



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 5th SEPTEMBER 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 5th September from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

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

DATED THIS 30th DAY OF AUGUST 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 Town Council Meeting held on 4th July 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 Extraordinary Meeting of 29th June and the Meeting of 1st August 2022** with resolutions, recommendations and reports including: -
 - Adoption of Terms of Reference for the Community Engagement and Environment Committee, Bognor Regis In Bloom Working Group, Beach and Sea Access Topic Team, Youth Provision Steering Group and Climate Emergency Focus Group - Min. 36 refers
 - Adoption of revised Standing Orders, together with Financial Regulations and Standing Orders for Contracts including the recommended amendments as a result of changes to procurement rules – Min. 39 refers
 - 9.2 **Community Engagement and Environment Committee Meeting of 8th August 2022** with resolutions, recommendations and reports
 - 9.3 **Planning and Licensing Committee Meetings of 9th and 30th August 2022** with resolutions, recommendations and reports
 - 9.4 **Events, Promotion and Leisure Committee Meeting of 11th July 2022** with resolutions, recommendations and reports
 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 [June](#) and [July](#) 2022 and to note the [balances, bank reconciliations and financial reports](#) (August 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. 53 refers
 13. To consider requests to make a presentation to Members prior to a future meeting from one of the Town Mayor's Charities, Bognor Regis Foodbank and local organisation, Arun & Chichester Citizens Advice Bureau
 14. Delegated Decisions including: -

- Planning and Licensing
15. Consideration of the start time for Planning and Licensing Committee Meetings reverting to a 4pm start - Min. 155 refers
 16. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board Annual General Meeting held on 20th July 2022 (if available)
 - To consider written request for new Town Council representation on the Bognor Regis Regeneration Board
 17. Town Mayor's Report and duties undertaken
 18. Town Crier's Report and duties undertaken
 19. Reports from Representatives to other organisations
 20. To receive Correspondence
 21. 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. (third 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 MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 4th JULY 2022

PRESENT:

Town Mayor: Cllr. J. Barrett; Cllrs: J. Brooks, A. Cunard (left during Min. 44 and 61.1), S. Goodheart, Miss. C. Needs, S. Reynolds (left during Min. 44 and Min. 61.1), M. Stanley, Mrs. J. Warr, B. Waterhouse (left from Min. 49 to Min. 41) and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Major Matt Butler (Salvation Army) (part of meeting)
Cllr. K. Greenway (WSCC) (part of meeting)
8 members of the public (part of meeting)

The Mayor's Chaplain, Major Matt Butler of the Salvation Army, led prayers prior to the Meeting

The Meeting opened at 6.32pm

38. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Mayor welcomed all those present and the Town Clerk read the Council's opening statement with particular attention 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 were received from Cllrs. K. Batley and Mrs. S. Daniells who were on annual leave, Cllr. W. Smith owing to a family emergency, and Cllr. Mrs. S. Staniforth who had a medical appointment.

No apologies were received from Cllrs. J. Erskine and H. Jones.

39. 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. Cunard declared a Disclosable Pecuniary Interest in Agenda item 20, as the tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when this item was discussed

Cllr. Goodheart stated that he would declare any interest as and when they might arise

Cllr. Miss. Needs declared an Ordinary Interest in any discussion relating to the Bognor Regis Carnival Association as the Town Council's appointed Representative

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 20, as an employee of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when this item was discussed

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

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

41. TO APPROVE THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 9th MAY 2022 AND SPECIAL COUNCIL MEETING HELD ON 14th JUNE 2022

The Minutes of the Annual Town Council Meeting held on 9th May 2022 and Special Council Meeting held on 14th June 2022 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

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

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

Cllr. Greenway (WSCC County Councillor for Bersted), seated in the Public Gallery, reported that a decision from WSCC in relation to The Phoenix Centre in Westloats Lane, Bognor Regis, had been pushed back. The Arun County Local Forum Meeting held in Bognor Regis on 20th June 2022 was reasonably well attended and any feedback on meetings was welcomed. Finally, Cllr. Greenway mentioned ongoing concerns with land bordering the Aldingbourne Rife which, although located in the parish of Felpham, was impacting on residents living on the Glenwood Estate. Cllr. Greenway continues to work closely with the Planning Department at ADC, particularly in relation to enforcement.

Cllr. Greenway was thanked for his work with the repairing of the roundabout in Victoria Drive, and the potholes in Burnham Avenue.

Members spoke of roadside damage on Lower Bognor Road caused by HGVs, a pending upgrade to a zebra crossing on Aldwick Road to a pelican crossing, and buddleia growing in roads. Cllr. Greenway said that he was happy to look into these matters but noted that some were out of his boundary.

43. WRITTEN QUESTIONS FROM COUNCILLORS

There were no written questions from Councillors.

44. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.56pm

A member of the public wished to congratulate the Town Council's Events Officer for the recent Drive Through Time Motor Gala organised by them.

Comment was made about protocols for dress code at meetings of the Town Council including the wearing of civic insignia.

The topic of the Picturedrome Cinema renovations was raised by a member of the public.

Cllrs. Cunard and Reynolds redeclared their Disclosable Pecuniary interest in relation to the Picturedrome Cinema and left the Meeting

The member of the public felt that, despite the ongoing works, the cinema continued to be an eyesore and asked that the Town Council address the issue particularly as it is a Grade II Listed Building on which much money had been spent.

Cllrs. Cunard and Reynolds returned to the Meeting

There had been much discussion in the public domain recently following an announcement from Arun District Council about the way in which many of their services were being managed online and by telephone. A member of the public asked whether Town Councillors would be prepared to support in ensuring that Bognor Regis Town Hall, owned by Arun District Council, remains open to the public and continues to be used as offices. Another member of the public spoke about the value of service users being able to discuss issues face-to-face with council staff, and asked Councillors to add their signatures to a petition being circulated to 'Save Our Town Hall'. Members were unanimously in support of this campaign.

A Councillor, seated in the public gallery, asked whether there was an opportunity for the Town Council to write to ADC to reiterate the concern in the community and request that services resume to those traditionally offered pre-Covid. The Clerk explained that this was not possible as this was not an Agenda item, and therefore decisions cannot be made. However, it was suggested that such a letter could be written by the Town Mayor and sent to ADC, which the Town Mayor agreed to do.

The Chairman reconvened the Meeting at 7.18pm

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

There were no written dispensation requests received from Town Councillors.

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

47. Policy and Resources Committee Meeting of 14th June and the Extraordinary Meeting of 29th June 2022

The Chairman of the Committee, Cllr. Waterhouse, reported in relation to the meeting of 14th June 2022. Members were advised that the Minutes of the Extraordinary Meeting of 29th June 2022 were not yet ready and that these would be received at the next Council Meeting.

47.1 Min. 8 - Recommendation to adopt the Terms of Reference for the Policy and Resources Committee; Joint Consultative Sub-Committee (Staffing); Allotments Sub-Committee; and Planning and Licensing Committee

Members unanimously **RESOLVED** to adopt the Terms of Reference for the Policy and Resources Committee; Joint Consultative Sub-Committee (Staffing); Allotments Sub-Committee; and Planning and Licensing Committee.

48. Community Engagement and Environment Committee Meeting of 13th June 2022

In the absence of the Chairman of the Committee, Cllr. Smith, the Vice-Chairman, Cllr. Brooks, reported.

48.1 Min. 7.2 - 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

Members unanimously **RESOLVED** 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.

Cllr. Waterhouse left the Meeting

49. Planning and Licensing Committee Meetings of 17th May, 7th and 28th June 2022

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

50. **Events, Promotion and Leisure Committee Meeting of 16th May 2022**

In the absence of the Chairman of the Committee, Cllr. Batley, the Vice-Chairman, Cllr. Woodall, reported.

50.1 **Min. 7 - 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)**

Members unanimously **RESOLVED** 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).

Cllr. Waterhouse returned to the Meeting

51. **TO FORMALLY RECEIVE THE MINUTES, REPORTS AND RECOMMENDATIONS OF THE COMMITTEES, AND REFER ANY SUGGESTED AMENDMENTS DECIDED UPON DURING THE MEETING BACK TO THE RELEVANT COMMITTEE, AND RATIFY ANY COMMITTEE ACTIONS AS MAY BE NECESSARY**

The Council **RESOLVED** to 'formally receive the reports, Minutes and recommendations of the Committee, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

52. **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**

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

53. **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)**

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

The Town Clerk informed Members that whilst it had been agreed at the last meeting for Officers to carry out research into the provision of adequate equipment, owing to circumstances beyond their control, this

had not happened and, therefore, suggested that this item be deferred to allow for proper research to be carried out by Officers.

Cllr. Brooks, who had himself provided a report to Members prior to the meeting, offered to share his expertise and pricing examples. The Town Clerk drew Members attention to the Council's Financial Regulations and the requirement to obtain 3 quotations for equipment that was not deemed to be specialist, of which this equipment is not considered to be since there is genuine competition in place to purchase elsewhere.

A Member commented on the importance of the equipment being accessible to all particularly in reference to microphones that needed to be independently operated.

Whilst several Members commented on the importance of abiding by the Financial Regulations some Members also felt uncomfortable at not following the advice given by the Town Clerk. Cllr. Cunard shared this concern and asked for this to go on record.

Cllr. Brooks stated that if the Town Clerk were to carry out research into the provision of adequate equipment to support any continuation of live streaming of meetings then, in his opinion, there were three possible options: -

- the set-up as detailed in the report supplied by Cllr. Brooks
- using Microsoft Teams, or Zoom
- equipment such as that used by ADC, with push-button mics

It was proposed, and seconded, that the Town Clerk be given Delegated Authority to research the simplest system and proceed with obtaining quotations. This was **AGREED** by Members. Cllr. Cunard abstained from the vote.

54. 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

The Assistant Clerk's report, and the Notes of the Members Briefing held on 23rd May 2022, were **NOTED**.

A Member asked for an update on the suggestion made at the Members Briefing regarding the pier. The Town Clerk explained that as the idea had come out of a Members Briefing, and not a Council Meeting, no decision could be made, or action agreed in relation to this matter. The Clerk went on to advise that it would have to be formally discussed as an Agenda item and suggested that it could come to the next Policy and

Resources Committee Meeting, to which the Committee Chairman agreed.

Members **APPROVED** 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.

55. **TO NOTE THE BRTC PROJECT PROPOSALS SUBMITTED TO ADC IN RESPONSE TO THE UK SHARED PROSPERITY FUND (UKSPF) CONSULTATION**

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

Cllr. Cunard left the Meeting

There was a brief discussion about some of the projects included in the proposals with the point being made that these were just a selection of the Town Council's preliminary ideas to be included in discussions at ADC.

Cllr. Cunard returned to the Meeting

The Council **RESOLVED** to **NOTE** the BRTC project proposals submitted to ADC in response to the UK Shared Prosperity Fund (UKSPF) consultation as appended to the report.

56. **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**

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

The Town Clerk informed Members that the Regeneration Board's AGM would be held on 20th July 2022. A reminder was also given about the Wayfinding Strategy Workshop, taking place on 11th July 2022, to which Members were invited to attend. The Clerk asked that Members wishing to participate in the workshop email Rebecca White, at the Regeneration Board, to let her know of their intention to attend.

Members **NOTED** the Minutes of the Bognor Regis Regeneration Board Meeting held on 27th April 2022.

57. **TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN**

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

58. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

59. 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.

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

59.2 Cllr. Woodall – BRTC/ADC Liaison Meetings; Rox Music & Arts; Bognor Shopmobility; Sussex Police Focus Group

60. TO RECEIVE CORRESPONDENCE

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

61. 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)

Cllr. Cunard and Cllr. Reynolds redeclared their Disclosable Pecuniary Interests

61.1 A Member asked Cllr. Cunard, as the tenant of the Picturedrome Cinema, to give an update prior to his leaving the meeting.

Cllr. Cunard reported that trying to get the necessary trades people was continuing to prove difficult. Specialist brickwork was required owing to the building's Listed Building status and quotes were awaited for replacement Georgian glass in the sash windows, to avoid any mismatch. Cllr. Cunard stated that he was aware that the dusty appearance at the front of the building was off putting but he explained that the grounding of the newly laid marble floor in the foyer creates a residue that unfortunately coats nearby surfaces. As soon as these works to the floor were complete, the front of the building would be cleaned up.

Cllrs. Cunard and Reynolds left the Meeting

Following on from the update given by Cllr. Cunard, a Member commented that as a regular user of the Picturedrome Cinema they believed that the work would be worth the wait. It was suggested that the Town Council and Cinema could do a joint promotional piece, showing the progress on site, to help any misunderstanding or misdirection and that regular updates could be provided on the Town Council's website.

The Town Clerk advised those present that she had received an email update from the tenant earlier in the evening which would be circulated to Members following the meeting.

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

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

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

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

The Meeting closed at 8.30pm



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MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON WEDNESDAY 29th JUNE 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett, Mrs. S. Daniells, J. Erskine, S. Goodheart, W. Smith (left during Min. 30), M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mr. D. O'Connor (ADC Community Safety Officer)
Mr. R. Wickham (ADC Group Head of Wellbeing and Communities)
Ms. H. Allen (Bognor Regis Business Improvement District Co-Ordinator)
Cllrs: J. Brooks, S. Reynolds and P. Woodall in the public gallery (part of meeting)
3 members of the public

The Meeting opened at 6.30pm

27. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. A. Cunard owing to work commitments.

The Clerk informed those present that whilst all Town Councillors had been invited to attend this meeting, for those not able to attend, it was not customary for them to give apologies for absence since they are not Members of the Committee.

28. 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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- 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

29. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.32pm

A local business owner, seated in the public gallery, spoke of his confusion about the proposal for Community Wardens and his concerns about any crossover between them and the current Business Wardens scheme in Bognor Regis. In his experience, the Business Warden scheme operated by the Bognor Regis Business Improvement District (BID), with financial support from Bognor Regis Town Council (BRTC), had proved to be a successful service which included intelligence sharing between businesses and the Police. The local business owner felt that there were complex issues to be dealt with in Bognor Regis Town Centre, on a daily basis, and was concerned that Community Wardens would not be as involved with businesses as the Business Wardens are. Should the Town Council go ahead with any funding of the proposed scheme, he hoped that this would not result in cuts to the Business Warden scheme and that he would, in fact, prefer to see any investment go towards further funding for Business Wardens.

A fellow local business owner echoed the comments previously made and was concerned that the introduction of Community Wardens might dilute the current Business Warden scheme. He spoke of the struggles that independent businesses are facing and of the support that the Business Warden scheme provides them. It was suggested that the reasons as to

why it was felt that a Community Warden scheme was needed in Bognor Regis be further investigated, and that these problems be addressed by redirecting the monies involved with the proposal into investing in families that were struggling by way of funding food banks or youth services, for example.

A Member seated in the public gallery spoke in support of the comments so far made and believed that money paid by taxpayers should be given back to the community, as proposed by the previous speaker. Whilst he acknowledged that crimes took place outside of the Town Centre, he believed that the main problems are within.

Cllr. Stanley declared an Ordinary Interest as the manager of a High Street business

Comment was made from the public gallery that this matter would not be under discussion if there was an effective police force, and Councillors were asked to lobby for a better service from them. The Chairman stated that these points had been made to the Sussex Police and Crime Commissioner, Mrs. Katy Bourne, when she had attended a Council Meeting earlier this year.

The Chairman reconvened the Meeting at 6.44pm

30. TO CONSIDER PROPOSAL FOR COMMUNITY WARDEN SCHEME IN BOGNOR REGIS, AS A JOINT INITIATIVE BETWEEN THE TOWN AND DISTRICT COUNCILS

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

The Chairman welcomed Mr. D. O'Connor and Mr. R. Wickham, from ADC, to the meeting and invited them to speak.

Mr. O'Connor thanked the Town Council for the opportunity to address the Committee and gave a brief introduction to the Community Warden scheme that had launched in Littlehampton in April 2021. It was deemed that the scheme had had a positive impact and ADC, in partnership with Littlehampton Town Council, had subsequently agreed further funding for the continuation of Community Wardens in Littlehampton. ADC officers had now been instructed to see what scope of interest there would be for the same scheme in Bognor Regis.

The Chairman then invited Ms. H. Allen, from Bognor Regis BID, to address the Committee.

Ms. Allen stated that she was happy to answer questions about the existing Business Wardens scheme in Bognor Regis and that, whilst she wouldn't try to influence the Town Council's decision on the proposal before them, she could not support money from the businesses being used to support the Community Wardens scheme. In the last 5 years, during the BIDs first

term, £26,000 of the £36,000 cost for Business Wardens in Bognor Regis has been provided by the BID and they cannot afford to pay any more money to dedicated Town Centre Wardens.

However, Ms. Allen felt that the BID would be in support of Community Wardens if the scheme were to specifically provide Wardens to respond in Hotham Ward and Marine Ward, where the Town Centre sits. Were the Community Warden proposal to go down that route then it was suggested that the BID may be able to provide for 2 days of provision.

Ms. Allen pointed out that Littlehampton does not have a Business Improvement District and those local businesses do not contribute to a scheme that provides for personnel to address crime that affects them. It was her experience that it is imperative for businesses in a Town Centre to share information through reports that Business Wardens act upon and that the Police then respond to.

In closing, Ms. Allen drew attention to the fact that the BID's first term comes to an end on 31st March 2023 and that should the BID not be voted in for a second term then the conversation about Wardens in the Town Centre would most definitely need to be had.

A Member spoke to say that they were not in support of the proposal for a Community Warden scheme in Bognor Regis and felt the money required for the scheme would be better spent on youth provision, for instance. Concern was expressed about the level of funding required and the question asked as to where it would come from. The Chairman responded by saying that the funding required in the proposal would equate to a 7.5% increase in the Precept unless the Town Council made economies elsewhere.

Cllr. Smith gave his apologies and left the Meeting

Mr. O'Connor explained that the proposal being presented to Bognor Regis Town Council was based upon figures from the Littlehampton Community Warden scheme. However, he went on to say that those costs might be different for Bognor Regis when taking into account other schemes, financial constraints etc. Following a question from a Member about how the figure of £150,000 per annum for three Wardens arose, Mr. O'Connor detailed that this comprised of a £28,000 salary for each position, uniforms, significant costs for training, and ongoing budgets, hence this was why ADC believed this to be the sum that was needed.

Upon further discussion comment was made about how the two Warden schemes were similar and yet different, therefore the question should be asked about what was trying to be achieved. If it were to address anti-social behaviour and crime in the Town Centre then there was some doubt as to why three Community Wardens would be needed when the current Business Warden scheme seems to work reasonably well at tackling these issues.

Mr. O'Connor detailed the abilities of the Littlehampton Community Wardens who were accredited and had the power, devolved to them by Sussex Police, to remove alcohol, issue Fixed Penalty Notices, stop cycling, and acquire names and addresses in relation to anti-social behaviour. Whilst the Community Wardens have access to the Disc system (an online information-sharing system that aims to help drive down low-level crime and anti-social behaviour across the UK) they do not add shoplifting reports, or any other reports on behalf of businesses.

It was queried whether there was any evidence of crime reduction in Littlehampton Town Centre since the Community Warden scheme had begun. Mr. O'Connor explained that whilst he did not have that information to hand, he could obtain this data.

Members of the public present at the meeting asked whether ADC were offering to work with partners to develop a bespoke scheme for Bognor Regis. It was suggested that this might include considering contracting an external security service provider, such as SWL, rather than recruiting Wardens on an employment contract. Mr. Wickham stated that it was possible to come up with a bespoke proposal for the scheme in Bognor Regis which could then be presented to the relevant Committee at ADC.

Many Members commented that they were not supportive of the proposal presented for Community Wardens in Bognor Regis in its current form, with some deeming it to be a luxury that could not be afforded and was a duplication of what was already provided courtesy of the Business Wardens. It was largely agreed that a conversation should be had about supporting or enhancing the existing Business Warden scheme, and to potentially develop the aspect of two extra Wardens to be provided by SWL, for example. Following the lengthy debate, it was suggested that BRTC Officers liaise with the BID to understand what is required, in their opinion, with consideration given to the potential that the BID might not be around in 9 months' time and what BRTC would do if that were the case. It was **AGREED** that BRTC Officers, and Ms. Allen, then liaise with ADC Officers about a bespoke service for Bognor Regis.

The Chairman thanked Mr. O'Connor and Mr. Wickham for attending the meeting, which had been very helpful in understanding the proposition, and had encouraged lots of engagement with those present.

The Meeting closed at 7.33pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 1st AUGUST 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: A. Cunard (from Min. 35), Mrs. S. Daniells, J. Erskine (from Min. 31), W. Smith, and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. J. Brooks
1 member of the public
1 member of the Press

The Meeting opened at 6.30pm

31. 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 Cllr. J. Barrett with no reason given and Cllr. S. Goodheart who was on annual leave. No apologies had been received from Cllr. Stanley.

32. 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

33. TO APPROVE THE MINUTES OF THE MEETING HELD ON 14th JUNE AND THE EXTRAORDINARY MEETING OF 29th JUNE 2022

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 14th June and the Extraordinary Meeting of 29th June 2022 and these were signed by the Chairman.

34. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

A member of the public spoke about WSCC's Connected Spaces Wi-Fi project which will provide a digital infrastructure to help boost the visitor economy in six identified areas within the county. The member of the public felt that this provision would be excellent in Bognor Regis, which was not one of the areas identified, and asked whether the Town Council had been aware of the project. Those Members and Officers present at the meeting were not aware and it was proposed that investigation be undertaken with WSCC to enquire further.

The Chairman reconvened the Meeting at 6.36pm

35. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllr. Cunard arrived at the Meeting

35.1 14th June - Min. 8 - Terms of Reference for the Events, Promotion and Leisure Committee

The Clerk reminded Members that at the last meeting it had been noted that the Events, Promotion and Leisure Committee had agreed to defer their review of the Terms of Reference until the next meeting.

Therefore, any recommendations regarding their Terms of Reference would be reviewed at the Policy and Resources Committee Meeting to be held on 1st August 2022.

The Clerk went on to report that it was her understanding that at the Events, Promotion and Leisure Committee Meeting held on 16th May 2022, a Member had 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.

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

The matter was once again deferred at the last Events, Promotion and Leisure Committee Meeting and it was suggested to the Member who had raised these concerns initially that if he could advise the Clerk of his concerns in relation to the Terms of Reference, these could then be reviewed to see if appropriate amendments could be made.

In the interim the Clerk had spoken with Pete Cooper, an associate consultant with DCK Accounting Solution, who previously produced these documents on behalf of the Town Council. He confirmed that as it is some years since these documents were put together it would be prudent to do a review and he would be happy to work with the Clerk to update the documents and ensure that any proposed changes still comply with the powers and legislation within which the Council has to work.

Members were asked to note however that, in order for changes to be made to the Terms of Reference, consideration would need to be given to reviewing all of these documents across the various Committees as many items have a correlation. Members were reminded that as all of the Terms of Reference for Committees, Sub-Committees and Working Groups etc. except the Events, Promotion and Leisure Committee had been reviewed and agreed by the relevant Committees for this current Municipal Year, it would not be possible to revisit these with regards to recommending any changes to the Policy and Resources Committee within six months of them being considered previously.

Therefore, a review of all the Terms of Reference will be undertaken by the Clerk working with Pete Cooper over the next few months following further liaison with individual Members on their proposals for changes to be made thus enabling these to be updated. Draft amended documents can then be considered by each Committee later in the year for approval before recommendation to the Policy and Resources Committee and Council. As this is likely to be an onerous task the details of how this will be managed will be shared with all Members in the coming weeks.

35.2 14th June - Min. 13 - Bognor Regis Heritage & Arts Partnership Board Digital Portal Update

At the previous meeting, a Member queried whether there was any progress on the Heritage & Arts Partnership Board's proposal for a 2-way digital portal with Bognor Regis' Twinned Town.

Having liaised with the Chairman of the Partnership Board, the Town Clerk gave the following verbal update on their behalf: -

"I had a Zoom meeting with Portal Cities who created and developed the Portal link between Lithuania and Poland.

They are a young team and have the aspiration for a number of cities towns to be linked across the globe and claimed interest from Asia and the USA.

Our interest was a point-to-point link with Weil Am Rhein, but they wanted all cities to be linked and the links would scroll between participating towns. This was not what the Twinning Group was considering.

Costs are now c €150,000 per unit.

To date almost 2 years after the original portal, no other link has been confirmed.

I advised the Heritage & Arts Partnership Board that at this stage Portal Cities are looking at a different vision to what we were considering and therefore we should not move forward on this project at the moment.

Let us wait and see over the next 12 months if other towns or cities take up the concept.

I questioned the size of the units, and they are 3 metres in diameter weighing 11 tonnes so sighting of the Portal would need careful planning.

The team do hold portal events such as drama and dance to maintain interest in both towns.

We may be able to do things like that with a face time link without spending €150,000."

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

- **To note any recommendations from the Community Engagement and Environment Committee made at their meeting on 13th June 2022 (Min. 8 refers) including recommendations regarding the Terms of Reference for the Bognor Regis In Bloom Working Group, Beach and Sea Access Topic Team, Youth Provision Steering Group and Climate Emergency Focus Group**

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

The Committee reviewed the Terms of Reference for the Community Engagement and Environment Committee, Bognor Regis In Bloom Working Group, Beach and Sea Access Topic Team, Youth Provision Steering Group and Climate Emergency Focus Group and it was **RESOLVED** to **RECOMMEND** to Council that these be adopted with no amendments.

37. TO RECEIVE THE TOWN FORCE REPORT

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

A Member queried whether Town Force were now fully-staffed, which the Clerk confirmed was the case.

38. TO NOTE THE JOINT ACTION GROUP (JAG) MEETING HELD ON 16th JUNE 2022

The Assistant Clerk's report, detailing that the Joint Action Group were reforming and that new Terms of Reference for the Group had been agreed at the inaugural meeting held on 16th June 2022, was **NOTED**.

39. TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO THE COUNCIL THE ADOPTION OF REVISED STANDING ORDERS, TOGETHER WITH FINANCIAL REGULATIONS AND STANDING ORDERS FOR CONTRACTS INCLUDING RECOMMENDED AMENDMENTS AS A RESULT OF CHANGES TO PROCUREMENT RULES

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

Having reviewed the various documentation, Members **RESOLVED** to **RECOMMEND** to Council the adoption of revised Standing Orders, together with Financial Regulations and Standing Orders for Contracts including the recommended amendments as a result of changes to procurement rules as detailed in the draft documents appended to the report.

40. MATCH-FUNDING AWARDS - TO RATIFY RELEASE OF THE FUNDS TO ROX MUSIC AND ARTS DEFERRED FROM LAST MEETING - MIN. 19.3 REFERS

The Assistant Clerk's report, which included the breakdown of costs for the event that were previously requested, was **NOTED**.

Members **AGREED** to **RATIFY** the release of the funds to the value of £4,000 to Rox Music & Arts for the 2022 Rox Art Trail event.

41. **TO NOTE THE REQUIREMENT THAT THE GRANT AID AWARDED TO THE 2020 PRIDE EVENT CURRENTLY HELD IN EARMARKED RESERVES, THAT IS NO LONGER NEEDED, WILL BE RETURNED TO GENERAL RESERVES - MIN. 20 REFERS**

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

Following receipt of the guidance from the Town Council's Accountant, Members **NOTED** that the Grant Aid awarded to the 2020 Pride event currently held in Earmarked Reserves, that is no longer needed, will be returned to General Reserves.

42. **TO RATIFY ADDITIONAL £100 EXPENDITURE FOR THE TOWN CRIER'S NEW REGALIA FOR THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS - MIN. 47 FROM THE MEETING HELD ON 2nd AUGUST 2021 REFERS**

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

Members **RESOLVED** to **RATIFY** the additional £100 expenditure for the Town Crier's new regalia for the Queen's Platinum Jubilee celebrations, to be funded from the Town Crier's Earmarked Reserves.

43. **TO CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE TO ALLOCATE A BUDGET OF £300, FOR THE PURCHASE OF PLAQUES AND TROPHIES FOR AWARDED TO BUSINESSES DEMONSTRATING GOOD PRACTICE WITH REGARDS TO RECYCLING AND GREEN ISSUES – MIN. 16 REFERS**

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

A Member commented that they were happy in principle with the idea but that in keeping with environmental friendliness, any awards should be made from metal or glass, rather than plastic.

Several Members expressed concern as to how businesses would be evaluated as worthy award winners and there was a feeling that it was not a level playing field. For example, those businesses responsible for clinical waste could not recycle as easily as others. With such a diversity of businesses in Bognor Regis, Members considered it important to have a criterion in place to better understand how prizes would be awarded.

Members, therefore, **DISAGREED** with the recommendation to allocate a budget of £300, for the purchase of plaques and trophies for awarding to businesses demonstrating good practice with regards to recycling and green issues.

Instead, it was **AGREED** to **REFER** the item back to the Community Engagement and Environment Committee and ask them to consider a criterion upon which businesses will be evaluated, in view of the comments made about whether the award offers a level playing field and can be truly inclusive to all.

44. TO CONSIDER THE REQUIREMENT FOR AN EQUALITY, DIVERSITY AND INCLUSION POLICY FOR BOGNOR REGIS TOWN COUNCIL

The Assistant Clerk's report including the appended Town Council's Equality Policy Statement were **NOTED**.

Following discussion, Members **AGREED** that there is a requirement for an Equality, Diversity and Inclusion Policy for Bognor Regis Town Council and requested that Officers prepare a draft version for consideration by this Committee at a future meeting.

It was also suggested that a Modern Slavery Policy be put together for consideration by the Committee which the Town Clerk confirmed would also be looked into.

45. LEASE OR LICENCE - FURTHER UPDATE ON THE POSITION IN RELATION TO BRTC ASSETS ON THE PROMENADE REGARDING ADC REQUIREMENTS AND CONSIDERATION OF THE WAY FORWARD – MIN. 6.2 REFERS

The Town Clerk's report, which gave a detailed account of this issue which had been ongoing for a number of years without resolution, was **NOTED**.

The Clerk had also highlighted, within the report, the requirement within the draft lease to keep the decking areas free from shingle. This was not always possible after high tides and would likely incur expenditure going forward for digger hire, for which a budget provision will need to be made.

Members were informed that the partner at the Town Council's solicitors, with whom the Town Clerk had previously been liaising and obtaining advice, had left the firm on Friday and that a response from a different partner was awaited.

Members **AGREED** to give delegated authority to the Town Clerk in liaison with the Chairman to proceed with instructing the Town Council's solicitor to review and advise on the draft lease documents for the Town Council's decking located on the promenade.

Members further **AGREED** to give delegated authority to the Town Clerk to progress the draft leases from ADC for the seafront showers, beacon and the seafront railing troughs once these are received by instructing the Council's solicitor to review and advise on their content prior to them being signed.

46. FINANCIAL REPORTS INCLUDING: -

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

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

46.2 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 (deferred from last meeting - Min. 22.2 refers), and May and June 2022, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

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

47. CORRESPONDENCE

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

48. 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 18 and 19 (contractual).

49. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

50. SEAFRONT DEVELOPMENT INCLUDING THE PIER TO CONSIDER FURTHER RESEARCH INTO ITS POTENTIAL - REFERRED FROM COUNCIL MEETING 4th JULY 2022

The confidential report from the Assistant Clerk was **NOTED**.

Following some debate, Members **RESOLVED** to **AGREE** that the subject relating to the pier be raised at the next BRTC/ADC Liaison Meeting and that it also be included in the Town Council's Vision, when seafront development is discussed as part of a conversation about the Bognor Regis Masterplan Review.

The Meeting closed at 7.16pm



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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 8th AUGUST 2022

PRESENT:

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

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Cllr. S. Goodheart in the public gallery
4 members of the public in the public gallery

The Meeting opened at 6.30pm

20. 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. Miss. C. Needs who was on annual leave and Cllr. Mrs. S. Staniforth due to personal circumstances. No apologies were received from Cllr. Mrs. S. Daniells.

21. 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 7 as he has been involved with BR Community Cleans CIC in an upcoming project with the organisation

22. TO APPROVE THE MINUTES OF THE MEETING HELD ON 13th JUNE 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 13th June 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 13th June 2022, as an accurate record of the proceedings and the Chairman duly signed them.

23. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

A member of the public, who had previously been the interim, voluntary appointed Secretary for the Bognor Regis Youth and Community Centre, spoke of personal concerns he presently had in relation to the Centre.

The Chairman stated that any conflict, as had been suggested by the member of the public were between the Trustees of the Bognor Regis Youth and Community Centre, was not an issue that the Committee could act upon. The Chairman also advised that he had been in close communication with the Trustees and Management of the Centre and advised the Committee that any concerns would be reported to this Committee.

The Projects Officer asked the member of the public to email the Town Clerk, as the Responsible Financial Officer, if he had cause for concern in relation to any funding provided by the Town Council to the Youth Centre.

A Member seated in the public gallery asked that when discussing Agenda item 14, that the Committee consider the potential of building reservoirs to protect the Town and District in the future, given the ever-changing climate.

The Chairman reconvened the Meeting at 6.54pm

24. CLERK'S REPORT

24.1 11th April 2022 – Min. 88 refers – To ratify Locality Subscription renewal for 2022/23

Following the Community Engagement and Environment Committee Meeting held on the 11th of April 2022, the Town Clerk successfully was able to cancel the Direct Debit with Locality for full Membership. The new free entry-level Network package, to which the Town Council are enrolled allows for Monthly newsletters, Members' only Facebook group and Members directory.

24.2 11th April 2022 - Min. 89 refers – To consider purchasing a hedgehog highway box, and identify a budget

On the 28th of June, The Town Mayor, the Projects Officer and the Committee and Events Support Officer welcomed two members of staff from Brent Lodge Wildlife Hospital. After a successful handover of the hedgehog highway box, the Town Mayor was invited to open the new Brent Lodge facility based on the outskirts of Chichester.

24.3 13th June 2022 – Min. 17 refers – 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

At the Community Engagement and Environment Committee Meeting held on the 13th of June 2022, 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. Despite several attempts via email and telephone there has yet to be a response from Arun District Council on this matter. The Projects Officer will continue to pursue this to provide a response at the next Committee Meeting.

Whilst the Committee await a response from Arun District Council, the Projects Officer has emailed this Committee with details of an organisation called Refill. Through the creation of a free-to-download app, residents and tourists of Bognor Regis can locate water refilling stations already signed up to the app such as Greggs, Costa, William Hardwick and EcoSwap CIC, as well as the water fountains situated within the Town and along the Esplanade. Furthermore, the Projects Officer could liaise with the BID to further promote this scheme to create further refill stations in Bognor Regis.

24.4 13th June 2022 – Min. 18 refers – Further consideration of the WSCC initiative around community improvements

Following the Community Engagement and Environment Committee Meeting held on the 13th of June 2022, the Projects Officer contacted a Senior Staff Member of West Sussex County Council to set up a meeting to gain further insight into the initiative. On the 4th August 2022, a response was received and a meeting shall take place with a report from the Projects Officer to be given at the Community Engagement and Environment Committee Meeting to be held on 3rd October 2022.

24.5 Southern Rail Community Improvement Grant

Southern Rail's improvement fund seeks to support local communities focusing on causes that are important to Govia Thameslink, one of which is environment and sustainability. With the support of Arun District Council, Bognor Regis Town Council have submitted an application for funding of £4,302 to install three public bike repair stands and pumps in the Town, with a view to encouraging cycling. Other parishes along the rail route, such as Littlehampton and Angmering were also encouraged by ADC to submit an application with a view to strengthening the cycling infrastructure in the district. The applications window closed on the 30th of July with the outcomes known in early 2023. If successful, then funding will be received in April 2023 and must be spent and fully committed by the 31st of March 2024.

25. 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.

26. FLEXIBLE COMMUNITY FUND INCLUDING: - TO REVIEW THE CURRENT APPLICATION AND CRITERIA FORM FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE; TO RATIFY THE DECISION TO AWARD/NOT AWARD £276.38 TO BR COMMUNITY CLEANS CIC AND £717.00 SOUTH COAST SPORTS

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

- 26.1 Members discussed the current application form and **AGREED TO RECOMMEND** to the Policy and Resources Committee the following amendments and subject to agreement that the application and criteria form for the Flexible Community Fund as amended be adopted: -

Question 4. Please tick the relevant information and supply the appropriate number.

Members discussed Limited Companies as part of the application and that they have many lines of credit. The purpose of the Flexible Community Fund

is to provide solutions for local community businesses where appropriate and that Limited do not fall under this category.

Recommendation to remove: Company Ltd. By Guarantee

Question 14. The Town Council is keen to hear about the impact and benefits arising from the Flexible Community Fund. Therefore, if your application is successful, the Town Council will be in touch with you to request feedback. Please indicate below whether you anticipate your event/project will be completed within 6, or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

Recommended amendments to Question 14. (in line with same question on Grant Aid Form)

The Town Council is keen to hear about the impact and benefits arising from the Flexible Community Fund. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms. Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

26.2 Members **RATIFIED** the decision not to support the application from BR Community Cleans CIC for £276.38 to fund Public Liability Insurance.

Members **RATIFIED** the decision not to support the application from South Coast Sports for £717.00 for reusable yogurt pots.

27. TO RECEIVE THE NOTES OF THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON 6th JULY 2022 AND TO AGREE ARRANGEMENTS FOR THE NEXT MEETING

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

Members **AGREED** that an Online Community Open Forum Meeting should be arranged for 6.30pm on Monday 15th August 2022.

Members further **AGREED** that the Projects Officer should take the necessary steps to arrange a Councillor Drop-In Surgery in September 2022.

The Projects Officer confirmed he would investigate any costs or necessary applications in order for the Committee to offer the aforementioned Councillor Drop-In Surgery.

28. TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD ON 18th JULY 2022 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 CLLR. W. SMITH; APPOINTING A MEMBER OF THE COMMUNITY ENGAGEMENT COMMITTEE AS A NON-PARTICIPATING OBSERVER OF THE BOGNOR REGIS YOUTH & COMMUNITY CENTRE BOARD

The Projects Officer's report, including the update from Chris Cook on the current position with the Phoenix and Find It Out Centres and the Notes of the Youth Provision Steering Group Meeting held on 18th July 2022, were **NOTED**.

The Projects Officer advised the Committee that West Sussex County Council has confirmed that Sussex Clubs for Young People have been accepted, subject to terms, as the 25-year lessee. It is expected that the umbrella organisation for The Regis School, United Learning will be accepted as the preferred lessee for the Phoenix Centre.

The Chairman updated the Committee Members with the current progress of the maintenance and repairs at the Bognor Regis Youth and Community Centre building, which is being carried out by volunteers, except for regulated works which have been carried out by professional trades workers, all in the hope that the Centre will be opened by October 2022.

A Member commented on the objectives of the Youth Provision Steering Group, and that there is a perceived lack of engagement from key stakeholders, in particular schools as well as the voice of young people. The Member also stated that he was unsure of the direction Youth Provision should take, namely classroom-based group work or drop-in type of activities and that the representatives of the Youth Provision Steering Group should be evenly represented to give an even view from each group. The Member asked for some clarification surrounding the circumstances which led to the previously appointed Member of the Committee stepping down as a non-participating observer of the Bognor Regis Youth and Community Centre Board.

The final comment from the Member sought clarity over the decision this Committee made regarding the allocation of funding to Sussex Clubs for Young People and that he understood that the Committee agreed in principle to the proposal from Chris Cook, CEO of the organisation.

The Chairman advised that the Committee Member made the decision to step down from Bognor Regis Youth and Community Centre due to

potential conflict of interest due to their involvement with negotiations to operate a community café at the Youth Centre.

The Chairman understood that the £10,000 to Sussex Clubs for Young People (SCYP) had been agreed, and it has been held in order for SCYP to explore match-funding. The Chairman asked that the Projects Officer confirm to the Committee via email the decision that had been made regarding funding to SCYP.

The Projects Officer updated Committee Members that staff from The Regis School were invited to the Youth Provision Steering Group, however due to the fact the meetings were held during school hours and staff were on leave, they were unable to attend. The Governor of the school shall also be invited to future meetings.

The Chairman suggested that to address the concerns raised by the Member earlier that presentations, including a progress update and how the funds will be utilised from SCYP and BRYCC could be arranged. The Projects Officer suggested to the Chairman that the next Youth Provision Steering Group Meeting could be held in the evening to accommodate Members of this Committee to receive the presentations, which was **AGREED** by all.

Members **AGREED** the appointment of Cllr. Smith, as the Member of the Community Engagement and Environment Committee as a non-participating observer of the Bognor Regis Youth and Community Centre Board.

29. TO RECEIVE AN UPDATE ON THE BEACH & SEA ACCESS TOPIC TEAM

With no meeting having recently been held there was no update from the Beach and Sea Access Topic Team. However, a dual-hatted Councillor who is a member of the Topic Team and sits on Arun's Bognor Regis Beach Access Working Party was able to give a verbal update following the Party's Meeting held 6th July 2022. 588 responses to Arun's Beach Access online survey were received, which are currently being analysed with further information to be put to the next meeting held on 13th September 2022. The Member advised that BRBAWP are very supportive of this project and are looking into both small and large projects to provide access but that further funding may need to be sourced to implement.

The Chairman allowed a Councillor seated in the public gallery to speak, who asked if the ramp situated near Butlin's would be considered for access need. The dual-hatted Councillor, who had given the verbal update, advised that there is a concession which will be taking on the responsibility of this ramp, as well as clearing the shingle. However, they wanted to note that the ramp is not DDA compliant to allow for the use of wheelchairs.

A Member asked that the Projects Officer write a letter of thanks to Mr. Spencer, who was the Engineering Services Manager at Arun District Council who would soon be retiring, thanking him for his work relating to Beach Access. This was **AGREED** by Members.

30. TO RECEIVE THE NOTES FROM THE CLIMATE EMERGENCY FOCUS GROUP MEETING HELD ON 27th JULY 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the appended Notes of the Climate Emergency Focus Group Meeting held on 27th July 2022 were **NOTED**.

There were no recommendations to the Community Engagement and Environment Committee.

31. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 23rd JUNE 2022 AND 28th JULY 2022 (IF AVAILABLE)

The Projects Officer's report including the appended Notes of the non-quorate meetings of the Bognor Regis in Bloom Working Group held on 23rd June and 28th July 2022, were **NOTED**.

Members **RATIFIED** the cost of the two winners' plaques at a total cost of £18.00, the total cost of plants at £195.00, and the cost of winners' vouchers at a total cost of £30.00 for the Guides competition.

Members **RATIFIED** the final cost of £400.00 for the temporary floral display at the seafront beacon.

Members **RATIFIED** the donation of £100.00 to Bognor Community Gardeners for plants at Victoria Road South car park.

32. TO RECEIVE AN UPDATE RE: SETTING UP AN AWARD FOR BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO RECYCLING AND GREEN ISSUES: - 13th JUNE 2022 – MIN. 16 REFERS

Members discussed that the onus is on businesses to self-nominate in order to be considered for demonstrating good practice with regards to recycling and green issues, and that the Community Engagement and Environment Committee will decide an appropriate award, such as a diploma printed on recycled paper.

Members also discussed that while it may not be possible for a clinical waste business to recycle waste materials, Members stated that there may be alternatives to show good green practices, such as paper-free office

working, carpooling, electric vehicles, donating waste material, food, supplies to charity.

Members **AGREED** that the matter be **REFERRED** back to the Policy and Resources Committee with the **RECOMMENDATION** that a budget of £150.00, for the purchase of an award, be funded from an appropriate budget.

33. TO CONSIDER WRITING A LETTER TO SOUTHERN WATER REGARDING RAW SEWAGE, AS REFERRED BY THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE – MIN. 83 OF THE MEETING HELD 11th APRIL 2022 REFERS

Members **AGREED** that a letter should be sent to Southern Water, on behalf of Bognor Regis Town Council, in relation to the pumping of raw sewage into our waters.

34. CORRESPONDENCE

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

The Meeting closed at 7.49pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 9th AUGUST 2022

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett, S. Goodheart (from Min. 30), M. Stanley, B. Waterhouse and P. Woodall

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

The Meeting opened at 6.30pm

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

26. 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

27. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28th JUNE 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 28th June 2022 as an accurate record of the proceedings and the Chairman signed them.

28. 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.

29. TO RATIFY DELEGATED DECISIONS INCLUDING RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 24th JUNE AND 8th JULY 2022

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

Following the cancellation of the Planning and Licensing Committee Meeting due to be held on 19th July 2022, Members were instead canvassed for their opinion on the applications on the Lists dated between 24th June and 8th July 2022, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (appended to these Minutes as **Appendix 1**).

The responses made to Planning Applications on lists dated between 24th June and 8th July 2022 were **RATIFIED** by the Committee.

30. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15th, 22nd AND 29th JULY 2022

Cllr. Goodheart arrived at the Meeting

- 30.1** The Committee noted that there were no views from other Town Councillors to report.
- 30.2** The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.

Cllr. Goodheart declared an Ordinary Interest in planning application BR/159/22/PL as he lives nearby

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

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

There were no Licence applications to be considered.

32. CORRESPONDENCE

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

The Meeting closed at 7.24pm

**PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED
PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 19th JULY 2022 FOR WHICH
MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING COMMENTS
SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 24th JUNE, 1st AND 8th JULY 2022)**

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

<p><u>BR/140/22/DOC</u> <u>Berghestede</u> Shripney Road Bognor Regis PO22 9LW</p>	<p>Approval of details reserved by condition imposed under BR/281/21/L relating to condition 3- materials and finishes and section of frame for French doors.</p>	<p>NO OBJECTION</p>
<p><u>BR/119/22/PL</u> <u>Butlin's</u> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>New reception kiosk and alterations to car park layout. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/141/22/HH</u> <u>1 Parklands Avenue</u> Bognor Regis PO21 2BA</p>	<p>Erection of single storey side/rear and other side extension, front porch extension and installation of first floor rear terrace, following demolition of existing front porch.</p>	<p>OBJECTION The installation of a first floor rear terrace will result in a significant loss of privacy of occupiers in neighbouring properties. The proposal is therefore contrary to policy D DM1 and D DM4 of the Arun Local Plan and the National Planning Policy Framework.</p>
<p><u>BR/148/22/TEL</u> <u>Land at Highfield Road</u> Bognor Regis PO22 8PH</p>	<p>Prior notification under Schedule 2 Part 16 Class A for a proposed 5G telecoms installation, 15m street pole and additional 3 ancillary equipment cabinets and associated ancillary works.</p>	<p>NO OBJECTION</p>

<p><u>BR/124/22/HH</u> <u>25 Pevensey Road</u> Bognor Regis PO21 5NS</p>	<p>First floor side extension, barn end to gable end roof extension with 2 x side dormers and installation of crossover.</p>	<p>NO OBJECTION</p>
<p><u>BR/135/22/HH</u> <u>2 Barklye House</u> Sylvan Way Bognor Regis PO21 2RS</p>	<p>Replace windows and doors.</p>	<p>NO OBJECTION</p>
<p><u>BR/155/22/T</u> <u>2 Monterey Gardens</u> Bognor Regis PO21 2FY</p>	<p>Fell 1no. Hawthorn tree.</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><u>BR/157/22/T</u> Nyewood C E Junior School Brent Road Bognor Regis PO21 5NW</p>	<p>1no. Quercus Robur (no.34 on tree map) - removal of deadwood/hanging branches. 1no. Salix Matsudana (no.38 on tree map) - Fell to 1.5m stump as internal tree defect. 1no Sorbus Aucuparia (no.12 on tree map) - Fell to 1.5m stump as internal tree defect. 1no. Sorbus x Intermedia (no.18 on tree map) - remove deadwood as internal tree defect.</p>	<p>WITHDRAWN BY APPLICANT</p>
<p><u>FP/274/21/OUT</u> Bognor Regis Golf Club Downview Road Felpham PO22 8JD</p>	<p>Outline planning application with all matters reserved, except means of access, for the erection of up to 480 new homes (C3), the formation of a new means of access onto Golf Links Road, together with the creation of new surface water drainage, new landscaping and habitat creation, ground works and other infrastructure and the retention and re-purposing of the retained club house (F2). This site also lies within the parish of Yapton, affects a Public Right of Way and is a Departure from the Development</p>	<p>OBJECTION Members continue to object to planning application FP/274/21/OUT and stand by their representation agreed at the Planning and Licensing Committee Meeting held 15th March 2022 (Min. 83.2 refers) with no further comments to add.</p>

	Plan. This application is subject to an Environmental Statement.	
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APPENDIX 2
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th AUGUST 2022
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 15th, 22nd AND 29th JULY 2022)

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

[BR/156/22/PL](#)
[62-64 High Street](#)
Bognor Regis
PO21 1SP

Upward extension of one storey and conversion of the existing first and second floors of the building to provide 38 student rooms along with associated elevational changes and reconfiguration of ground floor, including provision of refuse and recycling facilities and cycle store to the rear. This application may affect the setting of a Listed Building and is in CIL Zone 4 (zero rated) as flats.

OBJECTION Bognor Regis Town Council would not object in principle to this building being converted to provide student accommodation, however, having considered the proposals and taken on board some of the comments made by other consultees, Members have some safety concerns.

These concerns centered around the layout of the cluster rooms and the creation of inner rooms by locating kitchen/diners as proposed in the plans, which has the potential to cause a fire risk and problems with emergency escape. Furthermore, the small size of the cluster rooms, the majority being less than 16 square metres or less, would not provide acceptable living conditions. Members were also concerned by comments made by ADC's Structural Engineer in relation to whether the existing building is capable of conversion and able to support the additional load from the extra storey.

Additionally, the proposal provides no outside amenity space for occupiers of the proposed development in conflict with policy HSP4 of the Arun Local Plan.

For the reasons stated above, and on the grounds of over-development, Members object to this proposal in its current form.

<p>BR/161/22/HH 10 May Close Bognor Regis PO22 8AH</p>	<p>Single storey side extension.</p>	<p>NO OBJECTION</p>
<p>BR/162/22/HH 30 Greenwood Avenue Bognor Regis PO22 9EJ</p>	<p>Single storey rear extension.</p>	<p>NO OBJECTION</p>
<p>BR/159/22/PL 5-11 Aronel Cottage Nursing Home Highfield Road Bognor Regis PO22 8BQ</p>	<p>Two storey side extension creating 16 No. additional bedroom with en-suite, new lift and additional living space (resubmission of BR/135/21/PL). This application is in CIL Zone 4 (zero rated) as other development.</p>	<p>OBJECTION It is not evident that a travel plan has been submitted despite the Arun Local Plan stating that this would form an important part of any planning application for care facilities. The proposed extension does not demonstrate that the design and scale of the scheme is appropriate to the local context contrary to policy H DM2 of the Arun Local Plan.</p> <p>The proposed development does not include sufficient parking provision to meet the needs of future residents, employees, visitors and service providers and this will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan.</p>
<p>BR/147/22/HH 27 Hook Lane Bognor Regis PO22 8AU</p>	<p>Erection of single storey pitched roof front porch extension and conversion of garage to habitable use.</p>	<p>NO OBJECTION</p>
<p>BR/170/22/HH 31 Victoria Drive Bognor Regis PO21 2RP</p>	<p>Widen drop kerb to increase vehicular crossover.</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 30th AUGUST 2022

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

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)
Cllr. K. Greenway (WSSC) (part of meeting)
1 member of the public (part of meeting)

The Meeting opened at 4pm

33. 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. Goodheart, who was on annual leave, Cllr. Waterhouse, owing to an appointment, and Cllrs. Stanley and Woodall, who were working.

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

34. 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

35. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th AUGUST 2022

As a result of her being absent from the meeting held on 9th August 2022, Cllr. Mrs. Daniells abstained from voting.

As the meeting was therefore not quorate for this item, it was agreed to defer the approving of the Minutes of the Planning and Licensing Committee Meeting held on 9th August 2022 until the next meeting.

36. TO RECEIVE A PRESENTATION FROM WEST SUSSEX COUNTY COUNCILLOR, KEIR GREENWAY, IN REALTION TO MOBILE SPEED INDICATOR DEVICES AND TO CONSIDER ANY FURTHER ACTION IN LIGHT OF THE INFORMATION RECEIVED

The Chairman adjourned the Meeting at 4.01pm and invited Cllr. Greenway to address those present

Cllr. Greenway spoke about the benefits of mobile speed indicator devices, which he considered to be a cost-effective way of impacting speed. The devices can also gather traffic flow data that has the potential to be used to present evidence to planners, WSCC and the police.

It was reported, by Cllr. Greenway, that some local parish councils had either already invested in their own devices or were including the future provision of these devices in their forthcoming budgets. Having been contacted by several local residents who complained about speeding in and around the Town, of which West Meads Drive was a particular concern, Cllr. Greenway was imploring town and parish councils to consider investing in their own devices.

A Member expressed concern about the additional work that collecting and reporting data would create, and the time taken to relocate the mobile devices on a regular basis, when Town Council staff are already overstretched.

The Chairman asked Cllr. Greenway whether there was anything that WSCC could do to combat the issue of speeding, since the responsibility for highways falls within their remit. Cllr. Greenway responded by saying that he was exploring other avenues to address the issue which included liaison with the Highways Manager at WSCC.

With Members receptive to the idea of the Town Council investing in a mobile speed indicator device, in principle, and having discussed other ways in which speeding might be tackled, the following was **AGREED**:

- That the issue of speeding in and around the Town be raised by the Town Council's Officer Representative at the next Sussex Police Arun Parish Meeting;
- That a letter be written to WSCC Highways, asking them to consider the installation of speed cushions on West Meads Drive to combat the problem of speeding;
- That a site visit be arranged with the relevant Officer at WSCC, to identify any suitable locations within Bognor Regis for a mobile speed indicator device to be installed, with a report brought back to the Committee at a future meeting.

37. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

A member of the public, who lives on West Meads Drive, spoke of his own experience with speeding drivers outside of his house. He also reported excessive levels of noise created by speeding and the revving of engines and the impact that this was having on his wellbeing.

The Chairman thanked both Cllr. Greenway and the member of the public for their participation and reconvened the Meeting at 4.25pm

38. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 5th, 12th AND 19th AUGUST 2022

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

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

There were no Licence applications to be considered.

40. CORRESPONDENCE

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

The Meeting closed at 4.43pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30th AUGUST 2022**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 5th, 12th AND 19th AUGUST 2022

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

BR/174/22/PL 7A Canada Grove Bognor Regis PO21 1DW	Subdivision of existing first-floor flat into two self-contained residential units. This site is in CIL Zone 4 and is Zero Rated as other development.	NO OBJECTION
BR/171/22/HH 42 Elmwood Avenue Bognor Regis PO22 8DD	Single storey side extension following demolition of existing detached garage.	NO OBJECTION
BR/285/22/PL 283-285a Chichester Road Bognor Regis PO21 5AH	Removal of conditions 10 - screening to be installed on each balcony, 18 - obscure glazing of bathroom & toilet windows, 19 - WC window on eastern elevation and 22 - permitted development rights and Variation of conditions 2 - approved plans, 9 - materials & finishes and 13 - covered & secure cycle parking spaces following grant of BR/324/17/PL.	NO OBJECTION
BR/188/22/HH 29 Burnham Avenue Bognor Regis PO21 2JT	Removal of existing boundary fence and erection of new boundary wall.	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 11th JULY 2022

PRESENT: Cllrs: J. Brooks, S. Reynolds, Mrs. J. Warr and
B. Waterhouse

IN ATTENDANCE: Mr. M. Hall (Projects Officer)

The Meeting opened at 6.30pm

20. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

Due to the absence of both the Chairman Cllr. Batley and Vice-Chairman Cllr. Woodall, the Committee unanimously appointed Cllr. Mrs. Warr as the Chairman for this meeting.

The Chairman welcomed everyone present and read the Council's opening statement with particular attention 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 were given by the Projects Officer, on behalf of Cllrs. Batley and Mrs. Daniells due to annual leave, Cllrs. Jones and Woodall due to work commitments and the Events Officer due to illness. No apologies were received from Cllr. Erskine.

21. 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

22. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16th MAY 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 16th May 2022 as an accurate record of the proceedings and the Chairman signed them.

23. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

No public questions or statements had been received.

24. CLERK'S REPORT

24.1 Update on Promenade Bandstand wind shields - 21st March 2022 - Min. 79 refers

At the Events, Promotion and Leisure Committee Meeting held on the 21st March 2022, Members agreed to make the Town Council's windshields available for hire by event organisers with an increased deposit cost suggested as £350. The Projects Officer sent a letter to ADC to advise ADC of the Committee's decision and is awaiting their response. The Projects Officer will be following up on this with Arun District Council for an update.

24.2 Update on Butlin's poster locations - 16th May 2022 - Min. 6.1 refers

At the Events, Promotion and Leisure Committee Meeting held on the 16th May 2022 the Projects Officer advised that contact had been made with the PA of Butlin's Director Jeremy Pardey regarding the onsite poster locations. To date there has been no further response from Butlin's.

The Projects Officer shall make contact one more time, however if there is no response ahead of the next Events, Promotion and Leisure Meeting, this item will be added to the Agenda for Members to consider how to proceed with this proposal.

24.3 Update on lamp post banners - 16th May 2022 - Min. 6.2 refers

The Planning Application has been submitted to Arun District Council via the linked Planning Portal to review the application submitted by Bognor Regis Town Council's Project Officer. This is still a work-in-progress and Officers at Arun District Council, and Bognor Regis Town Council are working together to progress this, however there could be additional charges for technical drawings and licensing.

24.4 Update on Bognor Regis Town Council Poster Policy - 16th May 2022 - Min. 15 refers

At the Policy and Resources Committee Meeting held on the 14th June 2022 (Min. 18 refers), Members resolved to agree the minor adjustments as recommended by the Events, Promotion and Leisure Committee on the 16th May 2022 and approved the Poster, Banner and Outdoor Display Opportunities Policy.

24.5 Update on new poster sites on the Promenade - 16th May 2022 - Min. 16 refers

At the Events, Promotion and Leisure Committee Meeting held on the 16th May 2022, Members agreed that the Projects Officer contact Arun District Council as the owners of the existing shelters to seek their permission to display additional posters. As yet, there has been no response from Arun District Council regarding this matter.

25. TO CONSIDER THE TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE – DEFERRED FROM LAST MEETING MIN. 8 REFERS

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

At the previous meeting, a Member had stated that he felt certain Functions of the Committee were confusing with everything appearing to fall under the responsibility of the Policy and Resources Committee.

At that meeting, Members agreed that the Events, Promotion and Leisure Committee should investigate ways to make the process simpler, and subsequently agreed to defer the Terms of Reference to be further considered at the meeting to be held 11th July 2022 (Min. 8 refers).

A Member asked for clarification from the Projects Officer, as to why the delegation of certain Functions falls under the responsibility of Policy and Resources Committee. It was suggested to the Member who had raised these concerns initially that if he could advise the Town Clerk of his concerns in relation to the Terms of Reference, these could then be reviewed to see if appropriate amendments could be made.

As a result of the queries raised, Members **AGREED** to once again **DEFER** the Terms of Reference for the Events, Promotion and Leisure Committee, to the next meeting.

It should be noted that in order for changes to be made to the Terms of Reference, consideration would need to be given to reviewing all of these documents across the various Committees as many items have a correlation. With all of the Terms of Reference for Committees, Sub-Committees and Working Groups etc. except the Events, Promotion and Leisure Committee having been reviewed and agreed by the relevant Committees for this current Municipal Year, it will not be possible to revisit these with regards to recommending any changes to the Policy and Resources Committee within six months of them being considered previously.

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

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

26.1 Beacon Lighting - 2nd June 2022

Members commended the recent refurbishment and decoration of the bullnose and **AGREED** with the Events Officer recommendation that a letter of thanks be sent to Arun District Council and Falcon Homes for their collaboration with the Town Council on this project.

26.2 Drive Through Time - 3rd July 2022

Cllr. Brooks declared an interest due to his business owning signs

Drive Through Time was well attended with good weather on the day. Positive feedback was received from those exhibiting and visiting with comment made that it was nice to see the Drive Through Time back after a 2-year break due to Covid-19. Regrettably the big screen that was originally booked unfortunately broke down, and the spare part required could not be sourced in time for the event, so the screen providers sent another smaller screen in place of the original. To compensate for this, they have offered a much larger screen for the event in 2023 at a much lower price.

A Member stated he would have been able to offer his own business screen to aid with the break down and was disappointed that this did not happen. The Chairman asked if it would be possible to advise the Events Officer of the availability of the Members own screens for future events.

26.3 Proms in the Park - 3rd September 2022

Members **NOTED** that as no suggestions were put forward, the finalised programme is as follows:

Vintage Trio – three female vocalists (1950's/1960's/Rock & Roll/Soul & Motown)

ZHL Strings – string quartet (Classical)

Bognor Regis Concert Band with vocalist – brass band (Proms Classics)

The Rock Choir will also be performing during the half an hour interval.

26.4 Funshine Days

Members **NOTED** that a drumming workshop had been booked in to replace the activity originally planned for Tuesday 4th August.

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

There was no further information to report.

26.6 Christmas Illuminations Switch-On - 26th November 2022

The update from the Events Officer in connection with the quotations received for the digital projections and the recommendation to proceed with Double Take Projections was **NOTED**.

Members raised concerns regarding the £12,500 for the digital projection and that this Committee has already approved funding of a 3-year contract of £50,000 per annum, with a contingency of an additional £5,000. Members wanted to ascertain as to whether the £12,500 could be saved and used elsewhere.

A Member stated they understood that the £12,500 was allocated by Arun District Council and that following the meeting of the 16th May 2022, a Working Party was meant to have been arranged to organise the Switch-On event. Comment was also made about the possibility of outsourcing the Christmas Switch-On event.

The Projects Officer confirmed that at the meeting held 16th May 2022 (Min. 11 refers), Members all **RESOLVED** that this should not be the approach for the Christmas Light Switch-On event. It had however been suggested that a Working Party to consider supporting future Switch-On events could be formed.

Members felt unable to reach a decision regarding the Officer recommendation regarding booking of Double Take Projections and requested further clarification regarding the funding. It was suggested that an Extraordinary Meeting could be called to discuss this further.

NOTE: *Following the Meeting, the Events Officer and the Town Clerk emailed Members to clarify the position with regards to the match-funding and the digital projection and a further report from the Town Clerk will be given at the next meeting.*

Members **AGREED** the Switch-On event is to be themed to the Spillers Pantomime of Beauty and the Beast.

26.7 Sunday Afternoon Concerts

The first concert unfortunately was cancelled due to heavy rain.

27. PROPOSAL FROM DREWITTS EVENTS REGARDING A PUNCH AND JUDY MAN COMMEMORATIVE 2-DAY EVENT IN 2023 – MIN 27.1 OF THE MEETING HELD 13th SEPTEMBER 2021 REFERS

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

Members **AGREED** to support the proposal from Drewitts Events regarding a Punch and Judy man commemorative 2-day event in 2023, in principle, and asked that the Projects Officer report back with any cost implications.

28. TO RECEIVE AN UPDATE ON CHRISTMAS ILLUMINATIONS AND AGREE ANY ACTION REQUIRED (IF AVAILABLE) – MIN. 10 REFERS

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

Members **AGREED** with the Officer recommendation that the Christmas tree lights, intended for a tree outside of the railway station, be installed in The Arcade (2022 only) subject to ADC approval.

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

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

Member **AGREED** that in the absence of Cllr. Mrs. Daniells, the item would be **DEFERRED** to the next Events, Promotion and Leisure Committee Meeting for further consideration.

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

Members also asked that the Projects Officer make contact with Hook Parish Council to enquire about their existing Smartphone app and report back to the next meeting.

31. ITEMS FOR FUTURE AGENDA

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

A Member sought clarity on the process for adding items for a future Agenda, and that he felt that the process delays work from being carried out. The Member also stated his dissatisfaction that for an item to be discussed by this Committee can take up to 12 weeks and that this is not the process in other Committees. The Chairman also commented that it was a lengthy process and asked why Bognor Regis Town Council do not have 'Any Other Business' as part of standard Committees Agendas.

The Projects Officer stated that he would report back at the next meeting regarding the process for 'Items for Future Agenda' and 'Any Other Business'.

Members **NOTED** there were no new items to be considered at this time.

32. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.50pm

AGENDA ITEM 12

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th SEPTEMBER 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. 53 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Background

At the Council Meeting, held 4th July 2022, it was agreed that the Town Clerk be given Delegated Authority to research the simplest system to support any continuation of live streaming of meetings and proceed with obtaining quotations (Min. 53 refers).

It is important to note that, in accordance with S.O. 12.e, following a Resolution which confirms the accuracy of the minutes of a meeting, the unconfirmed minutes or recordings of the meeting for which approved minutes exist shall be destroyed. Therefore, whilst Members may be minded to live stream meetings, any subsequent recording will only be available to view after the meeting until such time that the minutes from said meeting are approved.

Permission from the Landlord

The Chamber at Bognor Regis Town Hall is owned and managed by Arun District Council who, as well as using it themselves, lease out to other groups/organisations. Any equipment owned by the Town Council, that is left in-situ in the Chamber, has the potential to be damaged by other users of the Chamber.

Additionally, the future of the Town Hall is still very uncertain, and the possibility remains that the Town Council may not be a tenant in the building in the foreseeable future.

The Property, Estates & Facilities Manager at Arun was approached about the potential installation of audio-visual (AV) equipment, and an excerpt of the response received is below: -

Initially I suggest that you provide any potential installation suggestions to Arun's Facilities Team in order they can be passed forward for consideration.

As you know the building is Grade 2 listed and so I would mainly be concerned with containment of wires, power supplies and any fixed installation or mechanical fixing or drilling of surfaces and desks, chairs etc must be capable of being moved so that the space remains flexible for varied use.

We cannot have a situation where we have trailing wires on the floor, for obvious H & S reasons, and so I would not advocate such an approach even if they were under weighted covers as I would not view that as a sound permanent solution as these move and get knocked and present trip hazard to some persons.

Also, any desk containment must not be stuck with adhesive as again adhesive etc is not a permanent solution so containment cages are likely to be required but these in turn would then potentially fix desks in position and microphones then need to be connected in chains presenting other issues.

The easiest solution is likely to be a wireless system that certainly removes the issues with containment and gives greatest flexibility.

Option A

Prior to the meeting held 4th July 2022, Members had received a report from Cllr. Brooks in which he suggested equipment requirements, based on off desk microphones, mixer desk and speakers, with estimated costs that could provide for "a permanent 'fine-tuned' installation". These costs, excluding VAT, were estimated at £1,425 with a suggested budget of £2,000. However, this did not include a webcam, or installation costs which were estimated to be in the region of £8,000 when this was discussed some years ago. This information related to microphones that were surplus to requirements that were available from ADC as detailed in a report that went to Members at the Policy and Resources Committee Meeting held 3rd April 2017.

Option B

The Town Clerk and Assistant Clerk had an online consultation with a leading Local Government Tech Specialist company that support over 130 councils in England and Wales, as well as council bodies such as SLCC and NALC. They specialise in modernising the local government sector, ensuring that the process is simple and tailored to each council's IT, communications, connectivity and training needs.

Having seen the Chamber layout for themselves, the consultant suggested a plug and play system, that is fully portable and which connects to a laptop/device via USB/HDMI. An Ultra HD 4X Digital Zoom camera with AI viewfinder, scene awareness and camera control is connected to the laptop/device. Mic pods that auto-level voices, suppress noise and cancel echo, with easy access mute buttons with an LED status indicator are placed on desktops. The mic pods are powered by the connection into the rally bar so no need for batteries.

Including pre-configuration of equipment, training, testing, on-hand assistance for the first meeting, 6 months support, 2 years hardware warranty and lifetime updates, the price quoted was £4,906 excl. VAT. At the time of obtaining the quote, all of the stock was available.

Option C

Another plug and play, portable system that is easy to set up is the Yeti X USB Streaming Microphone, for example. The Yeti offers a variety of recording patterns which includes omnidirectional, that picks up sound with equal gain from all sides or directions of the microphone. This means that whether a user speaks into the microphone from the front, back, left or right side, the microphone will record the signals all with equal gain. The guide price for this product is £159 incl. VAT. A 3-year Care & Repair package, including full breakdown support, full replacement, with all parts, labour and callouts included, is available at a cost of £30.

Interim Arrangements

Members will know that Cllr. Brooks has very kindly been setting up his own audio equipment for certain meetings which has enhanced the sound quality when streaming live. Should Members agree to proceed with purchasing a system that supports live streaming, Cllr. Brooks has advised that if his services are required in providing audio equipment to stream meetings until such time that the new system is installed, then he would ask Members to consider expenses starting at £50 per visit/meeting.

Officer Recommendation

In considering the options covered in this report, and taking onboard the feedback from the Property, Estates & Facilities Manager at Arun, it would be Officer recommendation that, should Members still wish to continue with the live streaming of meetings then the simplest system that would adequately meet the needs of the Town Council would be Option B.

Alternatively, Members may be of the opinion that with Council Meetings now open to members of the public and press to attend in person, that live streaming is no longer necessary. Should this be the case then Members will need to resolve to suspend Standing Orders to consider revisiting the previous decision (S.O. 7a) made at the Annual Town Council Meeting held 9th May 2022 (Min. 27 refers).

DECISIONS

Do Members **RESOLVE** to **AGREE** to **SUSPEND** Standing Orders to consider revisiting the previous decision (S.O. 7a) made at the Annual Town Council Meeting held 9th May 2022 (Min. 27 refers) in relation to the continuation of live streaming meetings?

OR

Members are invited to **AGREE** which of the options provided in this report they would like to proceed with and further **AGREE** a maximum budget to be spent.

If Members decide to proceed with one of the options provided, then do Members **AGREE** that (subject to his availability) Cllr. Brooks be asked to continue supplying and setting up his own equipment to facilitate the live streaming of meetings in the interim period?

If so, Members are asked to **AGREE** the expenses to be paid to Cllr. Brooks per visit/meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th SEPTEMBER 2022**

AGENDA ITEM 14 - DELEGATED DECISIONS INCLUDING: -

REPORT BY THE TOWN CLERK

FOR INFORMATION

Planning and Licensing

Unfortunately, due to circumstances beyond our control, the Planning and Licensing Committee Meeting scheduled to be held on 19th July had to be cancelled.

Members of the Planning and Licensing Committee were instead canvassed for their opinion in relation to Planning Applications on the Lists dated 24th June, 1st and 8th July 2022, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (attached as **Appendix 1**).

The decisions taken under Delegated Authority were subsequently ratified at the Planning and Licensing Committee Meeting held on 9th August 2022.

**PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED
 PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 19th JULY 2022 FOR WHICH
 MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING COMMENTS
 SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY
 (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 24th JUNE, 1st AND 8th JULY 2022)**

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

<p><u>BR/140/22/DOC</u> <u>Berghestede</u> Shripney Road Bognor Regis PO22 9LW</p>	<p>Approval of details reserved by condition imposed under BR/281/21/L relating to condition 3- materials and finishes and section of frame for French doors.</p>	<p>NO OBJECTION</p>
<p><u>BR/119/22/PL</u> <u>Butlin's</u> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>New reception kiosk and alterations to car park layout. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/141/22/HH</u> <u>1 Parklands Avenue</u> Bognor Regis PO21 2BA</p>	<p>Erection of single storey side/rear and other side extension, front porch extension and installation of first floor rear terrace, following demolition of existing front porch.</p>	<p>OBJECTION The installation of a first floor rear terrace will result in a significant loss of privacy of occupiers in neighbouring properties. The proposal is therefore contrary to policy D DM1 and D DM4 of the Arun Local Plan and the National Planning Policy Framework.</p>
<p><u>BR/148/22/TEL</u> <u>Land at Highfield Road</u> Bognor Regis PO22 8PH</p>	<p>Prior notification under Schedule 2 Part 16 Class A for a proposed 5G telecoms installation, 15m street pole and additional 3 ancillary equipment cabinets and associated ancillary works.</p>	<p>NO OBJECTION</p>

<p><u>BR/124/22/HH</u> <u>25 Pevensey Road</u> Bognor Regis PO21 5NS</p>	<p>First floor side extension, barn end to gable end roof extension with 2 x side dormers and installation of crossover.</p>	<p>NO OBJECTION</p>
<p><u>BR/135/22/HH</u> <u>2 Barklye House</u> Sylvan Way Bognor Regis PO21 2RS</p>	<p>Replace windows and doors.</p>	<p>NO OBJECTION</p>
<p><u>BR/155/22/T</u> <u>2 Monterey Gardens</u> Bognor Regis PO21 2FY</p>	<p>Fell 1no. Hawthorn tree.</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><u>BR/157/22/T</u> Nyewood C E Junior School Brent Road Bognor Regis PO21 5NW</p>	<p>1no. Quercus Robur (no.34 on tree map) - removal of deadwood/hanging branches. 1no. Salix Matsudana (no.38 on tree map) - Fell to 1.5m stump as internal tree defect. 1no Sorbus Aucuparia (no.12 on tree map) - Fell to 1.5m stump as internal tree defect. 1no. Sorbus x Intermedia (no.18 on tree map) - remove deadwood as internal tree defect.</p>	<p>WITHDRAWN BY APPLICANT</p>
<p><u>FP/274/21/OUT</u> Bognor Regis Golf Club Downview Road Felpham PO22 8JD</p>	<p>Outline planning application with all matters reserved, except means of access, for the erection of up to 480 new homes (C3), the formation of a new means of access onto Golf Links Road, together with the creation of new surface water drainage, new landscaping and habitat creation, ground works and other infrastructure and the retention and re-purposing of the retained club house (F2). This site also lies within the parish of Yapton, affects a Public Right</p>	<p>OBJECTION Members continue to object to planning application FP/274/21/OUT and stand by their representation agreed at the Planning and Licensing Committee Meeting held 15th March 2022 (Min. 83.2 refers) with no further comments to add.</p>

	<p>of Way and is a Departure from the Development Plan. This application is subject to an Environmental Statement.</p>	
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**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th SEPTEMBER 2022**

**AGENDA ITEM 15 - CONSIDERATION OF THE START TIME FOR
PLANNING AND LICENSING COMMITTEE MEETINGS REVERTING TO A
4PM START - MIN. 155 REFERS**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Council Meeting held 4th January 2022, following a request from the Chairman of the Planning and Licensing Committee, it was agreed that the start time for these Committee Meetings would change from 4pm and revert to a 6.30pm start.

Owing to unavoidable circumstances, the Clerk to the Planning and Licensing Committee asked Committee Members if they would be agreeable to a start time of 4pm for the meeting due to be held 30th August 2022.

In responding to this request, several Committee Members stated that they would be happy to revert back to a 4pm start time for all Planning and Licensing Committee Meetings scheduled for the rest of this municipal year, since attendance was no better when starting at the later time of 6.30pm.

However, should these meetings revert back to a 4pm start time then Cllr. Stanley has informed the Town Clerk that, owing to work commitments, he would be unable to attend and would, therefore, resign his position as a Member of the Planning and Licensing Committee. Any appointment to fill any vacancies arising from a decision to amend the start time will be referred to the next meeting.

DECISION

Do Members **AGREE** that Planning and Licensing Committee Meetings, scheduled for the rest of this municipal year, shall start at 4pm?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th SEPTEMBER 2022**

AGENDA ITEM 16 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD ANNUAL GENERAL MEETING HELD ON 20th JULY 2022 (IF AVAILABLE); TO CONSIDER WRITTEN REQUEST FOR NEW TOWN COUNCIL REPRESENTATION ON BOGNOR REGIS REGENERATION BOARD

REPORT BY TOWN CLERK

FOR DECISION

Bognor Regis Regeneration Board AGM 20th July 2022

At the time of publishing this report, the Minutes from the last meeting on 20th July 2022 had not been released. However, as soon as these are available these will be circulated to Members and the Minutes will be noted at the next meeting.

To consider written request for new Town Council representation on Bognor Regis Regeneration Board

A letter has been received from the Executive Director of the Bognor Regis Regeneration Board (BRRB) inviting the Town Council to consider appointing new representation to BRRB to ensure that the Council is properly represented as both a financial contributor and an active partner in the BRRB activities. A copy of the letter can be found attached as **Appendix 1**.

Members may recall that the Town Council already have a reserve representative, Cllr. Mrs. Warr and a second reserve representative was discussed at the Annual Town Council Meeting held on 9th May 2022 with Cllr. Goodheart requesting that his appointment be considered for this position. Members agreed that, subject to approval from the BRRB, they were happy with a second reserve representative being appointed and that Cllr. Goodheart should fill this position. Therefore, as well as the current appointed representative we have two reserve Members, one of which would hopefully be able to attend in the event that the appointed Member was unable to for whatever reason.

Unfortunately, the problem arises when apologies are not passed on in plenty of time so that arrangements for any reserve to attend as an alternative can be put in place to ensure that the Town Council is always represented.

Two options are therefore available as follows: -

Option 1 - Seek a firm commitment from the current representative to the BRRB to attend these meetings which are held quarterly on a Wednesday evening and seek their assurance that in the event that they are unavailable, they will ensure that their inability to attend is conveyed to the appointed reserve in a timely manner so that a representative from the Council is available to attend.

Option 2 - Consider changing the current representation as requested and appointing an alternative Town Council representative to the BRRB who is willing to commit to the level of attendance required. Should Councillors be minded to choose this option, then Members will need to resolve to suspend Standing Orders to consider revisiting the previous decision (S.O. 7a) in appointing the current representative made at the Annual Town Council Meeting held 9th May 2022 (Min. 13.7 refers) as this will be within six months.

DECISIONS

Members are invited to **AGREE** which of the options detailed above they would like to consider **Option 1** or **Option 2**?

Should Option 1 be chosen

Do Members **RESOLVE** to seek a firm commitment from the current representative to the BRRB regarding their future attendance at BRRB meetings and their assurance that in the event that they are unavailable, their apologies are conveyed in a timely manner to a reserve representative to ensure that the Town Council is always represented.

Should Option 2 be chosen

Do Members **RESOLVE** to **AGREE** to **SUSPEND** Standing Orders to consider revisiting the previous decision (S.O. 7a) made at the Annual Town Council Meeting held 9th May 2022 (Min. 13.7 refers) in relation to the appointed representative to the BRRB?

If so, having made this decision, Members are asked to consider appointing a new representative to the BRRB and subsequently consider the appointment of a replacement reserve in the event that a current reserve is appointed to fill the position.



*Established in 2007, the Board is an independent, non-profit organisation.
www.bognorregisregenerationboard.com
Chairman: Cllr David Edwards*

Glenna Frost
Town Clerk & RFO
Bognor Regis Town Council
Town Hall
Clarence Road
Bognor Regis
West Sussex
PO21 1LD

By email: glennafrost@bognorregis.gov.uk

25th August 2022

Dear Glenna,

Re: BRTC Representative to BRRB

As you know, as a member of the Bognor Regis Regeneration Board, the Town Council is entitled to appoint a representative (and substitutes) to attend our meetings, represent the Town Council's position or policy on items of discussion and exercise the Council's voting rights as necessary. This representation is an important facet of the Board's partnership approach and ensures that the public, private and third sectors can work together to identify and deliver proposals and initiatives which meet our shared objectives for the town.

In May 2022, I contacted you regarding BRTC's engagement with BRRB, expressing concerns regarding attendance at meetings, arrangements for apologies and substitute attendance and the impact non-attendance has on the Council receiving timely information and feedback on Board activities. I am disappointed to note that despite our interventions, this situation has not improved, with lack of communication resulting in no BRTC representative at our July AGM.

As a funding member of the Board, the Town Council has committed to investing public money in driving forward improvements to Bognor Regis by working together with local stakeholders. It is therefore both important and essential that the Council is properly represented as both a contributor and an active partner in our activities.

Having discussed the matter with the Board's leadership we would like to invite Bognor Regis Town Council to consider appointing new representation to BRRB. As a guide, we would suggest that all representatives to the Board should be prepared to commit to the following:

- Attend BRRB Members meetings (meetings take place quarterly on Wednesday evenings 6pm).
- Arrange, if unavailable, the attendance of appointed substitutes in a timely way so that relevant agendas & documents can be forwarded.
- Represent the position or policy of BRTC in the discussion of local issues and opportunities.

- Act as a conduit for information between BRTC & BRRB to develop strong working relationships and support strategic alignment.
- Provide updates on BRTC activities for circulation to the Board membership.
- Report regularly on BRRB activities by way of updates to Council meetings.

Please note the schedule of meetings to mid-2023:

BRRB	2022	2023	
Board Members – 6pm	19 th October	1 st February	26 th April

I understand that there is a meeting of the Full Council on 5th September 2022 and would hope to hear from you after this date regarding arrangements for BRTC representation going forward.

Yours sincerely,



Rebecca White
Executive Director
Bognor Regis Regeneration Board

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th SEPTEMBER 2022**

**AGENDA ITEM 17 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR CLLR.
JOHN BARRETT FROM 4th JULY - 5th SEPTEMBER 2022**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Thursday 07.07.22	:	Presenting of certificate to South Bersted School for growing French Beans (In Bloom), South Bersted School
Saturday 09.07.22	:	<i>Mayoress attended:</i> 4Sight Vision Support 'Wellness Walk', Angmering Park Estate, Angmering
Sunday 17.07.22	:	Rotary Club of Bognor Regis 'Summer in Hotham Park' event, Hotham Park
Wednesday 20.07.22	:	The Bishop of Chichester's Afternoon Reception & Evensong, Bishop's Palace Garden & Chichester Cathedral
Friday 29.07.22	:	Meeting with 4Sight Vision Support CEO to discuss Mayoral charity, 4Sight, Victoria Drive, BR
Tuesday 02.08.22	:	Elizabeth House 15 th Anniversary celebrations, Victoria Drive, BR
Thursday 04.08.22	:	Meeting with CEO and tour of Stonepillow premises, Ellasdale Rd, BR
Thursday 04.08.22	:	Bersted Chairman's Networking meeting, Jubilee Hall, Bersted
Saturday 06.08.22	:	'Pzazz Singers' Charity UH Sussex 'Love Your Hospital' show, Alexandra Theatre BR
Tuesday 09.08.22	:	Funshine Days: Judging of sandcastle competition, Seafront Bandstand, BR
Wednesday 10.08.22	:	Photo op with Mayor's charity (4Sight) for press release, Victoria Drive, BR

AGENDA ITEM 17

- Sunday 14.08.22 : Rotary Club of Bognor Regis 'Summer in Hotham Park' event, Hotham Park
- Monday 15.08.22 : BRTC Community Open Forum (Zoom and Facebook)
- Saturday 27.08.22 : BR International Kite Festival, King George V playing fields, Felpham
- Saturday 03.09.22 : BRTC Proms in the Park, Hotham Park
- Sunday 04.09.22 : Opening of and presenting 'Mayor's cup' at Stonepillow charity football match, BR Town Football Club, Nyewood Lane, BR
- Sunday 04.09.22 : BR Concert Band 'Proms at Sea' concert, Alexandra Theatre, BR

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th SEPTEMBER 2022**

**AGENDA ITEM 18 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 4th JULY - 5th SEPTEMBER 2022**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Saturday 09.07.22	:	Wareham and South of England Town Crier Competition, River Frome, Wareham Quay
Friday 22.07.22 – Sunday 24.07.22	:	The Armada Cup International Town Crier Competition, Plymouth, Kingsbridge and Dartmouth
Thursday 28.07.22	:	Proclamation for Funshine Days, Town Centre
Tuesday 02.08.22	:	Attendance at Funshine Days, Seafront Bandstand, BR
Thursday 04.08.22	:	Proclamation for Funshine Days, Town Centre
Thursday 04.08.22	:	Attendance at Funshine Days, Seafront Bandstand, BR
Thursday 04.08.22	:	Appearance on GB News Show with Nigel Farage, The William Hardwicke, BR
Tuesday 09.08.22	:	Attendance at Funshine Days, Seafront Bandstand, BR
Tuesday 09.08.22	:	Opening ceremony of the Great Britain International Va'a Federation World Sprints 2022, Eaton College (private event)
Thursday 11.08.22	:	Proclamation for Funshine Days, Town Centre BR
Tuesday 16.08.22	:	Attendance at Funshine Days, Hotham Park Bandstand, BR
Thursday 18.08.22	:	Proclamation for Funshine Days, Town Centre BR
Saturday 20.08.22	:	Platinum Jubilee Town Crier Competition, Town Centre, Windsor

AGENDA ITEM 18

- Thursday 25.08.22 : Attendance at Funshine Days, Hotham Park Bandstand, BR
- Saturday 27.08.22 : BR International Kite Festival 2022, King George V playing fields, Felpham
- Saturday 03.09.22 : BRTC Proms in the Park, Hotham Park

**BOGNOR REGIS TOWN COUNCIL MEETING
5th SEPTEMBER 2022**

AGENDA ITEM 20 - CORRESPONDENCE

FOR INFORMATION

1. Missing poster for David STOKES – Displayed on the Town Council notice boards
2. Arun & Chichester Citizens Advice July 2022 Newsletter – Circulated to all Councillors 27.07.2022
3. Stonepillow Charity Football Match – Forwarded to Cllr Barrett (Mayor) 28.07.2022
4. Weekly updates from VAAC 28/07/22 – Circulated to all Councillors 28.07.2022
5. Parish Online Newsletter - July Edition 28.07.2022
6. Arundel LCWIP - Local Walking and Cycling Infrastructure Plan – Shared on social media
7. NALC CHIEF EXECUTIVE'S BULLETIN - Circulated to all Councillors 29.07.2022
8. Updated West Sussex Care Guide 2022/23 - Circulated to all Councillors and on social media 29.07.2022
9. The Sussex Police & Crime Commissioner - £1.5m awarded for innovative safety projects – Circulated to all Councillors 29.07.2022
10. Neighbourhood Alerts Protect your money from a fraudster – Circulated to all Councillors and on social media 31.07.2022
11. VAAC Funding Focus - August 2022 - Circulated to all Councillors 01.08.2022
12. Neighbourhood Alerts August 2022 edition of OUR NEWS – Circulated to all Councillors and on social media 01.08.2022
13. UK Shared Prosperity Fund - Arun District Council Update – Circulated to all Councillors 01.08.2022
14. WSCC Digital Ambassadors ready and raring to help residents stay safe online – Circulated to all Councillors and on social media 02.08.2022
15. Snowdrop Upcoming Events – Circulated to all Councillors 02.08.2022
16. Arun and Chichester Citizens Advice - Household Support Fund Phase 2 – Circulated to all Councillors 03.08.2022
17. NALC NEWSLETTER – 03.08.2022
18. WSCC Nearly all West Sussex Recycling Centres can now accept hard plastics – Circulated to all Councillors and on social media 03.08.2022
19. Weekly news and updates - Circulated to all Councillors 04.08.2022
20. NEXT INTERNATIONAL FILM AT THE PICTUREDROME - MONDAY 8TH AUGUST – Circulated to all Councillors 04.08.2022
21. Summer Road Safety Briefing - Circulated to all Councillors 04.08.2022
22. BR BID Headliners Announcement! TASTE! Bognor Regis - Circulated to all Councillors 04.08.2022
23. CCLA PSDF July Fact sheet 05.08.2022
24. NALC CHIEF EXECUTIVE'S BULLETIN - Circulated to all Councillors 05.08.2022
25. New Finance and Support Services director to join West Sussex County Council - Circulated to all Councillors 05.08.2022
26. The Sussex Police & Crime Commissioner Sussex rural crime rates continue to fall year on year - Circulated to all Councillors 05.08.2022

27. Neighbourhood Alerts - One Job - Countless Opportunities, Police Officer recruitment closing soon - Circulated to all Councillors and on social media 08.08.2022
28. NALC JOB LISTINGS - 08.08.2022
29. West Sussex Mind Sussex suicide and self-harm prevention strategy - 08.08.2022
30. WSCC West Sussex County Council: Met Office Level 3 Heat Health Alert - Circulated to all Councillors and on social media 08.08.2022
31. Neighbourhood Alerts - West Sussex County Council: Met Office Level 3 Heat Health Alert - Circulated to all Councillors and on social media 09.08.2022
32. NALC EVENTS - Previously circulated to all Councillors 09.08.2022
33. VAAC Organisational Mission, Values and Objectives Consultation - Circulated to all Councillors 09.08.2022
34. WSCC Essential work starts soon on A29 Shripney Road - Circulated to all Councillors 09.08.2022
35. Arun Weekly Bulletin Neighbourhood Alerts - Circulated to all Councillors and on social media 09.08.2022
36. SAAA 2022 Opt-out Communication 10.08.2022
37. NALC NEWSLETTER 10.08.2022
38. VAAC Weekly updates - Circulated to all Councillors 11.08.2022
39. NALC STAR COUNCIL AWARDS 2022 11.08.2022
40. Parish Online Newsletter 11.08.2022
41. St Wilfrid's Hospice August eNewsletter 12.08.2022
42. NALC CHIEF EXECUTIVE'S BULLETIN - Circulated to all Councillors 12.08.2022
43. The Sussex Police & Crime Commissioner New boat for Sussex rescue volunteers - Circulated to all Councillors 12.08.2022
44. WSCC news release Contractor redeploys staff to other highway tasks as grass growth slows in heatwave - Circulated to all Councillors 16.08.2022
45. NALC EVENTS - Previously circulated to all Councillors 16.08.2022
46. Neighbourhood Alerts Arun Weekly Bulletin - Circulated to all Councillors and on social media 16.08.2022
47. Littlehampton Town Council's newsletter Autumn 2022
48. West Sussex County Council: Met Office Amber Warning Thunderstorm - Circulated to all Councillors and on social media 17.08.2022
49. NALC NEWSLETTER 17.08.2022
50. THIS WEEKEND - TASTE! BOGNOR REGIS - Circulated to all Councillors 17.08.2022
51. Stonepillow August Supporter Newsletter - Forwarded to Cllr Barrett (Mayor) 17.08.2022
52. LexisNexis Renewals Service 2022 18.08.2022
53. Weekly news and updates from VAAC - Circulated to all Councillors 18.08.2022
54. Staying safe online Neighbourhood Alerts - Circulated to all Councillors and on social media 18.08.2022
55. WSCC Help with cost of living, and more - Circulated to all Councillors 18.08.2022
56. NALC CHIEF EXECUTIVE'S BULLETIN - Circulated to all Councillors 19.08.2022
57. The Sussex Police & Crime Commissioner Over 200 vehicles caught speeding in just two hours - Circulated to all Councillors 19.08.2022
58. PRESS RELEASE: Butlins Bognor Regis leadership changes. Letters have been sent by the Mayor, on behalf of all Councillors to Mr. Pardey and Ms. Ratcliff, on their new roles - Circulated to all Councillors 19.08.2022

59. NALC JOB LISTINGS - 22.08.2022
60. WSCC news release September events at West Sussex Libraries and West Sussex Record Office - 22.08.2022
61. Royal Mail - Letter advising of possible disruption to service, due to planned strike action on Friday 26th August 2022, Wednesday 31st August 2022, Thursday 8th September 2022 and Friday 9th September 2022
62. NALC NEWSLETTER - 24.08.2022
63. West Sussex Mind: Impact Report 2022 - Circulated to all Councillors 24.08.22
64. VAAC Weekly updates - Circulated to all Councillors 25.08.22
65. Clerks and Councils Direct - Local Councils Update (Issue 265 September 2022)
66. WSCC news release praise for GCSE students opening their results - 25.08.2022
67. Public Sector Network newsletter August 2022 - 25.08.2022
68. Arun Weekly Bulletin Neighbourhood Alerts - Circulated to all Councillors and on social media 25.08.2022
69. WSCC news release phase one of proposed on-street electric vehicle charging provision for West Sussex - Circulated to all Councillors 25.08.2022
70. West Sussex Mind: Online mental health workshops for professionals supporting young people 25.08.2022
71. DCK Accounting - Changes to our fees effective 1st April 2023
72. Vision ICT - Our Future With You - Follow Up 30.08.2022
73. Clerks & Councils Direct September issue, number 143
74. Email received from Paul Hague (Cryolab Ltd) regarding accumulation of rubbish round train station and gardens - Circulated to all Councillors 26.08.2022
75. NALC CHIEF EXECUTIVE'S BULLETIN - Circulated to all Councillors 26.08.2022
76. The Sussex Police & Crime Commissioner Neighbourhood policing and partnership patrols - Circulated to all Councillors 26.08.2022
77. West Sussex Mind Impact Report 2022 26.08.2022
78. NALC EVENTS - Previously circulated to all Councillors 16.08.2022
79. Next International film at the Picturedrome Cinema 12.09.22 - Circulated to all Councillors 30.08.2022
80. Mulberry & Co dates in September - Training Programme - Circulated to all Councillors 31.08.2022
81. Talk Turkey at the BID's Christmas Planning Meeting - Circulated to all Councillors 31.08.2022
82. Parish Online Newsletter 31.08.2022
83. BID's full page "advertorial" in this week's Observer - Circulated to all Councillors 31.08.2022
84. Neighbourhood Alerts Do you have a child starting at university this Autumn? - Circulated to all Councillors 31.08.2022
85. VAAC weekly updates - Circulated to all Councillor 01.09.2022
86. WSCC news release Residents will continue to enjoy more than just a meal thanks to new partnership - Circulated to all Councillors 01.09.2022
87. West Sussex Mind Online Mental Health Workshops 01.09.2022

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th SEPTEMBER 2022**

AGENDA ITEM 21 - 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. (THIRD QUARTER PAYMENT 2022)**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 56 No.4 for July/August 2022 has been received, which is available for Members to view if required.

Balance Sheet for The Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 30th June 2022 will be copied to Councillors for information under separate cover.

Refurbishment Works - at the last meeting the tenant gave a verbal update on progress of the works taking place at the cinema and had also provided a written report, which unfortunately was not available until after the meeting. This was subsequently circulated to Members for their information. A further verbal update on progress has been received from the tenant to advise that replacement glass for the cracked panels in the windows and glass for the new front doors is all on order and it is planned that this will start to be fitted once it arrives in the next few weeks. A contractor has also now been secured to undertake some works at the site so progress towards completion of the works is finally moving forward.

It had been suggested at the last meeting that the Town Council and Cinema could do a joint promotional piece, showing the progress on site, to help any misunderstanding or misdirection and that regular updates could be provided on the Town Council's website. The first Press Release was published in the middle of August on the Town Council's website, Facebook and it was also mentioned in the Mayor's weekly column in the Observer. A copy was also circulated to Councillors. It is hoped that a further Press Release can be put together ready for circulation towards the latter part of September.

Light in the tower - the tenant has confirmed that the revolving light located in the tower that was loaned to the cinema has been disconnected from the electrical supply.

Buildings Insurance – it was reported back in May that the Buildings Insurance had been renewed in April 2022. The Insurance has been taken out with a different company this year and as a result of this change the

AGENDA ITEM 21

Underwriters had requested that a property insurance survey of the whole site be undertaken on 21st June 2022. The insurance survey included a fire risk assessment which included a commendation by the risk assessor regarding the standard of health and safety data compliance at the cinema. As with all such reports several recommendations relating to improving fire safety were also included which have now either been remedied or have been included within the broader improvement plans for the cinema.

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