies and agendas and reports collect them from the office by no later than the Thursday prior to the meeting.
- That if having failed to collect paper copies from the office on two occasions, or more, the provision be withdrawn.
- That this provision be on a trial period of four Council Meetings after which time the matter will be reviewed.

The Chairman thanked the Clerk for the work that had gone into this item as it had been useful to have the information to refer to.

18. TO CONSIDER MINOR ADJUSTMENTS TO THE POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY AS RECOMMENDED BY THE EVENTS, PROMOTION AND LEISURE COMMITTEE

The Town Clerk's report including a copy of the Policy showing the proposed minor amendments were **NOTED**.

Members **RESOLVED** to **AGREE** the minor adjustments, as detailed in the report, and **APPROVE** the Poster, Banner and Outdoor Display Opportunities Policy.

19. MATCH-FUNDING AWARDS INCLUDING:

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

19.1 To ratify reduction in award and release of the funds to the Bognor Regis Carnival Association

Members **RESOLVED** to **RATIFY** the decision to reduce the award to £1,270 and the subsequent release of the funds to the Bognor Regis Carnival Association in light of the new information that had been provided.

Cllr. Stanley abstained from voting as he had not been a Committee Member at the time.

19.2 To ratify release of the funds to Southdowns Music Festival 2022

Members **RESOLVED** to **RATIFY** the release of the funds to the value of £5,550 to the Southdowns Music Festival 2022 event following confirmation of their ability to comply with the condition to cover the shortfall for security/stewarding identified within their application from elsewhere.

Cllr. Stanley abstained from voting as he had not been a Committee Member at the time.

19.3 To ratify release of the funds to Rox Music and Arts

A Member queried whether the £4,000 funding was solely intended to cover the cost of Grayson Perry's attendance/appearance (or an alternative TV personality). The Town Clerk did not believe that this was the case but did not have the breakdown of costs that had been supplied by Rox to hand. It was, therefore, **AGREED** to **DEFER** the ratification of the release of these funds to allow for a breakdown of costs to be brought back to the next meeting.

20. TO CONSIDER WHETHER GRANT AID AWARDED TO THE 2020 PRIDE EVENT AND NO LONGER NEEDED, SHOULD BE RETURNED TO GENERAL RESERVES OR REMAIN EARMARKED (MIN. 138.5 REFERS)

Cllr. Stanley redeclared his Ordinary Interest and stated that he would not vote

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

Cllr. Stanley explained that the Pride Committee comprised of Members that also sat on Committees for other events, and that they had been working on looking at running another event in September 2022 for which they would like the Grant Aid funds awarded to the cancelled 2020 Pride redirected. Therefore, it was proposed and seconded that this item be deferred so that this request could be considered at the next meeting.

Members **AGREED** that the £4,000 grant, awarded to the 2020 Pride event, should remain in Earmarked Reserves to potentially allow for the funds to be used for another event, with the matter **DEFERRED** to the next meeting for further consideration. Cllr. Stanley asked that his abstention be noted.

21. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2022

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31st March 2022, was **NOTED**.

22. FINANCIAL REPORTS INCLUDING: -

22.1 To note Committee I&E Reports for the month of April 2022 - previously copied to Councillors

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

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

The Town Clerk requested that this item be deferred as, owing to recent absence, this had not yet been completed. Members **AGREED** to **DEFER** the noting of the verification of bank reconciliations.

23. CORRESPONDENCE

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

24. 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 26 and 28 (contractual).

25. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 12th APRIL 2022

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

25.1 Members **AGREED to **RATIFY** the appointment of a fourth Town Force team Member.**

- 25.2** Members noted the request received from a staff member for a job regrading and **AGREED** to **RATIFY** that the post holders job description be reviewed in liaison with their Line Manager with a report back to Members in due course if it is felt that an increase in the pay scale is warranted.

26. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 7.42pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 13th JUNE 2022

PRESENT:

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

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. J. Fogarty-Smith (Committee & Event Support
Officer)
Cllr. D. Edwards (Arun District Council) in the
public gallery
2 members of the public in the public gallery

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING ON THE 9th MAY 2022

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

It was **NOTED** that Cllr. W. Smith was elected Chairman and Cllr. J. Brooks was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on the 9th May 2022.

2. 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. Daniells who was on annual leave. No apologies were received from Cllr. H. Jones.

3. 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

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th APRIL 2022 AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 19th APRIL 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 11th April 2022 and the Extraordinary Meeting held on 19th April 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 11th April 2022 and the Minutes of the Extraordinary Meeting held on 19th April 2022, as an accurate record of the proceedings and the Chairman duly signed them.

5. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

No public questions or statements had been received or were asked during the meeting.

The Chairman reconvened the Meeting at 6.34pm

6. CLERK'S REPORT

6.1 11th April 2022 – Min. 79 refers – Adjournment for Public Questions and Statements

At the Community Engagement and Environment Committee Meeting held on 11th of April 2022, a Member requested the Projects Officer make contact with Arun District Council to see when the reception area at Bognor Regis Town Hall will resume to 'business as usual'. Arun District Council have confirmed that there is not the intention to return to drop-in appointments, and their aim is to offer pre-planned appointments. Should customers wish to make appointments they can do so via the Arun District Council website, or by contacting the relevant service area by phone, or email. The current services include electoral services, land charges, wellbeing, taxi licensing, about to go live housing options, lifeline and they shall be looking to add revenues and benefits in the future.

6.2 11th April 2022 – Min. 88 refers – To ratify Locality Subscription renewal for 2022/23

Following the Community Engagement and Environment Committee Meeting held on 11th of April 2022 the Town Clerk was able to cancel the Direct Debit with Locality for the annual renewal of the Council's membership subscription. The Projects Officer has since made contact with Locality to understand what the benefits are of the new free entry-level Network package, and an update will be given to this Committee as soon as more information is available.

6.3 11th April 2022 - Min. 89 refers – To consider purchasing a hedgehog highway box, and identify a budget

At the Community Engagement and Environment Committee Meeting held on 11th of April 2022, Members agreed to purchase a hedgehog highway box from Hedgehogs R Us containing 50 Hedgehog Highway surrounds and leaflets and donate these to Brent Lodge Wildlife Hospital. A cheque in payment has now been received by Hedgehogs R Us and the Town Council are awaiting delivery of the box, which shall be sent onto Brent Lodge Wildlife Hospital shortly. Once this is actioned advertising of this initiative will be done via social media and by press release to further aid the work of Brent Lodge Wildlife Hospital as agreed at the last meeting.

6.4 4th October 2021 - Min. 40 refers – Flexible Community Fund

At the Community Engagement and Environment Committee Meeting held on 4th of October an application for Flexible Community Funds from Bognor Regis Money was considered with Members agreeing to award £350.00 to support the application.

With the money having subsequently been paid to Bognor Regis Money, 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.

£350.00 has been returned to the Town Council, from Bognor Regis Money, and as these funds were allocated from the 2021/22 budget they will go into General Reserves.

7. APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS: BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION, BEACH & SEA ACCESS TOPIC TEAM, YOUTH PROVISION STEERING GROUP, CLIMATE EMERGENCY FOCUS GROUP

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

- 7.1** Members **AGREED** to the appointment of the Bognor Regis in Bloom Working Group including, Cllrs. S. Goodheart, Mrs. S. Staniforth, Mrs. J. Warr and P. Woodall.
- 7.2** Members **AGREED** to **RECOMMEND** to Council the appointment of the Co-Opted Members Mr. P. Dillon, Mrs. G. Edom, Mr. E. Fane, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane and a representative from the Arun District Council Parks and Greenspace department to the Bognor Regis in Bloom Working Group.
- 7.3** Members **AGREED** Cllrs. J. Barrett, J. Brooks and Mrs J. Warr, as the three nominated Members of the Community Engagement and Environment Committee be appointed to the Beach & Sea Access Topic Team.
- 7.4** Members **AGREED** that the Chairman of the Community Engagement and Environment Committee be appointed to the Youth Provision Steering Group.
- 7.5** Members **AGREED** Cllrs. J. Barrett, J. Brooks and M. Stanley, as the three nominated Members of the Community Engagement and Environment Committee be appointed to the Climate Emergency Focus Group.

8. TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES, WORKING GROUPS AND TOPIC TEAMS INCLUDING UPDATES AND AMENDMENTS IF REQUIRED

The Projects Officer's report, including the related appendices, detailing the Terms of Reference were **NOTED**.

8.1 Community Engagement and Environment Committee

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Community Engagement and Environment Committee with no amendments.

8.2 Bognor Regis In Bloom Working Group

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Bognor Regis In Bloom Working Group with no amendments.

8.3 Beach & Sea Access Topic Team

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Beach & Sea Access Topic Team with no amendments.

8.4 Youth Provision Steering Group

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Youth Provision Steering Group with no amendments.

8.5 Climate Emergency Focus Group

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Climate Emergency Focus Group with no amendments.

9. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS

Members **NOTED** the Projects Officer's report, including the related appendix.

10. FLEXIBLE COMMUNITY FUND INCLUDING: - TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND; TO REVIEW THE CURRENT APPLICATION AND CRITERIA FORM FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE; TO RATIFY THE DECISION TO AWARD £750.00 TO THE BOGNOR AMATEUR BOXING CLUB

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

Members **RATIFIED** the decision not to support the application from Lifecentre for £504 to fund the counsellor sessions.

Members **RATIFIED** the decision not to support the application from Shared Headspace Ltd for £500 to hire an event space, branded workwear, creation of business stationery, training, and website hosting.

A Member wanted to clarify that as the Committee did not approve the applications from Lifecentre and Shared Headspace Ltd, this did not mean that they didn't support the nature of the applications and that other Town Council funding methods may be more appropriate for these organisations to apply for.

In beginning to review the current application form for the Flexible Community Fund, and with numerous suggested amendments discussed, Members **AGREED** to **DEFER** the review until the next Committee Meeting to allow for more time, before recommending to the Policy and Resources Committee. Members also asked the Projects Officer to provide a report at the next meeting detailing application requests to date and how the funds applied for, and subsequently awarded, were used.

Members **RATIFIED** the decision to award £750.00 to Bognor Regis Amateur Boxing Club for the purchase of a defibrillator. The Chairman also stated that when the defibrillator is installed, he would be in attendance and therefore further publicity to the wider community of Bognor Regis would be achieved.

11. TO RECEIVE AN UPDATE IN RELATION TO ONLINE COMMUNITY OPEN FORUM MEETING INCLUDING: - CONSIDERATION OF ANY ITEMS FOR A FUTURE AGENDA - ARRANGEMENTS FOR THE NEXT MEETING

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

Members discussed introducing an agenda for a future Online Community Open Forum Meeting and whether having specific topics set for each meeting may encourage or perhaps discourage members of the public to participate.

Comment was made about promoting Town Council meetings and events on a wider variety of social media platforms and websites in order to attract a wider audience. The Chairman advised that all meetings are advertised on the Town Council's website and linked social media platforms and that he would do his part to promote upcoming meetings via social media.

Members then questioned whether the Online Meetings will at some point be replaced by the Councillor Drop-In Surgeries and, if so, where these might be located in order to maximise the attendees. The Chairman advised that Councillor Drop-In Surgeries would return and that these would be on alternate months.

In response to a request from a Member, the Chairman advised that he and the Projects Officer would give as much notice as possible of the Councillor Drop-In Surgeries and that every effort would be made to ensure locations were accessible to all.

Members **DISAGREED** that the next Online Community Open Forum should be held on Wednesday 15th June 2022 at 3pm but **AGREED** to postpone until Wednesday 22nd June 2022 at 3pm.

12. TO RECEIVE AN UPDATE IN RELATION TO YOUTH PROVISION MEETINGS INCLUDING: - UPDATE ON WEST SUSSEX COUNTY COUNCIL'S DECISION TO CLOSE THE PHOENIX AND FIND IT OUT CENTRES (IF AVAILABLE); UPDATE ON BOGNOR REGIS YOUTH AND COMMUNITY CENTRE FROM CLLRS. W. SMITH AND MRS. S. STANIFORTH

The Projects Officer's report was **NOTED**, including the update from Chris Cook on the current position with the Phoenix and Find It Out Centres.

Cllr. Mrs. Staniforth advised the Committee that, as the Town Council appointed Representative, she has attended two meetings with the trustees and staff at the Bognor Regis Youth & Community Centre (BRYCC). She reported that work is progressing in the hope for an Autumn Term opening, however this is not yet confirmed. The Chairman advised that there were several reasons for the delayed opening including the need to address several inherited issues, to ensure that DBS checks are carried out, and that fire assessments, including any other building regulations, are performed ahead of the re-opening of BRYCC.

The Chairman and Cllr. Mrs Staniforth took the opportunity to commend all the tireless work being carried out by BRYCC staff, trustees and wanted to express thanks to members of the public and businesses for the part they had played in donating materials and labour to enable the project.

The Chairman explained that the release of the first part of the £5,000 that the Committee awarded to BRYCC at the Extraordinary Community Engagement and Environment Committee Meeting held on 19th April 2022 (Min. 100 refers), is still waiting for the DBS checks to be completed but once this is done the first instalment will be released to BRYCC.

The final comment came from a Member who wanted clarification on the update provided by Chris Cook CEO of Sussex Clubs for Young People when mentioning *"United Learning submitted their plans with our input on 29th May for Phoenix Centre"*. The Chairman advised that he would contact Chris Cook to ask for more information on this matter and report back at the next meeting. Another Member asked if the Projects Officers could provide an update at the next meeting on the West Sussex County Council business case regarding Phoenix and Find It Out Centres.

13. TO RECEIVE THE NOTES FROM THE BEACH & SEA ACCESS TOPIC TEAM MEETING HELD ON THE 27th APRIL 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the Notes of the Beach & Sea Access Topic Team Meeting held on 27th April 2022, were **NOTED**.

14. TO RECEIVE THE NOTES FROM THE CLIMATE EMERGENCY FOCUS GROUP MEETING HELD ON 13th APRIL 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the Notes of the Climate Emergency Focus Group Meeting held on 13th April 2022, were **NOTED**.

15. BOGNOR REGIS IN BLOOM WORKING GROUP – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 19th MAY 2022

The Projects Officer's report including the Notes of the Bognor Regis in Bloom Working Group Meeting held on 19th May 2022, were **NOTED**.

It was noted that the first two decisions as detailed in the report had already been dealt with under Agenda item 7 (Mins. 7.1 and 7.2 above refers).

Members **AGREED** to **RATIFY** the expenditure of £4 for French Bean seeds sent to participating schools from the competition expenses budget for 2022/23.

Members **AGREED** to **RATIFY** the expenditure of a donation of £25 to the Town Council's stationery fund, from the Environmental Projects budget, for the printing of the flyers and leaflets for the Open Day.

16. TO FURTHER CONSIDER SETTING UP AN AWARD FOR BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO RECYCLING AND GREEN ISSUES: - 11th APRIL 2022 – MIN. 93 REFERS

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

Having **DISAGREED** to **DEFER** this item, Members discussed potential ways in which to award businesses demonstrating good practice regarding recycling and green issues. Some Members stated that as this Agenda item came through the Town Council's Climate Emergency Focus Group, offering any financial incentive did not feel in keeping with the theme of this award.

Members suggested that the process would be that businesses submit an application to the Committee, to consider and vote upon, outlining how they have shown good practice. It was suggested by a Member to award

businesses an annual trophy or plaque for 1st, 2nd and 3rd place businesses, which could be presented at the Mayor's Civic Reception.

As a result of the discussion, it was **AGREED** that an award should be set up for businesses demonstrating good practice with regards to recycling and green issues. Members furthermore **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that a budget of £300, for the purchase of plaques and trophies, be funded from an appropriate budget.

17. TO FURTHER 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 – 11th APRIL 2022 – MIN. 94 REFERS

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

The Chairman extended his welcome to two members of the public in the gallery, representing Bognor Regis Community Cleans CIC, who had contacted the Chair prior to the meeting stating that they would like to assist in the maintenance of the existing water fountains. The Chairman asked that the Projects Officer contact Bognor Regis Community Cleans with details of the location of the existing water fountains.

Members discussed the current condition, lack of signposting and physical and practical usage of the existing fountains and water sources. Members felt that this did not align with the Town Council's Climate Change status. Several Members spoke of locations within the UK that had successfully implemented easily accessible water bottle filling stations with clear signposting, and of the global impetus of Climate Change.

Members **AGREED** that the Projects Officer should send a letter to Arun District Council to make preliminary enquiries into the Town Council taking on ownership of the water fountains. Once it has been ascertained whether Arun would be agreeable to such a proposal then further consideration will need to be given by Members at a future meeting into the costs involved with owning and maintaining these water fountains, for example.

18. FURTHER CONSIDERATION OF THE WSCC INITIATIVE AROUND COMMUNITY IMPROVEMENTS – 11th APRIL 2022 – MIN. 95 REFERS

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

Members **AGREED** to **DEFER** this item to the next meeting to allow for a site visit from a Senior Staff Member of West Sussex County Council.

19. CORRESPONDENCE

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

The Meeting closed at 7.53pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 17th MAY 2022

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

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

The Meeting opened at 6.30pm

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 9th MAY 2022**

It was noted that Cllr. Mrs. J. Warr was elected Chairman and Cllr. Goodheart was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 9th May 2022.

2. **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, and Cllr. Goodheart who was attending an ADALC Meeting.

No apologies for absence were received from Cllrs. Cunard, Erskine and Stanley.

3. **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

4. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 26th APRIL 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 26th April 2022 as an accurate record of the proceedings and the Chairman signed them.

5. 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.

6. TO CONSIDER THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Planning and Licensing Committee with no amendments.

7. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 22nd, 29th APRIL AND 6th MAY 2022

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

8. CORRESPONDENCE

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

The Meeting closed at 7.28pm

APPENDIX 1

PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th MAY 2022

REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 22nd, 29th APRIL AND 6th MAY 2022

<u>BR/90/22/L</u> <u>University of Chichester</u> Upper Bognor Road Bognor Regis PO21 1HR	Listed building consent to repair and underpin where necessary, sections of the listed Serpentine Wall. All works are to be carried out in a like for-like manner in order to preserve the integrity and heritage of the structure	NO OBJECTION
<u>BR/85/22/PL</u> <u>Public Conveniences</u> Bedford Street Bognor Regis	Internal reconfiguration of existing public conveniences with associated changes to the entrance and removal of part of roof. This application is in CIL Zone 4 (Zero Rated) as other development	NO OBJECTION
<u>BR/83/22/PL</u> <u>Unit 10, Arun Business Park</u> Shripney Road Bognor Regis PO22 9SX	Addition of two first floor windows at rear of property. This application is in CIL Zone 4 (Zero Rated) as other development	NO OBJECTION Members have no objection, in principle, to planning application BR/83/22/PL. However, having taken onboard the comments and concerns of neighbouring householders, the Committee would like to request that the applicant considers the use of privacy film on glass, or opaque/frosted panes, in the proposed windows.
<u>BR/87/22/HH</u> <u>11 Highland Avenue</u> Bognor Regis PO21 2BJ	Erection of single storey rear/side extension following demolition of existing garage and conservatory. Conversion of the second-floor loft space including changing a hip end roof to a 'barn hip' end	NO OBJECTION

<p>BR/89/22/T The Maples 45 Victoria Drive Bognor Regis PO21 2TQ</p>	<p>Various works to various trees</p>	<p>NO OBJECTION subject to the applicant agreeing to the revised proposal, and conditions, as detailed in the ADC Tree Officer report, and 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>BR/88/22/PL Parish Centre Hislop Walk Bognor Regis PO21 1LP</p>	<p>Alterations to the main entrance to the church building on Clarence Road, to provide equal and dignified access to all who visit the church. This application affects the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p>BR/73/22/PL 83 Aldwick Road Bognor Regis PO21 2NW</p>	<p>Installation of bicycle and refuse/recycling store within rear garden, install window at end of eastern side retain, replace windows to west and east side elevations and install glazed French doors and windows to southern rear elevation. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION In considering planning application BR/73/22/PL Members have no objection to the description of works as outlined in the proposal. However, the cover letter from the Applicant's Agent states "This application only seeks permission for the external alterations and is submitted in conjunction with a separate application for Prior Approval for change of use from commercial (Use Class E) to one flat under Schedule 2, Part 3, Class G. These two applications should be considered in conjunction with one another."</p>

BR/73/22/PL (continued) 83 Aldwick Road Bognor Regis PO21 2NW		When considering the development proposals as detailed in application reference BR/79/22/PD, Members would object to the sub-division of the commercial space on the Ground Floor for the purposes of residential use. The site is located within the business district of Aldwick Road and there remains a reasonable prospect of the premises being used for employment use. Members consider the proposals to be contrary to Policy EMP DM1 of the Arun Local Plan.
BR/77/22/PL Rear of 42 Sudley Road Bognor Regis PO21 1ES	2 No. semi-detached 3-storey houses with parking and new vehicular access. This application is in CIL Zone 4 and is CIL liable as new dwellings	NO OBJECTION
BR/95/22/PL Seymour Place Queensway Bognor Regis PO21 1RT	Installation of a bin store. This site is in CIL Zone 4 (Zero Rated) as other development	NO OBJECTION
BR/78/22/PL Land East Side of 21 Tennyson Road Bognor Regis PO21 1SB	Demolition of garage and erection of 1 No. 4 bed dwelling with off street parking. This application is in CIL Zone 4 and is CIL liable as new dwelling	NO OBJECTION

<p><u>BR/97/22/PL</u> <u>Former Royal Bay Care Home</u> 86 Aldwick Road Bognor Regis PO21 2PE</p>	<p>Continued use of former Care Home (C2) as temporary accommodation for seasonal agricultural workers (resubmission following BR/213/20/PL). This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION Whilst Members had objected to the temporary change of use proposed under planning application BR/213/20/PL, they were pleased to read in the Planning Statement for BR/97/22/PL that there had been no reports of complaints made since the change of use was permitted. Furthermore, Members made comment about how well the exterior of the property has been maintained, appearing clean and tidy, and wish to pass on their congratulations to the residents.</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 7th JUNE 2022

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

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

The Meeting opened at 6.32pm

9. 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, and Cllr. Goodheart who was attending another meeting. Apologies for absence were also received from Cllr. Erskine but no reason was given. Belated apologies for absence were received from Cllr. Stanley who was on annual leave.

No apologies for absence were received from Cllr. Cunard.

10. 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

11. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th MAY 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 17th May 2022 as an accurate record of the proceedings and the Chairman signed them.

12. 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.

13. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 13th, 20th AND 27th MAY 2022

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

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

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

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

14.1 **Licensing Act 2003**
Premises: Sofia Market Ltd, High Street, Bognor Regis, PO21 1RX

Licence Number: 116496

The Committee noted the Licence application received for a New Premises Licence for the supply of alcohol between the hours of 07:00 and 23:00 Monday to Saturday, and from 08:00 until 23:00 on Sunday for consumption off the premises.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

14.2 Licensing Act 2003

Premises: Coastal Coffee Bognor Ltd, Pier Point House, 1 Waterloo Square, Bognor Regis, PO21 1TA
Licence Number: 116518

The Committee noted the Licence application received for a New Premises Licence for the supply of alcohol between the hours of 09:00 and 23:00 Monday to Sunday for consumption on and off the premises.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

15. TO RECEIVE DETAILS OF ADC'S UPDATES TO GREEN INFRASTRUCTURE MAPS AND TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

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

Having considered ADC's proposed updates to the Green Infrastructure Map for Bognor Regis, and having no objection to the updated version, Members **AGREED** to submit no comment in response.

16. CORRESPONDENCE

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

The Meeting closed at 7.42pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th JUNE 2022
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 13th, 20th AND 27th MAY 2022

[BR/94/22/HH](#)
[38 Bassett Road](#)
 Bognor Regis
 PO21 2JH

Roof extension to create 2 additional annex including the installation of 4 x dormers and balcony and alterations to fenestration/openings

OBJECTION The development results in an intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities and would fail to provide an adequate area of amenity space which would demonstrably harm the amenities of future occupants; contrary to Policies H SP4 and QE SP1 of the Arun Local Plan.

Furthermore, the proposal would have the appearance of an unduly cramped form of development which is out of character and would have an unacceptable impact on the established pattern of development in the locality in conflict with policies D DM1 and D SP1 of the Arun Local Plan and Part P of the Arun Design Guide.

The development does not include sufficient residential parking provision to meet the needs of future occupiers in accordance with the residential parking standards in use

<p><i>BR/94/22/HH (continued)</i> <i>38 Bassett Road</i> <i>Bognor Regis</i> <i>PO21 2JH</i></p>		<p>at the time and this will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of existing local residents in the area. No evidence has been provided to demonstrate whether or not there is existing spare parking capacity in the surrounding area. The proposal is therefore in conflict with Arun Local Plan policy T SP1, the Councils Parking Standards supplementary planning document (January 2020) and the NPPF.</p> <p>Members of the Town Council's Planning and Licensing Committee would respectfully encourage those involved with the final decision on this application to attend a site-visit with a view to gaining a personal insight into the already excessive demands on parking in the area.</p>
<p><u>BR/104/22/HH</u> <u>37 Murina Avenue</u> Bognor Regis PO21 2DB</p>	<p>Single storey flat roof side and rear extension</p>	<p>NO OBJECTION</p>

<u>BR/99/22/HH</u> <u>21 Shelley Road</u> Bognor Regis PO21 2SL	Roof extension and conversion of loft to habitable use including the installation of 1 x rear dormer and rooflights	NO OBJECTION
<u>BR/102/22/PL</u> <u>98-100 Chichester Road</u> Bognor Regis PO21 5AA	Variation of condition imposed under BR/315/19/PL relating to condition 2-plans condition	NO OBJECTION
<u>BR/108/22/CLE</u> <u>9 Annandale Avenue</u> Bognor Regis PO21 2ES	Lawful development certificate for an existing 10 person HMO (sui generis)	NO OBJECTION
<u>BR/91/22/PL</u> <u>32 Richmond Avenue</u> Bognor Regis PO21 2YE	Changing a current HMO from 6 persons to 9 persons	NO OBJECTION
<u>BR/63/22/PL</u> <u>Salisbury House</u> The Steyne Bognor Regis PO21 1TX	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. This application affects the setting of listed buildings, affects the character & appearance of The Steyne Conservation Area and is in CIL Zone 4 (Zero Rated) as flats	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

<i>BR/63/22/PL (continued)</i> <i>Salisbury House</i> <i>The Steyne</i> <i>Bognor Regis</i> <i>PO21 1TX</i>		<p>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>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 28th JUNE 2022

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

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

The Meeting opened at 6.30pm

17. 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. Barrett who had a Mayoral engagement. No apologies for absence were received from Cllrs. Cunard or Goodheart.

18. 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 were no declarations of Interest

19. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th JUNE 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 7th June 2022 as an accurate record of the proceedings and the Chairman signed them.

20. 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.

21. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 3rd, 10th AND 17th JUNE 2022

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

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

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

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

There were no Licence applications to be considered.

23. TO RECEIVE DETAILS OF ADC'S PROPOSED UPDATES TO THE PLANNING COMPLIANCE STRATEGY AND TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

The Assistant Clerk's report, and the related appendix, were **NOTED**.

Members considered the changes proposed in ADC's Planning Compliance Strategy (May 2022) and discussed in some detail the full contents of the updated document.

In reference to the ways in which breaches could be reported, as outlined in Section 8, concern was expressed by Members that only allowing for priority 1 cases to be reported by email or telephone would be putting hurdles in the way of reporting breaches falling within priorities 2-4. Insisting that breaches of lesser priority be reported using an online form was seen as prohibitive to those without access to the internet.

With Members of the Committee aware of the frequent public objection to planning applications involving HMOs in Bognor Regis, it was felt that breaches in relation to these types of properties should be in priority 2, rather than 4 as proposed in the Strategy.

Members noted that under 3.3 of the report to ADC's Planning Committee on 25th May 2022 it was stated that, due to difficulties in recruiting, instead of a full complement of 5 enforcement officers there is currently only one part time officer. As a result of this, the Council are unable to deal with the number of enforcement cases that they continue to receive. It is understood that this has led to the revised Strategy with a view to streamlining the process.

As an alternative to updating the Planning Compliance Strategy, the report suggests that the Strategy could remain the same but that this comes with the danger that customers will be given unrealistic levels of service that will mean that more unsustainable levels of complaints will be received with an increase in customer dissatisfaction.

Members **AGREED** to submit the comments above in relation to reporting breaches and HMOs, as detailed in the proposed updates, to ADC. However, in responding to the consultation, Members also **AGREED** to inform ADC that the Town Council would prefer for Arun to stick with the current Planning Compliance Strategy and focus instead on recruitment to address the lack of enforcement officers.

24. CORRESPONDENCE

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

The Meeting closed at 7.16pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28th JUNE 2022
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 3rd, 10th AND 17th JUNE 2022

<u>BR/114/22/HH</u> <u>5 Highland Avenue</u> Bognor Regis PO21 2BJ	Erection of single storey rear extension following the demolition of existing rear lean-to.	NO OBJECTION
<u>BR/118/22/HH</u> <u>26 Westway</u> Bognor Regis PO22 8BZ	Erection of side/rear extension following demolition of existing side garage and rear extension and removal of chimney.	NO OBJECTION
<u>BR/123/22/HH</u> <u>5 Arnhem Road</u> Bognor Regis PO21 5LB	Erection of single storey rear extension following demolition of existing rear outbuilding and shed.	NO OBJECTION
<u>BR/117/22/HH</u> <u>82 Victoria Drive</u> Bognor Regis PO21 2TA	Erection of part first floor extension over existing ground floor including part two storey element to rear with Juliette balcony to front elevation, widening of drop kerb and replacement boundary wall.	NO OBJECTION
<u>BR/133/22/HH</u> <u>48 Victoria Drive</u> Bognor Regis PO21 2TF	Removal of rear lean to projection and erection of a single storey rear extension.	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 16th MAY 2022

PRESENT:

Cllrs: K. Batley (Chairman), J. Brooks,
B. Waterhouse, P. Woodall and Mrs. J. Warr

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Miss. K. Fitzpatrick (Events Officer) (part of
meeting)
Mrs. J. Fogarty-Smith (Committee & Event Support
Officer)
2 members of the public in the gallery

The Meeting opened at 6.32pm

1. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING ON THE 9th MAY 2022

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

It was **NOTED** that Cllr. K. Batley was elected Chairman and Cllr. P. Woodall was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on the 9th May 2022.

2. 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. Daniells due to annual leave, and Cllr. Reynolds due to work commitments. No apologies were received from Cllrs. Erskine and Jones.

3. 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 Interest should Members discuss the 'Sussex by the Sea' website due to owning one of the two web cameras

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21st MARCH 2022

Cllr. Brooks drew attention to Min. 79 of the meeting held on 21st March 2022, in relation to the following sentence: -

"The Chairman stated that should wind speeds exceed a certain measurement (30mph), then the bandstand should not be used."

He explained that this was not what he had meant, whilst chairing the last meeting, and that the Minutes should be amended to read as follows: -

"The Chairman stated that should wind speeds exceed a certain measurement (30mph), then the windshields should not be used."

The Committee **RESOLVED** to **AGREE** and approve the Minutes as amended of the Meeting held on 21st March 2022 as an accurate record of the proceedings and the Chairman signed them.

5. **ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS**

The Chairman adjourned the Meeting at 6.37pm

A member of the public commented on the advertising of the Jubilee Celebrations for Bognor Regis and that these were fragmented, compared with those of Littlehampton and Arundel. The Events Officer stated that as well as being advertised on Bognor Regis Town Council's website, the details of all Jubilee Celebrations could be located on Love Bognor Regis and Bognor Regis Business Improvement District websites. Additionally, the member of the public thought that this would be an ideal opportunity to hang Union flags on flagpoles in the Town Centre, as previously done in 1999. The final comment made was in relation to funding that is made available to committees as part of the Town Council's annual budget. The member of public felt that individual committees would benefit from having responsibility for their own budgets, as opposed to seeking approval from the Policy and Resources Committee. The Chairman confirmed that flagpoles are being looked into, however due to the short timescale he could not confirm this would be possible, he also thanked the member for his suggestion regarding funding and that he would speak with the Committee Clerk as to whether this is possible.

A Committee Member expressed disappointment that the red, white and blue bunting used was not Union flags and her feeling was that the Town Council should make a special effort considering the importance of the Queen's Jubilee Celebrations.

The Events Officer confirmed that the hanging of large flags from the catenary wires is being investigated, however stress testing of the wires will need to be carried out. She also advised that due to the growth of the trees in London Road, the flags can no longer be centralised, as done in previous years.

Another member of the public asked whether elongated Union Flags, could be hung in the banner holders, in the absence of flagpoles and also made comments on the aesthetics of the work being done on the Place St. Maur and whether the project would be completed on time. The Events Officer confirmed that the work has been delayed and no final completion date has been given by Arun District Council.

The Chairman reconvened the Meeting at 6.45pm

6. **CLERK'S REPORT**

6.1 **Update on Butlin's poster locations – 21st March 2022 – Min. 74.3 refers**

At the Events, Promotion and Leisure Committee Meeting held on the 21st March 2022, the Projects Officer advised that contact had been made with

the PA of Butlin's Director Jeremy Pardey on 14th February 2022 for an update on this matter. Butlin's had advised on 23rd February 2022, that they are reviewing their poster policy. Despite numerous attempts to progress this matter further, there has still been no response from Butlin's.

- 6.2 Update on lamp post banners – 21st March 2022 – Min. 74.4 refers**
A Pre-Planning Application was previously submitted to Arun District Council and further work is being carried out by the Projects Officer to progress this matter.

As stated at the Events, Promotion and Leisure Committee Meeting held on the 21st March 2022, 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.

7. APPOINTMENT OF THE ALLOTMENTS SUB-COMMITTEE

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

Members **NOTED** the appointment of the Allotments Sub-Committee, of which all Members of the Events, Promotion and Leisure Committee are Members.

It was **NOTED** that Cllr. P. Woodall was elected Chairman and Cllr. B. Waterhouse was elected Vice-Chairman of this Sub-Committee, at the Allotments Sub-Committee Meeting on 16th May 2022 (Min. 1. Refers).

The Members **AGREED** to **RECOMMEND** to Council the appointments of: Mr. G. Delurey, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater, as Allotment Tenant Representatives for 2022/2023 and **NOTED** their appointment at the Allotments Sub-Committee Meeting on 16th May 2022.

8. TO CONSIDER THE TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

The Projects Officer's report, including the related appendices, detailing the Terms of Reference were **NOTED**.

A Member questioned the Function of Committee, Column 1.1, Producing and managing Newsletters / websites / webcams / Facebook / twitter and other social media and who the Delegation of Functions falls to, as he stated it was confusing and that everything appears to fall under the responsibility of the Policy and Resources Committee.

Another Member agreed that the Events, Promotion and Leisure Committee should investigate ways to make the process simpler, and the Chairman confirmed this would be discussed at the next meeting on 11th July 2022.

Members **AGREED** to **DEFER** the Terms of Reference for the Events, Promotion and Leisure Committee, to the next Events, Promotion and Leisure Committee Meeting.

Members further **AGREED** to **RECOMMEND** the Terms of Reference for the Allotments Sub-Committee, with no amendments to the circulated copy, to the Policy and Resources Committee.

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

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

Members **NOTED** that further contact with M&Co had been made by the Events Officer regarding their offer to be involved in the Beacon Lighting event. However, a response was still awaited.

Members had agreed at the last meeting that the Events Officer should sign up for BRTC to take part in the Platinum Jubilee Story QR based Trail through Bognor Regis (Min. 77.3 refers). It was **NOTED** the Events Officer had subsequently established that there was a cost to take part and unfortunately not enough budget remained to enable this to proceed.

9.1 Beacon Lighting - 2nd June 2022

The Committee **NOTED** the issues that had arisen with the 'overbooking' of Arun District Council land. The Events Officer confirmed that as a compromise the fair would close at 9.00pm. The Chairman expressed his gratitude to the Events Officer for the work involved in achieving this compromise. The Events Officer also thanked Coles funfair for their co-operation in this matter.

A message from a Member not in attendance was read out by another Member which expressed concerns that the Beacon Lighting was the only Bognor Regis Town Council event, compared with Rustington's two week celebration. It was asked whether £2,750 should have been spent on fireworks especially when considering the environmental impact of fireworks. The Events Officer referred to the meeting of 29th April 2021, Min. 159, at which Members unanimously agreed to hold a one-day event on the 2nd June 2022 to celebrate Her Majesty The Queen's Platinum Jubilee, lighting the Beacon if required and further unanimously agreed to support Sarah Boote-Cook's proposal for a street party and enter a Town Council float in the Carnival.

The Events Officer stated she had been transparent in the reporting of the Beacon event and given that the event would be held in the evening the options of choice were limited, hence fireworks being organised to maximise attendees. Additionally, the Events Officer stated that at no point did Members put forward alternative event ideas despite being offered the opportunity to do so.

A Member stated that there was no dispute in terms of any lack of transparency on behalf of the Events Officer.

Members also raised concerns regarding the promotion of events and the Events Officer stated that Bognor Regis Town Council cannot advertise events until Arun District Council give approval.

The Chair allowed Cllr. Goodheart who was seated in the public gallery to provide an update that Arun District Council staff would have the Bullnose, located at the base of the Beacon, painted and sandblasted in time for the Jubilee Celebrations and it would remain covered until the date for a timely unveiling.

The event schedule and budget breakdown as detailed in the Events Officer's report were **NOTED**.

9.2 Drive Through Time - 3rd July 2022

The Events Officer reported that 100 vehicles have booked to date.

9.3 Proms in the Park - 3rd September 2022

Members **NOTED** that the date for this event has been changed from 17th September to 3rd September, in the hope of more favourable weather.

Vocalist Sylvia Rota and the Bognor Regis Town Concert Band, have been booked to close the event.

Members were unable to agree a genre for the second band to perform at the Proms and stated they would email their preferences to the Events Officer by the end of the week.

In response to a Members query, the Events Officer confirmed there was no additional budget for the bands and agreed to email the amount allocated for bands at this event around to the Committee.

9.4 Funshine Days

Members **NOTED** that unfortunately, the donkey rides were not approved by Arun District Council, due to the lengthy transportation of the donkeys, so an alternative attraction will be investigated and an update given at the next meeting.

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

There was no further information to report.

9.6 Christmas Illumination Switch-On - 26th November 2022

A budget for the projection element of the Switch-On has been secured at £12,500 in addition to the £3,500 for the Switch-On event, Members were provided with two options from the Events Officer to choose from.

Option 1: Run a large, bespoke, digitally mapped projection on an entire building or buildings within the Town Centre, ideally within the area of the Switch-On. Content to incorporate all BRTC partners and the current agreed branding. This projection will only run for the day of the Switch-On event.

The day of the Switch-On, BRTC to work in partnership with Rox Music & Arts and Bognorphenia to create a day of live music, acts, arts and a full celebration of Christmas, culminating in the switching on of the brand new display of Town illuminations.

Option 2: Run a smaller, bespoke, digitally mapped projection on an area of a building within the Town Centre, as was done over the Covid period when outside gatherings were still not permissible. This projection will run for the full time the illuminations are in situ, from the 26th November to the 6th January.

The day of the Switch-On, BRTC to work in partnership with Rox Music & Arts and Bognorphenia to create a day of live music, acts, arts and a full celebration of Christmas, culminating in the switching on of the brand new display of Town illuminations.

Members **AGREED** to Option 2, due to the fact that it would give more people the opportunity to see the projection.

The Events Officer left the Meeting at 7.25pm

10. TO RECEIVE AN UPDATE ON CHRISTMAS ILLUMINATIONS AND AGREE ANY ACTION REQUIRED

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

Members **AGREED** to make the contribution of £1,400 to the BID towards the cost of the electricity supply at the four locations in Queensway, as detailed in the report, and to replace the red bulbs in the festoon lighting with white bulbs, to allow for the Town Council's Christmas Illuminations to be installed as planned.

Members **AGREED** that an alternative location for the lights planned for the Christmas tree outside of the Railway Station should be investigated and a report made back to a future meeting.

11. CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS TO OUTSOURCE THE CHRISTMAS LIGHTS SWITCH-ON EVENT – MIN. 83 REFERS

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

A Member read out the proposal from Cllr. Mrs. Daniells to outsource the Christmas Lights Switch-On event.

Following some discussion, Members all **RESOLVED** that this should not be the approach for the Christmas Lights Switch-On event, to which the Chairman supported this and stated that the Events Officer has successfully implemented this event each year and only 2021 was due to unforeseen circumstances.

It was however suggested by a Member to create a Working Party to consider supporting future Switch-On events. The Chairman then suggested a meeting in order to ascertain who would have the relevant expertise and knowledge to support this.

NOTE: The Projects Officer will liaise further with the Chairman in relation to this matter.

12. CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS TO REVIEW THE 'FOLLOW THE DUCKS' CAMPAIGN – MIN. 83 REFERS

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

After a lengthy discussion from Members several ideas were discussed, such as a new mascot, working with local businesses; Arun District Council, Bognor Regis BID and reinventing the 'Follow The Duck' campaign.

It was **AGREED** that the item would be deferred to the next Events, Promotion and Leisure Committee Meeting for further consideration.

13. CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS TO CONSIDER AND EXPLORE DEVELOPING A SIMPLE BRTC SMARTPHONE APP – MIN. 83 REFERS

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

Member discussed the item but felt that it was important to **DEFER** to the next Events, Promotion and Leisure Committee Meeting in order for Cllr. Mrs. Daniells to present her proposal to the Committee.

14. FURTHER CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS REGARDING "BRAND PROTECTION" AND THE USE OF "OFFICIAL TITLE" BY OTHER COMMERCIAL ORGANISATIONS – MIN. 120 OF THE MEETING HELD 16th NOVEMBER 2020 REFERS

The Projects Officer's report including the related appendices, detailing the proposal were **NOTED**.

Cllr. Brooks presented to the Committee his view that should organisations wish to use any element of Bognor Regis Town Council Brand or Official Title then they should approach the Town Council in the first instance. It was commented that the use of these elements provides organisations with the opportunity to draw either monetary gain and/or promoting themselves without the endorsement of Bognor Regis Town Council.

Members **AGREED** that a watching brief should be kept and that this matter be revisited as and when required.

15. CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS TO CONSIDER A REVIEW OF THE BOGNOR REGIS TOWN COUNCIL POSTER POLICY – MIN. 83 REFERS

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

Cllr. Brooks read out the following extract from the Poster Policy;

"This Policy shall apply to all poster sites, banners and other outdoor display opportunities within the control of Bognor Regis Town Council and recognises the agreement with Arun District Council also permits sponsors of events to be named and websites giving further details also be included. That the different sites for posters/banners and other outdoor display opportunities that may be determined, are under different ownership and have different rules and permissions that apply."

Cllr. Brooks then asked that the Committee Members consider amending the paragraph to read as follows;

"This Policy shall apply to all poster sites, banners and other outdoor display opportunities within the control of Bognor Regis Town Council and recognises the agreement with Arun District Council ~~also~~ permits sponsors of events to be named and websites giving further details be included. ~~That~~ the different sites for posters/banners and other outdoor display opportunities that may be determined, are under different ownership and have different rules and permissions that apply."

Members **AGREED** to the changes suggested by Cllr. Brooks to be submitted to the next Policy and Resources Committee to be held on 14th June 2022.

16. CONSIDERATION OF A PROPOSAL FROM CLLR. BROOKS TO CONSIDER NEW POSTER SITES ON THE PROMENADE – MIN. 83 REFERS

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

Cllr. Brooks presented to the Committee the potential new sites as detailed in the Projects Officer's report to the west of the Promenade, should the Town Council be oversubscribed with posters to display. In addition to the new sites Cllr. Brooks stated the existing shelters could potentially be adapted to allow for 3 more poster panels per shelter. It was commented that any additional poster sites would require permissions to be sought from the owners of the buildings/shelters which would most likely be Arun District Council.

Members **AGREED** that the Projects Officer contact Arun District Council/owners of the suggested locations to seek their permission and report back to this Committee. Subject to permissions being agreed, Members **RESOLVED** to put a proposal to the Policy and Resources Committee to earmark funding of £2,000, which could be utilised for either additional sites or adapting the existing shelters.

17. TO FURTHER CONSIDER A ZOOM EXCHANGE WITH SIMILAR SIZED RESORTS – MIN 74.5 REFERS

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

Members questioned the cost of the NALC Coastal Communities Zoom meetings and asked if all Members were required to attend. There is no cost associated with the NALC Zoom meetings that are scheduled to take place on 21st July, 27th September and 24th November 2022, for which details about signing up will be circulated when received closer to the time.

Members **AGREED** that, with the exception of annual leave or work commitments, all Members would attend the forthcoming NALC Coastal Communities Zoom meetings, and also requested that the Projects Officer be in attendance at these meetings.

18. ITEMS FOR FUTURE AGENDA

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

Members **AGREED** not to include the outsourcing of any Bognor Regis Town Council events as a future agenda item.

19. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 8.20pm

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th JULY 2022

AGENDA ITEM 12 - TO RECEIVE AN UPDATE ON THE PROVISION OF ADEQUATE EQUIPMENT TO SUPPORT ANY CONTINUATION OF LIVE STREAMING OF MEETINGS AND AGREE ANY NEXT STEPS - MIN. 27 REFERS (IF AVAILABLE)

REPORT BY ASSISTANT CLERK

FOR DECISION

At the Annual Town Council Meeting, held 9th May 2022, when invited to consider the continuation of live streaming of meetings the following was discussed and agreed by Members (Min. 27 refers): -

Much discussion was held regarding this item with the majority of Councillors seeing merit in continuing with live streaming, which allows members of the public to become more involved and engaged with Town Council Meetings. The Town Clerk reminded Members that members of the public could only ask questions during public question time when attending meetings in-person. The only exception to this is during Community Open Forums when questions may be taken from members of the public viewing the meeting on Facebook.

A Member raised the issue of negative comments, and often personal attacks on Councillors, by some members of the public that viewed live streamed meetings. Concern was expressed as to how this behaviour might discourage potentially new Town Councillors standing for election in May 2023.

Whilst Councillors present appreciated the comments made, it was felt on the whole that, with Cllr. Brooks confirming, he was able to provide microphones and assist in their set-up for every Committee meeting, in the short-term this was a good option.

*Members **AGREED** to continue with the live streaming of Council Meetings, and for Officers to carry out research into the provision of adequate equipment with a report brought back at a future meeting. It was further **AGREED** that meetings continue to be streamed live using a laptop and microphones supplied by Cllr. Brooks in the interim period.*

Since this time, Cllr. Brooks kindly supplied, and set up, microphones to facilitate the live streaming of four Committee Meetings and has subsequently supplied a report giving his feedback and suggestions for the future. As the report includes quotes for equipment, it must remain confidential and has been shared via the Members Area. Should Members be minded to consider alternative equipment then it is usual practice to keep the tender process confidential.

DECISION

How do Members wish to proceed?

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th JULY 2022

AGENDA ITEM 13 - TO NOTE THE NOTES OF THE MEMBERS BRIEFING HELD ON 23rd MAY 2022 AND TO CONSIDER THE PROPOSAL THAT BOGNOR REGIS TOWN COUNCIL LEAD ON THE DEVELOPMENT OF A SHARED VISION FOR BOGNOR REGIS BY ENGAGING PROFESSOR DAVE COOPER, HEAD OF BUSINESS SCHOOL, UNIVERSITY OF CHICHESTER TO ASSIST IN A FORMAL VISIONING PROCESS

REPORT BY ASSISTANT CLERK

FOR DECISION

On 23rd May 2022 a Members Briefing was held to consider and discuss the Bognor Regis Masterplan review and strategic Town Centre priorities. The Briefing was facilitated by Professor Dave Cooper, Head of Business School University of Chichester, and the Notes of the Briefing can be found attached to this report as **Appendix 1**.

One of the actions agreed at the Members Briefing was that a recommendation be made to Council that BRTC lead on the development of a shared vision for Bognor Regis by engaging Professor Cooper's assistance in a formal visioning process.

The Town Clerk has liaised with the Professor and, with the University generously making a contribution towards the visioning process, he has offered 3, 2-hour workshops with Members at a cost to the Town Council of £650, which includes time for preparation and writing up.

It is suggested that the workshops be early evening sessions, once a week, and held on campus. The dates being tentatively proposed are Monday 10th, 17th and 24th of October 2022 at 6.30pm.

DECISIONS

Members are invited to **NOTE** the Notes of the Members Briefing held on 23rd May 2022.

Do Members **APPROVE** the **RECOMMENDATION** from the Members Briefing that BRTC lead on the development of a shared vision for Bognor Regis by engaging Professor Cooper's assistance in a formal visioning process with the cost of £650 coming from an appropriately identified budget?

NOTES OF MEMBERS BRIEFING HELD 23rd MAY 2022

BOGNOR REGIS MASTERPLAN REVIEW & TOWN CENTRE STRATEGIC PRIORITIES

**Facilitated by Professor Dave Cooper, Head of Business School
University of Chichester**

Present: Cllrs: J. Barrett (JBa), J. Brooks (JBr), Mrs. S. Daniells (SD), J. Erskine (JE), S. Goodheart (SG), Miss. C. Needs (CN), Mrs. S. Staniforth (SS), M. Stanley (MS), Mrs. J. Warr (JW) and P. Woodall (PW)

In Attendance: Prof. Dave Cooper (DC) - University of Chichester
Rebecca White (RW) - BRRB
Glenna Frost (GF) - BRTC
Jo Davis (JD) - BRTC

The Briefing began at 6.12pm

GF welcomed DC and RW to the Briefing. DC introduced himself and explained his involvement with the town and his strong interest in the success and future of the town. He advised Members that his presence at the Briefing was to help BRTC to bring ideas together and to generate a view on the Masterplan.

RW stated that BRRB exist as a partnership and that BRTC, as a key player, should get the opportunity for input into the Masterplan at an early stage.

*RW gave a Powerpoint presentation (slides attached as **Appendix 1**).*

A Member commented that they had not heard that ADC were reviewing that Masterplan for Bognor Regis. Comment was also made by Members in relation to previous consultations whereby BRTC had submitted representation and yet there was a feeling that these comments had not been taken onboard by ADC.

RW explained that ADC had made a commitment to reviewing the Masterplan in their Growth Plan document but that if stakeholders waited to be invited to consultation, then the chance might be missed to have any input during the early stages of the review process. BRRB had already completed their consultation and were now asking BRTC to make their own representation.

When asked by a Member how long the review might take, RW responded by saying that it may take between 6 to 12 months.

Reference was made to the Bognor Regis Neighbourhood Development Plan (NDP) and a Member asked how this would 'fit' with the Masterplan. RW

considered the NDP to be a huge piece of work and regarded it to be BRTC's evidence base. DC followed on by saying that he wouldn't expect to see too much migration from the NDP but more of an evolution.

A Member commented that regeneration projects, identified 20 years ago, were yet to come to fruition to which RW responded that, in her opinion, regeneration is not just deliverable through big plans and that incremental changes can build towards something bigger. DC spoke of socio-economic development, rather than regeneration, recognising that there are issues and opportunities but focusing less on the issues and more on what the future looks like. He believed that just because previous suggestions had not gone forward, this didn't mean that they couldn't be proposed again.

Members were provided with a hard copy of the 'Strategic Priorities' (see page 10 of the Powerpoint attached as Appendix 1). Discussion then took place about the priority headers with some suggested amendments and additions to those listed on the handout (revised version attached as **Appendix 2**). DC invited Members to consider the 'Strategic Priorities' and asked them to select the top 4 priorities that they, as individuals, needed to go forward (poll attached as **Appendix 3**).

In reference to the map (see page 5 of the Powerpoint attached as Appendix 1), a Member stated that they would like West End to be included, as well as Hotham Park and Butlin's. DC explained that the areas shown on the map were those focused on by the Town Centre Forum and BRRB, but that BRTC could include comment about the West End in their representation to ADC.

DC shared the results of the poll with Members, in which it was established that for those present at the Members Briefing the top 4 priorities were as follows:

-

- Improved Accessibility inc. Beach
- Youth Provision
- Seafront Development inc. Pier
- Image

It was agreed that the revised Strategic Priorities would be circulated to those Councillors not in attendance, with them asked to select their top 4 priorities and feed this back to Glenna for inclusion on the poll

It was suggested, by DC, that BRTC take the areas of prioritisation that had been identified and develop a set of objectives around each of them i.e. What would effective beach access look like? This is what we think it looks like and this is what it should look like in 5 years' time.

DC said that he would be happy to facilitate that conversation, but that BRTC must decide how they develop the influence of what goes on in the town. He suggested that an exercise could be run, taking 2 or 3 points, to look at what the seafront might look like in 10 years' time, for instance. Members could think individually but then come together and ask what actions need to be put in place to drive these initiatives, and then go on to work with ADC to say "this is what we think we should do".

A Member asked whether BRTC could lobby to do a Compulsory Purchase Order (CPO) on the Pier. Whilst DC said he was not qualified to say, he did suggest that an objective could be 'To research the possibility of a Compulsory Purchase Order in relation to Bognor Regis Pier'. Additionally, DC proposed that a vision for the seafront be developed, that BRTC 'buys into', that includes the Pier and recognises challenges to overcome to get to the place envisioned, with a set of actions to progress along the route.

Another Member asked whether BRTC could lobby for a district-wide lottery. The Member felt that Bognor Regis taxpayers were funding large-scale facilities, such as the Alexandra Theatre, that surrounding parishes benefit from. The Member suggested that a lottery could help to fund smaller wins in the town. Work had previously been carried out by BRTC into this initiative and it was felt that other local authorities were running lotteries well. DC agreed that the Masterplan could be an enabler to make this happen, particularly since there is an evidence base for it. RW agreed that this would go towards the Strategic Priority of 'Raise Aspirations'.

DC drew the Briefing to a close and concluded that BRTC have come up with new, stronger ideas, particularly around seafront development, and that these aligned with the priorities identified by the Town Centre Forum.

Next steps:

- Circulate documents to all Members, inviting those that weren't present to respond with their top 4, with the poll subsequently updated and reshared.
- Draft BRTC's corporate representations to ADC regarding the scope of the planned review of the current Masterplan.
- Make a recommendation to Council that BRTC lead on the development of a shared vision for Bognor Regis by engaging Dave Cooper's assistance in a formal visioning process.

Briefing ended at 8.05pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th JULY 2022**

**AGENDA ITEM 14 - TO NOTE THE BRTC PROJECT PROPOSALS
SUBMITTED TO ADC IN RESPONSE TO THE UK SHARED PROSPERITY
FUND (UKSPF) CONSULTATION**

REPORT BY ASSISTANT CLERK

FOR NOTING

As Members will know from the email circulated to them by the Assistant Clerk on Thursday 9th June, the BRTC projects that could be supported by the UK Shared Prosperity Fund (UKSPF) were submitted to Arun District Council the following day (attached to this report as **Appendix 1**).

DECISION

Members are invited to **NOTE** the BRTC project proposals submitted to ADC in response to the UK Shared Prosperity Fund (UKSPF) consultation as appended to this report.

BOGNOR REGIS TOWN COUNCIL

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Communities & Place	<p>E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs.</p> <p>E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer.</p> <p>E6: Support for local arts, cultural, heritage and creative activities.</p> <p>E8: Funding for the development and promotion of wider campaigns which encourage people to visit and explore the local area.</p>	<p>Portal with Twinned Town Project</p> <p>Project Summary: Funding for a portal to connect Bognor Regis with it's twinned town of Weil am Rhein. Bognor's initial twinning with Germany took place in 1987 with the south-western town of Weil am Rhein. The town is situated on the Rhine in the so-called "Dreilandereck" ("three country corner") where the Rhine forms the border between Germany, France and Switzerland. The German town sought twinning links with an English seaside resort and the excellent climate, and pleasant coastline, of Bognor Regis is very popular with German visitors.</p> <p>The portals feature large scree"s, cameras and an internet connection allowing the user to see what is happening in real-time at the parallel location.</p> <p>This interactive installation, is a new wave community accelerator, aiming to bring people of different cultures together. A visual bridge to unity that connects two countries.</p> <p>Local context: Need to promote arts and culture to make Bognor Regis a great place to live, work, study and visit – Priority 4 / BRTC Corporate Strategy 2019-2024</p> <p>Need for the development of pride and belonging in Bognor Regis and sense of local identity</p> <p>Awareness and understanding of each other's cultures and history, with the goal of highlighting global collaboration and harmony</p> <p>Delivery / Project Lead: Bognor Regis Heritage & Arts Partnership Board</p> <p>Initiative support from: BRTC / Bognor Regis Heritage and Arts Partnership Board / Bognor Regis Twinning Association</p>	<p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.</p> <p>Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention</p>	<p>Amount of public realm created or improved</p> <p>Number of Tourism, Culture or heritage assets created or improved</p> <p>Number of local events or activities supported</p> <p>Number of people reached</p>	<p>Increase footfall</p> <p>Increase visitor numbers</p> <p>Improved perception of facilities/amenities</p> <p>community-led arts, cultural, heritage and creative programmes as a result of support</p> <p>Improved perception of events</p> <p>Improved engagement numbers</p> <p>increased number of web searches for a place</p>	<p>Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing</p>	£111,000 + VAT	CAPITAL	FUND Y3 2024-25	<p>4. Fulfilling Arun's Economic Potential</p> <p>Aim: Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.</p> <p>Action: Work closely with our towns and other organisations on strategies which support vibrant and attractive town centres.</p>

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Communities & Place	<p>E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs.</p> <p>E5: Design and management of the built and landscaped environment to 'design out crime'</p>	<p>Bedford Street Lighting Project</p> <p>Project Summary: Lighting around Bedford Street cut through</p> <p>Promoting the active use of streets and public spaces throughout the daytime and evening.</p> <p>Local context: Work to enable residents and community groups to live well and enjoy and take pride in our town – Priority 3 / BRTC Corporate Strategy 2019-2024</p> <p>Crime and perceptions of crime are a barrier to entry to Bedford Street and negatively affect the community pride in place.</p> <p>It is a hotspot for anti-social behaviour such as vandalism, graffiti.</p> <p>It deters people from using this area and visiting the town centre.</p> <p>Improving the safety of the location will transform people's perceptions.</p> <p>Delivery / Project Lead: WSCC</p> <p>Initiative support from: BRTC / BID/BRRB/ Safer Arun Partnership/Sussex Police</p>	<p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.</p> <p>Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.</p>	<p>Amount of rehabilitated land or premises</p> <p>Amount of public realm created or improved</p> <p>Number of neighbourhood improvements undertaken</p>	<p>Improved perceived/experienced accessibility</p> <p>Improved perception of facilities/amenities</p> <p>Increased footfall</p> <p>Increased use of cycleways or paths</p> <p>Improved perception of safety</p> <p>Reduction in neighbourhood crime</p>	<p>Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing</p>	£30,000 + VAT	CAPITAL	FUND Y2 2023-24	<p>4. Fulfilling Arun's Economic Potential</p> <p>Aim: Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.</p> <p>Action: Work closely with our towns and other organisations on strategies which support vibrant and attractive town centres.</p> <p>AND</p> <p>1. Improving the wellbeing of Arun</p> <p>Aim: Provide joined up support and advice with partners on a wide range of wellbeing issues especially where this will have most impact.</p> <p>Action: Provide wider infrastructure that supports wellbeing e.g. more opportunities for cycling and walking, housing and other</p>

										developments, that include easily accessible and safe greenspace.
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Bognor Regis Town Council - UKSPF submission

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Communities & Place	<p>E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs.</p> <p>E5: Design and management of the built and landscaped environment to 'design out crime'</p>	<p>Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project</p> <p>Project Summary: Lighting for Sunken Gardens/Waterloo Square and Steyne Gardens</p> <p>Promoting the active use of streets and public spaces throughout the daytime and evening.</p> <p>Local context: Work to enable residents and community groups to live well and enjoy and take pride in our town – Priority 3 / BRTC Corporate Strategy 2019-2024</p> <p>Crime and perceptions of crime are a barrier to entry to the Sunken Gardens and negatively affect the community pride in place.</p> <p>It is a hotspot for anti-social behaviour such as vandalism, graffiti.</p> <p>It deters people from using this area and visiting the town centre.</p> <p>Improving the safety of the location will transform people's perceptions.</p> <p>Delivery / Project Lead: ADC</p> <p>Initiative support from: BRTC /BRRB/BR Community Gardeners</p>	<p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.</p> <p>Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.</p>	<p>Amount of rehabilitated land or premises</p> <p>Amount of public realm created or improved</p> <p>Number of neighbourhood improvements undertaken</p>	<p>Improved perceived/experienced accessibility</p> <p>Improved perception of facilities/amenities</p> <p>Increased footfall</p> <p>Increased use of cycleways or paths</p> <p>Improved perception of safety</p> <p>Reduction in neighbourhood crime</p>	<p>Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing</p>	£18,000 + VAT	CAPITAL	FUND Y2 2023-24	<p>4. Fulfilling Arun's Economic Potential</p> <p>Aim: Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.</p> <p>Action: Work closely with our towns and other organisations on strategies which support vibrant and attractive town centres.</p> <p>AND</p> <p>1. Improving the wellbeing of Arun</p> <p>Aim: Provide joined up support and advice with partners on a wide range of wellbeing issues especially where this will have most impact.</p> <p>Action: Provide wider infrastructure that supports wellbeing e.g. more opportunities for cycling and walking, housing and other</p>

										developments, that include easily accessible and safe greenspace.
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Bognor Regis Town Council - UKSPF submission

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Communities & Place	<p>E6: Support for local arts, cultural, heritage and creative activities</p> <p>E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer.</p>	<p>Cultural, Heritage and Creative Events Project</p> <p>Project Summary: Funding for cultural, heritage and creative events</p> <p>Local context: Need to promote arts and culture to make Bognor Regis a great place to live, work, study and visit – Priority 4 / BRTC Corporate Strategy 2019-2024</p> <p>Need for the development of pride and belonging in Bognor Regis and sense of local identity</p> <p>Awareness and understanding of each other’s cultures and history.</p> <p>Delivery / Project Lead: Bognor Regis Heritage & Arts Partnership Board</p> <p>Initiative support from: BRTC</p>	<p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.</p>	<p>Number of organisations receiving financial support other than grants</p> <p>Number of local events or activities supported</p> <p>Number of facilities support/created</p> <p>Number of Tourism, Culture or heritage assets created or improved</p> <p>Number of events/participatory programmes</p> <p>Amount of green or blue space created or improved</p>	<p>Increased footfall</p> <p>Increased visitor numbers</p> <p>Number of community-led arts, cultural, heritage and creative programmes as a result of support</p> <p>Improved perception of event</p>	<p>Mission 8: By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing.</p> <p>Mission 9: By 2030, pride in place, such as people’s satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing</p>	£8,000 + VAT (total for 3 x events)	REVENUE	FUND Y1 2022-23	<p>4. Fulfilling Arun’s Economic Potential</p> <p>Aim: Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.</p> <p>Action: Work closely with our towns and other organisations on strategies which support vibrant and attractive town centres</p>

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Communities & Place	<p>E6: Support for local arts, cultural, heritage and creative activities</p> <p>E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer.</p>	<p>Bathing Machine Project</p> <p>Project Summary: Working with Bognor Regis Museum to create a replica bathing machine as a permanent fixture on the seafront as a photo opportunity and promotional tool</p> <p>Local context: Need to promote arts and culture to make Bognor Regis a great place to live, work, study and visit – Priority 4 / BRTC Corporate Strategy 2019-2024</p> <p>Need for the development of pride and belonging in Bognor Regis and sense of local identity.</p> <p>Frederick Jenkins who operated from the west side of Bognor Regis Pier built his own bathing machines at his yard in Longford Road from April 1905, to be used by thousands of holiday makers.</p> <p>Delivery / Project Lead: Bognor Regis Museum</p> <p>Initiative support from: BRTC / Bognor Regis Heritage and Arts Partnership Board / Bognor Regis Museum</p>	<p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.</p>	<p>Number of organisations receiving financial support other than grants</p> <p>Number of facilities support/created</p> <p>Number of Tourism, Culture or heritage assets created or improved</p> <p>Number of events/participatory programmes</p> <p>Amount of green or blue space created or improved</p>	<p>Increased footfall</p> <p>Increased visitor numbers</p> <p>Number of facilities supported/created</p> <p>Number of Tourism, Culture or heritage assets created or improved</p> <p>Number of events/participatory programmes</p> <p>Amount of green or blue space created or improved</p>	<p>Mission 8: By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing.</p> <p>Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing</p>	£100,000 + VAT	CAPITAL	FUND Y3 2024-25	<p>4. Fulfilling Arun's Economic Potential</p> <p>Aim: Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.</p> <p>Action: Work closely with our towns and other organisations on strategies which support vibrant and attractive town centres</p>

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Communities & Place	E7: Support for active travel enhancements in the local area	<p>Bike/Scooter Scheme</p> <p>Project Summary: Set up a rent a bike/scooter scheme from Railway Station to Butlin's to beach</p> <p>Local context: Active travel not only potentially benefits health as a source of physical activity but may also off-set air pollution from motorised vehicles for those journeys and contribute to social and environmental goals such as improving social cohesion and reducing CO₂ emissions.</p> <p>Bognor Regis lends itself to the use of bikes and scooters owing to the level topography of the geographical area.</p> <p>Delivery / Project Lead: BRTC</p> <p>Initiative support from: ADC/Butlin's/Network Rail/BRRB/LIME</p>	Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.	<p>Number of neighbourhood improvements</p> <p>Number of facilities supported/created</p>	<p>Increased use of cycleways or paths</p>	<p>Mission 8: By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing.</p> <p>Mission 7: By 2030, the gap in Healthy Life Expectancy (HLE) between local areas where it is highest and lowest will have narrowed, and by 2035 HLE will rise by five years.</p>	Approx. 45 bikes £100,000 + VAT	CAPITAL	FUND Y3 2024-25	<p>4. Fulfilling Arun's Economic Potential</p> <p>Aim: Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.</p> <p>Action: Work closely with our towns and other organisations on strategies which support vibrant and attractive town centres.</p> <p>AND</p> <p>3. Supporting our environment to support us</p> <p>Aim: Make walking, cycling and travel by public transport easy, convenient and pleasant and a fundamental part of our placemaking.</p> <p>Action: Develop climate change and biodiversity strategies for both the council and district</p>

										including setting net zero-carbon targets.
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Bognor Regis Town Council - UKSPF submission

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Communities & Place	<p>E9: Funding for impactful volunteering and/or social action projects to develop social and human capital in local places</p> <p>E5: Design and management of the built and landscaped environment to 'design out crime'</p>	<p>Westloats Lane Youth Centre Award</p> <p>Project Summary: Award for Youth Centre Westloats Lane and investment in green space opposite with new facilities and improvements.</p> <p>Youth provision and activities in a much-needed area</p> <p>Local context: Perception of youth crime/vandalism is high amongst residents in Bognor Regis.</p> <p>Lack of youth related facilities to engage and support young people and their families in the community.</p> <p>To foster pride in the town and a shared sense of community.</p> <p>Delivery / Project Lead: Westloats Community Centre Board of Trustees</p> <p>Initiative support from: BRTC/Sussex Clubs for Young People/Sussex Police/ADC ASSB Team / The Regis School</p>	<p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects</p> <p>Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.</p>	<p>Amount of public realm created or improved.</p> <p>Number of neighbourhood improvements undertaken.</p> <p>Number of organisations receiving grants</p> <p>Number of local events or activities supported</p> <p>Number of volunteering opportunities supported</p> <p>Number of projects</p>	<p>Improved perception of safety</p> <p>Reduction in neighbourhood crime</p> <p>Improved engagement numbers</p> <p>Volunteering numbers as a result of support</p>	<p>Mission 8: By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing.</p> <p>Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing</p>	£10,000 + VAT	CAPITAL	FUND Y1 2022-23	<p>1. Improving the wellbeing of Arun</p> <p>Aim: Work with other agencies and services to focus on Arun's areas of greatest deprivation, inequality and to encourage healthy and active lifestyles.</p> <p>Action: Engage better with local people, including hard to reach groups, to promote healthy lifestyles and encourage participation in a wide range of wellbeing activities.</p>

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Communities & Place	E12: Investment in community engagement schemes to support community involvement in local regeneration	<p>Local Democracy Recruitment Event</p> <p>Project Summary: To hold a really innovative local democracy event to help engage new candidates for the elections in 2023 and ongoing promotion of the same</p> <p>Local context: To encourage people from all backgrounds to engage in the democratic process by standing for election to represent their community.</p> <p>To promote pride and engagement within the local community.</p> <p>Delivery / Project Lead: BRTC</p> <p>Initiative support from: WSALC/NALC/ADC</p>	Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects	<p>Number of local people reached</p> <p>Number of local events or activities supported</p>	Improved engagement numbers	<p>Mission 8: By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing.</p> <p>Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing</p>	£1,000 + VAT	REVENUE	FUND Y1 2022-23	<p>4. Fulfilling Arun's Economic Potential</p> <p>Aim: Make best use of our natural assets to help drive the community.</p> <p>Action: Carry out a district-wide skills audit, to understand what businesses need and what skills we have in the community. Work with local colleges and the University of Chichester to assist them to run courses that will match local skill needs for those at all stages in their working life.</p>

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Supporting Local Business	E31: Funding to support relevant feasibility studies	Beach Access Project Project Summary: Beach access – Bognor Regis Local context: Work with the District Council to expedite this project. Delivery / Project Lead: ADC Initiative support from: ADC / BRTC / Beach & Sea Access Topic Team	Promoting networking and collaboration through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects	Number of feasibility studies supported Sqm of land made wheelchair accessible/step free	Increased number of projects arising from funded feasibility studies Increase footfall Increase visitor numbers Improved perceived/experienced accessibility Improved perception of facilities/amenities	Mission 1: By 2030, pay, employment and productivity will have risen in every area of the UK, with each containing a globally competitive city, with the gap between the top performing and other areas closing Mission 9: By 2030, pride in place, such as people’s satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing	£550,000 + VAT	CAPITAL	FUND Y2 2023-24	1. Improving the wellbeing of Arun Aim: Deliver leisure services and support culture and arts activities for all members of the community, regardless of age or ability. Action: Provide wider infrastructure that supports wellbeing e.g. more opportunities for cycling, and walking, housing and other developments that include easily accessible and safe greenspace.

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Communities & Place	E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs.	<p>Town Centre Accessibility Project</p> <p>Project Summary: Improved accessibility in the town centre by making shop entrances more accessible to everyone by installing ramps even if temporary in the majority of shops alongside installing electronic push button entry.</p> <p>Local context: Bognor Regis has a thriving town centre, however, access to some of the businesses can be problematic for disabled people.</p> <p>Delivery / Project Lead: BID</p> <p>Initiative support from: ADC / BRTC / BRRB</p>	<p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.</p> <p>Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention</p>	<p>Number and m2 of commercial buildings developed or improved</p> <p>Sqm of land made wheelchair accessible/step free</p>	<p>Increase footfall</p> <p>Increased visitor numbers</p> <p>Improved perceived/experienced accessibility</p> <p>Improved perception of facilities/amenities</p>	<p>Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing</p>	£25,000 + VAT	CAPITAL	FUND Y2 2023-24	<p>1. Improving the wellbeing of Arun</p> <p>Aim: Deliver leisure services and support culture and arts activities for all members of the community, regardless of age or ability.</p> <p>Action: Provide wider infrastructure that supports wellbeing e.g. more opportunities for cycling, and walking, housing and other developments that include easily accessible and safe greenspace.</p>

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
People and Skills	<p>E33: Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths* and ESOL) support where there are local provision gaps.</p> <p>This provision can include project promoting the importance of work to help people to live healthier and more independent lives, alongside building future financial resilience and wellbeing. Beyond that, this intervention will also contribute to building community cohesion and facilitate greater shared civil pride, leading to better integration for those benefitting from ESOL support.</p> <p>Expected cohorts include, but are not</p>	<p>Skills Workshops</p> <p>Project Summary: Accessible workshops in the community, with the option of some being held virtually to increase access to all, to seek information about different skill enhancing schemes that could be run free of charge</p> <p>Local context: There is a lack of provision in place for supporting economically inactive people, for people with a disability, for instance, to overcome barriers to work by providing cohesive, locally tailored support including access to basic skills.</p> <p>Delivery / Project Lead: WSCC</p> <p>Initiative support from: BRTC/University of Chichester/Making Theatre Gaining Skills/BRRB/The_Track/POP! At The Arcade</p>	Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support, including access to basic skills	<p>Number of economically inactive people engaging with keyworker support services</p> <p>Number of socially excluded people accessing support</p> <p>Number of people supported to access basic skills</p> <p>Number of people accessing mental and physical health support leading to employment</p> <p>Number of people supported to engage in job searching</p> <p>Number of people receiving support to gain employment</p> <p>Number of people receiving support to sustain employment</p>	<p>Increased active or sustained participants of UKSPF beneficiaries in community groups (and/or) increased employability through development of interpersonal skills</p> <p>Increased proportion of participants with basic skills (English, maths, digital and ESOL)</p> <p>Number of people in supported employment (and) number of people engaging with mainstream healthcare services</p> <p>Number of people sustaining engagement with keyworker support and additional services</p> <p>Number of people engaged in job searching following support</p> <p>Number of people in employment, including self-employment, following support</p> <p>Number of people sustaining employment for 6 months</p>	Mission 8: By 2030, wellbeing will have improved in every area of the UK, with the gap between top performing and other areas closing	£800 + VAT	REVENUE	FUND Y1 2022-23	<p>1. Improving the wellbeing of Arun</p> <p>Aim: Provide joined up support and advice (with partners) on a wide range of wellbeing issues where this will have most impact.</p> <p>Action: Work with the voluntary and community sector to provide a wide range of services which support vulnerable people.</p>

	<p>limited to people aged over 50, people with a disability and health condition, women, people from an ethnic minority, young people not in education, employment or training and people with multiple complex needs (homeless, care leavers, ex/offenders, people with substance abuse problems and victims of domestic violence). *via Multiply.</p>									
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UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Supporting Local Business	E22: Investing in enterprise infrastructure and employment/innovation site development projects. This can help to unlock site development projects which will support growth in places.	<p>Pop-Up Shop Opportunities</p> <p>Project Summary: Supporting local business by making empty premises temporarily available to independent online retailers to provide them with an opportunity to gain an insight into how trading in the town centre could make a positive difference to their business i.e. pop-up shops.</p> <p>Local context: Facilities are required to provide short term opportunities for local entrepreneurs.</p> <p>Spaces such as the POP! At The Arcade would be ideal.</p> <p>Delivery / Project Lead: BID</p> <p>Initiative support from: ADC/BRRB/BRTC</p>	<p>Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities.</p> <p>Promoting networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth.</p>	<p>Number of businesses receiving non-financial support</p> <p>Amount of rehabilitated land or premises</p> <p>Number of potential entrepreneurs provided assistance to be business ready</p>	<p>Jobs created</p> <p>Reduced vacancy rates</p>	Mission 1: By 2030, pay, employment and productivity will have risen in every area of the UK, with each containing a globally competitive city, with the gap between the top performing and other areas closing	£8,000 + VAT	REVENUE	FUND Y3 2024-25	<p>4. Fulfilling Arun's Economic Potential</p> <p>Aim: Use regeneration opportunities to attract new and relocating businesses to the district.</p> <p>Action: Use the planning system to set aside sites for larger business growth and support and create employment space for smaller start-ups, using Arun-owned land to stimulate the market.</p>

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Communities & Place	E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer.	<p>Fisherman's Quarter Project</p> <p>Project Summary: Stage 1: Installation of a replacement unit as a Fishmonger's outlet for the selling of locally caught fish, supporting local businesses.</p> <p>Stage 2: Development of a building to house the Fishmonger's shop, including equipment, with the addition of watersports/activities concessions, retail shop, educational classroom, museum space and café/bistro.</p> <p>Local context: The fishermen's work is being supported by national coastal agencies.</p> <p>Recognising the impact that loss of the kelp beds off the Sussex coast has had on fishing and working with the sea to help restore not only the vital marine habitats that have been lost, but the inshore fishing communities they supported.</p> <p>To transform an area of the Bognor promenade into an education centre, documenting the area's rich fishing heritage, and informing visitors of the kelp restoration project.</p> <p>Delivery / Project Lead: ADC</p> <p>Initiative support from: Bognor Fisherman's Association/BRTC/BRRB</p>	Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.	<p>Amount of rehabilitated land or premises</p> <p>Amount of public realm created or improved</p> <p>Number of facilities support/created</p> <p>Number of Tourism, Culture or heritage assets created or improved</p> <p>Number of events/participatory programmes</p> <p>Amount of green or blue space created or improved</p>	<p>Increased visitor numbers</p> <p>Increased footfall</p> <p>Improved perception of facilities/amenities</p> <p>Improved perceived/experienced accessibility</p>	Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing	<p>Year 1 £100,000 + VAT</p> <p>Years 2 & 3 £400,000 + VAT (plus £800,000 stakeholder investment)</p>	CAPITAL	FUND Y3 2024-25	<p>4. Fulfilling Arun's Economic Potential</p> <p>Aim: Use regeneration opportunities to attract new and relocating businesses to the district.</p> <p>Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.</p> <p>Action: Positive and focused promotion of Arun's tourist destinations as more than a 'day trip'.</p>

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Communities & Place	E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together.	Seaside Lido Project Project Summary: Seaside Lido (built on the site of the old Esplanade Theatre) – a family recreational facility including changing areas, storage facilities, sea view café, entertainment stage and dance area, watersports/activities, retail shop, and children’s play area. Local context: To welcome visitors and increase footfall by offering a unique and accessible facilities in keeping with a seaside town. To encourage investment in the town and promote local and regional enterprise opportunities. To benefit from the visitor economy of nearby locations. Work to enable residents and community groups to live well and enjoy and take pride in our town – Priority 3 / BRTC Corporate Strategy 2019-2024 Delivery / Project Lead: ADC Initiative support from: BRRB/BRTC	Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects. Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities.	Number of facilities supported/created Number of Tourism, Culture or heritage assets created or improved Number and m2 of commercial buildings developed or improved Number of people reached Number of local events or activities supported	Improved perception of events Improved perception facilities/amenities Increased users of facilities/amenities Jobs created Increased footfall Increased visitor numbers Increase in visitor spending Increased amount of investment Improved perception of attractions	Mission 7. By 2030, the gap in Healthy Life Expectancy (HLE) between local areas where it is highest and lowest will have narrowed, and by 2035 HLE will rise by five years Mission 9: By 2030, pride in place, such as people’s satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing.	Year 1 £100,000 + VAT	CAPITAL	FUND Y3 2024-25	4. Fulfilling Arun’s Economic Potential Aim: Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend. Use regeneration opportunities to attract new and relocating businesses to the district. Action: Use the planning system to set aside sites for larger business growth and create employment space for smaller start-ups, using Arun owned land to stimulate the market. Positive and focused promotion of Arun’s tourist destinations as more than a ‘day trip’.
Supporting Local Business	E17: Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally.									

UKSPF Investment Priority	UKSPF Interventions	UKSPF Project Description	UKSPF Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated value	Capital / Revenue	Financial Year developed	Link to ADC Vision
Communities & Place	E14: Funding to support relevant feasibility studies.	<p>Skate Park Project</p> <p>Project Summary: Stage 1: Funding for feasibility study into the development of a skate park and 'thrill experience' that could be built on the Gloucester Road Car Park in Bognor Regis.</p> <p>Stage 2: Development of proposal.</p> <p>Local context: Perception of youth crime/vandalism is high amongst residents in Bognor Regis.</p> <p>Lack of youth related facilities to engage and support young people and their families in the community.</p> <p>To foster pride in the town and a shared sense of community.</p> <p>Work to enable residents and community groups to live well and enjoy and take pride in our town – Priority 3 / BRTC Corporate Strategy 2019-2024</p> <p>Delivery / Project Lead: ADC</p> <p>Initiative support from: BRRB/BRTC/Sussex Clubs for Young People</p>	<p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.</p> <p>Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.</p>	Number of feasibility studies supported	Increased number of projects arising from funded feasibility studies	Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing.	Year 1 £100,000 + VAT (including feasibility study and design concept)	REVENUE	FUND Y3 2024-25	<p>1. Improving the wellbeing of Arun</p> <p>Aim: Work with other agencies and services to focus on Arun's areas of greatest deprivation, inequality and to encourage healthy and active lifestyles.</p> <p>Action: Engage better with local people, including hard to reach groups, to promote healthy lifestyles and encourage participation in a wide range of wellbeing activities.</p>

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th JULY 2022**

AGENDA ITEM 15 - REGENERATION INCLUDING: TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 27th APRIL 2022 PREVIOUSLY CIRCULATED TO COUNCILLORS

REPORT BY TOWN CLERK

FOR NOTING

Members are invited to note the Minutes from the Bognor Regis Regeneration Board Meeting held 27th April 2022 that were previously circulated to Councillors.

DECISION

Members are invited to **NOTE** the Minutes of the Bognor Regis Regeneration Board Meeting held on 27th April 2022, previously circulated.

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING – 4th JULY 2022**

**AGENDA ITEM 16 - CIVIC DUTIES UNDERTAKEN BY NEW TOWN MAYOR
CLLR. JOHN BARRETT FROM 9th MAY – 4th JULY 2022**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Saturday 14.05.22	:	Queen's Regimental Association Annual Military Dinner, Beechcroft Hotel
Sunday 22.05.22	:	Bognor Prom 10k Road Race, West Park Aldwick
Saturday 28.05.22	:	BR Twinning Association Fundraising Coffee Morning
Monday 30.05.22	:	ADC Chairman's Handover Celebration Civic Suite, Civic Centre, Littlehampton
Wednesday 01.06.22	:	In Bloom Guides Presentation, Seafront Mounds
Thursday 02.06.22	:	Beacon Lighting for The Queen's Platinum Jubilee, Seafront Beacon, BR
Saturday 04.06.22	:	BR Carnival, West Park, Aldwick
Sunday 05.06.22	:	BR Carnival Association 'Platinum Jubilee Street Party', The Esplanade, BR
Thursday 09.06.22	:	SLCC Sussex Chairman's Networking Meeting, Jubilee Hall, Bersted
Friday 10.06.22	:	Mayor Meeting with Arun & Chichester Citizens Advice, Town Hall
Saturday 11.06.22	:	Edwin James Festival Choir 'Platinum Jubilee Concert', St Mary's Church Hall, Felpham
Saturday 18.06.22	:	BR Armed Forces Day Event, RAFA Club 381, Waterloo Square, BR

AGENDA ITEM 16

Saturday 18.06.22	:	Bognor Regis Town Crier Competition 'Guild Championship', Seafront Bandstand, BR
Saturday 18.06.22	:	<i>Deputy Mayor attended: Tour of BR Rotary Clubs 'Summer in Hotham Park' Event, Hotham Park</i>
Monday 20.06.22	:	Speech at Rotary Club of Bognor Regis Dinner, Bognor Regis Golf Club, BR
Saturday 25.06.22	:	Littlehampton Armed Forces Day Event, Littlehampton Seafront
Saturday 25.06.22	:	50 th Anniversary Celebration Event, Pagham United Reformed Church, Pagham Rd
Saturday 25.06.22	:	West Sussex Guitar Club Recital, Regis School of Music, Sudley Rd, BR
Tuesday 28.06.22	:	Presenting of 'Hedgehog Highway' Box To Brent Lodge Wildlife Hospital, Town Hall, BR
Tuesday 28.06.22	:	Mayor Meeting with BR Concert Band, Regis School of Music, Sudley Rd, BR
Friday 01.07.22	:	BR Foodbank In-Store Collection, Tesco Shripney Rd, BR (Mayor's Charity)
Friday 01.07.22	:	High Sheriff of West Sussex 'At Home' Event, Toat House, Toat Lane, Pulborough
Saturday 02.07.22	:	Southdown's Concert Band Festival Concert, St Paul's Church, Churchside, Chichester
Sunday 03.07.22	:	BRTC - Drive Through Time Motor Gala, West Park, Aldwick
Sunday 03.07.22	:	St John Sussex Service of Thanksgiving & Dedication, Arundel Cathedral

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

**AGENDA ITEM 17 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 9th MAY - 4th JULY 2022**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Saturday 14.05.22	:	Ilminster Town Crier Competition, Market House, Ilminster
Saturday 21.05.22	:	Appearance and 'Cry' at Wedding, Edes House (Private Event)
Thursday 26.05.22	:	Visit to Town Centre to Promote Bognor Regis Town Crier Competition (18.06.22)
Monday 30.05.22	:	BBC Radio Sussex Interview (Platinum Jubilee Proclamation)
Thursday 02.06.22	:	Reading of Proclamation for The Queen's Platinum Jubilee Seafront Bandstand, BR
Thursday 02.06.22	:	Beacon Lighting for The Queen's Platinum Jubilee, Seafront Beacon, BR
Friday 03.06.22	:	Appearance on 'CBC Newsworld' Canadian News Channel (Platinum Jubilee proclamation)
Saturday 04.06.22	:	BR Carnival, West Park
Sunday 05.06.22	:	BR Carnival Association 'Platinum Jubilee Street Party', The Esplanade, BR
Sunday 05.06.22	:	BBC South Today Interview (Platinum Jubilee Proclamation)
Thursday 16.06.22	:	V2 Radio 'Live Broadcast' Reading of Sussex Day Charter, V2 Radio
Thursday 16.06.22	:	Reading of Sussex Day Charter, Seafront Bandstand, BR
Saturday 18.06.22	:	Hosting of Bognor Regis Town Crier Competition 'Guild Championship' Seafront Bandstand, BR
Saturday 25.06.22	:	Appearance at Chichester Jubilee Tea Party (and introduction of Deputy Mayor of Chichester and Town Crier) (Private Event)

AGENDA ITEM 17

- Tuesday 28.06.22 : 'Joint Cry' with Chester Town Crier (Filmed by BBC Camera Crew) followed by Interview with the BBC (Private Event)
- Sunday 03.07.22 : BRTC - Drive Through Time Motor Gala, West Park, Aldwick

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING – 4th JULY 2022**

AGENDA ITEM 19 - CORRESPONDENCE

FOR INFORMATION

1. BRBID Absolutely Sussex: July feature on Bognor Regis and advertising opportunity – Circulated to all Councillors 31.05.2022
2. Littlehampton Town Council Progress Magazine Summer 2022
3. VAAC Volunteer Recruitment Fair 20th September 2022 – Circulated to all Councillors 07.06.2022
4. NALC EVENTS – Circulated to all Councillors 07.06.2022
5. Mulberry Training Programme - dates in June – Circulated to all Councillors 08.06.2022
6. Neighbourhood Watch Network has launched a lottery – Circulated to all Councillors 08.06.2022
7. VAAC We're recruiting a Finance Officer 08.06.2022
8. Parish Online Newsletter - June 2022
9. Neighbourhood alerts Top tips on using mobile devices and apps safely – Circulated to all Councillors and on Social Media 09.06.2022
10. VAAC E-bulletin 09/06/22
11. WSCC air your views on local bus services – Circulated to all Councillors and on Social Media 09.03.2022
12. Stonepillow Fashion Show Fundraiser – Sent to Mayor as Patron 09.06.2022
13. Neighbourhood alerts - help us improve this Alert system 09.06.2022
14. Safer Arun partnership - Residents community safety survey – Circulated to all Councillors 09.06.2022
15. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to Councillors 10.06.2022
16. West Sussex County Council distributes hundreds of laptops to help people access digital services – Circulated to all Councillors 10.06.2022
17. Sussex by the Sea Update 10.06.22 - Let us know 'How's Business'?; plus - Opportunities; Awards; Green Tourism and SUSSEX DAY!
18. The Office of Sussex Police and Crime Commissioner-Anti-social Behaviour Working Group and Samaritans Visit – Circulated to all Councillors 10.06.2022
19. Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund 12.06.2022
20. Our future with you visionict – The 3 year plan 13.06.2022
21. VAAC E-bulletin 09/06/22 12.06.2022
22. Come and meet the team behind the team at the LGA Conference and Exhibition 14.06.2022
23. Neighbourhood Alerts June Newsletter – Circulated to all Councillors and on Social Media 14.06.2022
24. NALC Job listings 13.06.2022
25. WSCC trading Standards support Scams Awareness Fortnight – Circulated to all Councillors and on Social Media 13.06.2022
26. VAAC AMG and other events 15.06.2022
27. NALC Newsletter 15.06.2022
28. NALC EVENTS – Circulated to all Councillors 14.06.2022
29. Arun Weekly Bulletin – Circulated to all Councillors 14.06.2022
30. MET OFFICE Heat Health Warning Level 3 - Community Resilience Information action – Circulated on Social Media 15.06.2022

31. VAAC news and updates 16.06.2022
32. Cinema in Kingston-upon-Thames – EVENT 17.06.2022
33. NALC CHIEF EXECUTIVE'S BULLETIN 17.06.2022
34. Arun & Chichester Food Partnership – Community Food Growing – Circulated to all Councillors 17.06.2022
35. NALC JOB LISTINGS 20.06.2022
36. The Office of Sussex Police and Crime Commissioner-National Response Policing Week of Action – Circulated to all Councillors
37. Neighbourhood Alerts SMS Scam Message – Circulated to all Councillors and on Social Media 20.06.2022
38. NALC EVENTS – Circulated to all Councillors 22.06.2022
39. Arun Weekly Bulletin – Circulated to all Councillors 22.06.2022
40. Sussex Police Summer Road Safety Briefing – Circulated to all Councillors 22.06.2022
41. Neighbourhood Alerts – Cooking oil Thefts – Circulated to all Councillors and on Social Media 22.06.2022
42. WSCC June update – electric vehicle charging points go live, cost of living scams, new transport plan...and more – Circulated to all Councillors 23.06.2022 and on Social Media
43. WSCC Have your say about pharmaceutical services in West Sussex – Circulated to all Councillors and on Social Media 23.06.2022
44. VAAC E-bulletin 23.06.2022
45. Neighbourhood Alerts Get Safe Online West Sussex Digital Ambassadors – Circulated to all Councillors and on Social Media
46. CHIEF EXECUTIVE'S BULLETIN – Circulated to Councillors 24.06.2022
47. ADC New Group Head of law & Governance – Circulated to all Councillors 24.06.2022
48. The Office of Sussex Police and Crime Commissioner - Businesses help police identify and arrest violent shoplifter – Circulated to all Councillors 27.06.2022
49. BR BID TERM 2 DRAFT BUSINESS PLAN CONSULTATION – Circulated to all Councillors 24.06.2022
50. Twinning - Next International film at the Picturedrome
51. NALC Job listings 27.06.2022
52. Census 2021 Initial Results Published 28.06.2022 – Circulated to all Councillors
53. Thank you letter from Emma Barnard to Cllr Barrett regarding her appointment as Lord Lieutenant
54. Email to all Councillors – Town Crier, Jane Smith's invitation to attend Lord Byron College 50th Anniversary Celebrations in Italy
55. VAAC AGM 2022 – Circulated to all Councillors 28.06.2022
56. Arun Weekly Bulletin 28.06.2022 – Circulated to all Councillors and on Social Media
57. Arun Business Partnership July Newsletter – Circulated to all Councillors 29.06.2022
58. Arun & Chichester Citizens Advice June 2022 Newsletter 29.06.2022
59. Arun County Local Forum – Circulated to all Councillors 29.06.2022
60. Local Councils Update issue 263 June 2022
61. Neighbourhood Alerts Are your children safe on line – Circulated to all Councillors and on Social Media 30.06.2022
62. VAAC weekly updates 30/06/22
63. WSCC News release Looking back and to the future – museum of bygone times gets latest digital technology 01.07.2022 – Circulated to all Councillors
64. VAAC Funding Focus - July 2022

- 65.** NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 01.07.2022
- 66.** The Regis News 01.07.2022

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

AGENDA ITEM 20 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **TO NOTE RECEIPT OF £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (SECOND QUARTER PAYMENT 2022)**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 56 No.3 for May/June 2022 has been received, which is available for Members to view if required.

Town Force Works – meet a contractor on site to review seagull damage to the cooling system on the roof of screen 2 and look for any signs of water ingress inside screen 2 and report back. These works were funded by BPCL, labour only at a total cost of £49.50 plus VAT.

TO NOTE RECEIPT OF £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (SECOND 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. (second quarter payment for 2022).