



BOGNOR REGIS TOWN COUNCIL

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

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on TUESDAY 3rd JANUARY 2023.**

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 Tuesday 3rd January 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 23rd DAY OF DECEMBER 2022

TOWN CLERK

AGENDA AND BUSINESS

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

- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To adjourn the Meeting and welcome a representative from Sussex Police to provide a report on local policing (if available)
 4. To APPROVE the Minutes of the Council Meeting held on 7th November and the Extraordinary Meeting of 12th December 2022
 5. Reports from WSCC County and ADC District Councillors (if available)
 6. Written Questions from Councillors
 7. Adjournment for public question time and statements
 8. To consider any written dispensation requests received from Town Councillors
 9. Presentation from the BR BID Co-Ordinator, Heather Allen on the BR BID second term proposals
 10. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 10.1 **Policy and Resources Committee Extraordinary Meeting of 31st October and the Meeting of 21st November 2022** with resolutions, recommendations and reports including: -
 - Recommendation that any unspent monies from the Grant Aid 2023 Budget is returned to General Reserves at the end of the financial year - £455.70 (Min. 80 of the 31st October 2022 refers)
 - Recommendation to adopt the Dignity at Work Policy (Min. 87 of the 21st November 2022 refers)

(**PLEASE NOTE:** recommendations in relation to the Budget from the Minutes of 15th December 2022 will be considered under Agenda items 12 & 13)
 - 10.2 **Community Engagement and Environment Committee Meeting of 5th December 2022** with resolutions, recommendations and reports
 - 10.3 **Planning and Licensing Committee Meetings of 22nd November and 6th and 20th December 2022** with resolutions, recommendations and reports
 - 10.4 **Events, Promotion and Leisure Committee Meeting of 14th November 2022** with resolutions, recommendations and reports
 11. To resolve to suspend Standing Orders to consider revisiting previous decision (S.O. 7a) regarding draft Budget proposals for 2023/2024 (Min. 108 refers)
 12. To Receive and Consider Minutes and Recommendations of **Policy and Resources Committee Meeting of 15th December 2022** - to consider the **BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2023/24**
 13. To decide the amount for the **PRECEPT TO BE ISSUED FOR 2023/24**
 14. 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
 15. To note the List of Payments and Transfers made in [October](#) and [November](#) 2022 and to note the [balances, bank reconciliations and financial reports](#) (December 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)

16. Notice of Motion (S. O. 9.0) proposed by Cllr. J. Brooks
“That this Council: -
1. Adopts the revised Chairs' pre-meeting announcement.
2. Dispenses with the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed.”
17. Appointment of a new Chairman for the Events, Promotion and Leisure Committee for the remainder of this municipal term following the resignation of Cllr. Batley from this position at the last meeting – Min. 46 refers
18. To consider a call from SLCC to pass a resolution for the Council to write to the local MP asking that they back an Early Day Motion to support Civility & Respect
19. Consideration of the provision of a Hearing Loop for the Council Chamber at Bognor Regis Town Hall
20. To consider changing dates of meetings for 2023: -
- May 2023 owing to the Elections
 - P&R Budget to Monday 11th December to allow for Tax Base notification from ADC
21. Delegated Decisions including: -
- Planning and Licensing
22. Regeneration including: -
- To note the publication of the Minutes of the Bognor Regis Regeneration Board Meeting held on 19th October 2022
 - Update from the Executive Director of the Bognor Regis Regeneration Board (if available)
 - To note date of Extraordinary Council Meeting to receive a presentation in relation to the Wayfinding Strategy (if available)
23. Town Mayor's Report and duties undertaken
24. Town Crier's Report and duties undertaken
25. Reports from Representatives to other organisations
26. To receive Correspondence
27. 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 (fourth quarter payment 2022)

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



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 7th NOVEMBER 2022

PRESENT:

Town Mayor: Cllr. J. Barrett; Cllrs: J. Brooks, Mrs. S. Daniells, S. Goodheart, H. Jones (until Min. 96), Miss. C. Needs, S. Reynolds, W. Smith, M. Stanley, Mrs. J. Warr and B. Waterhouse

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Major Matt Butler (part of meeting)
Cllr. F. Oppler (West Sussex County Councillor) (part of meeting)
Cllr. K. Greenway (West Sussex County Councillor for Bersted)
1 member of the public
1 member of the press

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

Prior to the Meeting, a minute's silence was held in memory of Barry Jones OBE, who had recently passed away

The Meeting opened at 6.52pm

87. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Town Mayor welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

The Town Clerk gave apologies for Cllrs. K. Batley who had work commitments, A. Cunard who had a work-related emergency, Mrs. S. Staniforth due to family commitments and P. Woodall due to personal reasons.

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

88. 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. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 25 and 28 as an employee of the Picturedrome Cinema

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda items 25 and 28, as an employee of the Picturedrome Cinema

89. 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 either. It was not, therefore, necessary to adjourn the meeting.

A Councillor expressed disappointment that Sussex Police have not been sending representatives, nor providing any local policing updates at Council

meetings, on a regular basis. Cllr. Greenway, who was present in the public gallery, showed sympathy, noting that Bersted Parish Council had experienced the same problems. The Parish Council had been advised to make contact if they had any specific questions.

The Town Clerk confirmed the importance of these updates had been made clear to Sussex Police and will ensure Councillors' disappointment at the lack of communication is impressed upon them.

90. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 5th SEPTEMBER 2022

The Minutes of the Town Council Meeting held on 5th September 2022 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

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

The written report from Cllr. Patel (WSCC for Bognor Regis West and Aldwick), was read by the Town Clerk and was **NOTED**.

Cllr. Oppler (West Sussex County Councillor for Bognor Regis East), briefed Members on the updated proposals for the redevelopment of the Alexandra Theatre, following the consultant addressing ADC Councillors, at a recent Committee meeting. The 'vision' unveiled for the Theatre, as part of these plans, was not looked upon favourably by the ADC Committee Members nor the Leader of the District Council and did certainly not entail all that was originally promised. Cllr. Oppler, along with Town Councillors present at the meeting, expressed huge concern over what the next stage of the project will be and questioned the value for money for the residents of the Town, with the development costing in the region of £15 million. Discussion was held on the desperate need for a 'corridor', linking the Town Centre to the seafront, and these proposals, were not indicative of this. Those present stressed the importance of the seafront needing a major attraction to entice visitors. Cllr. Oppler asked Members to consider putting pressure on ADC to ensure the Town is delivered what it's been promised for many years.

The WSCC Councillor went on to convey his disappointment that the ice rink will not be on the Place St Maur, nor the Regis Centre car park this year, but instead, is planned to be in situ in the lorry car park in London Road. He and Councillors present discussed the importance of the ice rink for drawing crowds into the Town Centre each Christmas, and comment was made on the vast investment made by the Town Council in the new Christmas lighting display, which along with a thriving ice rink in the Town Centre, would have provided a fantastic focal point for 'Christmas in Bognor Regis'. Cllr. Oppler believed ADC had informed the ice rink organisers that the Place St Maur, despite being redeveloped for its primary purpose as an 'outdoor event space', was not suitable to house the ice rink. With ADC further insisting the Regis Centre car park, which sited the rink last year, was also not an option,

the WSCC Councillor and Members present, expressed their frustration that this will affect Town Centre businesses, who rely on the major attraction of the ice rink to draw people into Bognor Regis.

Concern was raised by one Councillor, as to the ease of access of the lorry park, compared to the Place St Maur, which is flat, central to the town and within a short distance to most local residents. The venue previously had made wheelchair access simple, and the Councillor was concerned the change in venue would make what should be an enjoyable activity for all, that much harder to access.

Councillors unanimously concurred with the opinions expressed, and frustrations that ADC had reassured the Town Council and the public throughout the Place St Maur project, that the site would be suitable for outdoor events, which seemingly, is now not the case.

Cllr. Keir Greenway (West Sussex County Councillor for Bersted) updated Members on his work to resolve traffic issues in West Meads Drive, and Chalcraft Lane, including his efforts to get speed cushions installed following complaints from residents that speeding around these roads is getting 'worse by the day'. Cllr. Greenway will ensure he updates Members on any progress.

Unauthorised parking outside schools in the Bersted division, is also a problem, with Cllr. Greenway confirming to Members that he had written to WSCC on the unsatisfactory regulating of this, which not only causes problems for other drivers needing to use these roads at school times, but also causes potentially dangerous hazards, particularly at Nyewood and Bersted Green Schools, where parking on the zig zag lines is a persistently reported problem.

Finally, the WSCC Councillor told Members of the recent Bognor Regis Action Group (BRAG) meetings, organised by Danny Dawes, which act as a useful community network. He is also working with Bognor Regis BID, following an expression of interest from an artist to increase the level of art in the Town.

92. WRITTEN QUESTIONS FROM COUNCILLORS

There were no written questions from Councillors.

93. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 7.07pm

Further to the earlier discussion on the ice rink, a member of the public, seated in the gallery, expressed his concern at the new location proposed for the ice rink this year. Considering the national footfall figures of people shopping in their Town Centre has been dwindling, since the pandemic, the local business owner was dismayed at why ADC are not supporting the local economy by ensuring such an attraction is being delivered in the heart of

the Town. Particularly as so much money has been invested on enhancing the Christmas experience this year, with the Town Council funding a costly new lighting display. The member of the public went on to explain that many local business owners concurred with his feelings on this and thought it only courteous for ADC to have discussed this potential move with stakeholders such as the Bognor Regis BID and local business owners, before making such a drastic decision, which will affect so many.

The Chairman reconvened the Meeting at 7.12pm

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

There were no written dispensation requests received from Town Councillors.

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

96. Policy and Resources Committee Meeting of 26th September 2022 and the Extraordinary Meeting of 31st October (if available)

The Chairman of the Committee, Cllr. Waterhouse reported.

Members **NOTED** that the Minutes of the Extraordinary Meeting of 31st October were not yet available, and these will therefore be presented to the next Council Meeting in January 2023.

Cllr. Jones left the Meeting

96.1 Min. 65 - 26th September 2022 - Adoption of updated documents, including: - Equality Policy Statement; Equality, Diversity and Inclusion Policy (new); and Modern Slavery Policy (new)

Members unanimously **RESOLVED** to adopt the Equality Policy Statement; Equality, Diversity and Inclusion Policy and Modern Slavery Policy.

96.2 Min 55.1 – 26th September 2022 - Terms of Reference for the Events, Promotion and Leisure Committee

The Town Clerk reminded Members that comments for consideration for the Terms of Reference meeting with Pete Cooper on Tuesday 15th November at 6.30pm, needed to be received by Wednesday 9th November. It was clarified that this review was for all the Terms of Reference.

96.3 Min. 55.3 - 26th September 2022 – Fisherman’s Huts

The Chairman recalled for those who were not present at this meeting, issues ADC were experiencing with getting responses from the Fisherman’s Association in a timely manner. A Councillor reasoned delays could be due to historic issues with the site, with another Councillor confirming that since the meeting on 26th September, contact had been established.

96.4 Min. 57 - 26th September 2022 - To consider a request from a member of the public that the Town Council look at ways to reduce the precept 2023/24 in light of the cost-of-living crisis

The Chairman advised Members that meetings were underway regarding this request, in preparation for recommendations to the Policy and Resources Committee Meeting to be held 28th November 2022.

97. Community Engagement and Environment Committee Meeting of 3rd October 2022

The Chairman of the Committee, Cllr. Smith reported.

97.1 Min. 38 - Adjournment for public questions and statements

A Councillor asked Cllr. Smith for clarification on what support the Town Council are currently giving to youth provision and activities in the Town.

Cllr. Smith confirmed that a lot of the discussions at the meeting on 3rd October 2022, centred around youth provision, with the Bognor Regis Youth and Community Centre in Westloats Lane recently having put on half term activities, which were attended by over 300 youths, throughout the week. The Chairman confirmed the Committee had been involved with these events, which had been extremely well received.

Another Councillor asked the Chairman whether the same level of funding and support is being considered for mental health services within the Town. The Chairman confirmed that this was not currently the case, and that no approach has been made from any organisation regarding this. If an approach was made, then this could be further investigated, via the Community Engagement and Environment Committee.

98. Planning and Licensing Committee Meetings of 11th October and 1st November 2022

The Chairman of the Committee, Cllr. Mrs. Warr reported.

The Town Clerk informed Members that the meeting on 1st November did not go ahead, due to not being quorate. Members of the Planning and Licensing Committee will instead 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.

A Councillor queried whether the electric charging points for Wood Street would be discussed via the Town Council, following several complaints from residents of Wood Street over the proposals. The Committee Clerk of the Planning and Licensing Committee confirmed that the consultation for Wood Street has been received and will be taken to the next Planning and Licensing Committee meeting for discussion, on 22nd November 2022.

Councillors discussed the possible reasoning behind the decision to propose Wood Street as an appropriate location, with many suggesting a car park, in the Town Centre would have been more sensible.

The Planning and Licensing Committee Clerk asked any Councillor receiving emails of concern from Wood Street residents, to please forward these to her, to enable all correspondence to be considered by Members, when discussing this application.

99. Events, Promotion and Leisure Committee Meeting of 27th September 2022

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

99.1 Min. 37.1 - Update on Promenade Bandstand wind shields - 27th September 2022

A Member asked whether the proposal for hiring out the Town Council's wind shields for the bandstand was going ahead, following a letter sent by the Projects Officer, advising ADC of the deposit cost of hiring these at £350. Cllr. Brooks confirmed the idea was still going forward but queried the amount stipulated for the deposit.

99.2 Min. 37.3 - Update on new poster sites on the Promenade - 27th September 2022

Cllr. Brooks expressed his disappointment that ADC are not helping to quickly progress the use of potential additional poster sites at the shelters, further to being advised that this would require licensing from Property & Estates, with potential agreement needed from Foreshores.

100. 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'.

101. 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

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

102. 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.”

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

Cllr. Stanley spoke for his Motion and complimented the work the Town Council has undertaken for the benefit of youth provision, through its various Committees, including the artwork initiative and partnership with CREATE. He explained that since WSCC have been less invested in youth provision in the Town, he felt the direction perhaps needs clarifying, to ensure the Town Council are certain of what support is wanted and needed. Cllr. Stanley suggested as the Town Council has a limited budget for this type of investment, that visits to local schools and youth groups are made possible, to tailor these requirements in the best way possible.

The Chairman of the Community Engagement and Environment Committee stated that this type of consultation is already being implemented through the Youth Provision Steering Group, with representatives onboard who feedback requirements of young people, after liaising directly with them. Cllr. Stanley, however, felt it was important to speak to young people face to face, rather than liaising through teachers and other representatives.

Following the Motion being moved and then seconded by Cllr. Mrs. Daniells, and as the Mayor did not deem the issue as urgent, Members **RESOLVED** to instruct that the issue be placed on the Agenda for the next Community Engagement and Environment Committee Meeting, in accordance with S.O. 9a.

103. 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 Ltd."

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

Cllr. Brooks spoke for his Motion, stating that in relation to the first part of the Motion, much disappointment was expressed regarding the new designs, which as alluded to earlier in the meeting, look completely different to the ones originally approved. The most recent proposal includes one large studio with 100 seats; four smaller studios with 60 seats; and up to 386 seats in the auditorium. However, there are currently 357 seats in the theatre, meaning the new designs provide just 29 extra auditorium seats. The initial rationale behind the redevelopment of the Alexandra Theatre was to extend the seating so that high quality acts would be attracted to perform, thereby attracting a wider audience.

With the Motion seconded by Cllr. Stanley, and the Town Mayor deeming the matter as urgent, Members discussed how the original Levelling Up Fund bid spoke of 2,700 square metres of additional floor space. Instead, the most recent proposals presented provide just over 2,700 square metres in total.

It is understood that Regeneration consultant Neil Taylor has promised to present costings for extra seating back to Arun Councillors and that architects are now looking to amend the designs for the project.

Since new designs are forthcoming and bearing in mind the difference of what has been presented by consultants thus far, in comparison to what was originally promised for the Alexandra Theatre, Councillors present unanimously **AGREED** that officers should write to ADC, requesting a consultation/exhibition in the Bognor Regis area on the design proposals for the Alexandra Theatre.

Regarding the second part of the Motion, Members unanimously **AGREED** that Bognor Regis Town Council should lead in arranging a public meeting whereby interested parties would be presented with the details of the amended design proposals. With an invitation to be extended to the relevant officers from Arun to attend, along with the Leader of Arun District Council, and a representative from Arun Arts Company Ltd.

Members felt that such a meeting would ensure the public are fully informed and well versed in the proposals for this key building of such significant importance in the area and provide an opportunity to gauge support for it and to gain feedback and suggestions from residents, users and visitors.

Members commented that although the requirement of the Levelling Up Fund is that works to the Alexandra Theatre must be completed in 2025, after waiting for over 40 years for such investment here, that the money would not be withdrawn at this stage and therefore, were of the opinion that there

is time to carry out meaningful engagement with residents of Bognor Regis, ensuring they are given the chance to be consulted on the amended design proposals that are to be presented.

104. TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2022 ACCOUNTS AND CONSIDER ANY ACTION IF REQUIRED

Following the Town Clerk's report, receipt of the External Auditor's Certificate and Report were **NOTED**. Members further **NOTED** 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.

105. DELEGATED DECISIONS INCLUDING: PLANNING AND LICENSING

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

106. PLANNING AND LICENSING COMMITTEE - TO CONSIDER ANY APPOINTMENT TO FILL THE CURRENT VACANCY - MIN. 80 REFERS

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

Cllr. Waterhouse left the Meeting

Cllr. Stanley confirmed to Members that due to the earlier start time of these meetings, he would be standing down as a Committee Member, therefore leaving a vacancy to be filled.

Cllr. Waterhouse returned to the Meeting

Members discussed whether online meetings would be easier for Members to take part in, particularly at the earlier time of 4pm, as had recently been implemented.

Cllr. Reynolds left the Meeting

The Town Clerk confirmed that it is currently illegal for Council meetings to take place online, although this is under review at Government level.

Cllr. Reynolds returned to the Meeting and Cllr. Smith left the Meeting

No nominations were received to fill the vacancy at this time.

Cllr. Smith returned to the Meeting

107. TO NOTE THAT THE TOWN COUNCIL'S COMMUNITY WINTER RESILIENCE PLAN HAS BEEN UPDATED, AND SUBMITTED TO WSCC, FOR 2022/23

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

108. 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

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

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

After discussion on the various stakeholders involved in the Bognor Regis Town Centre Forum, Cllr. Brooks volunteered to be the representative for the Town Council.

The Clerk clarified that Cllr. Stanley filled the role, which he had now stood down from, whilst he was Chairman of the Policy and Resource Committee and suggested it therefore might be useful if the current Chairman of that Committee, Cllr. Waterhouse, consider filling the position.

With this in mind, Cllr. Brooks withdrew himself from consideration and Members **AGREED** Cllr. Waterhouse should be the Town Council representative on this Forum.

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

It was **NOTED** that the current representative, Cllr. Erskine had provided reassurance he would regularly attend these meetings and had been present at the last meeting of the Bognor Regis Regeneration Board on 19th October 2022, along with the Town Clerk.

109. 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

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

Members unanimously **AGREED** to change the date of the Policy and Resources Committee Meeting scheduled to be held 28th November 2022 and further **AGREED** the new date of Thursday 15th December 2022 at 6.30pm.

110. REGENERATION INCLUDING: TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 19th OCTOBER 2022 (IF AVAILABLE)

The Town Clerk's report which advised that the Minutes of the last meeting on 19th October were not yet available and would be noted at the next meeting, was **NOTED**.

Councillors present shared the concerns expressed earlier in the meeting by members of the public seated in the gallery, regarding relocating the ice rink away from the seafront area (i.e. Place St Maur and The Regis Centre Car Park) and how this would draw people away from the Town Centre with the potential to decrease the footfall for retail and hospitality providers, who are still recovering from covid lockdowns and now the fallout from the cost of living crisis. There was a sense of frustration that crowds will be drawn up to the ice rink in London Road Lorry Park, and the event running in conjunction in Hotham Park, when the Town Council have just doubled their spending on Christmas Illuminations in the Town Centre for this year (and the next two years).

Councillors understood ice rink operator Coles, had concerns about the suitability of installing the ice rink on Place St Maur since the site has been redeveloped. Councillors believed reasons for this included the lack of anchor points, concern about the materials used on Place St Maur and the infrastructure related to the water jets. Understandably, the operator may have been concerned that their vehicles would cause damage to the area and that they would subsequently be held liable for any repairs. For these reasons, Members could understand why Coles may be in favour of using the London Road Lorry Park instead this year, as disappointing as this was.

Throughout the regeneration process of Place St Maur, many dual-hatted Town Councillors sought assurances from Officers at Arun that the re-design of Place St Maur would make provision for the ice rink to be located there, to which a positive response was given.

Some Members also reported that organisers of the Southdowns Music Festival were asked to remove marquees from the Place St Maur because of concerns expressed by Arun.

Further to this, Members were of the opinion that what is being delivered at Place St Maur is not what was promised by Arun in providing an outdoor event space through the regeneration of the site.

One Councillor suggested that Coles requested to install the ice rink on the Regis Centre Car Park this year, as they did last year, but that this request was declined by Arun District Council, possibly because, at the time, The Regis Centre Car Park was supposed to be being utilised to store building materials ahead of the regeneration work to the Alexandra Theatre, but as this work is not programmed to begin until Spring 2023, Members believed it

would seem the reasons given for not using the Regis Centre Car Park are no longer valid.

Members **AGREED** the Town Clerk should write a letter to ADC, seeking explanation as to why, when every assurance was given that consideration of installing the rink on Place St Maur would be borne in mind throughout the regeneration process, do we find ourselves in a situation where not only is the area unsuitable for the ice rink but, apparently, also unsuitable for elements of other events such as the Southdowns Music Festival and what barriers there are causing this? Also, clarification on the reasons the rink on the Regis Centre Car Park this year was declined including confirmation on whether the decision to decline Coles' request to use the Regis Centre Car Park this year could be reversed, should they so wish? Finally, the letter should suggest that, whilst it may be too late to rectify the disappointing situation for this year, whereby the ice rink is located outside of the Town Centre, Members would welcome discussions about the location of an ice rink for next year.

111. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

112. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

113. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

113.1 Cllr. Mrs. Daniells – Arun District Association of Local Councils (ADALC); Bognor Regis Heritage & Arts Partnership Board; Bognor Regis Twinning Association; Chamber of Commerce; Southdowns Music Festival; West Sussex ALC Ltd.

In her verbal report, Cllr. Mrs. Daniells sought an update on the possible relocation of the Weil am Rhein bench to a more suitable location. The Assistant Clerk confirmed this proposal has been submitted to ADC, and an update would be provided soon.

She also queried whether there was any progress on the installation of an interpretation board, at the Place St Maur, to further connect Bognor Regis with its twinned town namesake, Saint-Maur-des-Fossés. The Assistant Clerk confirmed that this is currently being discussed by the Bognor Regis Heritage and Arts Partnership, in liaison with ADC, who have agreed in principle to the idea.

Cllr. Mrs. Daniells reported that although the Southdowns Music Festival for 2022 was generally very successful, unfortunately, the ticketed events did not prove so popular. Members were informed that the Festival is therefore likely to have to scale back its programme for 2023.

113.2 Cllr. Brooks – Bognor Regis Heritage & Arts Partnership Board; BRTC/ADC Liaison Meetings; Chamber of Commerce.

Cllr. Brooks informed Members of the recent 100th anniversary of the Bognor Regis Chamber of Trade (now referred to as Bognor Regis Chamber of Commerce and Industry) and informed those present that he is trying to make contact with any local historians, who may know more about the history of the organisation. Cllr. Brooks asked Members to get in contact, should they have any information.

114. TO RECEIVE CORRESPONDENCE

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

115. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

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

Members asked the Town Clerk for any updates on the exterior of the building, which some felt still did not look inviting. The Town Clerk, through her written report, had provided the most up to date information available and further verbally reported on the works done in the past week, as well as works to the disabled access to the building. A new hot water system has also just been installed. The Town Clerk will ask the tenant what imminent works are planned for the exterior of the building, and will email Members any updates, in between meetings. This was **NOTED**.

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

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

116. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d)

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

117. RENT REVIEW OF TOWN FORCE UNIT

The Town Clerk's confidential report was **NOTED**, as previously circulated to Members.

Members unanimously **AGREED** to give Delegated Authority to the Town Clerk to enquire about a small reduction in the proposed increase. Failing this, the increase in rent was **RESOLVED** to be accepted.

118. PICTUREDROME SITE – CONFIDENTIAL BUSINESS

Members **NOTED** the proposed monthly budget for 2023 for The Bognor Pier Company Ltd, as appended to the Town Clerk's confidential report and previously circulated to Members.

The Meeting closed at 8.50pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 12th DECEMBER 2022

PRESENT:

Town Mayor: Cllr. J. Barrett; Cllrs: J. Brooks, Mrs. S. Daniells, J. Erskine, Mrs. S. Staniforth, M. Stanley, B. Waterhouse and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Dr Dave Cooper
3 members of the public

The Meeting opened at 6.30pm

119. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Town Mayor welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

The Town Clerk gave apologies for Cllr. A. Cunard, who was on annual leave, Miss. C. Needs, who was unwell, Cllr. S. Reynolds, who had work commitments, and Cllrs. Smith and Mrs. Warr owing to personal reasons. Apologies were also received from Cllr. Batley but no reason was given. No apologies for absence were received from Cllrs. Goodheart and Jones.

120. 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.

There were no declarations of Interest

121. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

A local business owner, seated in the public gallery, congratulated, and thanked the Town Council for the Switch-On event held in the Town Centre at the end of November. He believed it to be a very successful event which proved that if good events are put on, they increase the footfall in the Town. A comment was made about the ice rink being located outside of the Town Centre this year and he asked the Town Council to consider what they might do to counteract this for next year. He explained that businesses have made the effort to increase footfall in the Town Centre over the Christmas period, so it is disappointing when Arun District Council then put on events outside of this location.

The Bognor Regis BID Co-Ordinator, also seated in the public gallery, echoed the comments made previously in relation to the Town Council's Switch-On event. Having been successfully delivered through the Town, and supported by the BID, they look forward to working with the Town Council again on future events.

Finally, an Executive Director from the Bognor Regis Regeneration Board informed Members that the Wayfinding Strategy, which the Town Council had contributed towards during the consultation process, was ready. Conversations would be had with the Mayor and the Town Clerk to agree how to take the project forward.

The Chairman reconvened the Meeting at 6.37pm

122. **TO RECEIVE A PRESENTATION FROM DR DAVE COOPER IN RELATION TO THE TOWN COUNCIL'S VISION**

The Chairman welcomed Dr Dave Cooper to the meeting and invited him to address Members.

Dr Cooper provided Members with a recap of the three consecutive workshops, held in October, in which they had participated. The purpose of the workshops was to support the Members of the Bognor Regis Town Council to develop a forward looking and shared vision for the Town that would be used to develop a shared plan of activity and could provide input to the Master Planning process.

Dr Cooper then proceeded to deliver a presentation based upon the outcomes from those workshops, and the subsequent actions that had been agreed by Members.

In principle, the Vision seeks to recognise that being a seaside resort is an important feature of Bognor Regis but that it cannot solely rely on a visitor economy. A set of goals to be achieved by 2030 have been developed, which are categorised under 5 thematic streams of activity:

1. The development of a revitalised seafront that is increasingly attractive to visitors and residents and is integrated with the Town Centre.
2. The Town is increasingly accessible to all via a variety of different and well-signposted modes of transport.
3. The Town is fun, inclusive, welcoming to all and celebrates diversity.
4. Entertainment, sport, art and culture are actively promoted in a variety of venues and easily accessed spaces.
5. A number of structural changes have taken place to support the delivery of the proposed initiatives.

To support the delivery of the Vision and the goals identified, a number of objectives were presented to Members, who were invited to speak up if there was anything that they felt needed strengthening or adding.

Following comments from Councillors, a small number of tweaks to the Vision document were proposed and agreed, which Dr Cooper would incorporate into the final version to be circulated to Members. He then suggested that Members need to agree that this is the Vision they wish to move forward with and ask themselves who the key stakeholders are. Ultimately, Dr Cooper felt that Bognor Regis Town Council needed to own the agenda and present the Vision to Officers at Arun District Council.

Cllrs. Brooks and Mrs. Daniells gave their apologies, explaining that they had another meeting to attend, and left the Meeting

A Member suggested that the Vision be professionally presented, as a laminated document, with an infographic pulled together on A3.

It was pointed out by a Member that the agreed Vision needed to be encompassed as a whole, with all Members believing in it 100%, or else there was concern that there would be no movement from Arun District Council, or West Sussex County Council, where required. A Member agreed that from time to time, the Town Council receive disappointing responses from Arun, for example, with little explanation given by them. It was suggested, therefore, that it might be worth getting the Bognor Regis BID and the Bognor Regis Regeneration Board behind the Town Council, to add weight and to present a united front. Dr Cooper, as a Board Member, stated that he would be delighted to offer the Town Council the Regeneration Board's support and felt that the suggestion to work with them, and the BID, was a very good one.

A Member suggested that when the Vision is presented to Arun District Council, that it should not be a dual-hatted Member that delivers it.

With Members in support of the Vision document presented to them, subject to the agreed minor adjustments discussed being incorporated, Dr Cooper asked if it would be helpful for him to work with Town Council Officers on a plan for moving forward and to get some dates in the diary, to which Members **AGREED**.

The Chairman thanked Dr Cooper for his work on the Town Council's Vision and for the presentation given.

The Meeting closed at 7.46pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 31st OCTOBER 2022

PRESENT: Cllrs: J. Barrett, A. Cunard S. Daniells, J. Erskine,
S. Goodheart, M. Stanley and Mrs. J. Warr

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Cllrs. J. Brooks and P. Woodall in the public gallery
1 member of the public

The Meeting opened at 6.40pm

74. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

In the absence of the Chairman of the Committee, Cllr. Waterhouse, the Vice-Chairman, Cllr. Erskine, took the Chair. Cllr. Cunard was nominated and seconded, to fill the role of Vice-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 received from Cllr. Smith, due to personal reasons, and from Cllr. Waterhouse who was unwell.

75. DECLARATIONS OF INTEREST

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

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

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and

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

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

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

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

Cllr. Barrett declared an Ordinary Interest in Agenda item 4 for any discussion relating to 4Sight Vision Support and Bognor Regis Foodbank, as his chosen Mayoral charities

Cllr. Cunard declared an Ordinary Interest in Agenda item 4 for any discussion relating to Arun Arts, as a voting member, and the Bognor Regis Twinning Association, as a member

Cllr. Mrs. Daniells declared an Ordinary Interest in Agenda item 4 for any discussion relating to Arun Arts, as a member, and the Bognor Regis Twinning Association, as a member and President of the Association

Cllr. Erskine declared an Ordinary Interest in Agenda item 4 for any discussion relating to the Regis School of Music and the West Sussex Guitar Club, which are both run by family members

Cllr. Goodheart declared an Ordinary Interest in Agenda item 4 for any discussion relating to the Bognor Regis Twinning Association and the Bognor Coastal Arts Trail

Cllr. Stanley declared an Ordinary Interest in Agenda item 4 for any discussion relating to Bognor Community Cleans CIC and the Bognor Regis Carnival Association, as he has volunteered for both organisations within the past twelve months

Cllr. Mrs. Warr declared an Ordinary Interest in Agenda item 4 for any discussion relating to the Bognor Regis Seafront Lights, as a member

76. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS***The Chairman adjourned the Meeting at 6.47pm***

A member of the public expressed disappointment that the ice rink, being temporarily installed in the Town over the Christmas period, will not be in its usual location on the Place St Maur but at the London Road Lorry Park. The member of the public felt that this was a big loss to the Town Centre during the festive period and will affect many businesses who benefit from its usual presence in a more central location.

Members shared in the disappointment of the ice rink not being on Place St Maur this year, particularly as assurances had been given by Officers at Arun that following the refurbishment of the site, it would still be a suitable location for the ice rink.

A Councillor seated in the public gallery expressed concern that many organisations who had been successful in their previous application for Grant Aid funding, and who were subsequently appointed a Town Council representative, had not invited their nominated Representative to their meetings. He therefore asked that the requirement to invite Town Council appointed Representatives to meetings once again be made clear to recipients of Grant Aid 2023.

The Assistant Clerk assured the Councillor that plans were in place to make certain that this condition would be pivotal in the organisations, to whom this applied, receiving their grant. Town Council Representatives are to be appointed at the Policy and Resources Committee Meeting to be held 21st November 2022 and organisations subsequently advised of the contact details for their appointed Representative. Before Grant Aid monies are released to organisations in April 2023, a review will be carried out to establish whether an organisation has been inviting their appointed Representative to meetings. If they have not, then the organisation will be asked to provide a satisfactory explanation or be at risk of having the award withdrawn.

The Chairman reconvened the Meeting at 7.05pm**77. CONSIDERATION OF GRANT AID FUNDING 2023**

Members noted that owing to many planned events for 2021 not taking place because of the presence of Covid-19, the demand for Grant Aid funding had been significantly lower last year than normal. As had therefore been expected, the number of applicants seeking Grant Aid for 2023 seemed dramatically higher in comparison to 2022. With the amount of funding requested totaling £94,401.62, this was more than double the Grant Aid Budget available to be awarded.

Before moving to review the applications, Members were reminded that as noted in the Grant Aid Guidelines/Criteria, the Bognor Regis Town Council Vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2019-2024 and Grant Aid applicants were therefore asked to show how their application would meet one or more of these: -

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable residents and community groups to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit.

Members considered each application for Grant Aid, with regard given to the criteria set and the document checklist, which detailed what documents had been supplied with each application.

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

Having carried out an initial review of all the Grant Aid 2023 applications, Members then revisited each application before then reaffirming their decisions.

- 79.** Members **RESOLVED** to **APPROVE** an extension to the Meeting of a further and final 15 minutes as per S.O. 3(aa).
- 80.** Members **RESOLVED** to **APPROVE** the Grant Aid 2023 awards as summarised to Members by the Civic & Office Manager, and as attached to the Minutes as **Appendix 1**. Specific conditions were imposed for some grants as detailed (appended to file Minutes).

Cllrs. Barrett and Mrs. Warr left the meeting

N.B. In line with the Council's current policy, as a condition of funding the Council may appoint a non-participating observer as a representative to any organisations receiving Grant Aid at the Committee's discretion. These appointments will be considered at the Policy and Resources Committee Meeting in November 2022

Members **AGREED** to **RECOMMEND** to Council that any unspent monies from the Grant Aid 2023 Budget is returned to General Reserves at the end of the financial year.

The Meeting closed at 9.12pm

Applicant		Amount requested Grant Aid 2023	P&R decision for Grant Aid 2023	Comments
1	4 Sight Vision Support	£6,481.80	£0.00	
2	60 Minutes of Classical Music	£2,800.00	£1,000.00	
3	Arun Arts Ltd	£12,000.00	£6,000.00	Conditional
4	Bognor and Arun Chess Club	£500.00	£250.00	Conditional
5	Bognor Coastal Arts Trail	£7,525.00	£1,000.00	Conditional
6	Bognor Community Cleans CIC	£330.48	£330.48	
7	Bognor Regis Armed Forces Day	£1,500.00	£1,500.00	
8	Bognor Regis Carnival Association	£4,500.00	£4,500.00	Conditional
9	Bognor Regis Foodbank	£10,561.02	£10,000.00	Conditional
10	Bognor Regis Shopmobility	£5,000.00	£1,800.00	
11	Bognor Regis Twinning Association	£700.00	£350.00	
12	Chichester Information Shop for Young People	£1,806.00	£0.00	
13	Family Support Work	£1,500.00	£750.00	
14	Girlguiding Bognor Regis Division	£500.00	£500.00	
15	Girlguiding Bognor Regis South District	£200.00	£200.00	
16	Grandads Front Room CIC	£8,663.82	£8,663.82	Conditional
17	Making Theatre Gaining Skills	£6,000.00	£0.00	
18	My Sisters' House CIO	£928.00	£0.00	
19	Read Easy Chichester & Arun	£1,000.00	£500.00	
20	Regis School of Music CIO	£2,700.00	£2,700.00	
21	Southdowns Music Festival	£12,000.00	£3,000.00	Conditional
22	St. Mary's Parochial Church Council Food Table	£300.00	£0.00	
23	St. Wilfrid's Hospice (South Coast) Ltd	£1,000.00	£0.00	
24	The Salvation Army	£1,000.00	£0.00	
25	UK Harvest	£3,605.50	£1,500.00	Conditional
26	West Sussex Guitar Club	£1,000.00	£1,000.00	
27	West Sussex Mediation Service	£300.00	£0.00	
Total Amount Awarded			£45,544.30	
			£455.70	(unallocated)



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 21st NOVEMBER 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: J. Erskine, S. Goodheart, W. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. J. Brooks seated in the public gallery
Mr. R. Hagger (Chairman of Bognor Regis Twinning Association) (part of meeting)
4 members of the public

The Meeting opened at 6.30pm

81. 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, and Cllr. Mrs. Daniells who was on annual leave. No apologies were received from Cllr. Cunard.

82. DECLARATIONS OF INTEREST

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

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

- a) the item they have the Interest in
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- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and

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

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

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

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

There were no declarations of Interest

83. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26th SEPTEMBER AND THE EXTRAORDINARY MEETING OF 31st OCTOBER 2022

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 26th September, and the Extraordinary Meeting of 31st October 2022, and these were signed by the Chairman.

84. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

A Councillor seated in the public gallery queried the level of involvement that the Town Council would have in organising an event from any revenue generated by increasing the face-value of the 2-hour free parking discs. He also questioned the existence of paper discs in future years as he believed that pay on foot would be the preferred method of paying for parking.

The Chairman of the Bognor Regis Twinning Association, Ray Hagger, took the opportunity to address Committee Members about the Association's proposal to be considered under Agenda item 12. At the suggestion of the Committee Chairman, and with the approval of Members, it was agreed that Mr. Hagger could speak to the item at the appropriate point in the meeting.

The Chairman reconvened the Meeting at 6.39pm

85. CLERK'S REPORT FROM PREVIOUS MINUTES

85.1 26th September - Min. 55.1 - Terms of Reference for the Events, Promotion and Leisure Committee

It was reported at the last meeting that a face-to-face meeting with Members and consultant Pete Cooper was to be arranged to undertake a

review of the various Terms of Reference. This came about following questions being raised by a Member seeking clarification on some of the terminology used and duplication across committees for some items. This has now taken place and a report will be made back to this Committee in due course based upon the discussions held with proposed changes for consideration.

85.2 26th September - Min 55.3 - Fishermen's Huts

At the last meeting Members were updated with the latest response received from ADC which was as follows: -

"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."

The Town Clerk understands that communications are now ongoing with the BFA and ADC regarding future provision at the site and their discussion includes water provision for the showers by way of a sub-metered water supply. A further update will be reported back to Members once available from ADC.

85.3 26th September - Min. 58 - Bognor Regis 2-Hour Free Parking Discs

Following the last meeting a letter was sent to ADC in relation to the future provision of the 2-Hour Free Parking Disc Scheme for Bognor Regis for 2023-2028 based on the recommendations submitted to the Council by the Bognor Regis BID Co-ordinator that had been unanimously supported by Members. A response has now been received from the Group Head of Technical Services, Growth Directorate as follows: -

"We intend to undertake a review of the whole parking service shortly and this will be one of the many matters considered. The proposed review will include stakeholder engagement including the Bognor Regis Town Council and the Bognor Regis BID so you will have the opportunity to contribute to the review. You may wish to raise this with those we engage to carry out the review at that time."

85.4 26th September - Min. 59 - Warden Provision in the Town Centre

Members were reminded that at the last meeting the Committee unanimously disagreed with entering into a partnership with ADC for a Community Warden scheme in Bognor Regis to be jointly funded with the District Council. However, as a result of further discussion, 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 the budget was considered at the meeting on 28th November 2022.

Members were asked to note that the date as stated in the Minutes previously had now changed as at the Town Council Meeting held on 7th November, it was agreed to change the date for the Policy and Resources Committee (Budget) Meeting to Thursday 15th December 2022 from the

previously published date of 28th November to allow time for the tax base for 2023/2024 to be published and reflected in the draft proposals.

85.5 1st August 2022 – Min. 45 – BRTC Assets on the Promenade and ADC requirements for a Lease

At the Policy and Resources Committee Meeting on 1st August 2022 the Clerk was given delegated authority in liaison with the Chairman to proceed with instructing the Town Council's solicitor to review and advise on the draft lease documents for the Town Council's decking located on the promenade.

The Town Clerk reported that this process was well underway, and the matter is now back with the ADC solicitor with points of clarification being sought from them or amendment proposals for the Lease put forward for their consideration. Once this process is complete and the lease is finalized, draft leases for the other BRTC assets such as the seafront showers, beacon and railing troughs will also be progressed in liaison with the solicitor for review and advice prior to signing as previously agreed.

85.6 27th September 2021 – Min. 69 - Update regarding the Bathing Machine

As detailed in the Town Force Report, the Bathing Machine has now finally been relocated to its new home at the Bognor Regis Museum. This was earlier than originally anticipated following its use in the filming of an episode of The Great British Dig as the Museum had indicated that they would like to rehouse it once they had closed for the season. However, it was more practical and cost effective to move it to its new location in the Museum from the promenade rather than returning it to the Town Force lock-up. This item has also been removed from the Town Council's insurance policy.

85.7 A Member asked for a copy of the Clerk's Report to which the Town Clerk responded that the full Report would be duplicated in the Minutes of the meeting. Should Members have any questions about items within the Clerk's Report then they are invited to email the Town Clerk who will respond accordingly, subject to having the required information available to her.

86. TO RECEIVE THE TOWN FORCE REPORT

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

87. TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO COUNCIL THE DIGNITY AT WORK POLICY (NEW)

The Assistant Clerk's report, including the appended document, was **NOTED** and Members **AGREED** to **RECOMMEND** to Council, with no amendments, the adoption of the Dignity at Work Policy.

88. TO NOTE RECOMMENDED TERMS OF REFERENCE INCLUDING: - BOGNOR REGIS HERITAGE PARTNERSHIP BOARD; TO NOTE ANY RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MADE AT THEIR MEETING ON 27th SEPTEMBER 2022 (MIN. 38 REFERS)

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

A Member highlighted that the Board had changed their name to 'Bognor Regis Heritage & Arts Partnership Board' and pointed out that this was not reflected in the current Terms of Reference. The document will be amended to address this.

Mention was also made that there was no inclusion of 'Arts' within the Terms of Reference. This led another Member to ask whether they could make further suggestions as to what should be included in the Terms of Reference for the Bognor Regis Heritage & Arts Partnership Board.

The Town Clerk reminded Members that these suggestions could have been put forward at the Terms of Reference Review Meeting held the previous week. Nonetheless, Members were invited to email the Clerk with any suggestions which would be forwarded on to the Projects Officer to bring to the attention of the Bognor Regis Heritage & Arts Partnership Board at their next meeting for their consideration for inclusion.

89. TO CONSIDER THE INTERNAL AUDIT REPORT 2022-2023 (FIRST INTERIM)

The Town Clerk's report including the Internal Audit Report 2022-2023 (First Interim), was **NOTED**.

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

90. TO CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE TO ALLOCATE A BUDGET TOWARDS THE COSTS TO INSTALL, AND FOR ONGOING MAINTENANCE, OF A BIN - MIN. 47 REFERS

The Assistant Clerk's report, and related appendices, was **NOTED**, including the Officer recommendation to pay the costs of the purchase, installation and annual maintenance costs for the bin, for 2022-2023, from CIL monies.

Discussion included how many bins there are currently located in Victoria Drive and whether there was a need for more. A question was also raised about whether the bin could be Town Council branded.

In considering the cost for annual maintenance, a Member asked whether it would be possible for the Town Council to maintain, and empty, the bin themselves. The Town Clerk replied by saying that a Carrier's Licence would

be required but that the feasibility and resources required to do this could be investigated.

It was proposed, and seconded, that consideration of allocating a budget towards the cost of a bin be deferred until such time that Officers had looked into branding, in-house maintenance and insurance of the bin.

Members **AGREED** to **DEFER** any consideration in allocating a budget to cover annual maintenance costs for a bin in the vicinity of Victoria Drive, to allow for Officers to carry out further research, with a report brought back to this Committee at a future meeting.

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

The Projects Officer's report, including confirmation that the notes and action plans from these meetings were available to Members in the Town Council offices, was **NOTED**.

92. **TO CONSIDER A REQUEST FROM THE BOGNOR REGIS TWINNING ASSOCIATION FOR JOINT FUNDING TOWARDS THE DESIGN AND PRODUCTION OF ARTWORK FOR AN INTERPRETIVE SIGNAGE BOARD AND INSTALLATION FOR PLACE SAINT-MAUR**

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

The Committee Chairman invited Ray Hagger, Chairman of the Bognor Regis Twinning Association, to speak to the proposal.

The Meeting was adjourned at 7.04pm

Mr. Hagger explained that very few members of the public recognised that Place St Maur was named as such as a result of the Town of Bognor Regis being twinned with Saint-Maur-des-Fossés in France. During the refurbishment of Place St Maur, the Twinning Association had met with Arun District Council to discuss ways in which this connection between the two Towns could be better promoted on this site of significance. One of the ideas to come from the meeting was the installation of an interpretive signage board.

The Chairman of the Bognor Regis Heritage & Arts Partnership Board has kindly donated a board to the Twinning Association. Mr. Hagger estimated that artwork would cost in the region of £200, printing at approximately £60, with installation costs to be added to the total. The Twinning Association have limited funds available to them and were, therefore, asking the Town Council for support in meeting the costs associated with the interpretive signage board proposed.

The Meeting was reconvened at 7.08pm

Cllr. Goodheart declared an Interest as a member of the Bognor Regis Twinning Association

A Member suggested that if the project was successful, then the Mayor of Saint-Maur-des-Fossés should be invited to the unveiling of the board.

Following some debate, Members unanimously **AGREED** to support the Bognor Regis Twinning Association by contributing up to £350 from General Reserves towards the costs to install an interpretation board on Place St Maur, subject to permissions from Arun District Council as Landowners.

93. TO RECEIVE THE NOTES OF THE AGM OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON 27th OCTOBER 2022 (IF AVAILABLE)

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

The Town Clerk informed Members that the Notes of the AGM of the Arun District Association of Local Councils on 27th October 2022 were still not available and that the item, therefore, would be **DEFERRED** to the next meeting.

94. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2023 TOWN NEWSLETTER – MIN. 68 REFERS

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

In addition to the articles suggested by Officers, Members put forward ideas around youth provision, Twinning, tree planting projects, and the Bognor Fishermen's Association.

Members unanimously **AGREED** that the content of the 2023 Town Newsletter should include the suggestions put forward, with Officers being entrusted with responsibility for the final draft.

95. TO APPOINT 'OUTSIDE' BODIES REPRESENTATIVES TO THE RELEVANT GRANT AID 2023 RECIPIENTS

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

The Town Clerk reported that non-Committee Member Cllr. Woodall had put himself forward as the appointed Councillor Representative for Grandads Front Room, as detailed in the report, and that Cllr. Brooks had also put himself forward as the Representative for Arun Arts Ltd.

Cllr. Smith expressed an interest in being the Representative for Bognor Regis Foodbank and Grandads Front Room. Cllr. Goodheart wished to put himself forward as the Representative for UK Harvest.

Members unanimously **AGREED** to appoint Councillor Representatives to 'Outside' Bodies, for the remainder of the 2022/23 municipal year, as follows: -

Arun Arts Ltd	-	Cllr. Brooks
Bognor Regis Foodbank	-	Cllr. Smith
UK Harvest	-	Cllr. Goodheart

With there being two nominations for the role of Representative for Grandads Front Room, Members were invited to vote, the result being that Members **AGREED** to appoint Cllr. Smith as the Councillor Representative for the remainder of the 2022/23 municipal year.

96. FINANCIAL REPORTS INCLUDING: -

To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the month September 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**.

97. CORRESPONDENCE

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

98. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL AND STAFFING)

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).

99. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

100. TO RATIFY ANY DECISION FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 26th OCTOBER 2022

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

Members unanimously **AGREED** to **RATIFY** that a seasonal Town Force Member be recruited for 2023.

The decision that the Member of staff, as detailed by the Town Clerk, be placed on scale range 29-32 with immediate effect, and that this be backdated to April 2021, as a result of significant changes to their Job Description was also **RATIFIED**.

The Meeting closed at 7.36pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 5th DECEMBER 2022

PRESENT:

Cllr. J. Brooks, H. Jones, Miss. C. Needs, M. Stanley
and Mrs. J. Warr

IN ATTENDANCE:

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

Prior to the Meeting, a minute's silence was held in memory of Kim Davis, a former Town Councillor and Bognor Regis Community Gardener, who had recently passed away

The Meeting opened at 6.36pm

50. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

In the absence of the Chairman of the Committee, Cllr. Smith, the Vice-Chairman, Cllr. Brooks took the chair. 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 in relation to public question time.

Apologies for absence were given by the Projects Officer, on behalf of Cllr. Smith, due to sickness, Cllr. Barrett owing to a mayoral engagement, and Cllr. Mrs. Staniforth for personal reasons. No apologies were received from Cllr. Mrs. Daniells.

51. 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

52. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3rd OCTOBER 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 3rd October 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 3rd October 2022, as an accurate record of the proceedings and the Chairman duly signed them.

53. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

There were no questions from the public gallery.

54. CLERK'S REPORT

54.1 8th August 2022 – Min. 24.4 refers – Further consideration of the WSCC initiative around community improvements

At the Community Engagement and Environment Committee Meeting held on 8th August 2022, the Projects Officer stated that he had made initial contact with a member of staff at West Sussex County Council to set up a meeting to gain further insight into the initiative. A meeting was set but due to annual leave and clashing diary commitments, this was postponed. The Projects Officer has reached out to the Officer at West Sussex County Council in an attempt to gain more information to report back to this Committee, but to date has not received any correspondence.

54.2 3rd October 2022 – Min. 44 refers – To note that the next meeting of the Climate Emergency Focus Group will take place at 6.30pm on Tuesday 18th October 2022

At the Community Engagement and Environment Committee Meeting held on 3rd October 2022, Members Noted the next date for the Climate Emergency Focus Group. Rather than a formal Focus Group Meeting, an informal Zoom meeting took place on the 1st November 2022, so that members of the group could work with the Projects Officer in creating an Action Plan and future direction of this group.

A further meeting was scheduled for 24th November 2022, however due to several members of the group not being able to attend and the passing of a key member of Bognor Regis Community Gardeners, the meeting was postponed. A new date will be sent to members of the Climate Emergency Focus Group this week.

55. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS INCLUDING £500 DONATION FROM ORCHARD WARD TO THE BOGNOR REGIS FOODBANK

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

Members **RATIFIED** the request from Cllr. Batley and Cllr. Woodall to utilise their Orchard Ward Allocation from the underspend in 2019/2020 currently held in Earmarked Reserves and this current municipal year 2022/2023, to donate to the Bognor Regis Foodbank.

56. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND

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

The Projects Officer advised the Committee that there were no new applications to be considered at this time, and drew attention to the Mayor's cheque presentation at the Bognor Woodwork & Craft Club.

A Member asked if it would be possible to use large scale cheques as a photo opportunity, to which the Projects Officer advised this will be the case going forward and that photos will be shared across the Town Council's website/Facebook page where appropriate.

57. TO RECEIVE THE NOTES OF THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON 27th OCTOBER 2022 INCLUDING: CONSIDERATION OF ANY ITEMS FOR A FUTURE AGENDA, TO AGREE THE ARRANGEMENTS FOR THE NEXT MEETING

The Projects Officer's report, including the Notes of the Online Community Open Forum Meeting held on 27th October 2022, were **NOTED**.

Members did not wish to include any items raised at the Online Community Open Forum Meeting held on 27th October 2022 on a future agenda.

A Member suggested that The Regis Centre would be the preferable location to host the next Drop-In Surgery in January 2023 due the large car park and proximity to the Town Centre for Members and the public to access, to which Members all **AGREED**.

Another Member asked if members of the public or Members were unable to attend, could there be the option to create a Zoom link. The Projects Officer and the Chairman advised that this would be dependent on the Wi-Fi capabilities of the location and reminded the Member that the Committee had agreed to alternate between an Online Forum and a Drop-In Surgery.

58. AN UPDATE ON YOUTH PROVISION

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

A Member asked for clarification about how much match-funding Sussex Clubs for Young People had raised and what the £2,500 from the Town Council will be used for. The Projects Officer stated that he will put these questions to Sussex Clubs for Young People and provide a response back at a future Meeting.

59. CONSIDERATION OF THE MOTION PROPOSED BY CLLR. M. STANLEY, REFERRED FROM THE COUNCIL MEETING HELD ON 7th NOVEMBER 2022 REGARDING SUPPORT FOR OFFICERS TO ENGAGE WITH YOUNG PEOPLE ABOUT WHAT THEY WOULD LIKE TO SEE REGARDING YOUTH PROVISION WITHIN THE TOWN

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

Cllr. Stanley gave an update to the Committee as to the rationale for this Motion, in particular whether the Youth Provision budget is specifically addressing the shortfall in services for young people in Bognor Regis. Whilst Cllr. Stanley acknowledged that the Youth Provision Steering Group does interact across a wide range of youth services, the missing voice would be young people. Allowing Officers to interact with schools, this would provide an opportunity to hear the views of young people directly.

Members raised questions as to the specifics of how the data would be collected, how to target specific age groups, those from different backgrounds, race, and ethnicity. Cllr. Stanley agreed that the best methods would be led via their teachers and SEN workers within each school and the Officers would report back to the Committee.

Members **AGREED** to Officers engaging with students at The Regis School and Felpham Community College in order to better understand their needs, in relation to youth provision with a comprehensive report to be brought back to a future meeting.

60. TO RECEIVE THE NOTES OF THE CLIMATE EMERGENCY FOCUS GROUP MEETING HELD ON 24th NOVEMBER 2022 (IF AVAILABLE)

The Projects Officer's report advising that the meeting on 24th November 2022 had been postponed was **NOTED**.

61. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 22nd SEPTEMBER AND 16th NOVEMBER 2022 (IF AVAILABLE)

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

A Member asked if there would be any clarity on the canopy that was meant to go ahead for the Queen's Jubilee in 2023. Cllr. Goodheart gave an in-depth confirmation of the works in the pipeline on behalf of the In Bloom Working Group and Arun District Council whereby a 12-tree project is going to be installed at the Western boundary to Waterloo Square to create an avenue within the gardens to honour King Charles III.

Members **RATIFIED** the cost of £104 for the hiring of the Shore Community Centre for the Awards Evening and that this be funded from the current year's Competition Expenses budget. A Member did ask whether the In Bloom Awards Evening might be tied in with the Allotments Evening, to which the Projects Officer stated he would pose this question to the Clerk of both Groups and update Members further on this at the next meeting.

Members **RATIFIED** the cost of; room hire £144 (£104 for the venue previously agreed, and £40 café lounge), food provided by the venue £396, Jubilee Category prize £15, Entrants Raffle prize £25 and eight winners' plaques totalling £96.00 to be funded from the 2022/23 Competition Expenses budget.

Members **RATIFIED** the cost of food and table decorations £47.60 to be funded from Earmarked In Bloom Competition Expenses and additionally the cost of seven trophies (including three years' engraving) at £711, funded from sponsorship income.

62. TO CONSIDER A PROPOSAL TO JOIN ARUN DISTRICT COUNCIL AS A CONTRIBUTING PARTNER TO THE REFILL CAMPAIGN – MIN. 39.2 REFERS

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

A Member stated that this scheme has existed for some time and that West Sussex County Council originally rolled it out and was confused as to how Arun District Council are now running this scheme. The Chairman stated that this Agenda item stemmed from this Committee writing to ADC to take ownership of the water fountains situated in the Town vicinity.

Members **AGREED** that the Projects Officer would gather more information from ADC and reach out to Georgina Smith from BR Community Cleans who might lead on this campaign and **DEFER** this Agenda item to a future meeting.

63. TO CONSIDER A REQUEST FROM A MEMBER OF THE PUBLIC TO INSTALL A MEMORIAL PLAQUE ON A BENCH OWNED BY BOGNOR REGIS TOWN COUNCIL

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

Members **AGREED** to the request from a member of the public to install a memorial plaque on a bench owned by Bognor Regis Town Council.

Cllr. Brooks abstained from the vote.

64. TO CONSIDER WRITING A LETTER TO ARUN DISTRICT COUNCIL IN RELATION TO PHOTOGRAPHY ON PLACE ST MAUR

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

Members discussed this Agenda item and the validity of the potential risks regarding safeguarding of children playing at the newly renovated splash area at Place St Maur. Whilst Members did agree that members of the public should be mindful of the content that they show on social media platforms, they felt it would be difficult for the Town Council or Arun District Council to monitor one specific area and that the whole seafront poses a similar risk.

Members **DISAGREED** to writing a letter to Arun District Council regarding photography on Place St Maur.

65. TO CONSIDER A PROPOSAL FROM A MEMBER OF THE PUBLIC IN RELATION TO A FISH SCULPTURE TO RAISE AWARENESS OF PLASTIC POLLUTION

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

The Chairman invited Georgina Smith from BR Community Cleans, who was seated in the public gallery, to introduce this item. Georgina stated she felt that Bognor Regis seafront would be an ideal location to host a sculpture to raise awareness of plastic pollution. Members welcomed the idea but questioned if bottles and cans may blow across the beach, if it would be accessible to all, who would empty the sculpture when full and how much it would cost to have a sculpture commissioned for Bognor Regis.

Members **AGREED** to **DEFER** this item to allow the Projects Officer to gather more information and report back to a future meeting.

66. CORRESPONDENCE

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

The Meeting closed at 7.46pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 22nd NOVEMBER 2022

PRESENT:

Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett,
S. Goodheart (from Min. 54), B. Waterhouse and
P. Woodall

IN ATTENDANCE:

Mrs. J. Davis (Assistant Clerk)
Cllr. J. Brooks seated in the public gallery
6 members of the public

The Meeting opened at 4.02pm

49. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies for absence had been received from Cllr. Mrs. Daniells, who was on annual leave, and Cllr. Erskine for reasons unknown.

No apologies for absence were received from Cllr. Cunard.

50. 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

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

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

52. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Meeting was adjourned at 4.05pm

A member of the public spoke on behalf of others seated in the gallery, about West Sussex County Council's proposal for a bay in Wood Street, Bognor Regis, to be used for the charging of electric vehicles only. A large number of residents and businesses in the street and surrounding area were against the proposal, as this is a narrow, one-way road where excessive demands on parking already exist. It was stated that few residents of Wood Street owned electric vehicles themselves and it was, therefore, of no benefit to them and would only exacerbate the problems with traffic management that occur daily. Concern was also expressed about the battery safety of electric vehicles charging within metres of residential properties.

Another member of the public stated that whilst they were not against the idea of electric vehicle charging points, they were flummoxed as to why Wood Street has been chosen by WSCC given its size and the parking problems faced.

At the request of a Councillor seated in the public gallery, and with the approval of Members, it was agreed that they could speak to Agenda item 8 at the appropriate point in the meeting.

The Meeting was reconvened at 4.13pm

53. TO RATIFY DELEGATED DECISIONS INCLUDING RESPONSES MADE TO PLANNING APPLICATIONS ON LISTS DATED BETWEEN 7th AND 21st OCTOBER 2022

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

The responses made to Planning Applications on lists dated between 7th and 21st October 2022 were **RATIFIED** by the Committee.

54. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 28th OCTOBER, 4th AND 11th NOVEMBER 2022

Cllr. Goodheart arrived to the Meeting

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

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

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

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

There were no Licence applications to be considered.

56. TO RECEIVE DETAILS OF WEST SUSSEX COUNTY COUNCIL'S PROPOSALS TO MAKE A PERMANENT TRAFFIC REGULATION ORDER THAT WILL INTRODUCE PARKING BAYS FOR USE ONLY BY ELECTRIC VEHICLES ON WOOD STREET, BOGNOR REGIS, AND TO CONSIDER ANY RESPONSE TO THE CONSULTATION

The Assistant Clerk's report and related appendix was **NOTED**.

Comments submitted to the Committee by Cllr. Stanley, in relation to the proposals, were read out by the Assistant Clerk.

The Meeting was adjourned at 4.43pm

As agreed earlier in the meeting, a Councillor seated in the public gallery was permitted to address the Committee with his comments on the Agenda item. He stated that he was very much against the proposal to install a parking bay for use only by electric vehicles in Wood Street as he felt it was entirely inappropriate at that location. He believed that consideration should be given to installing electric vehicle charging points in off-street parking areas, such as Victoria Road Car Park.

The Meeting was reconvened at 4.45pm

The Committee understood the need for and were, therefore, supportive of installing electric vehicle charge points in the Town, however, they felt that the location at which such points are installed must be considered carefully with all potential sites thoroughly investigated. A Member stated that meaningful consultation must be had with residents and the Town Council.

Members agreed with the suggestion made by the Councillor during the adjournment earlier in the item and would prefer to see off-street electric vehicle charging points. It was the opinion of Members that a loss in some parking space in car parks, to allow for the installation of the proposed bays, would be preferable to residents losing equally valuable on-street parking.

The Committee were also at a loss to understand why Wood Street had been chosen by WSCC amongst all other residential streets in Bognor Regis. Throughout the consultation process, the Town Council received numerous eyewitness reports of the extremely challenging issues on this road created by an already overwhelming demand for on-street parking, which is exacerbated when people park inconsiderately. Additionally, there are reports of Heavy Goods Vehicles regularly operating in Wood Street that must reverse down the road owing to problems with turning.

Members unanimously **AGREED** to **STRONGLY OBJECT** to West Sussex County Council's proposals to make a permanent Traffic Regulation Order that will introduce parking bays for use only by electric vehicles on Wood Street, Bognor Regis. It was further **AGREED** that when submitting comments in response to the consultation, that excerpts of the correspondence received by the Town Council from members of the public would also be passed on to West Sussex County Council.

57. TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S CONSULTATION ON AN ARTICLE 4 DIRECTION WHICH COVERS THE HOTHAM WARD AND MARINE WARD IN BOGNOR REGIS, AND TO CONSIDER ANY RESPONSE TO THE CONSULTATION

The Assistant Clerk's report, and related appendices, was **NOTED**.

Members unanimously **AGREED** to **SUPPORT** the Article 4 Direction, that seeks to remove permitted development rights for development consisting of the change of use of a building or land within its curtilage from a use falling within Class C3 (Dwellinghouses) of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended) to a use falling within Class C4 (house in multiple occupation). The effect of the Direction is that planning permission will be required for changes of use of any building from Class C3 (Dwellinghouses) to Class C4 (Houses in Multiple Occupation).

58. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th AUGUST 2022, THAT WERE NOT APPROVED AT THE SUBSEQUENT MEETING HELD 30th AUGUST 2022 – MIN. 35 REFERS

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

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 9th August 2022 as an accurate record of the proceedings and the Chairman signed them.

59. TO CONSIDER COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE

The Assistant Clerk's report, and related appendices, was **NOTED**.

A Member expressed concern about the lack of bins on Victoria Drive, whilst another Member spoke of a local litter picking group that struggle to find anywhere to dispose of the rubbish they've collected when clearing the area.

The Assistant Clerk informed Members that at the Policy and Resources Committee Meeting held the previous evening, it had been agreed to defer any consideration in allocating a budget to cover ongoing annual maintenance costs for a bin in the vicinity of Victoria Drive, to allow for Officers to carry out further research - Min. 90 refers.

Members **AGREED IN PRINCIPLE** to cover the Year 1 costs of up to £685.99 (exc. VAT), to include the purchase, installation and annual maintenance of the bin for 2022-2023, from CIL funding, subject to arrangements being in place for ongoing annual maintenance and permissions for the installation of a litter bin on the highway being granted.

60. CORRESPONDENCE

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

The Meeting closed at 5.06pm

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

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

<p><u>BR/195/22/L</u> University of Chichester Annes Cottage Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Listed building consent for erection of studwork partitions at first floor level, alterations to previously approved ground floor layout and relocation of previously approved rooflights.</p>	<p>NO OBJECTION</p>
<p><u>BR/194/22/PL</u> University of Chichester Annes Cottage Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Erection of studwork partitions at first floor, alterations to previously approved layout at ground floor and relocation of previously approved rooflights. (This application may affect the setting of a Listed Building).</p>	<p>NO OBJECTION</p>
<p><u>BR/238/22/PL</u> 2-10 The Hatters Inn Queensway Bognor Regis PO21 1QT</p>	<p>Three storey upward extension and redevelopment of the existing first and second floors to deliver 43 No flats along with associated cycle storage and waste/recycling provision in lieu of previously implemented and extant schemes for 24 No flats across five storeys (resubmission following BR/294/21/PL). This application may affect the setting of listed buildings, affects the character and appearance of The Steyne Conservation Area and is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/176/22/PL</u> 47 Longford Road Bognor Regis PO21 1AD</p>	<p>Proposed single storey rear extension to provide a 1 bedroom flat.</p>	<p>NO OBJECTION</p>

<p><u>BR/233/22/HH</u> 44 Ash Grove Bognor Regis PO22 9JH</p>	<p>Proposed single storey front extension and single storey rear extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/239/22/PL</u> 7-7a Canada Grove Bognor Regis PO21 1DW</p>	<p>Construction of second-floor extension to form 2 No self-contained residential units. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/241/22/T</u> 11 Glamis Street Bognor Regis PO21 1DQ</p>	<p>2 No. Sycamore trees and 2 No. Lime Trees - Reduce south west side over property to take 3m leaving 2m.</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><u>BR/236/22/HH</u> 4 Sandymount Close Bognor Regis PO22 9EL</p>	<p>Construction of a proposed garage.</p>	<p>NO OBJECTION</p>



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 6th DECEMBER 2022

PRESENT: Cllrs: J. Barrett (until Min. 67), S. Goodheart (from Min. 65), B. Waterhouse and P. Woodall

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

The Meeting opened at 4.04pm

61. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

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. Erskine, who was working, and Cllr. Mrs. Warr who was unwell.

No apologies for absence were received from Cllrs. Cunard and Mrs. Daniells.

62. 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

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

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

64. 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.

65. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 18th AND 25th NOVEMBER 2022

Cllr. Goodheart arrived to the Meeting

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

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

Members considered planning application BE/134/22/OUT (Land West of Bersted - Outline application with all matters reserved except access for demolition of existing structures and mixed use development to provide residential dwellings (Use Class C3), care home/senior living accommodation (Use Classes C2/C3), employment floor space (Use Classes B2/B8/C1/E), retail and community floorspace (Use Classes E/F2/Sui Generis), a three form entry primary school and spine road plus associated open space, landscaping, drainage and all other associated ancillary works. This application also lies within the parish of Pagham, may affect the setting of a listed building, affects a Public Right of Way, falls within strategic site SD3 and is subject to an Environmental Statement).

Due to insufficient information supplied by the applicant, in the form of an effective Transport Assessment, Members noted National Highways response to the application which was cause for concern. Members were particularly mindful of the negative impact that the proposal could have on the infrastructure of Bognor Regis with increased traffic movements arising from the proposed development on roads already known for their congestion.

Members felt that the applicant had failed to demonstrate whether the proposed development would have an unacceptable impact on the safety, reliability and/or operational efficiency of the road network, contrary to paragraphs 110 to 113 of the National Planning Policy Framework 2021.

Another cause for concern was the layout and density of buildings with Members being of the opinion that this amounted to over-development, with concern only heightened by the fact that this is land prone to flooding and reports of the current sewerage system in the area being inadequate.

The Committee **RESOLVED** to **OBJECT** on the material planning grounds set out above and **AGREED** to submit these comments to Arun District Council in response to planning application BE/134/22/OUT.

Cllr. Barrett left the Meeting

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

There were no Licence applications to be considered.

68. **TO RECEIVE DETAILS OF WSCC'S ENHANCED PARTNERSHIP STATUTORY STAKEHOLDER CONSULTATION, IN RELATION TO IMPROVING BUS SERVICES, AND TO CONSIDER ANY RESPONSE TO THE CONSULTATION**

Members **AGREED** to **DEFER** this item to the next meeting to allow time for Members to fully appraise themselves with the consultation documents with a view to agreeing a corporate response to the survey questions at that time.

69. **CORRESPONDENCE**

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

The Meeting closed at 4.41pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 6th DECEMBER 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 18th AND 25th NOVEMBER 2022)**

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

<p><u>BR/229/22/PL</u> <u>Parish Centre</u> Hislop Walk Bognor Regis PO21 1LP</p>	<p>Change of use to enable the hall to function as a nursery during the day (9am -3pm) Monday and Friday (Term time) and as a Parish function room at other times. This is the old D1 classification. There will be no material change to the building itself, beyond adding tea and coffee facilities to an unused office</p>	<p>NO OBJECTION</p>
<p><u>BR/259/22/TEL</u> <u>Land at Pevensey Road</u> Bognor Regis PO21 5NZ</p>	<p>Prior Approval under Schedule 2 Part 16 Class A for proposed 5G telecoms installation - H3G 15m street pole and additional equipment cabinets</p>	<p>NO OBJECTION</p>
<p><u>BR/227/22/PL</u> <u>15-17 Longford Road</u> Bognor Regis PO21 1AA</p>	<p>Change of Use from dwelling to Residential Parenting Assessment Centre and single storey rear extension (No. 15) and loft space to be converted into office space and access point adjoining the two properties</p>	<p>NO OBJECTION</p>
<p><u>BR/240/22/PL</u> <u>Land adjacent to</u> Community Centre Westloats Lane Bognor Regis PO21 5JZ</p>	<p>Erection of 4 No. 2-bedroom dwellings with associated parking and landscape. This site is in CIL Zone 4 (Zero Rated) as flats</p>	<p>NO OBJECTION</p>
<p><u>BR/258/22/HH</u> <u>30 Highland Avenue</u> Bognor Regis PO21 2BJ</p>	<p>Single storey rear extension</p>	<p>NO OBJECTION</p>



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 20th DECEMBER 2022

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

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

The Meeting opened at 4.02pm

70. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies for absence had been received from Cllr. Barrett who had another engagement.

No apologies for absence were received from Cllrs. Cunard, Erksine and Mrs. Daniells.

71. DECLARATIONS OF INTEREST

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

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

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

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

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

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

There were no declarations of Interest

72. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 6th DECEMBER 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 6th December 2022 as an accurate record of the proceedings and the Chairman signed them.

73. 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.

74. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2nd AND 9th DECEMBER 2022

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

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

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

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

There were no Licence applications to be considered.

76. TO CONSIDER AND AGREE ANY RESPONSE IN RELATION TO WSCC'S ENHANCED PARTNERSHIP STATUTORY STAKEHOLDER CONSULTATION

Having considered the Enhanced Partnership Plan, and the questions within the survey, Members **AGREED** to submit any response to the consultation as individuals, within the published timeframe.

77. CORRESPONDENCE

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

The Meeting closed at 4.16pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 20th DECEMBER 2022
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 2nd AND 9th DECEMBER 2022)**

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

<p><u>BR/264/22/PL</u> <u>98-100 Chichester Road</u> Bognor Regis PO21 5AA</p>	<p>Variation of condition imposed on BR/315/19/PL relating to Condition 2 - approved plans</p>	<p>NO OBJECTION</p>
<p><u>BR/271/22/PL</u> <u>Elizabeth Court</u> Park Terrace Bognor Regis PO21 2NH</p>	<p>Replacement of defective stone balcony slabs with new jointing and sealant detail, treatment and/or replacement of defective balustrades and sundry items (Flats 3,4,12a & 14 only). This application affects the character and appearance of the Aldwick Road, Bognor Conservation area and is in CIL Zone 4 (zero rated) as other development</p>	<p>NO OBJECTION Members were pleased to see that the original features of the balustrades were being retained and welcomed the proposed works.</p>



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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON TUESDAY 14th NOVEMBER 2022

PRESENT:

Cllr: K. Batley (Chairman) (until Min. 56),
Cllrs: J. Brooks, H. Jones, Mrs. J. Warr,
B. Waterhouse and P. Woodall

IN ATTENDANCE:

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

The Meeting opened at 6.31pm

46. 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 relating to public question time.

The Chairman, Cllr. K. Batley, then announced to the Committee that he has decided, regrettably to step down as Chairman. The Vice-Chairman, Cllr. P. Woodall would therefore continue with the remainder of the meeting.

Apologies for absence were given by the Projects Officer, on behalf of Cllr. Mrs. Daniells due to annual leave and Cllr. Reynolds due to work commitments. The Events Officer was unable to attend due to illness. No apologies were received from Cllr. Erskine.

47. 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

48. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27th SEPTEMBER 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 27th September 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 27th September 2022.

49. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

A Member seated in the public gallery asked if there was any update or progress on the Lamp Post Banner advertising spaces, to which the Projects Officer stated that any update on this matter would be included in the Clerk's Report or would come back to this Committee as an Agenda item.

The Member also asked if the Bognor Regis Concert Band could be considered as the preferred band of the Town Council with support through sponsorship towards branded clothing.

A member of the public asked if the ice rink would be going ahead this year and what events would be taking place at Hotham Park and Place St Maur over the festive season and asked whether the Concert Band could perform.

The Chairman stated that during the Events Officer's report, all the Town Council festive events would be discussed. Any events, at Hotham Park for example, would be organised by external bodies or Arun District Council, including the ice rink.

50. CLERK'S REPORT

50.1 Update on Promenade Bandstand wind shields – 27th September 2022 – Min. 37.1 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 an Officer at Arun District Council has stated that they are preparing a formal response regarding this matter.

50.2 Update on new poster sites on the Promenade – 27th September 2022 – Min. 37.3 refers

The Projects Officer had previously reported that at the meeting held on the 11th July 2022, Members agreed that the Projects Officer contact Arun District Council as the owners of the existing shelters to seek their permission to display additional posters. As previously reported an Officer from Arun District Council has responded advising there is potential to add additional poster sites, however leases and licencing agreements need to be explored. A further response is awaited from Arun District Council, which will be reported back at a future meeting.

50.3 Question from Councillors regarding Clerk's Report – 27th September 2022 – Min. 37.8 refers

At the last Events, Promotion and Leisure Committee Meeting, two Councillors asked if they would be able to get a copy of the Clerk's Report ahead of the Meeting and the Projects Officer stated he would liaise with the Town Clerk to see whether this would be possible. The Town Clerk has advised Members that the Clerk's Report is a live document, which is updated constantly and is simply to update Members on items whereby no decision is made. Should Members wish to see the Clerk's Report this is available in its entirety within the Minutes once published on the Town Council's website.

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

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

The Chairman stated that the Events Officer had provided any update on various events held in 2022 and Members would have had sight of these

ahead of the meeting. Therefore, only where a decision is required would the item require further discussion.

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

Members **AGREED** that the remaining budget of £535.40 should be earmarked to allow for consideration of an alternative date to light the beacon to mark the birthday of Sir Richard Hotham. This would therefore be referred back to a future meeting.

51.2 Christmas Illuminations Switch-On – 26th November 2022

The Chairman gave a brief description of events and that the Events Officer had provided an in-depth detail of the day's activities within the report.

A Member made a comment regarding the stage and what process is used to book this. The Chairman stated that three quotes would have been sought and Financial Regulations, adopted by the Town Council, would have been followed.

Another Member asked if the Edward Bryant School Choir could be contacted to perform at the Switch-On. The Projects Officer stated that he would liaise with the Events Officer on this matter.

The final comment came regarding whether 'Billy the Bulb' would be attending, to which the Chairman stated that he would require the proper insurance, chaperone, and once again this would be followed-up through the Projects Officer with the Events Officer.

52. PROPOSALS FOR EVENTS PROGRAMME FOR 2023 INCLUDING CONSIDERATION OF BUDGETS FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE

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

52.1 Celebrations and Commemorations to mark the Coronation of King Charles III - 6th May 2023

Members **AGREED** to broadcast the Coronation of His Majesty King Charles III live on a big screen in a suitable location.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of **£5,000** for the 2023/24 year to celebrate and commemorate the Coronation of King Charles III, and furthermore, that this amount should be guaranteed to enable suppliers to be booked as soon as possible.

52.2 Proms in the Park – 11th June 2023

Members **AGREED** for the Proms in the Park event for 2023 to be held in June.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of **£3,000** for the Proms in the Park event for 2023.

52.3 Drive Through Time – 9th July 2023

A Member drew attention to planned works at The Regis Centre which could impact the event should it be held at Place St Maur.

Members asked to **DEFER** the location of the Drive Through Time 2023 event for more clarification of the building works at The Regis Centre to be sought, and the potential impact this could have on the event, should it be held at the Esplanade and Place St Maur.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the 2023 budget for the Drive Through Time event be **£4,000**.

52.4 Funshine Days- 1st to 24th August (Tuesday, Wednesday & Thursday) 2023

Members **AGREED** that the Funshine Days programme be split between two locations, 1st - 10th August Promenade Bandstand and the 15th - 24th August Hotham Park Bandstand.

Members **AGREED** that World Oceans Day be incorporated into the first two weeks of the Funshine Days and be located on the Promenade Bandstand.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the 2023 budget for the Funshine Days be **£5,000**.

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

Members **AGREED** to work collaboratively with the Rotary Club on a series of events throughout the summer and if possible, to include the Bognor Regis Concert Band.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget for the events of **£1,500** for 2023.

52.6 Christmas Illuminations Switch-On – 25th November 2023

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of **£5,000** for the Christmas Illuminations Switch-On for 2023.

52.7 Easter and October Half Term Events

A Member spoke of a previous Halloween event based in Hotham Park called Scarefest whereby students from Bognor Rox put on a well received event, as well as the scare-train and suggested that this be included in this event.

Members **AGREED** to hold events in the Easter and October holidays.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget for the Book Day event and for a Halloween event, of **£4,000** and **£2,500** respectively.

53. CONSIDERATION OF ANY FURTHER PROPOSALS AND REQUIRED BUDGETS FOR 2023/2024 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE

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

A Member was of the opinion that a budget of £1,200 is not enough to successfully promote the Town via posters, bunting, campaigns and the website and social medial channels.

Another Member stated, as the Chairman of the Policy and Resources Committee, that appropriate rationale needs to be provided to support any significant increase in any budget request, presented to the Policy and Resources Committee, before being recommended to Full Council for consideration.

Members **AGREED** their **RECOMMENDATION** of **£10,000** to the Policy and Resources Committee for the 2023/24 Publicity and Promotion Budget. Cllr. Jones abstained from the decision made by Members.

54. CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2023 INCLUDING DESIGN AND FORMAT

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

Members **DISAGREED** to the publication of an Events Guide/Leaflet for 2023.

55. TO CONSIDER THE PROPOSAL FROM CLLR. BROOKS, TO IMPROVE THE BOGNOR REGIS TOWN COUNCIL WEBSITE EVENTS PAGE – MIN. 44 REFERS

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

Cllr. Brooks discussed what he described as some quick wins to get the Town Council's events more widely advertised. He also spoke of how he felt that the 'Events' page on the Town Council's website could be more expansive and include images and clickable links.

The Chairman stated that he believed that the soon to be appointed staff member would be the person who would add/remove events details from the website.

Cllr. Waterhouse stated that he felt that clickable links to websites such as Love Bognor Regis and Bognor.Today would aid visitors to access further information about what is going on in Bongor Regis.

Members **AGREED** to improve the events page through more prominent, clickable links and the inclusion of more imagery. This work will be carried out by the appropriate Town Council Officer.

Cllr. Batley left the meeting at 7.47pm

56. **TO CONSIDER THE PROPOSAL FROM CLLR. BROOKS TO IMPROVE BOGNOR REGIS TOWN COUNCIL EVENTS PROMOTION – MIN. 44 REFERS**

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

Cllr. Brooks stated that he would be happy to **WITHDRAW** this proposal at this time and purely focus on the 'Visitor Information and Events' pages on the Town Council's website, as discussed in the previous Agenda item.

57. **TO CONSIDER THE 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 PROMENADE BANDSTAND FOR OUTDOOR EVENTS – MIN. 44 REFERS**

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

Members **AGREED** that the Projects Officer write to Arun District Council to enquire as to whether they would purchase 50 portable chairs to be stored near the Promenade Bandstand.

58. **TO CONSIDER THE PROPOSAL FROM CLLR. MRS. DANIELLS, TO HOLD A BIRTHDAY CELEBRATION FOR SIR RICHARD HOTHAM – MIN. 44 REFERS**

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

In the absence of Cllr. Mrs. Daniells, Members **AGREED** to **DEFER** this item to the next meeting.

59. **TO RATIFY THE DECISION MADE AT THE MEMBERS BRIEFING HELD 10TH NOVEMBER 2022 IN RELATION TO THE CHOSEN WINNING ENTRIES IN THE SEAFRONT POSTER COMPETITION**

Members **AGREED** to **DEFER** this item to the next meeting.

60. ITEMS FOR FUTURE AGENDA

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

61. It was **RESOLVED** to vary the order of business to take the additional Agenda item next.

62. TO RECEIVE AN UPDATE ON PROPOSAL TO DISPLAY POSTERS AT BUTLIN'S AND AGREE ANY NEXT STEPS – MIN 37.2 REFERS

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

Several Members stated that they were disappointed that Butlin's would not be fulfilling the previous agreement

Members **AGREED** to remove the proposal to display posters at Butlin's.

63. CORRESPONDENCE

The Committee noted no correspondence had been received.

The Meeting closed at 7.59pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd JANUARY 2023**

AGENDA ITEM 11 - TO RESOLVE TO SUSPEND STANDING ORDERS TO CONSIDER REVISITING PREVIOUS DECISION (S.O. 7A) REGARDING DRAFT BUDGET PROPOSALS FOR 2023/2024 (MIN. 108 REFERS)

REPORT BY TOWN CLERK

FOR DECISION

At the Policy and Resources Committee Meeting, held on 15th December 2022, Members considered the draft Budget proposals for 2023/2024. During discussions, Cllr. Stanley proposed that the Grant Aid Budget be reduced, and that the Flexible Community Fund be removed, in order to generate £26,000 to be redistributed elsewhere.

Following a vote Members unanimously **RESOLVED** to **AGREE** that the Grant Aid Budget be reduced to £24,000, and that the Flexible Community Fund Budget of £4,000 be removed to allow for funds of £26,000 to be reallocated - Min. 108 refers.

However, as detailed in the Minutes, subsequent to the meeting Members were asked to note that Cllr. Stanley's proposals as detailed in Min. 108 could not be actioned in the 2023/2024 Budget owing to the fact that the 2023/2024 Grant Aid Budget has already been approved for spending.

It will, therefore, be necessary to suspend Standing Orders (S.O. 7a) to consider revisiting this previous decision.

DECISIONS

Members are asked to **RESOLVE** to suspend Standing Orders (S.O. 7a) to enable them to revisit and consider agreeing to rescind their previous decision, that the Grant Aid Budget be reduced to £24,000, and that the Flexible Community Fund Budget of £4,000 be removed to allow for funds of £26,000 to be reallocated - Min. 108 refers?

Do Members **AGREE** to **RESCIND** their previous decision, that the Grant Aid Budget be reduced to £24,000, and that the Flexible Community Fund Budget of £4,000 be removed to allow for funds of £26,000 to be reallocated - Min. 108 refers?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd JANUARY 2023**

AGENDA ITEM 12 - TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE MEETING OF 15th DECEMBER 2022 - TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2023/24

AGENDA ITEM 13 - TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2023/24

REPORT BY TOWN CLERK

FOR DECISION

Item 12 - To consider the Bognor Regis Town Council Budget for 2023/24

Please find below an excerpt from Min. 109 from the Policy and Resources Committee Meeting of 15th December 2022 with the recommendation to Council:

*Following the discussion, Members unanimously **AGREED** to **RECOMMEND** to **COUNCIL** the draft Budget, including the agreed amendments as noted above, resulting in a required Precept for 2023/2024 of £1,009,819 a 4.12% increase in the Precept, equivalent to a 2.82% increase on a Band D Equivalent property or £3.73 per annum (7pence/week).*

This recommendation followed consideration by Members of the Budget Summary including Revenue Expenditure and Revenue Income for 2023/24, a copy of which was circulated to Members prior to the Meeting. However, the detailed budget papers, as previously circulated, changed as a result of the budget decisions made during discussions at the meeting and the recalculations are reflected in the recommendation to Council.

Members are therefore now invited to **RESOLVE** to **APPROVE** the recommended Draft Budget for 2023/24.

Item 13 - To decide the amount for the Precept to be issued for 2023/24

As noted above Members of the Policy and Resources Committee have recommended for the year 2023/24 the Precept amount of £1,009,819 (Budget Summary attached as **APPENDIX 1**).

DECISIONS

To **RESOLVE** to **APPROVE** formal adoption of the recommended Income and Expenditure Budget for 2023/24.

To **RESOLVE** to **APPROVE** the Precept amount for 2023/24 of £1,009,819.



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON THURSDAY 15th DECEMBER 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: J. Erskine (during Min. 104), Mrs. S. Daniells, S. Goodheart (during Min. 104), M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mr. D. Kemp - DCK Accounting Solutions Ltd
Cllrs. J. Brooks and P. Woodall in the public gallery
3 members of the public in the public gallery

The Meeting opened at 6.31pm

101. 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 another engagement, and Cllr. Smith for personal reasons. Cllr. Mrs. Daniells gave apologies for absence on behalf of Cllr. Cunard, who was away.

102. 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

103. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21st NOVEMBER 2022

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 21st November 2022, and these were signed by the Chairman.

104. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.35pm

A local trader spoke about the current Business Warden scheme in Bognor Regis, which he felt was not required as larger shops have their own security and many smaller traders look after themselves.

Cllr. Goodheart arrived at the Meeting

The trader believed that better communication was what was needed and urged fellow traders in the Town, who are signed up to the Shopwatch scheme, to make better use of the radios in reporting issues and sharing information.

He felt that the money the Town Council were being asked to contribute towards funding a Business Warden could be better spent in the community, with mention made about the need to build night-time economy but that the Warden isn't around at this time.

The Bognor Regis BID Co-Ordinator, who was seated in the public gallery, spoke about the Business Warden funding application that had been put before the Town Council, which was based on evidence and consultation.

Cllr. Erskine arrived at the Meeting

She explained that an ongoing barrier to footfall in the Town Centre is crime, or perception of crime, and that if the BID is voted in for a second term then they will be matching the budget provision by the additional services they provide and the appointment of a Business Crime Reduction Partnership Co-Ordinator to provide in-person support to enable better reporting in the Town.

A member of the public asked why the budget papers were not publicly available for the meeting. The Chairman responded by saying that the budget is currently at the proposal stage, so could vary, before it goes to Council in January. It was possible, however, for those seated in the public gallery or watching the livestream to ascertain what was in the proposed budget papers.

The Chairman reconvened the Meeting at 6.43pm

105. TO CONSIDER MAKING A FINANCIAL DONATION TO THE BOGNOR COMMUNITY GARDENERS TO RECOGNISE THE CONTRIBUTION TO THE COMMUNITY MADE BY THE LATE KIM DAVIS WITHIN THE SUNKEN GARDENS AND AGREE ANY EXPENDITURE

It was proposed, and seconded, that a donation of up to £50.00 be made in memory of Kim Davis, who had been Head Gardener with Bognor Community Gardeners, had previously served as a Town Councillor, and was a member of the Council's Climate Emergency Focus Group.

Following conversations with her daughter, an amendment to the recipients of the donation was proposed and seconded and Members unanimously **RESOLVED** to donate £25.00 to Bognor Community Gardeners, and £25.00 to Grandads Front Room, in memory of the late Kim Davis and the contribution she made to the community of Bognor Regis. This would be funded through the extra Mayor's Allowance provision available to fund things not covered within the Local Government Act.

106. ADJOURNMENT FOR TOWN COUNCILLORS NOT APPOINTED TO THIS COMMITTEE TO MAKE COMMENT AND ASK QUESTIONS ON THE DRAFT BUDGET PROPOSALS FOR 2023/2024

The Chairman adjourned the Meeting at 6.45pm

Cllr. Brooks, who did not serve on the Policy and Resources Committee, made statements on the draft 2023/2024 budget, particularly about the recommendation from the Events, Promotion and Leisure Committee to increase the Publicity and Promotion Budget from £1,200, in 2022/2023, to £10,000 for 2023/2024. Cllr. Brooks suggested that there was a further proposition as to where the extra budget for the proposed increase might come from, however, it was of a confidential nature.

The Chairman advised Members that it was not appropriate to discuss this further, during an open meeting, but that if the Committee agreed to the

increase in the Publicity and Promotion Budget then it would be conditional on a saving being achieved in order that the net impact on the budget is zero.

Cllr. Woodall, who also did not serve on the Policy and Resources Committee, raised concern at the level of funding being requested for promotions/publicity and where it would come from and spoke of the budget for Grant Aid and proposed that it be reduced by half, to £23,000, for 2023/2024 which was more in-line with what other parishes offered by way of grants.

The Chairman thanked the non-Committee Members for their input.

The Chairman reconvened the Meeting at 6.53pm

107. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2023/2024 INCLUDING RECOMMENDATIONS FROM COMMITTEES

The Town Clerk's report, including the statement regarding restrictions on voting under Section 106 of the Local Government Finance Act 1992, was **NOTED**.

It was also **NOTED** that all Members of the Council had received a hard copy of the draft Budget proposals, prior to the meeting, which had also included a Budget Summary, together with breakdowns of Income and Expenditure for the financial year ending 31st March 2024. These had been prepared in liaison with the Town Council's Accountant and the Chairman of this Committee and based on the recommendations from the various Committee Meetings.

The Clerk reminded Members that these should all be treated as confidential at this time, as a final draft will need to be presented to Council for approval in the New Year.

The Chairman welcomed Mr. Kemp, the Town Council's Accountant to the meeting and commended him, and the Town Clerk, for the huge amount of work that they had carried out in preparing the draft Budget before Members, with a proposed Precept increase of 8.99% on Band D equivalents.

The Chairman detailed the main headline figures that had been included within the Budget proposals, including recommendations from Committees and unavoidable items such as the cost-of-living increase alongside increases in rental fees, legal fees, and election costs for 2023.

Having liaised with the Accountant and Town Clerk, the Chairman advised that he was able to bring forward proposed adjustments to the draft Budget proposals for 2023/2024 which would bring the percentage increase down to nearer 3%. These were then presented by the Chairman for the Committee to consider and vote upon as follows: -

Promotion/Publicity (proposed budget of £10,000)

There was a lengthy discussion about the proposal to increase the Promotion/Publicity Budget to £10,000 to be used for items/events that have yet to be identified. In view of the confidential nature of the proposal as to where this could be funded from, it was **AGREED** to move this discussion to the end of the meeting to allow the Committee to go into confidential business to consider this fully.

Recruitment of seasonal staff (proposed budget of approx. £20,000)

Following some discussion, Members **RESOLVED** to **AGREE** that this provision be removed from the draft Budget proposals.

West End Shops and Traders (proposed match funding of £2,500)

Members unanimously **RESOLVED** to **AGREE** that this provision be removed from the draft Budget proposals.

Town Guide (proposed budget of £3,000)

Members unanimously **RESOLVED** to **AGREE** that this provision be removed from the draft Budget proposals.

Banner Maintenance (proposed budget of £3,000)

Members unanimously **RESOLVED** to **AGREE** that this provision be removed from the draft Budget proposals. Should the lamp post banners become practicable then, with Committee approval, funding would be found from elsewhere.

Rolling Capital Programme (proposed budget of £30,000)

Following some discussion, Members unanimously **RESOLVED** to **AGREE** that £30,000 would be included in the draft Budget proposal for 2023/2024, for the Rolling Capital Programme, but that this would be left unfunded and if required the monies would come from General Reserves, which would show as a deficit and impact on the budget going forward, rather than coming from the Precept in 2023/2024.

Sir Richard Hotham's Birthday (proposed budget of £600)

Members unanimously **RESOLVED** to **AGREE** that this provision be removed from the draft Budget proposals, as it had been intended for the 300th anniversary but was not a recurring cost.

Consideration then moved to the provision for a Warden scheme in Bognor Regis and the proposal to increase the budget to £21,000 for 2023/2024. Discussion took place about the consequences of the BID failing to secure a second term, following a ballot of its Members in February 2023, and how this would impact partnership agreements with the Town Council. The Town Clerk suggested to Members that provision for a Warden scheme could be put into the budget for 2023/2024 but revisited further down the line, when the result of the BID ballot was known.

Members **RESOLVED** to **AGREE** that a provision of £21,000 be included in the budget 2023/2024 for the continuation of a Warden scheme in Bognor Regis.

In considering the budget decisions taken so far, following a recalculation, Mr. Kemp informed Members that the proposed draft Budget would result in an increase of 2.82% in the Precept for a Band D property for 2023/2024.

- 108.** Cllr. Stanley then spoke on his proposals that had been previously circulated to Members to reduce the Grant Aid Budget, and remove the Flexible Community Fund, in order to generate £26,000 to be redistributed elsewhere, in the following ways: -

Southdown's Music Festival (proposed budget of £6,000)

Aim - To provide a key Bognor Regis event some financial stability over the medium term, by entering into a 3-year funding agreement, with the understanding that they would not be eligible to apply for Grant Aid during the period of the agreement.

Bognor Regis Carnival (proposed budget of £4,000)

Aim - To provide a key Bognor Regis event some financial stability over the medium term by entering into a 3-year funding agreement, with the understanding that they would not be eligible to apply for Grant Aid during the period of the agreement.

Youth Provision (proposed budget of £5,000, in addition to a budget of £10,000 already included in the draft Budget proposal)

Aim – To increase the Youth Provision budget to a total of £15,000 to support projects identified from the Town Council's youth engagement work.

Musical Tuition Funding (proposed budget of £2,000)

Aim – To set-up a fund with a local operator to provide musical tuition to young people where families would otherwise be unable to fund this. If this is approved a report would be brought to the relevant Committee to scope out this project.

Fund for Running Coaching (proposed budget of £1,000)

Aim – To set-up a fund with a local operator to provide running coaching to adults who otherwise would be unable to fund this, the goal is to support with physical and mental health. If this is approved a report would be brought to the relevant Committee to scope out this project.

Climate Emergency Focus Group Project Fund (proposed budget of £1,000)

Aim – To allow for a budget within Community Engagement and Environment Committee to enable them to directly fund ideas developed from the Climate Emergency Focus Group. This would be a similar principle to what currently operates with the Bognor Regis in Bloom Working Group.

Publicity and Promotion Budget (proposed budget of £1,000, in addition to a budget of £1,200 already included in the draft Budget proposal)

Aim – To increase Publicity and Promotions Budget to a total of £2,200 to support promotion ideas generated directly from the Events, Promotion and Leisure Committee.

Green Internal Audit (proposed budget of £6,000)

Aim – To complete an environmental audit of the Town Council's practices to assess ways and means to ensure the way it works is as environmentally friendly as possible.

Another Member commented on the green initiatives that they felt the Town Council had already implemented, and suggested that an internal meeting be held first, to establish for ourselves what further measures could be taken. One proposal was that the £6,000 for a Green Internal Audit therefore remain in the Grant Aid Budget if the audit was not proceeding, whilst another proposal was that it be added to the Youth Provision Budget. Following a vote, it was **AGREED** that it be reallocated to youth provision.

Members unanimously **RESOLVED** to **AGREE** that the Grant Aid Budget be reduced to £24,000, and that the Flexible Community Fund Budget of £4,000, recommended by the Community Engagement and Environment Committee, be removed to allow for funds of £26,000 to be reallocated as detailed above.

NOTE: Members are asked to note that subsequent to the Meeting, Cllr. Stanley's proposals as detailed in Min. 108 above could not be actioned in the 2023/2024 Budget owing to the fact that the 2023/2024 Grant Aid Budget has already been approved for spending and therefore this decision will be revisited at the Council Meeting to be held on 3rd January 2023

109. Following the discussion, Members unanimously **AGREED** to **RECOMMEND** to **COUNCIL** the draft Budget, including the agreed amendments as noted above, resulting in a required Precept for 2023/2024 of £1,009,819 a 4.12% increase in the Precept, equivalent to a 2.82% increase on a Band D Equivalent property or £3.73 per annum (7pence/week).

110. **TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL AND STAFFING)**

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) - (staffing).

The Chairman adjourned the Meeting at 8.03pm, to allow for a short rest break, with the Meeting reconvened at 8.09pm

- 111.** The Chairman referred back to comments made by Cllr. Brooks earlier during the adjournment to allow non-Committee Members to speak on the proposals (Min. 106 refers). In order to fund the proposed increase to the Publicity and Promotion Budget of £10,000, Cllr. Brooks' Group were suggesting changes to the staffing structure. Earlier in the meeting, the Chairman had set out that if the Committee agreed to the increase in the Publicity and Promotion Budget then it would be conditional on a saving being achieved in order that the net impact on the budget is zero.

Members discussed the ramifications of the suggestion to change the staffing structure, in order to fund the proposed increase to the Publicity and Promotion Budget and **AGREED** that this was not acceptable.

The Chairman reminded Members that, as a result of discussions so far, £10,000 for the Publicity and Promotion Budget had been incorporated into the draft Budget proposals.

Discussion then took place about exactly what the £10,000 Publicity and Promotion Budget was intended to be spent on, with some concern expressed by Members about the monies being unallocated for a specific purpose.

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

- 113.** It was suggested that part of the money could be used to help fund further events in the Town, and that having this budget available would enable the Town Council to react to opportunities as and when they arose.

With there being no specific plans for how an increased Publicity and Promotion Budget of £10,000 would be spent, the Chairman suggested and sought agreement from the Committee to leaving this amount in the draft Budget proposals but that the expenditure from this budget would ultimately be subject to ratification by the Policy and Resources Committee before it could be spent.

Members **RESOLVED** to **AGREE** this proposal and confirmed that if a satisfactory justification can be given for any expenditure by the Events, Promotion and Leisure Committee, then the additional money from the increased Publicity and Promotion Budget would be released.

- 114.** The Town Clerk reminded the Committee that a vote to guarantee the budget for the Royal event next year still needed to be taken. Members **RESOLVED** to **AGREE** that the £5,000 budget allocated in the draft proposals for an event to screen the Coronation of King Charles III will be guaranteed within the 2023/2024 Budget, to enable contractors to be sought and booked as soon as possible.

The Meeting closed at 8.45pm

Bognor Regis Town Council

(Updated 15/12/2022)

With amendments proposed and agreed at P & R 15/12/22 (excl Min 108)

Budget Summary

Year Ended 31st March 2024

	2022/23		2023/24	Budget	
	Projected	Budgeted (Revised)	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Policy & Resources	735655	787637	834080	46443	
Comm'y Eng't & Env't	81734	80052	77777	-2275	
Events, Prom'n & Leisure	106556	97165	111599	14434	
Planning	7750	4250	9750	5500	
	<u>931695</u>	<u>969104</u>	<u>1033206</u>	<u>64102</u>	
INCOME					
Policy & Resources	52185	61400	37900	-23500	
Comm'y Eng't & Env't	16537	6800	14300	7500	
Events	17135	2100	2200	100	
Planning	0	0	0	0	
	<u>85857</u>	<u>70300</u>	<u>54400</u>	<u>-15900</u>	
NET REVENUE EXPENDITURE	<u>845838</u>	<u>898804</u>	<u>978806</u>	<u>80002</u>	
CAPITAL EXPENDITURE (NET)					
Loan Charges	89013	89013	89013	0	
BPCL - Management Fees	-50500	-48000	-58000	-10000	
Capital Funding Provision	30000	30000	30000	0	
Policy & Resources	0	0	0	0	
Env & Leisure	0	0	0	0	
Planning	0	0	0	0	
	<u>68513</u>	<u>71013</u>	<u>61013</u>	<u>-10000</u>	
TOTAL NET EXPENDITURE	<u>914351</u>	<u>969817</u>	<u>1039819</u>	<u>70002</u>	7.22%
Financed as follows					
Reserves at 1st April	351051	353214	406517		Reserves Surplus
Reserves at 31st March	406517	353214	376517	**	131815
Used to Fund Expenditure	-55466	0	30000		3.09%
					(of Precept)
Precept Required	969817	969817	1009819	40002	4.12%
TOTAL TAXATION FUNDING REQUIRED	<u>969817</u>	<u>969817</u>	<u>1009819</u>	<u>40002</u>	4.12%
	<u>914351</u>	<u>969817</u>	<u>1039819</u>	<u>40002</u>	

ADJUSTED BASIS

		Final		
Band D Equivalents	<u>7335</u>	<u>7428</u>	93	1.27%
Precept per Band D Equivalent (£/annum)	<u>£ 132.22</u>	<u>£135.95</u>	£3.73	2.82%
Precept per Band D Equivalent (p/week)	<u>253.57</u>	<u>260.73</u>	£0.0716	2.82%

NOTES

** Recommended minimum reserve equal to 3 months net expenditure	211460	224701	244702
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Earmarked Reserves	31/03/2022 (Actual)	31/03/2023 (Projected)	30/03/2024 (Available)
Rolling Capital Fund	106245	131339	161339
Economic Development	298000	298000	298000
Others (Incl unapplied grants)	171243	109517	109817
	<u>575488</u>	<u>538856</u>	<u>569156</u>

Bognor Regis Town Council

(Updated 15/12/2022)

Budget Summary

Year Ended 31st March 2024

Revenue Expenditure

		<u>2022/23</u>		<u>2023/24</u>	<u>Budget</u>
		<u>Projected</u>	<u>Budgeted</u>	<u>Proposed</u>	<u>Incr/Decr</u>
			<i>(Revised)</i>		
<u>Operating Budgets (Net)</u>					
Administration	101	285901	296145	312120	15975
Civic	102	29193	28373	32273	3900
Mayor's Charity Activities	103	0	0	0	
Projects and Events	104	189771	210492	229002	18510
Town Force	105	117995	115097	147411	32314
B R Parking Scheme	106	21000	21000	21000	0
Street Scene Enhanc't	110	7286	4736	7286	2550
Meteorological	202	7492	6042	7492	1450
Floral Displays	204	55548	53921	56146	2225
Roads & Streetlights	401	7750	4250	9750	5500
Allotments	402	3438	3176	3376	200
Planning (General)	403	0	0	0	0
		<u>725374</u>	<u>743232</u>	<u>825856</u>	<u>82624</u>
<u>Discretionary Spending</u>					
Grant Aid	107	70109	99788	59588	-40200
P & R Partnership	108	14400	12006	25400	13394
Christmas Activities	207	56108	60238	57364	-2874
E & L Projects	208	26186	26131	21631	-4500
Events	301-5	39518	27709	43367	15658
		<u>206321</u>	<u>225872</u>	<u>207350</u>	<u>-18522</u>
<u>Revenue Expenditure</u>					
		<u>931695</u>	<u>969104</u>	<u>1033206</u>	<u>64102</u>

Bognor Regis Town Council

(Updated 15/12/2022)

Budget Summary

Year Ended 31st March 2024

Revenue Income

		<u>2022/23</u>		<u>2023/24</u>	<u>Budget</u>
		<u>Projected</u>	<u>Budgeted</u>	<u>Proposed</u>	<u>Incr/Decr</u>
			<i>(Revised)</i>		
<u>Operating Budgets (Net)</u>					
Administration	101	15000	500	15000	14500
Civic	102	1335	300	300	0
Mayor's Charity Activities	103	0	0	0	0
Projects and Events	104	0	0	0	0
Town Force	105	20100	20600	20100	-500
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	3250	2500	2500	0
Seafront & Concessions	203	0	0	0	0
Floral Displays	204	16537	6800	14300	7500
Roads & Streetlights	401	0	0	0	0
Allotments	402	2648	2100	2200	100
Planning (General)	403	0	0	0	0
		58870	32800	54400	
<u>Discretionary Spending</u>					
Grant Aid	107	12500	37500	0	-37500
P & R Projects	108	0	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	14487	0	0	0
		26987	37500	0	
		85857	70300	54400	-15900
<u>Revenue Income</u>					

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 3rd JANUARY 2023

**AGENDA ITEM 16 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY
CLLR. J. BROOKS: – SUPPORT FOR ADOPTION OF THE REVISED PRE-
MEETING ANNOUNCEMENT; SUPPORT FOR DISPENSING WITH THE
WORD 'TOWN' BEFORE 'TOWN MAYOR'**

REPORT BY THE TOWN CLERK

FOR DECISION

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

That this Council: -

- 1. Adopts the revised Chairs' pre-meeting announcement as attached (Appendix 1).*
- 2. Dispenses with the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed.*

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.

As the matter of "To advise Council on Corporate Strategy, policies not within the terms of reference of any other committee and the Constitution, including Standing Orders, Financial Regulations and Standing Orders for Contracts" falls within the Terms of Reference of the Policy and Resources Committee (see clause 1.1) it is the Officer recommendation that the Motion be referred without discussion to the next Policy and Resources 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 Policy and Resources Committee Meeting.

Opening Statement for Council/Committee Meetings

Good evening and welcome to this meeting of the Bognor Regis Town Council.

Before I formally open this meeting, may I please highlight that in the event of the fire alarm sounding, please evacuate the building as quickly as possible by following the emergency signs.

May I please request that all mobile phones are turned off or switched to silent.

Please note, it is intended to stream this meeting live on Facebook and it may also be recorded or filmed by any member of the public.

In due course, I will invite anyone present in the public gallery to ask any questions or give a statement. To assist with the smooth running of the meeting, you will be asked to give your name and are requested to speak for no more than 2 minutes each. If there are agenda items which the Clerk has determined that the press and public should be excluded from, you will be advised and asked to leave the Chamber.

I now call this meeting to order and move to the first agenda item.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd JANUARY 2023**

AGENDA ITEM 17 - APPOINTMENT OF A NEW CHAIRMAN FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE FOR THE REMAINDER OF THIS MUNICIPAL TERM FOLLOWING THE RESIGNATION OF CLLR. BATLEY FROM THIS POSITION AT THE LAST MEETING - MIN. 46 REFERS

REPORT BY TOWN CLERK

FOR DECISION

At the Events, Promotion and Leisure Committee Meeting held on 14th November 2022, Cllr. Batley advised Members that he had regrettably decided to stand down as Chairman of the Committee, with immediate effect – Min 46 refers.

Members are therefore invited to appoint a new Chairman for the Events, Promotion and Leisure Committee, for the remainder of the Municipal year.

DECISION

To **AGREE** any appointment to the position of Chairman of the Events, Promotion and Leisure Committee for the remainder of the Municipal year.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd JANUARY 2023**

AGENDA ITEM 18 - TO CONSIDER A CALL FROM SLCC TO PASS A RESOLUTION FOR THE COUNCIL TO WRITE TO THE LOCAL MP ASKING THAT THEY BACK AN EARLY DAY MOTION TO SUPPORT CIVILITY & RESPECT

REPORT BY TOWN CLERK

FOR DECISION

Members may recall that the Civility and Respect Project was first discussed at the Policy and Resources Committee Meeting held 29th November 2021, whereby they were asked about, and subsequently agreed to, the inclusion of a bullying and harassment statement on the Town Council's website.

The Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives including Councils, County Associations, National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).

Most recently, at the Policy and Resources Committee Meeting held on 26th September 2022, Members agreed to sign up to the 'The Civility and Respect Pledge', which is designed to help define the right behaviours within Councils, to prevent bullying and to support Councils demonstrating high standards of conduct (Min. 66 refers).

SLCC are now calling on Councils to pass a resolution to write to the local MP asking for their help in addressing concerns about the bullying, harassment and intimidation of local town and parish councillors and their staff, all working in and for their communities. Local MPs are being urged to add their signature to an Early Day Motion, that has been tabled for debate in the House of Commons, calling for the government to revisit the recommendations set out in the Committee on Standards in Public Life (CSPL) report on local government ethical standards.

DECISION

Do Members **AGREE** that Bognor Regis Town Council write to Nick Gibb MP, asking him for help in addressing concerns about the bullying, harassment and intimidation of local town and parish councillors and their staff, and requesting that he adds his signature to the Early Day Motion?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd JANUARY 2023**

AGENDA ITEM 19 - CONSIDERATION OF THE PROVISION OF A HEARING LOOP FOR THE COUNCIL CHAMBER AT BOGNOR REGIS TOWN HALL

REPORT BY TOWN CLERK

FOR DECISION

At the Council Meeting held 5th September 2022, Members received an update on the provision of adequate equipment to support any continuation of live streaming of meetings (Min. 77 refers).

During discussion, comment was made about the importance of ensuring that meetings of the Town Council were accessible for all, in order to set the tone of a welcoming and inclusive Town Council. This was particularly relevant 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.

Members agreed a budget of up to £6,500 to be spent on equipment to support the meetings, with approval to proceed with a quote for live streaming equipment at a cost of £4,906.

The live streaming equipment has improved the sound quality for those watching meetings remotely, however, it can sometimes be difficult for those who wear hearing aids, and who attend meetings in-person, to clearly hear what is being said by others.

The provision of a hearing loop for the Council Chamber would address this issue through improving clarity by removing unwanted background noise picked up by a hearing aid. It would be the Officer recommendation that if Members are minded to provide a hearing loop, that a portable system be considered so that the device may be used at all Council Meetings, regardless of their location, such as Councillor Drop-In Surgeries, and Electors Meetings, for example.

There are various models available on the market but, for guidance, a single control unit containing a microphone, aerial, amplifier and NiMH battery system, featuring Automatic Gain Control, compression, noise gate, constant-current loop drive and continuous self-testing, can be purchased for approximately £155 (plus VAT).

DECISION

Do Members **AGREE** to purchase a portable hearing loop for the Council Chamber at Bognor Regis Town Hall, up to a maximum budget of £200 (plus VAT)?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd JANUARY 2023**

AGENDA ITEM 20 - TO CONSIDER CHANGING DATES OF MEETINGS FOR 2023: - MAY 2023 OWING TO THE ELECTIONS; P&R BUDGET TO MONDAY 11th DECEMBER TO ALLOW FOR TAX BASE NOTIFICATION FROM ADC

REPORT BY 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 Annual Town Council Meeting, to be held 15th May 2023 (Min. 15 refers).

The next Town and Parish Council elections within the Arun District will take place on Thursday 4th May 2023. With District Council elections also due to take place at the same time, it is anticipated that the count of both the District and Parish ballot papers will be counted on Friday 5th May with Sunday 7th May as a contingency day. Saturday 6th May will mark the Coronation of King Charles III and Monday 8th May has subsequently been declared a Bank Holiday in the UK.

Those elected to the Town Council are required to meet with the Town Clerk, prior to the Annual Town Council Meeting, to sign the necessary paperwork. As set out in Standing Order 5.a, in an election year, the Annual Town Council Meeting shall be held on or within 14 days following the day on which the Councillors elected take office.

Owing to the extra Bank Holiday on Monday 8th May, and to allow sufficient time for the Clerk to meet with all newly elected Town Councillors, it is the Officer recommendation that the following changes be made to the calendar of meetings for May 2023: -

- Annual Town Council Meeting - move from Monday 15th to Monday 22nd May (6.30pm)
- Planning and Licensing C'ttee - move from Tuesday 16th to Tuesday 23rd May (4pm)
- Allotments Sub-C'ttee - move from Monday 22nd to Tuesday 30th May (5.30pm)
- Events, Promotion & Leisure C'ttee - move from Monday 22nd to Tuesday 30th May (6.30pm)

DECISION

Do Members **AGREE** to change the dates of meetings scheduled to take place in May 2023, as previously agreed, to the new dates recommended by Officers in the report?

At the Annual Town Council Meeting, held 9th May 2022, Members also noted within the Calendar of Meetings that a Policy and Resources Committee (Budget) Meeting was scheduled to be held 27th November 2023.

However, the tax base for 2024/2025 (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 November 2023.

It is, therefore, the Officer recommendation that the Policy and Resources Committee (Budget) Meeting be moved, to allow time for the tax base to be published and held at 6.30pm on Monday 11th December 2023, subject to the Town Council's Accountant being available to attend.

DECISION

Do Members **AGREE** to change the date of the Policy and Resources Committee (Budget) Meeting, scheduled to take place on Monday 27th November 2023, to the new date proposed of Monday 11th December 2023, subject to the Town Council's Accountant being available to attend, to allow time for the tax base to be published by ADC?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 3rd JANUARY 2023**

AGENDA ITEM 21 - DELEGATED DECISIONS INCLUDING: -

REPORT BY THE TOWN CLERK

FOR INFORMATION

Planning and Licensing

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

Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 7th and 21st October 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 22nd November 2022.

**PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED MEETING OF THE
 PLANNING AND LICENSING COMMITTEE SCHEDULED TO TAKE PLACE ON 1st NOVEMBER 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 7th, 14th and 21st OCTOBER 2022)**

<p><u>BR/224/22/PL</u> <u>9 Victoria Road South</u> Bognor Regis PO21 2NA</p>	<p>Demolition of the existing single dwelling and erection of a new terrace of 3 No 3 storey town houses with associated off-street parking. This application may affect the character and appearance of the Aldwick Road, Bognor Conservation area, is in CIL Zone 4 and is CIL Liable as new dwellings</p>	<p>NO OBJECTION</p>
<p><u>BR/216/22/T</u> <u>Communal Area</u> 1-2 Nyewood Gardens Bognor Regis PO21 2UT</p>	<p>1 No. Lime Tree (T1) - Crown Lift to 5m and deadwood removed. (E492768 & N99232) 1 No. Holm Tree (T2) - Crown Lift to 5m and deadwood removed. (E492745 & N99241)</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><u>BR/226/22/HH</u> <u>13 Orchard Way</u> Bognor Regis PO22 9HJ</p>	<p>Change of use from workshop to annexe</p>	<p>NO OBJECTION</p>
<p><u>BR/206/22/PL</u> <u>11 Goodwood Court</u> The Steyne Bognor Regis PO21 1FH</p>	<p>Replace four windows and one French balcony door with like for like windows and door. This application affects the character & appearance of The Steyne & Waterloo Square Conservation Area</p>	<p>NO OBJECTION</p>
<p><u>BR/219/22/HH</u> <u>158 London Road</u> Bognor Regis PO21 1BD</p>	<p>Two storey rear extension</p>	<p>NO OBJECTION</p>

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 3rd JANUARY 2023**

AGENDA ITEM 22 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 19th OCTOBER 2022; UPDATE FROM THE EXECUTIVE DIRECTOR OF THE BOGNOR REGIS REGENERATION BOARD (IF AVAILABLE); TO NOTE DATE OF EXTRAORDINARY COUNCIL MEETING TO RECEIVE A PRESENTATION IN RELATION TO THE WAYFINDING STRATEGY (IF AVAILABLE)

REPORT BY TOWN CLERK

FOR NOTING

Bognor Regis Regeneration Board Meeting held on 19th October 2022

Members are invited to note the Minutes from the Bognor Regis Regeneration Board Meeting held 19th October 2022 that were previously circulated to Councillors.

DECISION

Members are invited to **NOTE** the Minutes of the Bognor Regis Regeneration Board Meeting held on 19th October 2022, previously circulated.

Update from the Executive Director of the Bognor Regis Regeneration Board

It is hoped that Rebecca White, Executive Director of the Bognor Regis Regeneration Board, will be available to provide Members with a verbal update. However, in the event that this is not possible, it is hoped that a written report will be provided as an alternative.

To note date of Extraordinary Council Meeting to receive a presentation in relation to the Wayfinding Strategy

The Wayfinding Strategy, which the Town Council has supported and made a financial contribution towards, is now ready to present to Members. Proposed dates for an Extraordinary Council Meeting to be held, to receive a presentation, are Tuesday 7th or Monday 13th February 2023 at 6.30pm both of which are subject to the availability of the consultant, Richard Wolfströme.

DECISION

Members are invited to **NOTE** that it is intended to hold an Extraordinary Council Meeting at 6.30pm on either Tuesday 7th February or Monday 13th February 2023, subject to the availability of the consultant, to receive a presentation in relation to the Wayfinding Strategy.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd JANUARY 2023**

**AGENDA ITEM 23 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR CLLR.
JOHN BARRETT FROM 7th NOVEMBER 2022 - 3rd JANUARY 2023**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Friday 11.11.22	:	Two-minute silence to commemorate Armistice Day, War Memorial, Town Hall, BR
Saturday 12.11.22	:	Edwin James Festival Orchestra 'Remembrance Concert', St. Mary's Church Hall, Felpham
Sunday 13.11.22	:	BRTC Remembrance Sunday Service, War Memorial, Town Hall, BR
Saturday 19.11.22	:	Presentation of In Bloom 'Best Kept Front Garden' trophy and certificate to 2x In Bloom 2022 entrants, Madeira Parade & Northcote Rd
Wednesday 23.11.22	:	'An Evening with Stonepillow' AGM, Bishop's Palace, Chichester
Friday 25.11.22	:	Official Opening of 'Ice Skating on the Prom', Hotham Park car park, London Rd
Friday 25.11.22	:	Switch-On of Christmas lighting display in aid of St Wilfrid's Hospice, 2 Mornington Crescent, Felpham
Saturday 26.11.22	:	BRTC Christmas lights Switch-On 'Big Switch at 6', Town Centre, BR
Sunday 27.11.22	:	BRTC Annual Civic Service, The Salvation Army Church & Community Centre, Canada Grove, BR
Friday 02.12.22	:	BR Foodbank 'Food Collection Drive' Tesco, Shripney Rd, BR
Monday 05.12.22	:	Chichester College Carol Service, Chichester Cathedral, Chichester
Tuesday 06.12.22	:	Cheque presentation to Sussex Clubs for Young People (youth provision), 39 Youth Club, Glamis St, BR

AGENDA ITEM 23

- Tuesday 06.12.22 : Mayor of Chichester's 'Christmas at Home' event, Council House, North St, Chichester
- Tuesday 06.12.22 : *Deputy Mayor attended: HMP Ford Christmas Carol Service, HMP Ford, Ford Rd, Arundel*
- Thursday 08.12.22 : University of Chichester Christmas Carol Service, Chapel of the Ascension, University of Chichester, Bishop Otter Campus, Chichester
- Sunday 11.12.22 : RAFA BR Branch Annual Carol Service, The Salvation Army Church & Community Centre, BR
- Friday 16.12.22 : Gala Evening for 'Beauty and the Beast' Pantomime, Alexandra Theatre, Belmont St, BR
- Saturday 17.12.22 : BR Concert Band Christmas Concert, St. Mary's Centre, Felpham

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd JANUARY 2023**

**AGENDA ITEM 24 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 7th NOVEMBER 2022 - 3rd JANUARY 2023**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

- Thursday 10.11.22 : Hillier Garden Centre late night shopping
Opening Main Rd, Chichester (private event)
- Friday 11.11.22 : Two-minute silence to commemorate
Armistice Day, War Memorial, Town Hall,
BR
- Saturday 12.11.22 : Appearance and 'cry' at Felpham Farmers
Market, Felpham Memorial Village Hall,
Vicarage Lane, Felpham
- Sunday 13.11.22 : BRTC Remembrance Sunday Service,
War Memorial, Town Hall, BR
- Tuesday 15.11.22 : Invitation by His Majesty, The King, to
attend a Reception in recognition of BR
Town Crier's involvement in Her Late
Majesty, Queen Elizabeth II's Platinum
Jubilee Celebrations, Windsor Castle,
Windsor
- Thursday 17.11.22 : Talk on role of Town Crier at WI Felpham
Village Afternoon Group, Memorial Village
Hall, Felpham
- Monday 21.11.22 : Planting of Platinum Jubilee trees (QGC),
Jubilee Park, Chichester (private event)
- Friday 25.11.22 : Official Opening of 'Ice Skating on the
Prom', Hotham Park car park, London Rd
- Saturday 26.11.22 : BRTC Christmas lights Switch-On
'Big Switch at 6', Town Centre, BR
- Saturday 26.11.22 : Opening of 'Four Seasons' Christmas Fair,
Methodist Church, High St, BR (private
event)
- Sunday 27.11.22 : BRTC Annual Civic Service, The
Salvation Army Church & Community
Centre, Canada Grove, BR

AGENDA ITEM 24

- Saturday 10.12.22 : Appearance and 'cry' at Felpham Farmers Market, Felpham Memorial Village Hall, Vicarage Lane, Felpham
- Tuesday 13.12.22 : Attendance and 'cry' at Honorary Alderman Ceremony for Worthing Town Crier and Councillor, Bob Smytherman, Worthing Borough Council, Town Hall, Chapel Rd, Worthing (private event)
- Friday 16.12.22 : Gala Evening for 'Beauty and the Beast' Pantomime, Alexandra Theatre, Belmont St, BR

AGENDA ITEM 26

BOGNOR REGIS TOWN COUNCIL MEETING
3rd JANUARY 2023

AGENDA ITEM 26 - CORRESPONDENCE

FOR INFORMATION

- 1. Jan Cosgrove - Survey of Parish Councils in Arun District – Report – Circulated to all Councillors 05.12.2022**
2. Update on Arun County Local Forum 15.11.2022
3. NALC EVENTS – Circulated to all Councillors 15.11.2022
4. WSCC Share your ideas on the Resident Climate Action Hub – Circulated to all Councillors 15.11.2022
5. NALC NEWSLETTER 16.11.2022
6. BR BID Increasing footfall to the BID Area – Circulated to all Councillors 16.11.2022
7. VAAC New time for Christmas Networking event 16.11.2022
8. Stonepillow help us Wrap Up this Christmas – Forwarded to Cllr John Barrett 17.11.2022
9. Email received from Housing Association regarding damp and mould in Flat 1 36 Tennyson Road Bognor Regis PO21 2SA – Circulated to Ward Cllrs of Marine Ward 16.11.2022
10. WSCC Contacting County Councillors – Circulated to all Councillors 16.11.2022
11. Free holiday activities and food returns this winter – Circulated to all Councillors 16.11.2022
12. VAAC News and updates 17.11.2022
13. West Sussex Mind Supporting Ukrainian Hosts 17.11.2022
14. WSCC Civility and Respect - Latest newsletter 17.11.2022
15. Census 2021 - update on labour market and travel to work 18.11.2022
16. WSALC Annual General Meeting - reminder to register – Circulated to Cllr Daniells and Goodheart 18.11.2022
17. Financial support, shop local, win some West Sussex sparkle! – Circulated to all Councillors 18.11.2022
18. The Regis News 18.11.2022
19. BR BID Key Christmas dates for businesses – Circulated to all Councillors 18.11.2022
20. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 18.11.2022
21. BR BID Amended Christmas dates for businesses – Circulated to all Councillors 18.11.2022
22. Arun Weekly Bulletin – Circulated to all Councillors and on Social Media 18.11.2022
23. The Sussex Chief Police and Crime Commissioner - 10 years of making a difference – Circulated to all Councillors 18.11.2022
24. NALC JOB LISTINGS 21.11.2022
25. NALC National Network: Coastal Communities 24.11.22 – Circulated to all Councillors 21.11.2022
26. Neighbourhood Alerts December OUR NEWS – Circulated to all Councillors and on Social Media 21.11.2022
27. VAAC spaces available at the upcoming First Aid Training – Circulated to all Councillors 21.11.2022
28. Arun & Chichester CA Notice of AGM 21.11.2022
29. NALC EVENTS previously forwarded to Councillors 22.11.2022

30. BR BID OPPORTUNITY TO PROMOTE YOUR BUSINESS FOR FREE – Circulated to all Councillors 22.11.2022
31. Philippa Dart ADC response regarding the location of the ice rink – Circulated to all Councillors via email from Town Clerk 22.11.2022
32. West Sussex Mind Supporting menopause in the workplace 23.11.2022
33. NALC NEWSLETTER 23.11.2022
34. Public Sector Network Newsletter November 2022
35. Carol Service at the Railway Station – All Councillors invited to attend 23.11.2022
36. Census Newsletter for local authority partners Issue 47 24.11.2022
37. Neighbourhood Alerts on-line Fraudster warning – Circulated to all Councillors and on Social Media 24.11.2022
38. VAAC News and updates from VAAC – Circulated to all Councillors 24.11.2022
39. WSCC news release road surface improvements – Circulated to all Councillors 24.11.2022
40. Sussex by the Sea News - New tourism and seasonality 25.11.2022
41. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 25.11.2022
42. The Sussex Chief Police and Crime Commissioner Restorative Justice Week – Circulated to all Councillors 25.11.2022
43. Arun Warm Spaces Small Grants Fund 25.11.2022
44. Next International film at Picturedrome – Circulated to all Councillors 27.11.2022
45. Arun Weekly Bulletin – Circulated to all Councillors and on Social Media 28.11.2022
46. JOB LISTINGS – 28.11.2022
47. Letter of condolence to Nicci Davis (Kim Davis) from Mayor, Cllr John Barrett 28.11.2022
48. Local Councils *UPDATE* December issue 268 29.11.2022
49. Census 2021 ethnic group, national identity, language and religion results 29.11.2022
50. NALC Events 29.11.2022 – Previously forwarded to Councillors
51. WSALC AGM Draft Minutes – Forwarded to Cllrs Daniells and Goodheart 29.11.2022
52. NALC NEWSLETTER 30.11.2022
53. Arun & Chichester Citizens Advice AGM Invite/Link – Circulated to all Councillors 30.11.2022
54. VAAC Weekly E-Bulletin – Circulated to all Councillors 01.12.2022
55. WSCC news release Student recycling project – Circulated to all Councillors 01.12.2022
56. Hidden Disabilities December news from the Sunflower 01.12.2022
57. VAAC Funding Focus - December 2022 – Circulated to all Councillors 02.12.2022
58. ARUN NEWSLETTER 33 – 02.12.2022
59. The Regis News – 02.12.2022
60. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 02.12.2022
61. The Sussex Police Chief and Crime Commissioner Have your say on police funding – Circulated to all Councillors 02.12.2022
62. Arun Weekly Bulletin – Circulated to all Councillors and on Social Media 03.12.2022
63. NALC JOB LISTINGS 05.12.2022 – Circulated to all Councillors 16.12.2022

64. Neighbourhood Alerts Incident Information from WSCC Resilience and Emergencies Team - Met Office Level 3 Cold Weather Alert- Circulated to all Councillors and on Social Media 05.12.2022
65. Neighbourhood Alerts Priority Services Register or update any existing registrations – Circulated to all Councillors and on Social Media 05.12.2022
66. West Sussex County Council: Met Office Level 3 Cold Weather Alert – Circulated on Social Media 05.12.2022
67. Sussex by the Sea News - Networking and Building resilience before Christmas 06.12.2022
68. Sussex by the Sea - Masterclass invitation - a look at the future 06.12.2022
69. Census 2021 Welsh language results published today – 06.12.2022
70. NALC EVENTS – Circulated to all Councillors 06.12.2022
71. Neighbourhood Alerts - Have your say on Sussex Police funding and priorities – Circulated to all Councillors and on Social Media 06.12.2022
72. Merry Christmas from the Snowdrop Trust! – Circulated to all Councillors 06.12.2022
73. WSCC becomes fourth local authority to be granted lane rental powers – Circulated to all Councillors 06.12.2022
74. November PSDF Factsheet 08.12.2022
75. St Wilfrid's Hospice Newsletter December 22 – Circulated to all Councillors 09.12.2022
76. The Sussex Police Chief and Crime Commissioner: Drink Driving – Together We Can Stop It – Circulated to all Councillors 09.12.2022
77. VAAC Weekly E-bulletin - Circulated to all Councillors 12.12.2022
78. Neighbourhood Alerts - Fraud Newsletter December 2022 - Circulated to all Councillors 12.12.2022
79. Arun Weekly Bulletin – Circulated to all Councillors and on Social Media 12.12.2022
80. NALC CHIEF EXECUTIVE BULLETIN – Circulated to all Councillors 12.12.2022
81. NALC JOB LISTINGS 12.12.2022
82. Census 2021 – Update 12.12.2022
83. Census 2021 - sexual orientation and gender identity topic summary confirmed 13.12.2022
84. NALC OPEN LETTER of thanks through challenging year – Circulated to all Councillors 13.12.2022
85. Parish Online Newsletter 36
86. Snowdrop's 30th Year Celebrations – Circulated to all Councillors 13.12.2022
87. NALC NEWSLETTER 14.12.2022
88. WSCC News Release Free activities and food places – Circulated to all Councillors 14.12.2022
89. West Sussex Mind December News update 14.12.2022
90. Stonepillow December Newsletter forwarded to Cllr Barrett 15.12.2022
91. Christmas E-bulletin from VAAC – Circulated to all Councillors 15.12.2022
92. NALC EVENTS – previously circulated to all Councillors 15.12.2022
93. WSCC news release - Meals on Wheels customers receive Christmas cheer from local school children – Circulated to all Councillors 15.12.2022
94. NALC International Women's Day – Circulated to Cllrs Daniells, Needs, Warr and Staniforth 15.12.2022
95. WSCC Christmas special edition e-newsletter – Circulated to all Councillors 15.12.2022
96. Census 2021 - education and health, disability and unpaid care topic summaries 16.12.2022

- 97.** WSCC Winter Salt - December 16th WSCC Highways Message 16.12.2022
- 98.** NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 16.12.2022
- 99.** WSCC News release New zero-carbon secondary school plans approved – Circulated to all Councillors 16.12.2022
- 100.** Neighbourhood Alerts Happy Christmas 2022 – Circulated to all Councillors 18.12.2022
- 101.** The Sussex Police Chief and Crime Commissioner: Your views on police funding – Circulated to all Councillors 19.12.2022
- 102.** Merry Christmas from VAAC 19.12.2022
- 103.** Seasons Greetings from Neighbourhood Watch 19.12.2022
- 104.** Hidden Disabilities Sunflowers news, discount items, new Sunflower cards 20.12.2022
- 105.** BR BID Christmas opening hours 20.12.2022
- 106.** WSCC Free Essential Toiletries in libraries – Posted on Social Media 20.12.2022
- 107.** Arun & Chichester Citizens Advice December 2022 Newsletter 20.12.2022
- 108.** Public Sector Network Newsletter December issue 20.12.2022
- 109.** ARUN NEWSLETTER 34 – 21.12.2022
- 110.** WSCC News Release new speed limit policy given the go-ahead – Circulated to all Councillors 21.12.2022
- 111.** Season's greetings and a Happy New Year from the Sussex Neighbourhood Watch Federation – Circulated to all Councillors and on Social Media 22.12.2022
- 112.** Neighbourhood Alerts Priority Services Register – Circulated to all Councillors and on Social Media 22.12.2022
- 113.** Season's Greetings from Sussex by the Sea – 23.12.2022

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd JANUARY 2023**

AGENDA ITEM 27 - 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 (FOURTH QUARTER PAYMENT 2022)**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Leak in Screen 4 – having been advised by the cinema that there was a leak in Screen 4, and following an initial investigation by Town Force which identified areas of rotten timber, a site visit by a Structural Engineer was arranged to investigate the water ingress into the tower and to assess the level of damage caused to the structural timbers at a cost of £600.00 plus VAT. These works were funded by BPCL. It was also established from this visit that the lead flashing below the windows at the top of the tower had lifted and required urgent attention.

Work has now been completed to ensure the dome to the cinema is weathertight. The work included redressing the lead flashing and use of sealant around the windows and repair to rotted window frames. The dome is now protected against any further ingress of water. However further investigation of the rotted structural timbers to the tower structure revealed extensive rot requiring renewal and or repair of wall plate and floor joists.

We are currently seeking further quotes for this repair work, and Members will be updated when information becomes available.

Town Force Works – investigating leak into Screen 4 at the cinema, meeting a Structural Engineer on site and assisting with identifying point of ingress and level of damage caused. Placing interim system in place to direct excess water into buckets including purchase of materials and revisiting site on several occasions to check and empty buckets and update the office at a total cost of £541.06 plus VAT. These works were funded by BPCL.

Refurbishment Works at the cinema – an update from the Group Operations Manager has been received advising that contractors had been doing some works to the front of the building prior to the start of the school holidays. The focus was to address the exterior, so doors - 2 of which were left in a terrible condition, poster frames and stonework. They also tried to tidy the paintwork, but the low temperatures did cause an issue with the paint drying. The glass/windows installation will be addressed by the build team when they return front end of January. The cinema is waiting on quotes from contractors to progress the works internally but with the Christmas closedown period it is

AGENDA ITEM 27

unlikely further progress will be made until the New Year. In the meantime, The cinema team will ensure the frontage is kept in good order.

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

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

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

DECISION

Members are asked to **NOTE** receipt of the £9,000 Management Fee received from The Bognor Pier Company Ltd. (fourth quarter payment for 2022).