



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 7th NOVEMBER 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 7th November 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 31st DAY OF OCTOBER 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 5th September 2022
5. Reports from WSCC County and ADC District Councillors (if available)
6. Written Questions from Councillors
7. Adjournment for public questions and statements
8. To consider any written dispensation requests received from Town Councillors
9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 9.1 **Policy and Resources Committee Meeting of 26th September 2022 and the Extraordinary Meeting of 31st October (if available)** with resolutions, recommendations and reports including: -
 - Adoption of updated documents, including: - Equality Policy Statement; Equality, Diversity and Inclusion Policy (new); and Modern Slavery Policy (new) - Min. 65 refers
 - Recommendation that any unspent monies from the Grant Aid 2023 Budget is returned to General Reserves at the end of the financial year
- 9.2 **Community Engagement and Environment Committee Meeting of 3rd October 2022** with resolutions, recommendations and reports
- 9.3 **Planning and Licensing Committee Meetings of 11th October and 1st November 2022** with resolutions, recommendations and reports
- 9.4 **Events, Promotion and Leisure Committee Meeting of 27th September 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 [August](#) and [September](#) 2022 and to note the [balances, bank reconciliations and financial reports](#) (October 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. Notice of Motion (S.O. 9.0) proposed by Cllr. M. Stanley
"This motion instructs officers to engage with students at The Regis School and Felpham Community College with a view to producing a comprehensive report on what young people would like to see regarding youth provision within the town. The aim of this work is to better understand what the needs of young people are within the 5 wards of Bognor Regis, then the Town Council's funding can be specifically targeted to support projects within these areas that meet these needs."
13. Notice of Motion (S.O. 9.0) proposed by Cllr. J. Brooks
"Following our Community Open Forum, we are asking for support on the following: -
 1. ***That this Council writes to Arun District Council and requests they hold a comprehensive consultation/exhibition in the***

Bognor Regis area on the design proposals for the Alexandra Theatre, before the planning application is submitted, in order to gauge support for it and to gain feedback and suggestions from residents, users and visitors.

2. In order to ensure the public are fully informed and well versed in the proposals and understand the project, and in the light of its' importance in the area, as a key building, we also ask this Council to support holding a public meeting for interested residents to enable them to be presented with the details of the proposals, ask questions and comment on them, and that we invite the relevant officers from Arun to attend along with the Leader of Arun District Council, and a representative from Arun Arts Company Ltd."

14. To note the External Auditor's Certificate and Report year ending 31st March 2022 Accounts and consider any action if required
15. Delegated Decisions including: -
 - Planning and Licensing
16. Planning and Licensing Committee - to consider any appointment to fill the current vacancy - Min. 80 refers
17. To note that the Town Council's Community Winter Resilience Plan has been updated, and submitted to WSCC, for 2022/23
18. Outside Bodies including: -
 - To appoint a new BRTC representative to The Bognor Regis Town Centre Forum
 - To receive an update on BRTC representation to The Bognor Regis Regeneration Board – Min. 81.2 refers
19. To consider changing the date of the Policy and Resources Budget Committee Meeting scheduled to be held 28th November 2022 and agree the new date of Thursday 15th December 2022
20. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board Meeting held on 19th October 2022 (if available)
21. Town Mayor's Report and duties undertaken
22. Town Crier's Report and duties undertaken
23. Reports from Representatives to other organisations
24. To receive Correspondence
25. Picturedrome Site update - Director's report, any urgent actions taken for ratification
26. To resolve to move to Confidential Business (S.O. 3d)
27. Rent review of Town Force unit
28. Picturedrome Site - Confidential Business

Agenda items **27 & 28** will contain confidential items and require a resolution to exclude public & press.

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



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 5th SEPTEMBER 2022

PRESENT:

Town Mayor: Cllr. J. Barrett; Cllrs: J. Brooks, A. Cunard (until Min. 84), S. Goodheart, Miss. C. Needs, W. Smith, M. Stanley, Mrs. J. Warr, B. Waterhouse and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Major Matt Butler (Salvation Army) (part of meeting)
Able Cadet Amy Wales, Mayor's Cadet (part of meeting)
Ms. R. White (Bognor Regis Regeneration Board)
Cllr. F. Oppler (West Sussex County Councillor) (part of meeting)
1 member of the public

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

The Meeting opened at 6.32pm

62. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Town 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 who was unwell, Mrs. S. Daniells and H. Jones who were on annual leave, S. Reynolds who had work commitments and Mrs. S. Staniforth who was attending another meeting.

No apologies had been received from Cllr. J. Erskine.

63. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon

as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

Members and Officers should make their declaration by stating:

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

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

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

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

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 21, as tenant of the Picturedrome Cinema, and stated that he would leave the meeting during discussion on this item

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

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

The Town Clerk reported that no representative was able to be present and unfortunately no written report had been received in time for the meeting. Therefore, the meeting was not adjourned.

65. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 4th JULY 2022

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

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

WSCC and ADC Councillor, Cllr. Oppler, advised that as WSCC do not meet during the Summer, he had nothing to report. However, as an ADC Councillor he informed Members that a matter relating to the regeneration of Bognor Regis, in particular use of the Levelling Up fund awarded, was due for decision by Arun District Councillors, at an upcoming Committee meeting. Although he could not go into further details, Cllr. Oppler urged those present, who were also District Councillors, to consider the future regeneration of Bognor Regis, when this matter was up for discussion at the District Council.

Cllr. Stanley declared an Ordinary interest as a District Councillor, who is also a member of the ADC Committee to which Cllr. Oppler was referring

67. WRITTEN QUESTIONS FROM COUNCILLORS

There were no written questions from Councillors.

68. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.44pm

A member of the public, seated in the gallery, asked Councillors what the Town Council was doing to support its residents in reduction of the precept, with the current cost-of-living crisis predicted this Winter.

The same member of the public expressed disappointment that the seafront bandstand had not been lit throughout the Summer, especially given the attractive lighting which had been installed as part of the refurbishment by the District Council. Cllr. Barrett had previously raised this with the Town Clerk who reported that contact had been made with a Senior Surveyor at ADC who was not aware that the lights had not been working. The Surveyor reported that the lights failing could have been caused by the recently installed timer clock tripping, and that he would look into the matter. Several Councillors conveyed their frustration at this, having apparently reported the lighting problems to ADC months ago. Mention was made of the wonderful lighting across the prom, which made the darkness of the bandstand itself even more stark by comparison.

The Chairman of the Policy and Resources Committee, Cllr. Waterhouse, confirmed he was in favour of including the question from the member of the public that the Town Council look at ways to reduce the precept for 2023/24, in light of the cost-of-living crisis, as an Agenda item at the next Policy and Resources Committee Meeting.

The Chairman reconvened the Meeting at 6.50pm

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

There were no written dispensation requests received from Town Councillors.

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

71. Policy and Resources Committee Extraordinary Meeting of 29th June and the Meeting of 1st August 2022

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

71.1 Min. 36 - 1st August 2022 - 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

Members unanimously **RESOLVED** to adopt 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.

71.2 Min. 39 - 1st August 2022 – 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

Members unanimously **RESOLVED** to adopt the revised Standing Orders, together with Financial Regulations and Standing Orders for Contracts including the recommended amendments as a result of changes to procurement rules.

71.3 Min. 30 - 29th June 2022 - To consider proposal for Community Warden Scheme in Bognor Regis, as a joint initiative between the Town and District Councillors

A Member asked Cllr. Waterhouse for an update in relation to the proposal for a Community Warden scheme. The Town Clerk confirmed that a meeting had been held between herself, the Assistant Clerk and Heather Allen (Bognor Regis BID Co-Ordinator), with a bespoke proposal for Bognor Regis having been drafted and sent to ADC officers for

consideration. Once a reply has been received from the District Council, the draft will form part of the Policy and Resources Committee Meeting, at the end of September, for further consideration by Members.

72. Community Engagement and Environment Committee Meeting of 8th August 2022

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

72.1 Min. 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 & Community Centre from Cllr. W. Smith; Appointing a Member of the Community Engagement and Environment Committee as a non-participating observer of the Bognor Regis Youth & Community Centre Board

A Member asked Cllr. Smith for clarification on a date for the next meeting of the Youth Provision Steering Group, which was due to be held in the evening, to allow Members of the Community Engagement and Environment Committee to be present and receive a presentation from Sussex Clubs for Young People and the Bognor Regis Youth & Community Centre. Cllr. Smith confirmed that dates are still being liaised, but that Members of the Committee would be invited to hear updates on the plans for both youth organisations.

The Councillor further asked the Chairman of the Committee whether the £10,000 funds discussed at the meeting, had yet been released to Sussex Clubs for Young People. Cllr. Smith advised this was being liaised between the Projects Officer (who also clerks the Community Engagement and Environment Committee) and the Sussex Clubs for Young People and he would seek an update on this to report back to Members.

73. Planning and Licensing Committee Meetings of 9th and 30th August 2022

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

Cllr. Smith left the Meeting

74. Events, Promotion and Leisure Committee Meeting of 11th July 2022

In the absence of the Chairman of the Committee, Cllr. Mrs. Warr, who had chaired the meeting of 11th July 2022, reported. There were no recommendations to Council.

74.1 A Member asked it to be noted that he was disappointed at the low attendance at meetings, by those on the Events, Promotion and Leisure Committee, and the lack of Chairman.

74.2 **Min. 26.3 - Proms in the Park - 3rd September 2022**

There was much discussion on the success of the event, including how well attended it was, with praise given to the Events Officer. In particular, Members were impressed by what the Events Officer had delivered for the budget provided with the suggestion made that for 2023 perhaps a bigger budget for this event could be awarded, given its popularity with residents and visitors alike.

Cllr. Smith returned to the Meeting

Another suggestion was for the programmes to be handed out to the public, around the Park, asking for donations to help fund the continuation of this event, particularly given the high quality of the programmes paid for out of the event budget. The Town Clerk advised Members this would require several Councillor volunteers to help facilitate this, as the Events Officer, running the event on her own, would not have the time nor capacity to accommodate the suggestion. This will be discussed by the Committee, for the 2023 Proms in the Park event.

A Member suggested that additional lighting also be considered in future planning.

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

76. **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**

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

77. 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

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

Lengthy discussions were held, regarding whether or not the Town Council should be committing to spending money on this equipment, during the current climate.

Cllr. Brooks refuted the statement made in the report about expenses, as he felt that comments he had made in an email, about this matter, had been misinterpreted.

Some Councillors felt that, whilst livestreaming during lockdown, was beneficial due to members of the public not being able to attend meetings in person, the need for it now was limited. Other Parish Council's are not providing this option and a few Members argued that, with the cost-of-living crisis, this money could be spent more wisely for the benefit of residents. It was further suggested that providing live streaming allowed for negative comments, perhaps when the full background of an item had not been considered by whoever was commenting online. If anyone wanted to make their opinion on a subject known, some Councillors argued that, as long as access to the building (including a working lift) was viable, residents should be more minded to attend in person, where they would always be welcomed.

Cllr. Smith left the Meeting

The majority of Councillors present however felt that the option of being able to watch a meeting, virtually, was invaluable to those who for whatever reason, could not or would not like to attend a meeting in person. It was felt that ensuring that meetings of the Town Council were accessible for all, set the tone of a welcoming and inclusive Town Council, particularly in relation to potential new Councillors coming into post, following the 2023 elections, who may require or benefit from better audio equipment, to participate in meetings. Further comment was made in relation to the positive effect of a further reach to residents, who may feel better informed of the work of the Town Council, through watching the live meetings.

Cllr. Smith returned to the Meeting

Following a vote, Members opted for Option B, as detailed in the report, and it was proposed and seconded that the budget to be spent on the equipment be up to a maximum of £6,500. This was **RESOLVED**, although Cllrs. Cunard, Mrs. Warr and Woodall abstained from the vote.

In answer to a query, the Assistant Clerk confirmed that the proposed system did not include a hearing loop.

Members further **AGREED** that in the interim, Cllr. Brooks would continue supplying and setting up his own equipment for meetings, with Cllr. Brooks confirming that he was happy to do this and would not require a fee.

78. 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

As the next Council Meeting was not due to be held until 7th November, the Town Clerk suggested arranging a Members Briefing, to facilitate this request from the organisations. This was unanimously **AGREED** by Members, and the Town Clerk shall circulate some suggested dates for the Briefing.

79. DELEGATED DECISIONS INCLUDING: PLANNING AND LICENSING

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

80. CONSIDERATION OF THE START TIME FOR PLANNING AND LICENSING COMMITTEE MEETINGS REVERTING TO A 4PM START – MIN. 155 REFERS

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

The Chairman of the Planning and Licensing Committee, Cllr. Mrs. Warr explained that the starting time of the Committee had been changed from 4pm to 6.30pm following agreement of Members at the meeting of 4th January 2022, with the intention of obtaining a higher attendance rate from Members for these meetings. Unfortunately, this had not proved to be effective and as such, several Members had expressed a preference for reverting to a 4pm start for these meetings, for the rest of the municipal year, which would also save on staff time during the evenings.

A couple of Members made clear that changing to a 4pm start time may prove difficult, with Cllr. Stanley explaining that he would have to stand down as a Committee Member, due to work commitments at this earlier time. Cllr. Woodall stated he would not be able to attend all meetings, also due to work constraints. However, he would remain as a Member of this Committee.

Members **AGREED** that Planning and Licensing Committee meetings, scheduled for the rest of this municipal year, will start at 4pm.

81. 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

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

81.1 Rebecca White (Bognor Regis Regeneration Board), reported that the Minutes from the AGM, held on 20th July 2022, had now been circulated to all Councillors. The AGM included a presentation by a Wayfinding consultant, and this will hopefully be brought before Members in October.

81.2 Following a request from the Executive Director of the Bognor Regis Regeneration Board, for the Town Council to consider appointing a new Representative to the Board, Members discussed the significance of ensuring the Town Council had adequate representation on the Board and the continuation of the working relationship currently shared.

The Regeneration Board are increasingly concerned that the current Representative is rarely able to attend meetings, often giving late apologies or none at all, which makes it very difficult to get another Council Reserve present in time.

The Town Clerk confirmed the current Representative on the Board as Cllr. Erskine, with Cllr. Mrs. Warr as first Reserve and, following his request at the Annual Town Council Meeting on 9th May 2022, Cllr. Goodheart is second Reserve. She further explained that should one of the existing Reserves become the Representative, another Reserve would need to be appointed.

A Member stated that they did not feel comfortable voting to replace the existing Representative, without first asking their stance on staying in the role. It was suggested that Cllr. Erskine be contacted and if no response was given in an adequate time, it was proposed that Cllr. Mrs. Warr be asked to become the Representative, with Cllr. Goodheart then becoming first Reserve, with a vacancy then needing to be filled, for a second Reserve, which could be considered at the next Meeting. This was **AGREED** by Members.

82. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

The Mayor was congratulated by Members on the number of engagements attended thus far.

83. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

Cllrs. Cunard and Mrs. Warr left the Meeting

84. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

A Councillor commented on the low number of reports seen from some Councillors, for any meetings attended in relation to the Outside Bodies to which they are the appointed Representative.

Cllr. Mrs. Warr returned to the Meeting

The Town Clerk reminded Members that one of the stipulations of those organisations who receive Grant Aid of over £5,000, is to invite their designated Town Council Representative to meetings on a regular basis and confirmed that these organisations had recently been contacted to remind them of this. The Town Clerk pointed out that Members may wish to consider which organisations have honoured this requirement, when considering Grant Aid applications going forward.

85. TO RECEIVE CORRESPONDENCE

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

86. 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)

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

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

A Member commented on the joint press release that had been published which he felt was good, but he would have liked to see more pictures included.

The Town Clerk advised that another press release was hoped for at the end of September, at which point, Town Councillors would be afforded the opportunity to visit the building.

Members discussed at length the ongoing works at the Picturedrome Cinema, specifically regarding the appearance of the building exterior. Some Councillors shared the frustration expressed by residents, regarding the aesthetics of the building. A Member suggested that providing a completion date, in the near future, may go some way to reassuring residents that progress was being made. Whilst Members agreed regular users were largely supportive of the plans and felt confident the completed works would be of real benefit to the Town, it was felt that another update at the next Council Meeting in November, would be prudent. This was **AGREED** by Members.

- 86.2 To note receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (third quarter payment for 2022)**
Receipt of the £9,000 Management fee from The Bognor Pier Company Ltd. (third quarter payment for 2022) was **NOTED**.

The Meeting closed at 8.12pm



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 26th SEPTEMBER 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: A. Cunard (from Min. 55), J. Erskine, W. Smith, and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Ms. H. Allen (Bognor Regis BID) (part of meeting)
Cllr. P. Woodall in the public gallery
3 members of the public
1 member of the Press

The Meeting opened at 6.32pm

51. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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 received from Cllr. Barrett due to a Mayoral engagement, Cllr. Mrs. Daniells who was on annual leave and Cllr. Goodheart who was unwell. No apologies had been received from Cllr. Stanley.

52. DECLARATIONS OF INTEREST

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

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

- a) the item they have the Interest in
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- c) the nature of the Interest
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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

53. TO APPROVE THE MINUTES OF THE MEETING HELD ON 1st AUGUST 2022

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 1st August 2022 and these were signed by the Chairman.

54. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

A local business owner spoke of the recent rise in anti-social behaviour in the Town Centre and stated that businesses are struggling, particularly the independent ones. He believed that more police are needed, not Community Wardens, in the Town Centre. A lot of the problems are caused by homeless people, of which the business owner had counted 14. Apparently, Stonepillow have not been conducting outreach work in the Town Centre for 10 weeks.

A fellow local business owner echoed the comments and described the Town Centre as a ticking time bomb. There is concern that drug users have the potential to lash out, Station Square is a "hell hole", and too many alcohol licences are being issued within the Town Centre which exacerbates the anti-social behaviour issues. It is felt that there is a lack of acknowledgement from Sussex Police that there is a problem. Business Wardens tackle anti-social behaviour effectively and it was suggested that there be more of them.

The Chairman reconvened the Meeting at 6.50pm

55. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllr. Cunard arrived at the Meeting

55.1 1st August - Min. 35.1 - Terms of Reference for the Events, Promotion and Leisure Committee

Members had noted at the last meeting that the Events, Promotion and Leisure Committee had agreed to defer the review of their Terms of Reference until the next meeting following questions that had been raised by a Member.

The Clerk had reported to Members that a review of all the Terms of Reference would be undertaken by the Clerk working with Pete Cooper over the next few months. This would be following further liaison with individual Members on their proposals for changes to be made thus enabling these to be updated with draft amended documents considered by each Committee later in the year for approval before recommendation to the Policy and Resources Committee and Council.

Subsequently, to the last Policy and Resources Committee meeting, it had been suggested that a face-to-face meeting with Members and Pete Cooper would be the preferred way forward. The Town Clerk will be liaising with Pete Cooper to establish if this is possible and will report back with some possible dates for this to take place in due course.

55.2 2nd August 2021 – Min. 42 Notice of Motion regarding lowering of the legal voting age to 16

At the Policy and Resources Committee Meeting on 2nd August 2021, the Motion regarding lowering of the legal voting age was carried, and it was agreed to write to the relevant Minister and the local Member of Parliament requesting that due consideration is given to lowering the legal voting age to 16, urging swift action on this matter with a view to 16-year olds being given the opportunity to vote at the 2023 local elections.

Upon receipt of the Town Council's letter, the Local MP, Nick Gibb wrote to Paul Scully MP, as the Minister of State at the Department for Levelling Up, Housing and Communities and Minister for London and the following response was received in early August 2022, which was subsequently forwarded on to the Town Clerk.

"Thank you for your correspondence of 9 September 2021, sent on behalf of Bognor Regis Town Council, regarding lowering the voting age in England. Please accept my sincere apologies for the delay in responding.

The Government has no plans to lower the voting age, having been elected on a manifesto commitment to retain the current franchise at 18. The age of 18 is recognised in the vast majority of democratic countries as the age at which an individual becomes an adult. Accordingly, the vast majority of liberal democracies worldwide consider 18 the right age to enfranchise young people.

While it is true that young people are able to do certain things at the ages of 16 and 17, including working and paying taxes, full citizenship rights are not accrued until an individual reaches their 18th birthday. For example, citizens are not called upon to participate in jury service until the age of 18 or above. Those under the age of 18 also require parental consent in order to join the armed forces reserves. Young people in the reserves cannot be sent into action before the age of 18. Likewise, taxation has never been formally connected to democratic representation in our country in modern times.

The Scottish and Welsh Governments are responsible for the franchise for local elections in Scotland and Wales, as well as elections to the Scottish and Welsh Parliaments.

Thank you for taking the time to share Bognor Regis Town Council's concerns."

55.3 28th March 2022 - Min 138.1 - Fishermen's Huts

The last update from ADC regarding this matter that was reported to Members indicated that ADC were struggling to get the Bognor Fisherman's Association to engage with them.

The situation appeared to improve in July when a further update was received from ADC confirming that the lines of communication appeared to be opening. I therefore confirmed from the Town Council's point of view that once the lines of communication were open between the BFA and ADC as far as the legal side of things is concerned with agreement reached between them both regarding the BFA continuing to operate from the units and how this will happen, then it would be good to get the showers reconnected for the summer period. This would clearly need proper documentation identifying the individual responsibilities and suggested a site visit be arranged with reps from BRTC, ADC and BFA to clarify the current position once they could confirm that ADC are happy with BFA continuing to operate from the site.

As no further response was forthcoming, I emailed for a further update and received the following response: -

"Sorry no progress yet. BFA not engaging so we are looking at other options. If your members raise this with you or in public can you encourage your members to use any influence they have to get the BFA to engage with us."

56. TO RECEIVE THE TOWN FORCE REPORT (IF AVAILABLE)

Owing to staff sickness, there was no Town Force report available.

57. **TO CONSIDER A REQUEST FROM A MEMBER OF THE PUBLIC ASKING THAT THE TOWN COUNCIL LOOK AT WAYS TO REDUCE THE PRECEPT 2023/24 IN LIGHT OF THE COST-OF-LIVING CRISIS (REFERRED FROM COUNCIL MEETING HELD 5th SEPTEMBER 2022)**

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

A brief discussion took place around ideas such as reducing the budgets for events, or grants, for example but these were not favourable as events organised by the Town Council provide free entertainment, and grant applicants would be facing their own difficulties. A Member commented that reducing budgets may only result in a negligible decrease in the precept, whereas cutting services would be evident to residents.

The Chairman asked the Town Clerk what the timetable for budget setting was. The Clerk advised that liaison work with the Town Council's Accountant begins mid-October, whilst Committees consider their budget requirements for the coming year in readiness to be recommended to the Policy and Resources Committee Meeting to be held 28th November 2022.

The Town Clerk reminded Members that, as requested in the report, any suggestions in relation to the draft budget should be emailed to her, copying in the Chairman of the Policy and Resources Committee, as soon as possible.

58. **TO CONSIDER FUTURE PROVISION OF THE BOGNOR REGIS 2-HOUR FREE PARKING DISCS INCLUDING REQUEST TO ADC FOR EXTENSION TO A FIVE-YEAR AGREEMENT FOR THE SCHEME GOING FORWARD**

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

Members were in full support of the continuation of provision in relation to the Bognor Regis 2 Hour Free Parking Scheme and were in favour of looking at a five-year agreement with Arun District Council.

It was **AGREED** by Members that ADC are not requested to undertake a review of the Town Council's financial contribution to the scheme.

In considering the proposals submitted to the Town Council, the Bognor Regis BID Co-Ordinator was invited by the Chairman to address Members and respond to any questions. Discussion about payment methods, and paperless discs, took place with the BID Co-Ordinator thanking Members for their feedback and stating that the suggestions made would be researched.

Members unanimously **AGREED** to support the following recommendations, submitted to the Town Council by the Bognor Regis BID Co-Ordinator, in relation to the 2 Hour Free Parking Disc Scheme for 2023-2028 (subject to agreement by ADC): -

- 58.1** At the earliest opportunity, and to support ongoing investment in the viability of Bognor Regis Town Centre, Bognor Regis Town Council join Bognor Regis BID in formally committing to the ongoing provision of the 2 Hour Parking Disc Scheme.
- 58.2** Prior to budgets being set for 2023/24, all partners at Bognor Regis Town Council, Arun District Council and Bognor Regis BID commit to the principle of a five-year agreement and commence negotiations for ongoing provision covering the period 2023-2028 (for discs sold in 2024-2029).
- 58.3** While mindful of Arun District Council's duty to maximise and prudently manage income from commercial enterprises for the benefit of the whole district, Bognor Regis Town Council and Bognor Regis BID jointly approach Arun to cap partner contributions at the current rate.
- 58.4** Mindful of the economic and environmental impact of over-production, parking disc production be capped at 27,000 per annum, reflecting realistic volumes of sales based on monitoring, and minimising wastage.
- 58.5** To support all partners' economic ability to participate in the ongoing provision of the scheme at the proposed capped rates, no changes are made to the number of Bognor Regis car parks included in the scheme.
- 58.6** As an agreement in principle, the face value charged for the 2 Hour Parking Disc be increased from £2 to £3 for the duration of the period 2023-28 to support additional production costs, the continuation of Town Centre events and activities and, mindful of current economic pressures impacting businesses, to allow an increase in the small gross profit on sales by retailers from 40 pence to 50 pence per disc (an uplift in 25%).
- 58.7** That profits generated by disc sales to retailers are ringfenced for the specific purpose of contributing to the delivery of an annual, high-quality event in a central location in Bognor Regis, with all associated promotion, to be delivered by Bognor Regis BID, with equal branding and credit assigned to Bognor Regis Town Council.
- 58.8** That, to maintain the quality of the offer and promote positive messaging, the disc remains unsponsored, featuring only the logos of the participating partners to emphasise the investment of key local stakeholders in the ongoing viability of Bognor Regis.
- 58.9** That the rear of the disc be used to inform consumers that their purchase directly contributes to the delivery of a high-quality annual event for Bognor Regis, thus contributing to resident/visitor engagement and the development of pride in place through information sharing.

59. **FURTHER CONSIDERATION OF PROPOSAL FOR COMMUNITY WARDEN SCHEME IN BOGNOR REGIS, AS A JOINT INITIATIVE BETWEEN THE TOWN AND DISTRICT COUNCILS, AND TO AGREE ANY NEXT STEPS – MIN. 30 REFERS AND TO NOTE LETTER FROM BOGNOR REGIS BID**

The Assistant Clerk's report, including the draft bespoke model, letter from the BID Co-Ordinator and Warden overview, were **NOTED**.

The Chairman asked for an update and the Town Clerk reiterated the feedback provided in the report. Town Council Officers had worked with the Bognor Regis BID Co-Ordinator, as instructed by Members, to draft a bespoke model of the Community Warden scheme for Bognor Regis. The proposal had included three Wardens covering the five Wards, categorised into Zones 1-3, with one of the Wardens focused on Zone 1 to support businesses (Hotham and Marine Wards). However, at a follow-up meeting, Arun District Council were keen to point out that any Community Warden scheme operated by them would not provide a direct 'Business Warden' service.

Community Wardens, in general, were then discussed with several Members stating that they were not in support of financially supporting a Community Warden scheme in Bognor Regis, with comment made by one Member that they would be more in favour of paying for dedicated police presence instead. A Member expressed disappointment that Officers had been asked to put so much work into this proposal when it had not been evident that there was strong support for the proposal when Members first considered it.

Members unanimously **DISAGREED** to entering into partnership with Arun District Council for a Community Warden scheme in Bognor Regis to be jointly funded by the Town and District Council.

Discussion then turned to the current Warden provision in the Town Centre, managed by the Bognor Regis BID, which Bognor Regis Town Council have supported in recent years through partnership funding of £10,000 per year. As outlined in a letter to the Town Clerk from the BID, which was **NOTED** by Members, should the BID achieve a second term at ballot, then they would fund a dedicated Business Crime Reduction Partnership Co-Ordinator, providing 5 day a week presence in and around the Town Centre. They could not, however, also afford to support with funding for Business Wardens but would offer to manage the scheme on behalf of the Town Council if they took on the provision of Wardens with full funding of £36,000 per year.

Whilst some Members felt that businesses would suffer if there was no Warden provision in the Town Centre, a Member disagreed and felt that there was no justification for the Town Council to fund it, particularly if it was necessary to cut other service budgets or raise the Precept in order to find the money. The Member stated that a proportion of Council Tax goes towards Sussex Police, and he was concerned that the more provision supplied by the Town Council, the more the Police would pull back from the

Town Centre as they would think it was already covered. With approval from the Chairman, a local business owner seated in the public gallery, spoke in support of the comments made and believed that the police needed to step up. In his opinion, the Sussex Police and Crime Commissioner had no reality of what is going on in the Town Centre.

Ultimately, it was felt that Warden provision for the Town Centre in Bognor Regis should be looked at seriously and it was agreed to include the matter when budgets for 2023/24 are considered at the Policy and Resources Committee Meeting to be held 28th November 2022.

60. TO CONSIDER AMENDMENTS TO THE FLEXIBLE COMMUNITY FUND FORMS AS RECOMMENDED BY THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE – MIN. 26.1 REFERS

The Assistant Clerk’s report, including the appended current application form/guidelines detailing the recommended amendments was **NOTED**.

60.1 In considering the recommendation from the Community Engagement and Environment Committee, to exclude Limited Companies from being eligible to submit an application for the Flexible Community Fund, Members disputed that such companies had many lines of credit available to them.

Members, therefore, **DISAGREED** with the recommendation that ‘Company Ltd. By Guarantee’ should be removed as an option to select in response to question 4 of the Flexible Community Fund application form.

60.2 Members did, however, **AGREE** with the recommendation from the Community Engagement and Environment Committee that the wording in question 14 of the Flexible Community Fund application form should be amended so that it is in line with the wording agreed in question 18 of the Grant Aid application form.

61. TO CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE TO ALLOCATE A BUDGET OF £150, FOR THE PURCHASE OF PLAQUES AND TROPHIES FOR AWARDED TO BUSINESSES DEMONSTRATING GOOD PRACTICE WITH REGARDS TO RECYCLING AND GREEN ISSUES – MIN. 32 REFERS

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

Having first considered this award at the Policy and Resources Committee Meeting held 8th August 2022, and subsequently deferring the matter back to the Community Engagement and Environment Committee, Members continued to be concerned as to how businesses would be evaluated without a criterion agreed as to how prizes would be awarded.

The Assistant Clerk advised that, as a result of a conversation she'd had with the Bognor Regis BID Co-Ordinator earlier that day, it had been suggested that the Town Council contact Dr Jorge Gutic, Senior Lecturer in Sustainable Business at the University of Chichester. It was understood that Dr Gutic has students who are working with local businesses on environmentally friendly and sustainable working practices. It was felt that this could be an opportunity for the Town Council to work in collaboration with the University by involving the students in the nomination process for businesses demonstrating good practice with regards to recycling and green issues.

The Chairman of the Community Engagement and Environment Committee, Cllr. Smith, was present at the meeting and agreed that he was happy to take the suggestion back to his Committee Members and **WITHDREW** the recommendation for a budget of £150 for the purchase of plaques and trophies for the time being.

62. TO RECEIVE ANY UPDATE FROM JOINT ACTION GROUP (JAG) FOLLOWING THE MEETING HELD ON 22nd SEPTEMBER 2022 (IF AVAILABLE)

There was no update available from the Joint Action Group Meeting held on 22nd September 2022. It was, therefore, **AGREED** to **DEFER** this item to the next meeting.

63. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETINGS HELD ON 27th JULY AND 8th SEPTEMBER 2022

The Assistant Clerk's report, including the appended Notes of the Heritage Partnership Board Meetings held on 27th July and 8th September 2022 were **NOTED**.

64. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD (IF AVAILABLE)

With no reports available, it was **AGREED** to **DEFER** this item to the next meeting.

65. TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO COUNCIL THE FOLLOWING UPDATED DOCUMENTS: -

- **Equality Policy Statement**
- **Equality, Diversity and Inclusion Policy (New) – Min. 44 refers**
- **Modern Slavery Policy (New) – Min. 44 refers**

The Assistant Clerk's report, including the three appended documents, was **NOTED** and Members **AGREED** to **RECOMMEND** to Council, with no amendments, the adoption of the documents as listed above.

A vote of thanks was recorded to the Assistant Clerk for her work on these policies.

66. CONSIDERATION OF SIGNING UP TO THE CIVILITY AND RESPECT PLEDGE

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

A Member stated that they were very much in favour of signing up to the Civility and Respect Pledge as it supports Officers and shows the Town Council to be committed to its employees.

Members unanimously **AGREED** to sign up to the Civility and Respect Pledge.

67. TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE

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

Comment was made by Members on what a huge success the Bognor Regis Town Crier had been, with good publicity and a pinnacle role played in both the Queen's Platinum Jubilee and following the passing of Her Majesty.

Members **AGREED** to make no changes to the Town Crier role.

68. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2023 TOWN NEWSLETTER

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

In order to monitor uptake of the full edition of the Town Newsletter on the Town Council's website, a Member suggested that the condensed hard copy of the Newsletter could be used as a teaser to encourage readers to sign up to the Town Council's E-Bulletin in order to access a link to download the full edition. Another Member highlighted that not everyone uses the internet, so the condensed hard copy needed to have some meaningful content.

Owing to the Officer suggestion that an article about the Picturedrome Cinema be included in the 2023 Town Newsletter, Cllr. Cunard declared a Disclosable Pecuniary Interest as the Tenant of the Cinema

Members **AGREED** to the production of a condensed A4, 4-page version for the 2023 Town Newsletter with a full version available for download on the Town Council's website. It was further **AGREED** that Members would bring any further suggestions for the final content of the 2023 Town Newsletter to the next meeting of the Policy and Resources Committee. The item will, therefore, be included on the next Agenda.

69. FINANCIAL REPORTS INCLUDING: -

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

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

69.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 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**.

70. CORRESPONDENCE

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

71. 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 21 and 22 (contractual and staffing).

72. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

73. TO RATIFY ANY DECISION FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 1st SEPTEMBER 2022

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

Members **AGREED** to **RATIFY** that the vacancy for a 'Committee and Event Support Officer' be advertised with immediate effect.

The Meeting closed at 8.17pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 3rd OCTOBER 2022

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.43pm

35. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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 relation to public question time.

Apologies for absence were given by the Projects Officer, on behalf of Cllr. Miss. Needs due to transport arrangements, Cllr. Mrs. Staniforth due to attending a conference, and Cllr. Jones due to Covid.

36. DECLARATIONS OF INTEREST

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

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

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

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

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

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

There were no declarations of Interest.

37. TO APPROVE THE MINUTES OF THE MEETING HELD ON 8th AUGUST 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 8th August 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 8th August 2022, as an accurate record of the proceedings and the Chairman duly signed them.

38. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.49pm

A Member seated in the public gallery wanted to express his desire for the Town Council to show their support for youth provision within the 5 wards of Bognor Regis, specifically when considering the decline in youth provisions. The Member stated that he hoped the Town Council would recognise the effort being made, to provide services to young people, from both Sussex Clubs for Young People and the Bognor Regis Youth and Community Centre.

The Chairman reconvened the Meeting at 6.53pm

39. CLERK'S REPORT

39.1 8th August 2022 – Min. 23 refers – Adjournment for Public Questions and Statements

At the Community Engagement and Environment Committee Meeting held on the 8th of August 2022, 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 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. To date no correspondence had been received regarding this matter.

39.2 8th August 2022 - Min. 24.3 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.

On the 9th September 2022, apologies for the delay in responding, due to the matter reaching across several service areas, were received. ADC advised that they no longer wish to pursue the installation of traditional drinking water fountains due to contamination and hygiene concerns and that the water fountains shall remain in their ownership. ADC will continue to retain ownership and liability of the assets on ADC land and continue with management and maintenance as before. ADC acknowledges that some improvements to the condition of the existing water fountains (some of which are not operational such as Steyne Gardens) and better signposting is necessary.

In order to increase the number of refill stations in the town, ADC would like to welcome Bognor Regis Town Council to join as a contributing partner to the Refill Campaign and as such this will be added to the next Community Engagement and Environment Committee Agenda for Members to consider.

40. 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.

41. FLEXIBLE COMMUNITY FUND INCLUDING: - TO RATIFY THE DECISION TO AWARD £402.00 TO BOGNOR REGIS WOODWORK AND CRAFT CLUB; TO RECEIVE AN UPDATE FOLLOWING THE RECOMMENDATIONS MADE TO THE POLICY AND RESOURCES COMMITTEE IN RELATION TO THE APPLICATION FORM

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

41.1 Members **RATIFIED** the decision to support the application by Bognor Regis Woodwork and Craft Club for £402.00 to fund the purchase of PPE for carpentry equipment to be used safely.

41.2 The Chairman advised Members of the decisions made by the Policy and Resources Committee regarding the Flexible Community Fund application form.

42. TO RECEIVE THE NOTES OF THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON 15th AUGUST 2022 AND TO AGREE THE DATE AND TIME FOR THE NEXT ONLINE MEETING IN OCTOBER

The Projects Officer's report, including the Notes of the Online Community Open Forum Meeting held on 15th August 2022, were **NOTED**.

Members **AGREED** that the next Online Community Open Forum Meeting would be held on Thursday 27th October at 6.30pm and the meeting would be advertised on the topic of discussing The Regis Centre.

A Member asked if invitations could be sent to Neil Taylor, Regeneration Consultant, and Cllr. Shaun Gunner from Arun District Council, to which the Chairman asked the Projects Officer to arrange. However, following discussion with the Town Clerk it has been pointed out that this not the appropriate Forum. If Members wish to extend such an invitation this would need to come to the Town Council as a Motion for consideration as Regeneration is within the Town Council's remit.

43. YOUTH PROVISION INCLUDING: TO CONSIDER THE RELEASE OF FUNDS, AGREED IN PRINCIPLE, FOR SUSSEX CLUBS FOR YOUNG PEOPLE SUBJECT TO MATCH-FUNDING – MIN. 28 OF 8th AUGUST 2022 REFERS; TO RATIFY THE RELEASE OF 50% OF THE FUNDING AGREED FOR BOGNOR REGIS YOUTH AND COMMUNITY CENTRE SUBJECT TO CONDITIONS BEING MET – MIN. 100 OF 19th APRIL 2022 REFERS

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

Ahead of the Community Engagement and Environment Committee Meeting a short Members Briefing was held to receive updates from both Sussex Clubs for Young People and Bognor Regis Youth and Community Centre in support of their funding requests.

A Member of the Committee stated that one of the stipulations of agreeing to award £10,000 in principle to Sussex Clubs for Young People (SCYP) was that the fund would be matched. Upon reviewing the information provided by SCYP, the Member went on to say that although match funding happened two years prior to the request from SCYP, he could not support releasing all the funds based on this evidence, with other Members supporting this view. Another Member stated she felt that the Town Council should fully support SCYP. The Chairman and several Members stated that ultimately the Town Council must give a fair chance to all Youth Providers wishing to seek funding.

Following discussion, Members **AGREED** to award £2,500 as match funding to Sussex Clubs for Young People for youth provision.

Members then discussed the request submitted by Bognor Regis Youth and Community Centre. A Trustee of the Community Centre seated in the public gallery, stated that there was some confusion over what was causing the delay in releasing the first tranche of monies from the Town Council. The Projects Officer advised that numerous emails were sent to the Centre's Manager which itemises in detail what was requested.

Members **RATIFIED** the release of 50% of the funding, to the value of £2,500, agreed for Bognor Regis Youth and Community Centre subject to conditions being met – Min. 100 of 19th April 2022 refers.

44. TO NOTE THAT THE NEXT MEETING OF THE CLIMATE EMERGENCY FOCUS GROUP WILL TAKE PLACE AT 6.30PM ON TUESDAY 18th OCTOBER 2022

The Projects Officer's report advising that the next meeting of the Climate Emergency Focus Group will be held on 18th October 2022 was **NOTED**.

45. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 21st SEPTEMBER 2022 (IF AVAILABLE)

The Projects Officer's report was **NOTED** in relation to the correct date being 22nd September 2022.

As the Notes of the Bognor Regis In Bloom Working Group Meeting were not available, these will be included on the next Agenda.

46. TO RECEIVE AN UPDATE IN RELATION TO SETTING UP AN AWARD FOR BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO RECYCLING AND GREEN ISSUES - MIN. 32 REFERS

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

After some discussion, Members **RESOLVED** to **AGREE** not to proceed any further with the idea of setting up an award for businesses who can demonstrate good practice with regard to recycling and green issues.

47. TO CONSIDER A REQUEST FOR FUNDING TOWARDS THE INSTALLATION OF A BIN, FOR DOG OWNERS, AND BUDGET IMPLICATIONS

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

The Chairman invited Bersted and West Sussex County Council Councillor Keir Greenway, seated in the public gallery, to introduce this item. Cllr. Greenway explained that he had been contacted by a member of the public due to the need for a convenient bin/dog bin in the Victoria Drive vicinity and that he had been in touch with Arun District Council regarding this but essentially, he was seeking financial support from Bognor Regis Town Council.

Members **AGREED** to enter into an agreement **IN PRINCIPLE** with Arun District Council for the provision of a bin on Victoria Drive, subject to the necessary permissions being granted.

If permission is granted, Members **AGREED** for a **RECOMMENDATION** to be made to the Policy and Resources Committee for a provisional sum to be allocated from General Reserves for Year 1 (2022/23) costs, and that the ongoing annual maintenance costs be considered in the 2023/24 Budget.

48. PROPOSALS AND REQUIRED BUDGETS FOR 2023 TO 2024 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: FLEXIBLE COMMUNITY FUND, YOUTH PROVISION, PLAYDAYS, WARD ALLOCATION, SURGERIES, OPEN FORUMS AND TOPIC TEAMS AND THE BOGNOR REGIS IN BLOOM WORKING GROUP

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

After much discussion, Members **RESOLVED** the following proposed budgets for 2023/2024 for recommendation to the Policy and Resources Committee.

BUDGET AREA	CURRENT BUDGET	PROPOSAL FOR 2023/2024 BUDGET
Flexible Community Fund	£5,000	Reduce to £4,000
Youth Provision – Match-Funding	£10,000	Remains at £10,000
Playdays	£3,500	Remains at £3,500
Ward Allocation	£2,000	Reduce to £0.00
Surgeries, Open Forums and Topic Teams	£1,000	Reduce to £500 (Potentially reallocating £500 to Bognor Regis In Bloom)
Bognor Regis In Bloom	£1,750	Remains at £1,750 (Increase to £2,250 with the additional £500 Surgeries, Open Forums and Topic Teams)

49. CORRESPONDENCE

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

The Meeting closed at 7.46pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 11th OCTOBER 2022

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

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

The Meeting opened at 4.07pm

41. 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 had a prior engagement.

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

42. 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

43. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30th AUGUST 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 30th August 2022 as an accurate record of the proceedings and the Chairman signed them.

44. 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.

45. TO RATIFY DELEGATED DECISIONS INCLUDING RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 26th AUGUST AND 9th SEPTEMBER 2022

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

The Planning and Licensing Committee Meeting scheduled to be held on 20th September 2022 was postponed as a mark of respect following the death of Her Majesty Queen Elizabeth II. Members were instead canvassed for their opinion on the applications on the Lists dated between 26th August and 9th September 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 26th August and 9th September 2022 were **RATIFIED** by the Committee.

46. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 16th, 23rd AND 30th SEPTEMBER 2022

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

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

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

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

There were no Licence applications to be considered.

48. CORRESPONDENCE

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

Additional correspondence included: -

48.1 Email from County Councillor Keir Greenway, seeking support from parish councils for proposed traffic calming measures on Chalcraft Lane and West Meads Drive.

48.2 ADC – Notification of Town and Parish Council Community Infrastructure Levy (CIL) Payments for October 2022.

The Meeting closed at 4.25pm

<u>PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 20th SEPTEMBER 2022 FOR WHICH MEMBERS OF THE COMMITTEE WILL BE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING COMMENTS TO BE SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY (AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 26th AUGUST, 2nd AND 9th SEPTEMBER 2022)</u>		
<u>BR/180/22/L</u> <u>16 Scott Street</u> Bognor Regis PO21 1UH	Listed building consent to strip off existing roof covering and replace with breathable felt and slates.	NO OBJECTION
<u>BR/199/22/L</u> <u>Office Accommodation</u> 71 Upper Bognor Road University of Chichester Bognor Regis PO21 1HR	Listed building consent for a new single storey plant room to east elevation.	NO OBJECTION
<u>BR/198/22/PL</u> <u>Office Accommodation</u> 71 Upper Bognor Road University of Chichester Bognor Regis PO21 1HR	New single storey plant room to east elevation. This application affects the setting of a Listed Building, may affect the character and appearance of the Upper Bognor Road & Mead Lane Conservation area and is in CIL Zone 4 (zero rated) as other development.	NO OBJECTION
<u>BR/184/22/CLE</u> <u>110 Aldwick Road</u> Bognor Regis PO21 2PD	Lawful development certificate for the existing use of cottage as dwelling.	NO OBJECTION
<u>BR/183/22/PL</u> <u>110 Aldwick Road</u> Bognor Regis PO21 2PD	Demolition of store building and replace with 1 No. 2 bed cottage. This application is in CIL Zone 4 and is CIL liable as new dwelling.	NO OBJECTION

<p><u>BR/200/22/PL</u> <u>Butlin's</u> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Erection of a new Activity Centre, relocation of fairground rides (some under a new tensile enclosure) and all associated works. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
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**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 11th OCTOBER 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 16th, 23rd AND 30th SEPTEMBER 2022)**

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

<p><u>BR/172/22/HH</u> <u>26 Gibson Way</u> Bognor Regis PO21 1AW</p>	<p>Single storey rear extension</p>	<p>NO OBJECTION</p>
<p><u>BR/202/22/HH</u> <u>41 Marshall Avenue</u> Bognor Regis PO21 2TL</p>	<p>Removal of existing conservatory and erection of single storey rear extension</p>	<p>NO OBJECTION</p>
<p><u>BR/213/22/HH</u> <u>32 Murina Avenue</u> Bognor Regis PO21 2DA</p>	<p>Single storey rear extension with addition of balcony at first floor</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON TUESDAY 27th SEPTEMBER 2022

PRESENT:

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

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
1 member of the public in the gallery

The Meeting opened at 6.30pm

33. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

Due to the absence of the Chairman Cllr. Batley, the Vice-Chairman Cllr. Woodall was 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 due to childcare arrangements and Mrs. Daniells due to annual leave. The Events Officer was unable to attend due to the changed date of the meeting. No apologies were received from Cllrs. Erskine, Jones and Reynolds.

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 MEETING HELD ON 11th JULY 2022

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

Cllr. Woodall abstained from voting as he was not in attendance at the meeting on 11th July 2022.

36. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

No public questions or statements had been received.

37. CLERK'S REPORT

37.1 Update on Promenade Bandstand wind shields – 11th July 2022 – Min. 24.1 refers

At the last meeting the Projects Officer advised that at the 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 of the Committee's decision and is awaiting their response. As there has been no response from Arun District Council, the Projects Officer has re-sent the letter to a different Officer in an effort to progress this matter.

37.2 Update on Butlin's poster locations – 11th July 2022 – Min. 24.2 refers

At the Events, Promotion and Leisure Committee Meetings held on the 21st March, 16th May and the 11th July 2022 the Projects Officer advised that contact had been made with the PA of Butlin's Resort Director, however no progress was reported. It was stated that should there be no response from Butlin's then the item would go on the subsequent Agenda for Members to consider how to proceed with the proposal. On the 5th September 2022 communication was received from the PA to the new Butlin's Resort Director, Nicola Ratcliffe, who is currently on annual leave with the PA advising that they will be in contact with the Projects Officer with a response on the poster locations upon their return.

37.3 Update on new poster sites on the Promenade – 11th July 2022 – Min. 24.5 refers

The Projects Officer had previously reported that at the 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. An Officer from Arun District Council has responded advising that any potential installations of display frames to hold posters would require licensing from Property & Estates with potential agreement needed from Foreshores. The Officer is making further enquires with their legal team but stated that considering Officer workloads, this would be a low priority matter. Further updates will be given as and when available.

37.4 Update on Terms of Reference – 11th July 2022 – Min. 25 refers

At the last meeting, 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 approval of the Terms of Reference for the Committee were once again deferred and are again on the agenda for consideration this evening.

Members were also asked to note 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.

The Town Clerk updated Members of the Policy and Resources Committee at their meeting on 1st August that once again the Terms of Reference for E, P & L had been deferred resulting in these not being available yet for the Committee to recommend to the Council for adoption.

The Policy and Resources Committee were also advised that in the interim the Clerk has spoken with Pete Cooper, an associate consultant with DCK Accounting Solutions, who previously produced these documents on behalf of the Town Council. He has 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 of the Committee had also been advised that a review of all the Terms of Reference would therefore 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 with draft amended documents considered by each Committee later in the year for approval before recommendation to the Policy and Resources Committee and Council.

Subsequently, to the Policy and Resources Committee Meeting, it had been suggested that a face-to-face meeting with Members and Pete Cooper would be the preferred way forward. The Town Clerk will be liaising with Pete Cooper to establish if this is possible and hopes to report back with some possible dates for this to take place in due course.

37.5 Christmas Illuminations Switch-On 26th November 2022 – 11th July 2022 – Min. 26.6 refers

At the last meeting held on 11th July 2022, an update had been given by the Events Officer within her written report to inform Members that quotations had been sought for the Christmas projection. One company were able to provide the projection within the budget that had been made available to the Town Council for this purpose from ADC as match-funding against the Council's significant investment in a new Christmas lighting contract.

Members had already agreed to do a projection and they had chosen the period of time this should run for. The Events Officer was only seeking the Committees agreement to proceed with booking the Digital Projection for the six-week Christmas period with Double Take Projections, which needed to be confirmed without delay to ensure this could proceed. Unfortunately, owing to some confusion amongst Councillors present at the meeting, and further clarification regarding the funding being sought, this agreement was not given.

Subsequently, the Events Officer and the Town Clerk corresponded with Members of the Committee by email reiterating the information that had previously been provided by way of reports. The Town Clerk also clarified the position with regards to the match-funding from ADC and the digital projection and requested Members reconsider the current position and confirm their agreement for the Events Officer to proceed with the booking. Committee Members including Councillors Batley, Erskine, Jones, Mrs. Warr, Waterhouse and Woodall all confirmed their agreement to the Town Clerk and therefore Double Take Projections have been booked to provide a digital projection that had previously been agreed over the six-week festive period.

37.6 Update on Christmas Lights – 11th July 2022 – Min. 28 refers

Ahead of the installation of the new Christmas Lights for 2022, the new contractor conducted a site visit on 14th August 2022 for a one-off infrastructure test that was detailed within the original quotation at a cost of £1,500.00 with an additional £975.00 to replace sockets in the Aldwick Road. During the visit the contractor carried out catenary wire inspection and bracket testing as well as an electric survey resulting in maintenance being required to the value of £6,020.00 and £2,450.00 plus VAT respectively, which the Town Clerk has advised as necessary maintenance will be funded from Earmarked Reserves.

37.7 Items for Future Agenda – 11th July 2022 – Min. 31 refers

At the last Events, Promotion and Leisure Committee Meeting, a Member and the Chairman asked the Projects Officer for clarity on the process for adding items for a future Agenda and why Bognor Regis Town Council do not have 'Any Other Business' as part of standard Committees Agendas.

The Projects Officer can confirm that the process for adding 'Items for future Agenda' was agreed at the Meeting of 16th November 2020 (Min. 125 refers) and Members are asked to note that only suggestions submitted two weeks prior to the meeting, via the template form, and circulated with the report can be considered.

In relation to 'Any Other Business', the Projects Officer can confirm that it is unlawful for Members to make a decision which does not fall under a specific agenda item, which includes 'Any Other Business', 'Matters Arising and Correspondence.

37.8 Question from Councillors regarding Clerk's Report – 27th September 2022

Two Members asked if they would be able to get a copy of the Clerks Report ahead of the Meeting. The Projects Officer informed Members that the Clerks Report is an opportunity to provide updates on matters that require no decisions by Members. The Projects Officer stated he will liaise with the Town Clerk to see whether this is possible.

38. 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. 25 REFERS

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

The Projects Officers informed Members that as per the Clerks Report, Members are asked to note 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.

Furthermore, meetings with Members across all Committees shall be going ahead in liaison with Pete Cooper from DCK Accounting Solutions and the Town Clerk.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Events, Promotion and Leisure Committee with no amendments.

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

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

39.1 Book Day – 13th April 2022 – Hotham Park

A Member asked what the Events Officer is planning regarding funding and sponsorship of the event (and for all events) for next year and sought clarification as to what the £2,386,25 was used for at the Drive Through Time event. The Projects Officer advised that he would ask the Events Officer to provide an update on this query.

39.2 Celebrations and Commemorations for Mark The Queen's Platinum Jubilee – 2nd – 5th June 2022

A Member commented on their dissatisfaction that Aerosparx were not used at the event despite the organisation being booked elsewhere. The Projects Officer stated that he would not be able to comment on why the organisation were used by other events holders.

39.3 Drive Through Time – 3rd July 2022

Members stated that they felt the Drive Through Time was a great success.

39.4 Proms in the Park - 3rd September 2022

Members stated that this was also a successful event but would have liked to have seen more involvement in terms of Councillors attending and old fashioned fundraising methods such as using buckets. Another Member asked if a wider range of sponsorships and a VIP tent could be explored at next year's event.

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

After some discussion, Members **AGREED** for the Beacon to be lit at 6.30pm on Wednesday 5th October.

Members also **AGREED** that the Events Officer should approach South Bersted Primary School to see if they would like to perform at the event and if they decline owing to it being a weekday, that the Events Officer should seek another band to perform at the event.

39.6 Christmas Illuminations Switch-On - 26th November 2022

The Events Officers report updated Members on the planning taking place for this year's Switch-On event, which was well underway. Reference had also been made by the Events Officer to the suggestion made by a Member at a previous meeting for a Working Party to be formed to consider supporting future Switch-On events. Whilst the Events Officer was pleased to receive input from Members with ideas for future events, it was not clear exactly what the purpose of this Working Party would be and why it was felt by the Member to be necessary, particularly when any proposals could/should be put forward in the scheduled meetings. Clarity from the Committee on their support for this, the purpose of the Working Party and what was hoped to be achieved was therefore being requested. Members were also asked to be mindful that any financial recommendations from a Working Party would still need to be reported back via this Committee to be formally considered and approved before any implementation could take place and would therefore not be an effective way forward.

A Member asked that it be noted that the name of the theatre is the Alexandra and not Alexander as detailed in the report.

Reference was made by a Member regarding the amount of responsibility he thought would be placed on one person to organise the new programmable Christmas lighting displays as well as the Switch-On event. The importance of having a voluntary group of people to input into the discussion was also stressed and that there would be plenty for a Working Party to discuss including meeting with the BID, discussion about the Christmas projection, rehearsals, staging, lighting, as well as the attendance of Billy Bulb etc. The Projects Officer confirmed that any Working

Party, should Members choose to support this option would only be for the Switch-On element.

Discussion took place regarding the makeup of any Working Party and whether this would be made up of just Councillors or involve others. Following some debate, it was **AGREED** that the formation of an official Working Party was not necessary and a one-off meeting with relevant officers to share ideas around the table regarding the Switch-On event this year should be held with further meetings arranged if required.

Conversation then switched to the new Christmas lighting displays for 2022 with a Member reporting that it was his understanding that the contractors had confirmed they would work with Members regarding sponsors messages and programming of the lighting displays, and he was looking forward to meeting with the contractor to discuss this further. He also referred to the speakers that are still there in the precinct and how some years ago Christmas music was played throughout the festive period. With the changing-coloured lights, he felt it would be lovely to incorporate some carol singers/festive music once again, which he believed the lighting contractor had agreed to look into.

The Projects Officer reported that the contractors have their own teams of technical and installation staff, and he would liaise with them to establish exactly what would be achievable and available to the Council as part of the agreed contract and report back to Members.

After some discussion Members **DISAGREED** that the £2,000 currently held in Earmarked Reserves should be split with £1,000 being used for the 2022 Switch-On event with the remaining £1,000 being returned to General Reserves to be reallocated to The Bognor Regis Food Bank. Members felt that funding for such organisations should be considered by the Community Engagement and Environment Committee.

Members **AGREED** to keep the £2,000 in Earmarked Reserves and use it for the 2022 Switch-On event if needed, with it potentially used for the promotion of the event.

40. **PRELIMINARY DISCUSSION REGARDING THE BUDGETS FOR THE 2023 EVENTS PROGRAMME**

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

Members **AGREED** that the Events Officer should undertake preparatory work on budgets to allow for any changes or additions to the usual programme of events.

41. UPDATE ON THE PROPOSAL FROM DREWITTS EVENTS REGARDING A PUNCH AND JUDY MAN COMMEMORATIVE 2-DAY EVENT IN 2023 – MIN 27. REFERS (IF AVAILABLE)

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

The Projects Officer advised Members that Drewitts Events are not looking for any funding from the Town Council and that they are waiting on confirmation from Arun District Council, regarding their application to hold the event in September/October 2023. Further information will be presented back to the Committee when available.

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

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

Members **AGREED** that, as this was the third time that Cllr. Mrs. Daniells had not been in attendance at the meeting, this item would be removed from the Agenda. Should Cllr. Mrs. Daniells wish to resubmit her proposal, then the Committee can reconsider this.

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

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

Members **AGREED** that, as this was the third time that Cllr. Mrs. Daniells had not been in attendance at the meeting, this item would be removed from the Agenda. Should Cllr. Mrs. Daniells wish to resubmit her proposal, then the Committee can reconsider this.

44. ITEMS FOR FUTURE AGENDA

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

Members **AGREED** to include the proposal from Cllr. Brooks, to improve the Bognor Regis Town Council website events page, on a future Agenda.

Members **AGREED** to include the proposal from Cllr. Brooks, to improve the Bognor Regis Town Council events promotion, on a future Agenda.

Members **DISAGREED** to include the proposal from Cllr. Brooks, to use 3 stainless steel interpretation signs currently held in the Bognor Regis Town Council store, on a future Agenda.

Members **AGREED** to include an amended proposal from Cllr. Brooks, to consider writing a letter to Arun District Council asking if they would purchase 50 portable chairs to be stored in proximity to the Bandstand for outdoor events, on a future Agenda.

Members **AGREED** to include the proposal from Cllr. Mrs. Daniells, to hold a birthday celebration for Sir Richard Hotham, on a future Agenda.

45. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.56pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 7th NOVEMBER 2022**

**AGENDA ITEM 12 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY
CLLR. M. STANLEY - SUPPORT FOR OFFICERS TO ENGAGE WITH
YOUNG PEOPLE ABOUT WHAT THEY WOULD LIKE TO SEE REGARDING
YOUTH PROVISION WITHIN THE TOWN**

REPORT BY THE TOWN CLERK

FOR DECISION

The following Motion has been received from Cllr. M. Stanley: -

This motion instructs officers to engage with students at The Regis School and Felpham Community College with a view to producing a comprehensive report on what young people would like to see regarding youth provision within the town.

The aim of this work is to better understand what the needs of young people are within the 5 wards of Bognor Regis, then the Town Council's funding can be specifically targeted to support projects within these areas that meet these needs.

Officer Comment

Another Councillor will be required to second the Motion before the item may proceed.

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

As the matter of "Co-ordinate the involvement of children and young people in decision making" falls within the Terms of Reference of the Community Engagement and Environment Committee (see clause 5.2) it is the Officer recommendation that the Motion be referred without discussion to the next Community Engagement and Environment Committee Meeting.

DECISIONS

Is there a seconder for the Motion?

If the Motion is seconded, the Motion will stand referred without discussion to the next Community Engagement and Environment Committee Meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 7th NOVEMBER 2022**

**AGENDA ITEM 13 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY
CLLR. J. BROOKS – SUPPORT IN ASKING ARUN DISTRICT COUNCIL TO
HOLD A CONSULTATION IN BOGNOR REGIS ON DESIGN PROPOSALS
FOR THE ALEXANDRA THEATRE AND FOR A PUBLIC MEETING TO BE
HELD**

REPORT BY THE TOWN CLERK

FOR DECISION

The following Motion has been received from Cllr. J. Brooks: -

Following our Community Open Forum, we are asking for support on the following: -

- 1. That this Council writes to Arun District Council and requests they hold a comprehensive consultation/exhibition in the Bognor Regis area on the design proposals for the Alexandra Theatre, before the planning application is submitted, in order to gauge support for it and to gain feedback and suggestions from residents, users and visitors.*
- 2. In order to ensure the public are fully informed and well versed in the proposals and understand the project, and in the light of its' importance in the area, as a key building, we also ask this Council to support holding a public meeting for interested residents to enable them to be presented with the details of the proposals, ask questions and comment on them, and that we invite the relevant officers from Arun to attend along with the Leader of Arun District Council, and a representative from Arun Arts Company Ltd.*

Officer Comment

Another Councillor will be required to second the Motion before the item may proceed.

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

DECISIONS

Is there a seconder for the Motion?

If the Motion is seconded, does the Mayor deem the matter urgent enough for immediate discussion or alternatively direct that the matter should stand referred, without discussion, to the next Full Council Meeting?

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

AGENDA ITEM 14 - TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2022 ACCOUNTS AND CONSIDER ANY ACTION IF REQUIRED

REPORT BY THE TOWN CLERK

FOR DECISION

Notification has been received from the External Auditors, Moore that they have completed the Town Council's annual audit for the year ended 31st March 2022. The certified Annual Governance and Accountability Return (AGAR) which includes the External Auditor's certificate and report and details any matters arising from the audit has also been returned.

In line with the Accounts and Audit Regulations 2015, a Notice has already been displayed along with a copy of the certified AGAR on the Town Council's noticeboards advising of the conclusion of the audit and the right to inspect this.

A copy of the certified AGAR and Notice has also been placed on the Town Council's website.

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 7th NOVEMBER 2022**

AGENDA ITEM 15 - DELEGATED DECISIONS INCLUDING: -

REPORT BY THE TOWN CLERK

FOR INFORMATION

Planning and Licensing

The Planning and Licensing Committee Meeting scheduled to be held on 20th September 2022 was postponed as a mark of respect following the death of Her Majesty Queen Elizabeth II.

Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 26th August and 9th September 2022, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (attached to this report as **Appendix 1**).

The decisions taken under Delegated Authority were subsequently ratified at the Planning and Licensing Committee Meeting held on 11th October 2022.

Unfortunately, the Planning and Licensing Committee Meeting scheduled to be held on 1st November 2022 had to be cancelled as it was not quorate.

Members will be canvassed for their opinion on the applications on the Lists dated between 7th and 21st October 2022, and corresponding comments will be submitted to Arun District Council by the Town Clerk under their Delegated Authority.

The decisions taken under Delegated Authority will be subsequently ratified at the Planning and Licensing Committee Meeting to be held on 22nd November 2022 and reported back at the next Town Council Meeting.

**PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE POSTPONED
PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 20th SEPTEMBER 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 26th AUGUST, 2nd AND 9th SEPTEMBER 2022)**

<p><u>BR/180/22/L</u> <u>16 Scott Street</u> Bognor Regis PO21 1UH</p>	<p>Listed building consent to strip off existing roof covering and replace with breathable felt and slates.</p>	<p>NO OBJECTION</p>
<p><u>BR/199/22/L</u> <u>Office Accommodation</u> 71 Upper Bognor Road University of Chichester Bognor Regis PO21 1HR</p>	<p>Listed building consent for a new single storey plant room to east elevation.</p>	<p>NO OBJECTION</p>
<p><u>BR/198/22/PL</u> <u>Office Accommodation</u> 71 Upper Bognor Road University of Chichester Bognor Regis PO21 1HR</p>	<p>New single storey plant room to east elevation. This application affects the setting of a Listed Building, may affect the character and appearance of the Upper Bognor Road & Mead Lane Conservation area and is in CIL Zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/184/22/CLE</u> <u>110 Aldwick Road</u> Bognor Regis PO21 2PD</p>	<p>Lawful development certificate for the existing use of cottage as dwelling.</p>	<p>NO OBJECTION</p>
<p><u>BR/183/22/PL</u> <u>110 Aldwick Road</u> Bognor Regis PO21 2PD</p>	<p>Demolition of store building and replace with 1 No. 2 bed cottage. This application is in CIL Zone 4 and is CIL liable as new dwelling.</p>	<p>NO OBJECTION</p>

<p><u>BR/200/22/PL</u> <u>Butlin's</u> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Erection of a new Activity Centre, relocation of fairground rides (some under a new tensile enclosure) and all associated works. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
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**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 7th NOVEMBER 2022**

**AGENDA ITEM 16 - PLANNING AND LICENSING COMMITTEE - TO
CONSIDER ANY APPOINTMENT TO FILL THE CURRENT VACANCY - MIN.
80 REFERS**

REPORT BY TOWN CLERK

FOR DECISION

At the Full Council Meeting held on 5th September 2022, Members were invited to consider the start time for Planning and Licensing Committee Meetings reverting to a 4pm start.

The Chairman of the Planning and Licensing Committee, Cllr. Mrs. Warr explained that the starting time of the Committee had been changed from 4pm to 6.30pm following agreement of Members at the meeting of 4th January 2022, with the intention of obtaining a higher attendance rate from Members for these meetings.

Unfortunately, this had not proved to be effective and as such, several Members had expressed a preference for reverting to a 4pm start for these meetings, for the rest of the municipal year, which would also save on staff time having to attend evening meetings.

Members agreed that Planning and Licensing Committee Meetings, scheduled for the rest of this municipal year, will start at 4pm. However, Cllr. Stanley stated that he would have to stand down as a Committee Member, due to work commitments at this earlier time.

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 7th NOVEMBER 2022**

**AGENDA ITEM 17 - TO NOTE THAT THE TOWN COUNCIL'S
COMMUNITY WINTER RESILIENCE PLAN HAS BEEN UPDATED, AND
SUBMITTED TO WSCC, FOR 2022/23**

REPORT BY THE TOWN CLERK

FOR DECISION

The Community Winter Resilience Plan is produced with the support of West Sussex County Council (WSCC) to help communities in times of extreme weather. For Town/Parish Councils that have Local Farmers and Contractors Agreements in place, WSCC require that their Community Winter Resilience Plans are submitted in a timely fashion in order that financial contributions can be claimed when necessary.

Although Bognor Regis Town Council do not have a Local Farmers and Contractors Agreement in place, it is good practice to have a Community Winter Resilience Plan to share with members of the public in order to prepare and support them during extreme winter conditions.

DECISION

Members are invited to **NOTE** that the Town Council's Community Winter Resilience Plan for 2022/23 (as detailed in **Appendix 1**) has been updated and submitted to WSCC.



BOGNOR REGIS TOWN COUNCIL

Community Winter Resilience Plan 2022/23

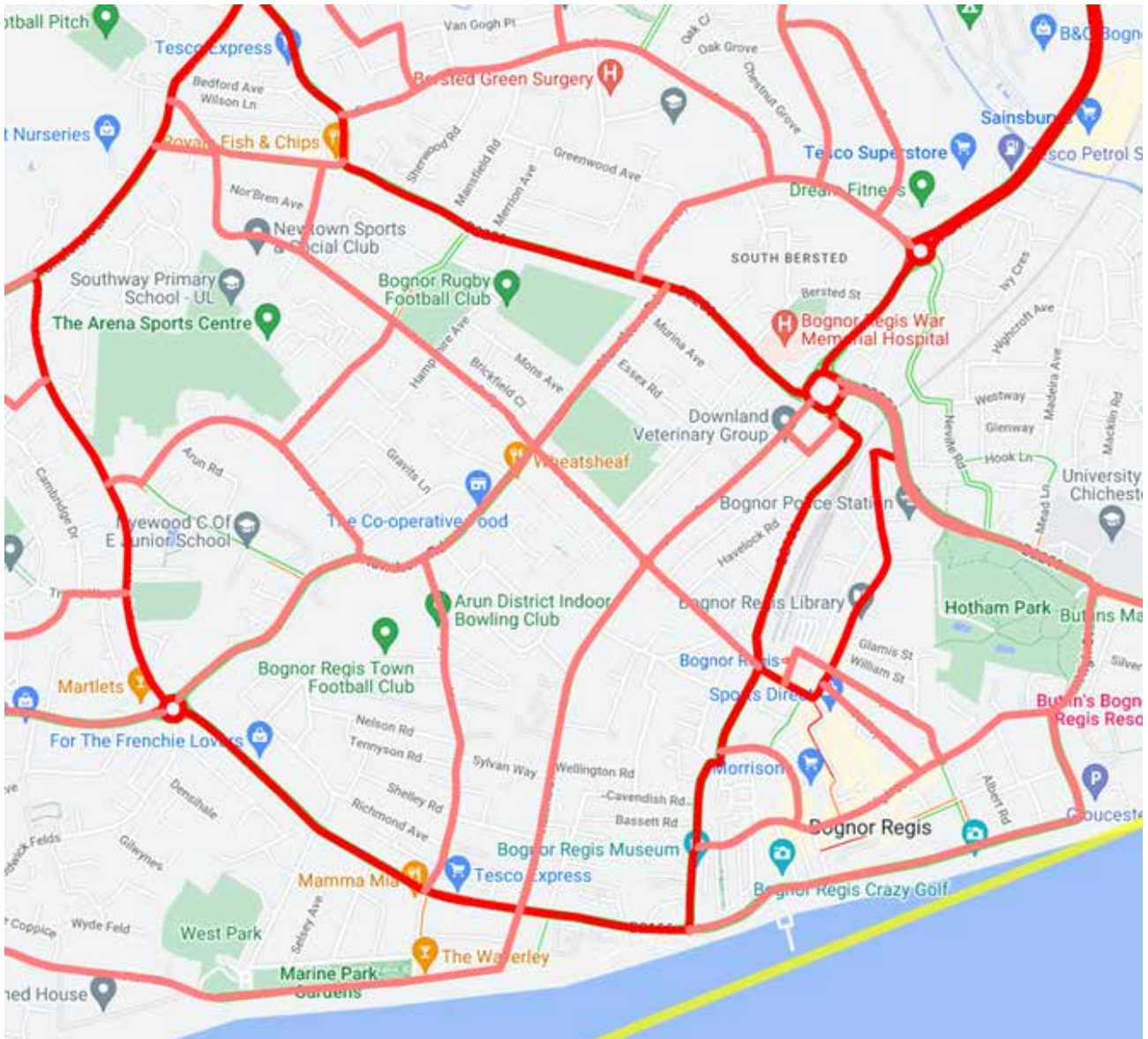
Community Winter Resilience Plan 2022/23

This Community Winter Resilience Plan is produced with the support of West Sussex County Council (WSSCC) in helping communities in times of extreme weather.

WSSCC Highways undertakes to do the following:

- Monitor the daily forecast provided by their weather forecast provider between October and April and take appropriate actions. Issue a Daily Decision on Twitter to all interested parties via @WSHighways.
- Treat the Winter Service Network – 42% of the county's 4,000km road network.
- Purchase and store, at five WSSCC depots, at least 8,000 tons of de-icing road salt during the summer months when prices are advantageous.
- Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.
- Maintain a fleet of 20 gritters (bulk spreaders) between October and April.
- Issue a pre-snow trigger email in the event of a significant weather event to advise communities when to activate the Local Farmer and Contractor Agreement for WSSCC funded activities.

WSSCC Gritting Routes within the five Wards of Bognor Regis



How WSCC decide which roads to grit

Every day around noon WSCC receive a 24-hour weather forecast for each area, together with road temperature sensor data. They use this information to help them decide which of the following is required:

- **Action:** Gritting on any of the three forecast areas.
- **No action:** Temperatures show there is no need for gritters to go out.
- **Delayed decision:** WSCC will decide whether or not to act when they receive another forecast at 5.00pm.

Whenever ice is forecast, WSCC carry out gritting (salting) of our roads to reduce the potential for ice forming on the road surface.

In the event of heavy snowfall (5cm or greater), their road network treatment will be reduced to cover key roads needed to keep the county open, providing access to A&E hospitals and 'blue light' services.

WSCC's priority order for gritting will be:

Priority 1 - Ice and snow: Strategic (main) A roads and access roads to emergency services, except the trunk roads A27, A23 and M23, which are the responsibility of National Highways.

Priority 2 - Ice and snow: The remainder of the A and B road network.

Priority 3 - Ice only: Other important roads as defined, or meet the criteria, in Annex A of the [WSCC Winter Service Plan 2019-2020](#).

Winter Resilient Network

As part of contingency planning, West Sussex County Council has defined a minimum winter network called the Winter Resilient Network.

The Winter Resilient Network is the extent of the Winter Service Network that will be treated and/or ploughed in the event of heavy snowfall. Generally, dual carriageways and multilane roads will be driven and treated in the nearside lane only. The Winter Resilient Network includes: -

- Major Road Network, made up of 'A' and 'B' class carriageways
- Access to emergency services
- Access to hospitals, especially those with A&E
- Principle public transport hubs
- Key train stations
- Bus depots and garages
- Main bus routes
- Key infrastructure, including ports, water treatment works, electric generation sites etc
- Connectivity between major communities.

It is not possible for West Sussex Highways to salt or clear snow from all other roads, footways or cycleways. Instead WSCC assist local communities by working with parish, town, district and borough councils to provide salt bins.

Salt bins are:

- To be used by the community to treat public roads, pavements and other community areas.
- Not to be used for use on private roads, driveways or land.
- Refilled once by WSCC before the start of winter.
- Sometimes locked and will only be unlocked during severe weather by trained volunteers.

Town/Parish Council Salting and Clearing Arrangements

Local Coordinator: Mrs. Erika Adams

Contacts for Daily Decisions: Mrs. Erika Adams
Town Force Manager
Bognor Regis Town Council
01243 825535

erikaadams@bognorregis.gov.uk

Bulk bags of salt to be provided by WSCC Highways during the autumn, for hand salting by identified volunteers at the problem areas highlighted below. Salt provided by WSCC is for use only on public roads and footpaths and is not to be used for complete route coverage. Bognor Regis Town Council's Town Force staff will be deployed to undertake salting in the event of emergencies, with salt to be stored at the following locations:

Area	Quantity
Town Force Lock Up Unit G2 Beeding Close Southern Cross Trading Estate Bognor Regis	1 bag

Problem areas identified within Bognor Regis

The following areas have been highlighted as areas that may require hand salting in the event of snow/heavy frost:

- 3 x WSCC subways and adjoining paths.
- London Road precinct.
- Railway footbridges at Longford Road and Ivy Lane.
- Communal areas of Bognor Regis Town Council's allotments.
- Other areas as identified as a result of snow/frost.

Identified volunteers

Bognor Regis Town Force team (paid staff)

Advice on hand salting

The photographs below illustrate some of the key features of effective hand salting.



One ton bags of salt/grit mix is delivered to agreed locations during times of adverse weather for use on the public highway as a form of self help. This material is not for use on private land.



WSCC recommends a spread rate of approximately 20 grams of salt/grit per metres square when hand salting. Although salt/grit can be spread effectively with shovels, care is required to ensure over salting does not occur. Push-along devices, as shown on the left, can be used to cover large areas with an even spread. Large areas can thus be treated quicker with less wastage.



20 grams is in fact a very small amount. You don't need a lot of salt to protect a footway. Use it sparingly. Over salting is damaging to the environment and a waste of a limited resource. Salt bins or bulk bags may not be replaced if salt stocks are critical.



The white board in the photo to the left is one metre square and has 20 grams of salt/grit spread across it. You will observe that you do not need a lot of salt to protect the footways. Spread it evenly and your salt will last longer and cover a greater area.

Advice from GOV.UK on clearing snow and ice, from a road, path or cycleway, where possible

When you clear snow and ice:

- Do it early in the day - it's easier to move fresh, loose snow.
- Don't use water - it might refreeze and turn to black ice.
- Use salt if possible - it will melt the ice or snow and stop it from refreezing overnight (you can use ordinary table or dishwasher salt).
- You can use ash and sand if you don't have enough salt - it will provide grip underfoot.
- Pay extra attention when clearing steps and steep pathways - using more salt may help.
- When you're shovelling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

Remember, people walking on snow and ice have responsibility to be careful themselves.

Advice from WSCC on how to prepare for winter

Keep an eye on the weather

- Sign up to [receive severe weather and school closure email alerts](#).
- [Check if you are at risk from flooding](#) and [sign up for free flood warnings](#).

Protect your home

- Order winter fuel in advance.
- [Check pipes are lagged](#) to prevent them bursting and know where to turn your stopcock off.
- Have a shovel available to clear paths.
- Prepare an [emergency bag](#) in case you or your family have to move location at short notice.
- Make sure you have a [working smoke alarm](#) on each level of your home.

- Complete a Household Emergency Plan, which should include important numbers, such as your home insurer, doctor and the police:
 - [Household Emergency Plan form \(PDF, 130KB\)](#)

Protect your business

- WSCC's [Protect your business](#) pages provide information on how to prepare a business continuity plan to help in the event of extreme weather.

Protect your health

- [Keep warm and well](#) - find out if you are eligible for [Cold Weather Payments](#).
- Fight the flu – get a flu jab.
- If you take medication make sure you have enough to get you through any bad weather.
- Check NHS Choices for [winter health guidance](#).
- Have your heating and cooking appliances serviced by an [approved trader](#) - carbon monoxide is a killer.
- Stock up on basic supplies at home (see WSCC's [emergency survival checklist](#) for more information) or find out about getting [Meals on Wheels](#).

Winter travel

- Ensure you have shoes with a good grip.
- Prepare your car for winter weather by following [RAC advice](#).
- Follow GOV.UK's advice about [driving in adverse weather conditions](#).
- Keep up to date with the latest travel information [around the county](#) or [around the UK](#).
- Sign up for free [train delay and disruption alerts](#).

Other resources

- Contact the [Energy Saving Trust](#) for free, impartial advice on reducing your heating bills and making your home more energy efficient.

Useful contact details/websites in an emergency

Bognor Regis Town Council	01243 867744 bognortc@bognorregis.gov.uk
Arun District Council (Enquiries)	01903 737500 info@arun.gov.uk
BBC Sussex (104.8 & 95.3 FM)	www.bbc.co.uk/bbcsussex
British Gas and Transco Gas	0800 111 999
Emergency Services	999
Environment Agency	www.environment-agency.gov.uk

Heart (97.5 & 96.7 FM)	www.heart.co.uk/sussex
Highways England	0300 123 5000 https://m.highwaysengland.co.uk/
National Flood Forum	https://nationalfloodforum.org.uk/
NHS out-of-hours	111
Police (non-urgent)	101
Portsmouth Water	023 9247 7999
Power Cut	105
St Richard's Hospital	01243 788122
Southern Water	0330 303 0368
V2 Radio Sussex	www.v2radio.co.uk
West Sussex County Council (Enquiries)	01243 777100 www.westsussex.gov.uk
West Sussex Highways	01243 642105 www.westsussex.gov.uk
WSCC Resilience & Emergencies	033 022 22400 emergency@westsussex.gov.uk
West Sussex Fire & Rescue Service	01243 786211 wsfrs@westsussex.gov.uk

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 7th NOVEMBER 2022**

AGENDA ITEM 18 – OUTSIDE BODIES INCLUDING: -

REPORT BY THE TOWN CLERK

FOR DECISION

To appoint a new BRTC representative to the Bognor Regis Town Centre Forum

At the Annual Town Council Meeting held 9th May 2022, Cllr. Stanley was appointed as the Councillor Representative to the Bognor Regis Town Centre Forum – Min. 13 refers.

However, the Town Clerk is aware that Cllr. Stanley recently wrote to the Bognor Regis Regeneration Board to advise that he would be stepping away from his role on the Town Centre Task Force.

Should Cllr. Stanley stand by this decision, then it will be necessary to appoint a Town Council representative to the Bognor Regis Town Centre Forum for the remainder of the 2022/23 municipal year.

DECISION

If necessary, to **AGREE** the appointed Councillor Representative to the Bognor Regis Town Centre Forum for the remainder of the 2022/23 municipal year.

To receive an update on BRTC representation to The Bognor Regis Regeneration Board - Min. 81.2 refers

Following a request from the Executive Director of the Bognor Regis Regeneration Board, for the Town Council to consider appointing a new Representative to the Board, at the Council Meeting held 5th September 2022, Members discussed the significance of ensuring the Town Council had adequate representation on the Board and the continuation of the working relationship currently shared. The Regeneration Board were concerned that the current Representative was rarely able to attend meetings, often giving late apologies or none at all, which made it very difficult to get another Council Reserve present in time.

The Town Clerk confirmed the current Representative on the Board as Cllr. Erskine, who was absent from the Council Meeting held on the 5th. At that meeting a Member stated that they did not feel comfortable voting to replace the existing Representative, without first asking their stance on staying in the role.

It was agreed that Cllr. Erskine be contacted and, if no response was given in an adequate time, it was proposed that Cllr. Mrs. Warr be asked to become the Representative, with Cllr. Goodheart then becoming first Reserve, with a vacancy then needing to be filled, for a second Reserve, which could be considered at the next Meeting.

The Town Clerk made contact with Cllr. Erskine who confirmed that he would like to remain as the Representative to the Board, and gave assurances that he would endeavour to give his apologies in good time, should he be unable to attend Board meetings in the future.

At the Bognor Regis Regeneration Board Meeting held on 19th October 2022, Cllr. Erskine and the Town Clerk were both in attendance.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 7th NOVEMBER 2022**

AGENDA ITEM 19 – TO CONSIDER CHANGING THE DATE OF THE POLICY AND RESOURCES BUDGET COMMITTEE MEETING SCHEDULED TO BE HELD 28th NOVEMBER 2022 AND AGREE THE NEW DATE OF THURSDAY 15th DECEMBER 2022

REPORT BY THE TOWN CLERK

FOR DECISION

At the Annual Town Council Meeting, held 9th May 2022, Members noted the Calendar of Meetings for 2022/2023 which included the Policy and Resources Budget Committee Meeting to be held 28th November 2022 (Min. 15 refers).

However, the tax base for 2023/2024 (the number of properties that the Arun District Council are able to levy a Council Tax charge from, expressed in terms of 'band D equivalent properties') will not be known prior to the budget setting meeting scheduled for 28th November.

It is, therefore, Officer recommendation that the Policy and Resources Budget Committee Meeting be moved, to allow time for the tax base to be published and held at 6.30pm on Thursday 15th December 2022 when the Town Council's Accountant will be available to attend.

DECISION

Do Members **AGREE** to change the date of the Policy and Resources Budget Committee Meeting scheduled to be held 28th November 2022 and further **AGREE** the new date of Thursday 15th December 2022 at 6.30pm?

AGENDA ITEM 20

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 7th NOVEMBER 2022**

AGENDA ITEM 20 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 19th OCTOBER 2022 (IF AVAILABLE)

REPORT BY TOWN CLERK

FOR NOTING

At the time of publishing this report, the Minutes from the last meeting on 19th October 2022 had not been released. However, as soon as these are available a link to the Bognor Regis Regeneration Board website will be circulated to Members and the Minutes will be noted at the next meeting.

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

**AGENDA ITEM 21 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR CLLR.
JOHN BARRETT FROM 5th SEPTEMBER - 7th NOVEMBER 2022**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

- Friday 09.09.22 : Laying of flowers and signing of Book of Condolence following announcement of The passing of Her Late Majesty, Queen Elizabeth II, Town Hall, Clarence Rd, BR
- Sunday 11.09.22 : Holy Communion and Remembrance Service for Her Late Majesty, Queen Elizabeth II, St Wilfrid's Church, Ellasdale Rd, BR
- Sunday 11.09.22 : The Proclamation of the Accession of King Charles III, War Memorial, Town Hall, Clarence Rd, BR
- Wednesday 14.09.22 : Visiting local Care Homes, offering Residents' opportunity to sign Book of Condolence – Elizabeth House, Victoria Drive, BR
- Thursday 15.09.22 : Visiting local Care Homes, offering Residents' opportunity to sign Book of Condolence – Abbots Lawn, Homebeech and Greenways, BR
- Friday 16.09.22 : Visiting local Care Homes, offering Residents' opportunity to sign Book of Condolence – Aldersmead Care Home, Upper Bognor Road, BR (accompanied by Mayor's Chaplain)
- Sunday 18.09.22 : 'Moment of National Reflection' on the Passing of Her Late Majesty, Queen Elizabeth II, War Memorial, Town Hall, Clarence Rd, BR
- Monday 19.09.22 : Broadcast of State Funeral of Her Late Majesty, Queen Elizabeth II, Picturedrome Cinema, Canada Grove, BR

AGENDA ITEM 21

- Tuesday 20.09.22 : VAAC Volunteer Recruitment Fair, Regis Centre, Belmont St, BR
- Tuesday 20.09.22 : Visit to BR War Memorial Hospital, offering patients opportunity to sign Book of Condolence, Shripney Rd, BR
- Wednesday 21.09.22 : *Deputy Mayor attended: West Sussex Scout Council AGM 2022, Mid-Sussex District Council Offices, Haywards Heath*
- Friday 23.09.22 : Chichester College Graduation Ceremony, Chichester Cathedral
- Saturday 24.09.22 : Southdowns Music Festival, London Rd, BR
- Monday 26.09.22 : BR Camera Club 75th Anniversary Exhibition, Oxmarket, Chichester
- Thursday 29.09.22 : Presenting of Junior Governor and School Council badges to pupils, South Bersted CofE Primary School, Church Lane
- Saturday 01.10.22 : Participation in 4Sight Vision Support 'Wellbeing Walk', (Mayoral charity), BR Seafront
- Saturday 01.10.22 : Family Support Work Service of Thanksgiving and Dedication, Chichester Cathedral
- Thursday 06.10.22 : Online 'Chairman's Networking Meeting', (organised by Chairman of Bersted)
- Saturday 08.10.22 : Investiture of 1st Squirrel Scouts, 2nd BR Sea Cadet Group, St Mary's Catholic Primary School, BR
- Saturday 08.10.22 : *Deputy Mayor attended: Edwin James Festival Choir 'Flight to Paradise' Concert Littlehampton United Church*
- Thursday 13.10.22 : Mary Wheatland Blue Plaque unveiling, The Pier, BR Seafront
- Friday 14.10.22 : High Sheriff of West Sussex' Annual Judges Service 2022-2023, Chichester Cathedral

AGENDA ITEM 21

- Saturday 15.10.22 : Mayor and Mayoress' 'Cake and Coffee' Fundraiser for Mayoral charities, Nyetimber Crescent, BR
- Thursday 20.10.22 : BR in Bloom Annual Awards Evening, Shore Community Church, Victoria Drive, BR
- Friday 21.10.22 : 'Our Town' Exhibition featuring artwork By local Schools and Youth Groups, POP! Shop, Belmont St, BR
- Sunday 23.10.22 : Rustington Parish Council Thanksgiving Service, St Peter and St Paul Church, Rustington
- Thursday 27.10.22 : Presenting of cheque to BR Woodwork and Craft Club, Makerspace, Longford Rd, BR
- Thursday 27.10.22 : Presenting of cheque to Bognor Regis Youth and Community Centre, Westloats Lane, BR
- Saturday 29.10.22 : Royal Naval Association Trafalgar Lunch, BR Golf Club, Downview Rd, BR
- Thursday 03.11.22 : *Deputy Mayor attended: Lodge Hill AGM, Lodge Hill Centre, Watersfield*
- Saturday 05.11.22 : West Sussex Guitar Club Concert, Regis School of Music, Sudley Rd, BR

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

**AGENDA ITEM 22 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH FROM
5th SEPTEMBER - 7th NOVEMBER 2022**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

- Sunday 11.09.22 : The Proclamation of the Accession of King Charles III, War Memorial, Town Hall, Clarence Rd, BR
- Sunday 18.09.22 : 'Moment of National Reflection' on the Passing of Her Late Majesty, Queen Elizabeth II, War Memorial, Town Hall, Clarence Rd, BR
- Wednesday 21.09.22 – : Participation in 50th Anniversary
Sunday 25.09.22 celebrations of Lord Byron College (School For English), Lord Byron College, ITALY
- Saturday 08.10.22 : Appearance and 'cry' at Felpham Farmers Market, Felpham Memorial Village Hall, Vicarage Lane, Felpham
- Saturday 15.10.22 : 69th Hastings Town Crier Championship, Butlers Gap, Hastings (Awarded 'Best Dressed Town Crier' for the 3rd time in 5 years)

AGENDA ITEM 24

BOGNOR REGIS TOWN COUNCIL MEETING
7th NOVEMBER 2022

AGENDA ITEM 24 - CORRESPONDENCE

FOR INFORMATION

1. Fentons I.T will be closed on Monday, September 19th as a mark of respect for the death of Queen Elizabeth 11 – 16.09.2022
2. Free Online Conference on Self-Harm and the Self-Harm Network 16.09.2022
3. WSCC news release - Covid-19 and flu vaccination update, mental health help, Warmer Homes funding and more – Circulated to all Councillors 22.09.2022
4. VAAC news and updates - Circulated to all Councillors 23.09.2022
5. Arun weekly bulletin (12th-18th September) – Circulated to all Councillors and on social media 23.09.2022
6. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 23.09.2022
7. The Sussex Police & Crime Commissioner – Providing the tools to protect – Circulated to all Councillors 23.09.2022
8. Sussex Alerts: Be aware of cost-of-living scams - Circulated to all Councillors and on social media 23.09.2022
9. VAAC launch event for new strategy 2023-2025 - 26.09.2022
10. Sussex Alerts: Neighbourhood Watch 2022 Crime and Community survey launched – Circulated to all Councillors and on social media 26.09.2022
11. Public Sector Network Newsletter September 2022. 27.09.2022
12. Newsletter for Local Authority Partners Issue 45 September 2022. 27.09.2022
13. Arun weekly bulletin (19th-25th September) – Circulated to all Councillor and on social media 27.09.2022
14. WSCC news release - New scheme aims to reduce edible food waste and promote food rescue services – Circulated to all Councillors 28.09.2022
15. VAAC weekly update – Circulated to all Councillors 29.09.2022
16. NALC STAR COUNCIL AWARDS 2022 – 29.09.2022
17. Heather Perrott - NEXT INTERNATIONAL FILM AT THE PICTUREDROME – Circulated to all Councillors 29.09.2022
18. Letter from resident regarding overgrowing shrubs outside business – Letter acknowledged, and resident informed to contact WSCC Highways 29.09.2022
19. Bognor Regis BID Colour Your Christmas Bognor Regis 2022 Overview and Key Dates for Christmas – Circulated to all Councillor 30.09.2022
20. WSCC news release - Smokers encouraged to join Stoptober – Circulated to all Councillors 30.09.2022
21. Neighbourhood Alerts - Energy Bill Scam texts – Circulated to all Councillors and on Social Media 30.09.2022
22. Local Councils UPDATE – Issue 266 October 2022
23. The Sussex Snowdrop Trust Newsletter Autumn 2022
24. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 30.09.2022
25. WSCC Bus it! Your bus travel special edition – Circulated to all Councillor 30.09.2022
26. The Sussex Police & Crime Commissioner Cracking down on waste crime – Circulated to all Councillors 30.09.2022
27. VAAC Funding Focus - October 2022 issue – Circulated to all Councillor 03.10.2022
28. NALC JOB LISTINGS 03.10.2022
29. Arun & Chichester Citizens Advice September 2022 Newsletter – Circulated to all Councillors 03.10.2022

30. Felpham Community College Mock Interview Day Assistance Required – Circulated to all Councillors 03.10.2022
31. St Wilfrid's Hospice October 2022 eNews – Circulated to all Councillor 03.10.2022
32. Neighbourhood Alerts - October OUR NEWS - Neighbourhood Watch national newsletter – Circulated to all Councillor and on social media 03.10.2022
33. WSCC Your Town and Parish Council News - Bus it! Special – Previously circulated to all Councillors
34. NALC EVENTS – Circulated to all Councillors 02.10.2022
35. WSCC News Release Return unused walking aids at our Recycling Centres – Previously circulated to all Councillors. Recirculated on Social Media 04.10.2022
36. Neighbourhood Alert - Arun Weekly Bulletin – Circulated to all Councillors and on social Media 04.10.2022
37. WSCC Time to apply for West Sussex primary school places – Circulated to all Councillors and on Social Media 04.10.2022
38. Parish Online Newsletter 04.10.2022
39. Neighbourhood Alert Fraud newsletter - October 2022 – Circulated to all Councillors and on Social Media 05.10.2022
40. Jan Cosgrove Government Minister's Letter to Nick Gibb MP on Arun's LUF Scheme 06.10.2022
41. NALC NEWSLETTER 06.10.2022
42. WSCC Have your say on proposed cycling and walking improvements in Chichester – Circulated to all Councillors and on Social Media 06.10.2022
43. VAAC news and updates – Circulated to all Councillors 06.10.2022
44. Neighbourhood Watch 2021/22 Impact Report demonstrates 'More than you think' 06.10.2022
45. NALC STAR COUNCIL AWARDS 2022 06.10.2022
46. Mulberry & Co Training Programme - dates in October/November – Circulated to all Councillors 06.10.2022
47. VAAC lunch and new strategy 2023-25 information – Circulated to all Councillors 06.10.2022
48. WSCC Cabinet – 18 October 2022 – agenda – Circulated to all Councillors 07.10.2022
49. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 07.10.2022
50. ADCO 1.04.2021 to 31.03.22 Town and Parish CIL Monitoring 07.10.2022
51. ONS participation activities and upcoming events 07.10.2022
52. Rebecca White BRRB Colour Your Christmas Bognor Regis 2022 07.10.2022
53. The Sussex Police & Crime Commissioner Combatting cyber-crime – Circulated to all Councillors 07.10.2022
54. Neighbour Alert Safe Space Sussex App – Circulated to all Councillors and on Social 07.10.2022
55. Jan Cosgrove Sir Richard Hotham speaks on his 300th Birthday 09.10.2022
56. NALC JOB LISTINGS 10.10.2022
57. VAAC Last chance to book for our Lunch, Launch and Learn event – Previously circulated to all Councillors 10.10.2022
58. Beccy East, Programmes Manager Arun Inspires Invitation Opening of Our Town exhibition – Circulated to all Councillors 10.10.2022
59. Rebecca White BRRB Membership Updates, Deputy Chair & New Logo – Circulated to all Councillors 10.10.2022
60. Invitation to ADALC Zoom meeting 27th October – Circulates to Cllrs Daniells and Goodheart (Reps to Outside Bodies) 11.10.2022

61. Community Gathering for Bognor Regis Community groups – Circulated to all Councillors 11.10.2022
62. WSCC True grit and determination to be winter ready – Circulated to all Councillors 11.10.2022
63. NALC STAR COUNCIL AWARDS 2022 11.10.2022
64. Hidden Disabilities Sunflower October news 11.10.2022
65. Early Help recording system and partners update – Forwarded to Steve Goodheart (Rep to Outside Bodies)11.10.2022
66. Arun & Chichester Early Help Careers Event – Forwarded to Steve Goodheart (Rep to Outside Bodies)11.10.2022
67. Letter from young resident regarding speeding signs in her road (not in area) – Letter acknowledged by Mayor and forwarded to Cllr. Greenway for action
68. Worknest October newsletter 12.10.2022
69. The first Census 2021 topic summary release is on the way 12.10.2022
70. NALC EVENTS – Reminder circulated to all Councillors 12.10.2022
71. Upcoming Fundraising Training including Trustee Training and Meet the Funder – Circulated to all Councillor 12.10.2022
72. News and updates from VAAC – Circulated to all Councillors 13.10.2022
73. Recycle Week 2022 special edition eNewsletter – Circulated to all Councillors 13.10.2022
74. Arun October newsletter 14.10.2022
75. The Regis News 14.10.2022
76. Neighbourhood Alerts Arun Weekly Bulletin – Circulated to all Councillors and on Social Media 14.10.2022
77. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 14.10.2022
78. Sussex by the Sea Tourism Bitesize Business News 14.10.2022
79. The Sussex Police & Crime Commissioner Police officers to attend all home burglaries – Circulated to all Councillors 14.10.2022
80. The Regis School Mock Interview Day 3rd November - Interviewers needed – Circulated to all Councillors 12.10.2022
81. WSCC news release Supporting West Sussex households with the cost of living this winter – Circulated to all Councillors 17.10.2022
82. VAAC Christmas Networking and First Aid Training – Circulated to all Councillors 17.10.2022
83. Rampion 2 launches public consultation on potential onshore cable route changes 17.10.2022 – Circulated to all Councillors and on Social Media
84. Neighbourhood Alerts Cybersecurity is everybody's business – Circulated to all Councillors and on social media 17.10.2022
85. NALC EVENTS – Previously forwarded to all Councillors 18.10.2022
86. NALC EVENTS – Confirmation of MP attending an event in November 2022 – Circulated to all Councillor 19.10.2022
87. BRBID What's being done to address ASB Issues at Station Square – Circulated to all Councillors 20.10.2022
88. VAAC E-bulletin – Circulated to all Councillors 20.10.2022
89. WSCC Help with cost of living, make the most of autumn days, and more – Circulated to all Councillors 20.10.2022
90. ADALC Invitation to ADALC Zoom meeting 27.10.2022 - reminder & additional notes – Circulated to Cllr Daniells and Cllr Goodheart 20.10.2022
91. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 21.10.2022
92. The Sussex Police & Crime Commissioner Launching a national road safety week of action – Circulated to all Councillors 21.10.2022
93. Local Councils UPDATE issue 267 November 2022

- 94.** TWINNING ASSOCIATION BEAUJOLAIS BISTRO 2022 – Circulated to all Councillors 23.10.2022
- 95.** NALC JOB LISTINGS 24.10.2022
- 96.** Neighbourhood Alerts Hallowe'en – Circulated to all Councillor 24.10.2022
- 97.** WSALC Board Minutes and newsletter – Circulated to all Councillor 25.10.2022
- 98.** NALC EVENTS – Previously circulated to all Councillors 25.10.2022
- 99.** Twinning next International film to be shown at the Picturedrome – Circulated to all Councillors 25.10.2022
- 100.** WSCC Combating cyber criminals – Circulated to all Councillors 25.10.2022
- 101.** VAAC Weekly updates – Circulated to all Councillors 27.10.2022
- 102.** NALC NEW PUBLICATION Reports on local elections 2022 – Circulated to all Councillors 27.10.2022
- 103.** WSCC news release Future remains bright for County Council's solar power projects – Circulated to all Councillors 27.10.2022
- 104.** Clerks & Councils *Direct November issue 144*
- 105.** NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 28.10.2022
- 106.** The Sussex Police & Crime Commissioner Ten years of making a difference in Sussex – Circulated to all Councillors 28.10.2022
- 107.** NALC JOB LISTINGS 31.10.2022
- 108.** Empiric Partners – Procuring Services 02.11.2022
- 109.** Precision Proco – All of your print under one roof! 02.11.2022

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

AGENDA ITEM 25 - PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

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

Refurbishment Works - following the publication of the first Press Release in the middle of August showing the progress with the refurbishment works at the Cinema which was published on the Town Council's website, Facebook and in the Mayor's weekly column in the Observer, a further Press Release was issued on 17th October 2022. As well as being circulated to Councillors, this was again put on the website, Facebook and mentioned in the Mayor's weekly Observer column.

Annual Directors and Officers Insurance - the insurance policy has once again been renewed at a cost of £1,428.00 which includes the Broker's administration fee and Insurance Premium Tax. The premium is slightly lower compared to last year reducing by £35.89 as a result of seeking an alternative insurance provider. This has been paid by BPCL.

Lightning Conductor Retesting - the annual testing of the Lightning Conductor on the Cinema was due in October and has now been carried out. The cost of the test remains the same as last year at a cost of £140, which is being paid by BPCL.

Following last year's annual testing, it was reported that an advisory had been identified as one of the Test Inspection Pits was starting to fill with water. This work has also now been undertaken at a cost of £140 and will avoid the earth point failing in the future. Again, this is being paid for by BPCL.

Proposed Monthly Budget for year ending December 2023 - a copy of the proposed Monthly Budget for year ending December 2023 will be provided to Councillors under separate cover. This information deals with individual annual rental payments, which are not a matter of public record, so this item will therefore be noted under confidential business.