



BOGNOR REGIS TOWN COUNCIL

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

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 6th MARCH 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 Monday 6th March 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 27th DAY OF FEBRUARY 2023

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 consider removing 'To adjourn the meeting and welcome a representative from Sussex Police to provide a report on local policing' as a standing item on future Council agendas - Min. 125 refers
 4. To APPROVE the Minutes of the Council Meeting held on 3rd January 2023
 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. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 9.1 **Policy and Resources Committee Meeting of 30th January 2023** with resolutions, recommendations and reports including: -
 - Recommendation to approve the 2023/24 Annual Audit Plan - Min. 121 refers
 - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2022/2023 - Min. 123 refers
 - Recommendation that the pre-meeting announcement be revised, as proposed by Cllr. Brooks, without any further amendments – Min. 127 refers
 - Recommendation that the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed, be dispensed with – Min. 127 refers
 - 9.2 **Community Engagement and Environment Committee Meeting of 6th February 2023** with resolutions, recommendations and reports including: -
 - Recommendation to appoint the following Co-Opted Members to the Bognor Regis in Bloom Working Group for the remainder of the municipal year: Ms. T. Burrington, Mrs. S. Hamilton Jones, Mr. J. Hawkins, Ms. L. Macullam and Ms. L. McAllister – Min. 79.2 refers
 - 9.3 **Planning and Licensing Committee Meetings of 10th and 31st January and 21st February 2023** with resolutions, recommendations and reports
 - 9.4 **Events, Promotion and Leisure Committee Meeting of 16th January 2023** with resolutions, recommendations and reports
 10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
 11. To note the List of Payments and Transfers made in [December](#) 2022 and [January](#) 2023 and to note the [balances, bank reconciliations and financial reports](#) (February not yet available) and outturn and approval of the contents and their publication. These documents are available on the

Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)

12. Annual Review of the Council's Internal Control Procedures and Practices
13. To consider nominations for Deputy Mayor 2023/24 and make recommendation to the Annual Town Council Meeting 2023
14. To consider request to make a presentation to Members prior to a future meeting from one of the Town Mayor's Charities, 4Sight Vision Support
15. To **RESOLVE** that the Town Clerk, as the Proper Officer, execute the legal deeds regarding the leasing of the three seafront decking areas, on behalf of the Town Council, in line with the Town Council's Standing Orders S.O. 23a refers
16. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board Meeting held on 1st February 2023 (if available)
 - To note date of the rescheduled Extraordinary Council Meeting to receive a presentation in relation to the Wayfinding Strategy
17. Town Mayor's Report and duties undertaken
18. Town Crier's Report and duties undertaken
19. Reports from Representatives to other organisations
20. To receive Correspondence
21. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification
22. To resolve to move to Confidential Business (S.O. 3.d) - (contractual)
23. Picturedrome Site - To consider matters of a contractual nature – including Landlords Consent for alterations to the building (if available)

Agenda item **23** will contain confidential items and require a resolution to exclude public & press.

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th MARCH 2023**

AGENDA ITEM 3 - TO CONSIDER REMOVING 'TO ADJOURN THE MEETING AND WELCOME A REPRESENTATIVE FROM SUSSEX POLICE TO PROVIDE A REPORT ON LOCAL POLICING' AS A STANDING ITEM ON FUTURE COUNCIL AGENDAS - MIN. 125 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At each Town Council Meeting, a representative from Sussex Police is invited to attend to provide a report on local policing. Whilst it has always been understood that any attendance would be subject to operational matters, it has been disappointing that a representative from Sussex Police has not attended a meeting since the Town Council Meeting held 4th January 2022.

Following Members request at the Council Meeting on 7th November 2022, the Town Clerk had expressed Members discontent that Sussex Police were not sending an attendee to these meetings. Inspector Neil Durkan advised the Town Clerk that monthly updates on local policing were given at the 'Arun Parish Meeting', hosted by Inspector Durkan, which local Clerks were encouraged to attend, and use to enable a report back to their Councillors.

At the Town Council Meeting held on 3rd January 2023, the Town Clerk confirmed that no representative was able to be present, having received apologies from Inspector Neil Durkan. Cllr. Stanley questioned whether, as no policing presence was promised for the immediate future, the standing agenda item for a policing update should be removed from Council agendas going forward. Members present agreed to discuss whether to remove the agenda item, from the Council agenda, at the next Council Meeting to be held on 6th March 2023 (Min. 125 refers).

Officer recommendation

It would be the Officer recommendation that rather than remove the standing item for a policing update from future agendas, that provision be made to receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team, hosted by Inspector Neil Durkan. If Members were agreeable to this recommendation, then it is suggested that an item be included on future Council agendas after the standing item 'Reports from Representatives to other organisations'.

DECISIONS

Do Members **AGREE** to remove 'To adjourn the meeting and welcome a representative from Sussex Police to provide a report on local policing' as a standing item on future Council agendas?

If so, do Members subsequently **AGREE** with the Officer recommendation that a standing item be included on future Council agendas 'To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team', after the standing item 'Reports from Representatives to other organisations'?



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 3rd JANUARY 2023

PRESENT:

Town Mayor: Cllr. J. Barrett; Cllrs: K. Batley, J. Brooks, Mrs. S. Daniells (until Min. 153), J. Erskine (during Min. 129), Miss. C. Needs, S. Reynolds (until Min. 153), M. Stanley, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Cllr. F. Oppler (WSCC Councillor and ADC Councillor) (part of meeting)
Cllr. K. Greenway (WSCC Councillor for Bersted) (part of meeting)
Ms. R. White (Bognor Regis Regeneration Board) (part of meeting)
Ms. H. Allen (Bognor Regis Business Improvement District) (part of meeting)

The Meeting opened at 6.30pm

123. 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, due to another commitment, Cllr. S. Goodheart who had informed officers he would likely not be able to attend, although did not give a reason, Cllr. W. Smith, due to illness, and Cllr. B. Waterhouse owing to family commitments. Apologies had also been received from the Mayor's Chaplain and Mayor's Cadet, both of whom were on annual leave.

No apologies had been received from Cllr. H. Jones or Cllr. Mrs. S. Staniforth.

124. 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 item 27 as an employee of the Picturedrome Cinema

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 27 as an employee of the Picturedrome Cinema

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

The Town Clerk confirmed that no representative was able to be present, having received apologies from Inspector Neil Durkan. Following Members request at the Council Meeting on 7th November 2022, the Town Clerk had expressed Members discontent that Sussex Police were not sending an attendee to these meetings. Inspector Durkan advised the Town Clerk that monthly updates on local policing were given at the 'Arun Parish Meeting', hosted by Inspector Durkan, which local Clerks were encouraged to attend, and use to enable a report back to their Councillors. Unfortunately, due to heavy workloads, the latest meeting could not be attended by the Town Clerk nor Assistant Clerk, but it is hoped that one of them will be present at the next meeting, to enable an update to be given to Members.

Cllr. Stanley thanked the Town Clerk for the update but argued it would be a different forum should a representative from Sussex Police attend a Town or

Parish Council meeting, facing questions from elected Councillors and potentially members of the public, rather than a closed meeting, hosted by Sussex Police themselves. Cllr. Stanley questioned whether, as no policing presence was promised for the immediate future, the standing agenda item for a policing update should be removed from Council agendas going forward.

Members present **AGREED** to discuss whether to remove the agenda item, from the Council agenda, at the next Council Meeting to be held on 6th March 2023.

126. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 7th NOVEMBER AND THE EXTRAORDINARY MEETING OF 12th DECEMBER 2022

The Minutes of the Council Meeting held on 7th November and the Extraordinary Meeting of 12th December 2022 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

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

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

Members thanked the Town Clerk for the report but expressed disappointment that Cllr. Patel didn't attend meetings to address Members in person, and hoped that he would do so in the near future.

Cllr. Oppler advised Members that a petition organised by upset residents regarding the reduction of face-to-face services, offered by Arun District Council, at Bognor Regis Town Hall, would hopefully be debated by District Councillors at their Full Council Meeting to be held 18th January. Cllr. Oppler confirmed his support for the petition, citing that any reduction in services now, may lead to claims by the District Council in the coming years, that the Town Hall is underused, which could ultimately lead to the building being sold.

Cllr. Oppler had received many complaints from residents local to London Road, in relation to the ice rink, which was situated in the lorry park for the 2022 Christmas season. The most common complaint was of the noise the generators made, with the first generator needing to be replaced due to this. There were also safety concerns raised at various points, with Cllr. Oppler stating each incident proved the lorry park was an unsuitable location for this attraction, which also did nothing to support the Town Centre businesses over the Christmas period.

Members expressed the same concerns, all hoping that the ice rink would be moved to its original location, near the seafront, for Christmas 2023. Anger was conveyed once again, that despite promises from Officers at Arun that

Place St Maur would be suitable for the purposes of the ice rink, and as a general outdoor event space, with the required footings, this did not appear to be the case. Cllr. Oppler will continue to ask questions at ADC as to who 'signed off' on the completion of the project at Place St Maur, when clearly much of the original design brief had not been met.

A dual-hatted Councillor confirmed to Members that for regeneration projects going forward, such as the Sunken Gardens and Alexandra Theatre, monthly updates were now provided by ADC Officers, which hopefully would allow more transparency and ensure any concerns are dealt with in a timely manner.

Cllr. Greenway (WSSC Councillor for Bersted) spoke of the heavy rainfall in recent weeks, with many complaints received from worried residents regarding floodplains. Cllr. Greenway held a meeting with the Environment Agency, to address these concerns, particularly regarding how drainage was managed at the Aldingbourne Rife. The Agency confirmed the price to have the Rife 'dredged' was too high, but that in their view, the rainwater was being held in the 'correct' places, with the Tesco Shripney car park being confirmed as one of the flood storage areas for the Rife, which had seen significant flooding issues in recent weeks.

Regarding roads and highways in West Sussex, Cllr. Greenway advised that speed limit and criteria changes had been undertaken at County level during December 2022, as had the implementation of the Lane Rental Scheme, which issues a charge to those working on public highways, in the hopes this will act as motivation for works to be completed in a shorter time frame.

128. WRITTEN QUESTIONS FROM COUNCILLORS

There were no written questions from Councillors.

129. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.54pm and granted Ms. R. White (Bognor Regis Regeneration Board), with the agreement of Members, the opportunity to give her presentation, at this point of the Meeting

Rebecca White advised Members of the recent change in leadership at the Bognor Regis Regeneration Board (BRRB), with Cllr. David Edwards stepping down as ADC's representative to the Board. Cllr. Jackie Pendleton has since taken his place, on behalf of the District Council. In the run up to local elections, and to assert the organisations political independence, Dr Dave Cooper had been asked and had accepted the offer to act as Chairman of the Regeneration Board, in place of a Councillor. Leadership positions will be reconsidered following the elections in May, at the AGM in July.

Members were invited to the Board's next meeting on 1st February 2023, and the Minutes of the last meeting had been circulated to Members, previously.

BRRB's new website will launch later this week and Rebecca White welcomed any comments and feedback on the new site which, as well as acting as a platform for the Board, will also aim to highlight partnership websites, such as those of Bognor Regis BID, Love Bognor Regis and the Town and District Councils.

Cllr. Erskine arrived at the Meeting

Councillors were updated on other recent work, including the outline planning application regarding the West Bersted strategic site application. Comments on transport concerns and issues raised by Bersted Parish Council about provision of healthcare within the site itself, were echoed by the Regeneration Board, with Rebecca confirming that this was reflected in the response to the application submitted by the Bognor Regis Regeneration Board, which could be circulated to Members, for their information.

Work in recent months had centred around the Town Centre Forum, which as well as visioning work, also included the Wayfinding Strategy for the Town, with the main aim of this being to improve connectivity and make Bognor Regis more accessible. Members were pleased to hear that the Wayfinding Strategy was now ready to present to Councillors, with the consultant confirming the date of 7th February 2023 to make this presentation. The Board will also be presenting the Strategy to District Councillors at an upcoming meeting of ADC.

Following an expression of interest from the Task Force, the Regeneration Board have submitted a bid to the UK Shared Prosperity Fund for stages 2 and 3 of the Wayfinding design stage, to ensure collaborative work with community groups and stakeholders. A bid has also been submitted for funding towards stage 3, so key routes such as that between Bognor Regis Railway Station and Butlin's can be considered. The Regeneration Board have also applied for funding towards 'Belly Bins', a BID supported initiative, with the aims of providing bins that will help combat anti-social behaviour in the Town Centre. The bins are designed to be more environmentally friendly, as well as anti-arson and anti-graffiti. A funding proposal for the Town Centre Perception Campaign has also been made. If the Board are successful in gaining money for this, Rebecca confirmed they would take a collaborative approach, to improve what people think about our Town.

Rebecca updated Members on conversations with the Bognor Regis BID regarding potential uses for the top level of the Fitzleet multi-storey car park. Through the Town Centre Forum, funding has been applied for to allow a deeper look at viable options to make better use of this asset to the Town.

To enable the Board to begin looking at possible direction for the near future, the Regeneration Board have approached the local political groups to get a head start on what current ideas may or may not be supported going forward, to ensure collaborative working will continue smoothly, following local elections.

There was discussion on requirements of membership of the Board, with Rebecca explaining the two levels available which she hoped accommodated the smaller more local businesses and international businesses, present within the Town alike, enabling a large cross-section of businesses to be represented within the work of the Board.

The Chairman thanked Ms. White for her presentation.

The Chairman reconvened the Meeting at 7.13pm

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

There were no written dispensation requests received from Town Councillors.

131. PRESENTATION FROM THE BR BID CO-ORDINATOR, HEATHER ALLEN ON THE BR BID SECOND TERM PROPOSALS

Heather Allen thanked Members for the invitation to attend the meeting and reminded those present of the upcoming end of the BID's first term on 31st March 2023. Starting from next week, the BID will begin campaigning for the second term, work for which has started through consultations with businesses and looking at the progress and pitfalls of the last five years. The final version of the new business plan will be presented to BID businesses next week. Heather clarified that the decision on whether the BID serves for another term is solely down to the votes of the businesses they serve.

She continued to emphasise the unprecedented times local businesses have experienced over the past few years, through Covid and now with the cost-of-living crisis, noting that the Bognor Regis BID would certainly not be taking a positive vote for the continuation of their presence in the Town, for granted. The aim, if voted in, is to continue to build on the successes experienced so far, including promotion of the Town, services offered to businesses, campaigns and infrastructure as well as the continuation of working with partners, including the Town Council, who Heather thanked for their support as a key stakeholder. It was acknowledged that whilst the Town Council's duties cannot be replaced or replicated, the BID can, if given the opportunity, continue to enhance Town Council services, as they did with the festoon lighting for 2022, and by adding extra events within Bognor Regis, such as 'TASTE!', which proved extremely popular last summer.

Heather admitted that the Town still faces challenges on perception, which cannot be rectified by one agency alone. The results of the second term vote will be known on 15th February 2023.

She confirmed that the CCTV cameras are still installed within the Town Centre and accessible on request for any possible crimes and continued to express how well Bognor Regis had weathered the storms of late, in comparison to other Town's over recent years, with current footfall only 10% down from this time in 2019. Figures on footfall within the Town over the Christmas period are still being formed and will be publicised on the BID's website and Facebook page, when available.

The Chairman thanked Heather Allen for addressing Members.

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

133. Policy and Resources Committee Extraordinary Meeting of 31st October 2022 and the Meeting of 21st November 2022

In the absence of the Chairman of the Committee Cllr. Waterhouse, the Vice-Chairman, Cllr. Erskine reported.

133.1 Min. 80 - 31st October 2022 - 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

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

133.2 Min. 87 - 21st November 2022 - Recommendation to adopt the Dignity at Work Policy

Members unanimously **RESOLVED** to **APPROVE** formal adoption of the Dignity at Work Policy.

134. Community Engagement and Environment Committee Meeting of 5th December 2022

In the absence of the Chairman of the Committee Cllr. Smith, the Vice-Chairman, Cllr. Brooks reported. There were no recommendations to Council.

135. Planning and Licensing Committee Meetings of 22nd November and 6th and 20th December 2022

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

Cllr. Brooks took this opportunity to thank the Committee for supporting residents, through their objection to the recent planning application in Wood

Street, Bognor Regis, in relation to the installation of a parking bay for electric vehicle charging.

136. Events, Promotion and Leisure Committee Meeting of 14th November 2022

The Vice-Chairman of the Committee, Cllr. Woodall, who had chaired the meeting, reported. There were no recommendations to Council.

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

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

137.1 Members unanimously **RESOLVED** 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.

Members **RESOLVED** to further consider their previous decision and Standing Orders were therefore reinstated.

137.2 Members unanimously **AGREED** to **RESCIND** their previous decision, made under Min. 108, that the Grant Aid budget be reduced to £24,000, and that the Flexible Community Fund budget of £4,000 to removed to allow funds of £26,000 to be reallocated.

Cllr. Batley left the Meeting

138. 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

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

In the absence of the Chairman of the Committee, Cllr. Waterhouse, the Vice-Chairman, Cllr. Erskine presented the Minutes.

Cllr. Batley re-joined the Meeting

Cllr. Stanley explained his proposal to remove the Flexible Community Fund budget, citing that he didn't feel that the initiative worked as a viable funding source, with most bids declined as they failed to meet the criterion. His proposal at the Policy and Resources Committee Meeting of 15th December 2022, was to reallocate the Flexible Community Fund budget of £4,000 to the budget for Youth Provision, thereby increasing this budget from £10,000 to £14,000. This proposal had been seconded by Cllr. Mrs.

Daniells. The reallocation of this money, as proposed by Cllr. Stanley, was **RESOLVED**.

Members unanimously **RESOLVED** to **APPROVE** formal adoption of the Income and Expenditure Budget for 2023/24, with the amendments to the Flexible Community Fund budget and Youth Provision budget as detailed above.

139. TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2023/24

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

Members unanimously **RESOLVED** to **APPROVE** the Precept amount for 2023/24 of £1,009,819.

140. 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'.

141. 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

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

142. 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."*

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

Cllr. Brooks spoke on the first part of his Motion, which was seconded by Cllr. Stanley. In Cllr. Brooks' opinion, the current Chairman's announcement was longwinded, with much of what is referred to now not needed post-covid. Whilst referring to his revised proposed announcement, Cllr. Brooks informed Members that he would like to make some further amendments, which he will forward to the Town Clerk for circulating to Members.

Regarding the second part of the Motion, which was seconded by Cllr. Mrs. Daniells, Cllr. Brooks clarified that whilst he does not wish to investigate changing the Town Council's Standing Orders or regulations, he would like the word 'Town' to be dropped from 'Town Mayor', in written and spoken address. He stated that he believes it undermines the title and office of 'Mayor', and is unnecessary, particularly given there are no other towns of the same name in the country and neighbouring towns do not afford the word 'Town' in front of the position of Mayor.

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 Policy and Resources Committee Meeting, in accordance with S.O. 9a. Following a request from Cllr. Brooks, Members unanimously **AGREED** that, if the Policy and Resources Committee subsequently recommend the Motion to Council, the matter be included on the Agenda for the Extraordinary Council Meeting on 7th February 2023, to expedite this.

143. 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

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

Nominations for Cllr. Woodall and Cllr. Brooks were proposed and seconded.

Following a vote, it was **RESOLVED** to appoint Cllr. Brooks as Chairman of the Events, Promotion and Leisure Committee, for the remainder of the municipal year. Cllr. Woodall will remain as Vice-Chairman.

Members thanked Cllr. Batley for his service as Chairman to the Committee.

144. 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

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

Members unanimously **AGREED** a letter should be written 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.

145. CONSIDERATION OF THE PROVISION OF A HEARING LOOP FOR THE COUNCIL CHAMBER AT BOGNOR REGIS TOWN HALL

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

Following a query from a Member, the Assistant Clerk confirmed that the hearing loop product as detailed in the report, costing in the region of £155, was of a 'standard' model, thus being compatible with most hearing aids.

Members therefore unanimously **RESOLVED** to purchase a portable hearing loop for the Council Chamber at the Town Hall, up to a maximum budget of £200 (plus VAT).

146. 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

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

Members unanimously **AGREED** 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 in order to accommodate the Elections.

Members also unanimously **AGREED** 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.

147. DELEGATED DECISIONS INCLUDING: PLANNING AND LICENSING

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

148. 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 THE EXTRAORDINARY COUNCIL MEETING TO RECEIVE A PRESENTATION IN RELATION TO THE WAYFINDING STRATEGY (IF AVAILABLE)

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

148.1 Members **NOTED** the Minutes of the Bognor Regis Regeneration Board meeting held on 19th October 2022, previously circulated.

148.2 Members **NOTED** that the Executive Director of Bognor Regis Regeneration Board, Ms. R. White, had been invited to give her update earlier in the meeting during public question time.

148.3 As advised earlier in the Meeting, Members **NOTED** that the Extraordinary Council Meeting will be held at 6.30pm on Tuesday 7th February 2023, to enable Members to receive a presentation by consultant, Richard Wolfströme, on the Wayfinding Strategy.

149. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

150. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

Cllr. Woodall informed Members of a mistake on the earlier version of this report, relating to the Town Crier's opening of the Christmas Fair on 26th November 2022, which had stated that the Fair was organised by the 'Craft Cabin', instead of 'Four Seasons', as it should have shown. This change was brought to the attention of Officers prior to the meeting, with relevant changes made with immediate effect. This was **NOTED**.

151. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

151.1 Cllr. Woodall – BRTC/ADC Liaison Mtgs; Bognor Shopmobility; Rox Music and Arts; Sussex Police Focus Group

Verbal Reports:

151.2 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; Jubilee Street Party on the Prom; West Sussex ALC Ltd.

Cllr. Mrs. Daniells advised that the Twinning Association had been querying updates on the interpretation boards for the Place St Maur. Following investigations on the moving of the Weil am Rhein bench, the Association have identified the Boules Piste area at Hotham Park as the preferred location for this. Bognor Regis Twinning Association have expressed an interest to Cllr. Mrs. Daniells, of giving a presentation to Councillors, on the work of the Association and the important links they provide. Members were very favourable to this idea and after discussion, it was suggested this could be arranged after the elections, to allow for any new Councillors to be involved.

Further to the reduction in Grant Aid afforded to the Southdowns Folk Festival for 2023, and ongoing problems with using the Place St Maur as an outdoor event space due to the potential works at the Alexandra Theatre, Cllr. Mrs. Daniells informed Members that this year's Festival will likely be on a smaller, more local pub-based scale. Organisers are looking into the 'Festival for a Fiver' campaign to help raise further funds for putting on the event.

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

Whilst Cllr. Brooks gave no verbal report, he stated that he was experiencing problems with saving the electronic form used for reports from representatives to other organisations, but that this seemed to be exclusive to him.

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

Cllr. Batley had received no recent correspondence from the Bognor Regis Seafront Lights. However, he had been kept up to date with activities of the Bognor & Bersted United Charities, particularly via email, although noted that most of this information is confidential and cannot be shared through this public forum.

151.5 A Member asked whether substitute representatives could be implemented for some of the organisations, particularly those who were in receipt of grant funding and only had a single representative. It was **AGREED** by Members that this proposal would be put on the next agenda for discussion by the relevant Committee.

152. TO RECEIVE CORRESPONDENCE

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

The Town Clerk drew Members' attention to the first item on the correspondence list, relating to a survey of Parish Councils in the Arun District. Members discussed the call to include the matter on a future agenda for discussion but felt that it was not relevant to the Town Council since there are no Co-Opted Members. Discussion then moved on to the forthcoming elections and the hope that people from a broad section of society would consider standing to represent Bognor Regis from May 2023. It was **AGREED** that links to NALC's 'Make a Change' Campaign would be shared and promoted, encouraging people to consider becoming a Town Councillor.

153. 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)

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

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

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

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

The Meeting closed at 8.28pm



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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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 30th JANUARY 2023

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett, A. Cunard,
Mrs. S. Daniells, S. Goodheart, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

115. 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. W. Smith who was unwell. No apologies had been received from Cllr. J. Erskine.

116. 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. Goodheart declared an Ordinary Interest in Agenda item 20 as Chairman of Bognor Community Gardeners

117. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th DECEMBER 2022

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 15th December 2022, and these were signed by the Chairman.

118. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

A Councillor seated in the public gallery made reference to paper copies of agendas, and guidance on how Council meetings operate, that had been available, pre-covid, in the public gallery and requested that these be returned.

The Chairman reconvened the Meeting at 6.35pm

119. CLERK'S REPORT FROM PREVIOUS MINUTES

119.1 21st November – Min. 85.1 – Terms of Reference Review

Following a face-to-face meeting with Members and consultant Pete Cooper to undertake a review of the various Terms of Reference, a report has now been received from Pete Cooper along with the draft amended Terms of Reference documents for the various Committees.

As the usual practice is for each Committee to review their Terms of Reference at their first meeting after its appointment following the Annual Town Council meeting, it is proposed that a further Members Briefing with Pete Cooper be held via **Zoom** to consider the report and draft amended documents and that this will be held on **Monday 27th February 2023 at 6.30pm.**

This will allow for a final review of the documentation before being taken to the meeting of the Policy and Resources Committee on 27th March 2023 with an Officer recommendation that the resulting amended draft documents are presented for consideration by each Committee in the usual way at their first meeting of the new administration prior to adoption by Council.

NOTE: Subsequent to the meeting and following further liaison with the consultant Pete Cooper, the proposed amended Terms of Reference once ratified by the Policy and Resources Committee at their meeting on 27th March, will be referred straight to Council for adoption at the Annual Town Council Meeting so they are in place for the new administration.

119.2 21st November – Min. 85.2 - Fishermen’s Huts

Since last reporting that communications were ongoing with the Bognor Fishermen’s Association and the District Council, regarding future provision at the site including water provision for the showers by way of a sub-metered water supply, the Clerk further reported that communications have once again stalled between the BFA and ADC in connection with details that are required for the lease for the site. The Clerk asked that any Councillors who felt able to assist in any way in bridging the gap between these two organisations, do so to enable this protracted situation to finally move forward.

The Clerk reported that the Bognor Fishermen’s Association had held a meeting to discuss the Fishermen’s Quarter future developments, local marine conservation and funding in the Regis Centre on 17th January 2023. This event included presentations from the Blue Marine Foundation on the international significance of the local marine area, Sussex Wildlife Trust/The Kelp Foundation on local marine conservation activities and plans and the BFA on their plans to improve the Fishermen’s Quarter. An invitation was sent by the BFA to all Councillors to attend and further information following the event was requested by the Clerk to be circulated to Councillors for information when received, although to date this has not been received.

119.3 21st November - Min. 85.3 - Bognor Regis 2-Hour Free Parking Discs

Members were advised at the meeting held on 21st November that the Group Head of Technical Services, Growth Directorate had advised that it was their intention to undertake a review of the Council’s off-street parking services. It has since been established that this proposal was considered by Members of the ADC Environment Committee in November 2022 and following a vote, it was resolved not to commission a Parking Services Review. An update has therefore been requested on how the future provision of the 2-Hour Free Parking Disc Scheme for Bognor Regis is now being dealt with and whether Arun District Council are happy to continue to support the 2-Hour Free Parking Disc Scheme including the recommendations put forward. Members will be updated once further information becomes available.

119.4 21st November – Min. 92 Bognor Regis Twinning Association Interpretive Signage Board for Place Saint-Maur

Following this Committees agreement to support the Bognor Regis Twinning Association by contributing up to £350 towards the costs to install an interpretation board on the Place St Maur subject to ADC permissions, contact had been made with the ADC Parks and Cemeteries Manager, who had since advised that although in principle support for the location of the interpretation signage board on the Place St Maur was likely, final agreement was still being considered.

In the meantime, the Twinning Association is working on a draft of the text for the board in order for the artwork to be prepared and printed once agreement is reached.

The ADC Parks and Cemeteries Manager had also confirmed that the principle of relocating the Twinning bench to Hotham Park was also supported although an exact location was still to be determined. The Twinning Association had considered this at their December meeting and suggested to the ADC Officer that the bench would be best located in the Boules Piste area. This is an area frequented by twinning people, among others. Although there are a couple of picnic tables at this location, there is no other seating. It has also been noted that on sunny days there is nowhere to sit in the shade there. Therefore, it is proposed that the best siting would be on the side of the area adjacent to the little railway line, where tree cover provides much-needed shade. Another suggestion was that the bench could be placed near the Bandstand in the park, as there is insufficient seating in this area when concerts are taking place. A further update will be provided to Members once this becomes available.

119.5 31st October 2022 – Min. 80 Grant Aid and Arun Arts

Members will recall at this meeting on 31st October it was agreed to award Arun Arts £6,000 Grant Aid subject to certain conditions. Members agreed that the £6,000 should be earmarked, pending wider conversations with ADC and Arun Arts around a plan to ensure they survived the estimated 18mth/2yr closure of the Alexandra Theatre whilst the refurbishment and extension of the site takes place.

Having liaised with the ADC Group Head of Business and Economy in relation to this matter I have been advised as follows: -

“ADC is not giving Arun Arts any financial assistance whilst they are closed. We are trying to find them alternative studio accommodation (one of our properties) so they can keep some of their groups going, which may generate a little income for them. We are also trying to find them storage facilities for their equipment and other stage and performance stuff. There is loads of it! They have costly removal costs to find, and we haven’t offered to pay for this. The volunteers will be stood down, but key staff will be needed to prepare for the opening of the theatre and its fit-out and a new F & B provider.

They will need funds because they will have costs for key staff. They won't be charged rent whilst the building is being refurbished, nor have to pay the service charges and utilities on the building. In many ways, ADC is covering a lot of their expenses if not giving a direct grant, but they still have a lot of expenses to cover."

A meeting with the Chairman of Arun Arts is being arranged and once Officers have further information Members will be updated to enable a decision to be made in connection with release of the Grant Aid funds.

119.6 14th June 2022 – Min. 17 Return to paper copies of Agendas and Reports

Members were reminded that at the Policy and Resources Committee Meeting held in June 2022 a small number of Councillors who had difficulty accessing agendas and reports online had requested via the Chairman of Committee, the return to paper copies. Following some discussion at the meeting Members agreed the following: -

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

With the January Town Council Meeting being the fourth held since this decision was taken, it was considered by Officers that Members may wish to review their previous decision at this meeting. However, this option has only been taken up by one Councillor currently and in view of the pending elections, it was felt that it would be prudent for the matter to be deferred until after the new administration has been appointed. This would allow any newly elected Members who may also have difficulties with online access to documentation to have the ability to also request paper copies. The matter will therefore be deferred to a meeting later in the year for review.

119.7 BRTC/ADC Liaison Meetings

The Clerk advised that she had been chasing ADC Officers to get a date in the diary for a BRTC/ADC Liaison Meeting since October 2022 as it was February 2022 since the last Liaison meeting was held. There has been a reshuffle of roles at the District Council and as a result of chasing again the following response has now been received: -

"As you are aware, Robin Wickham, took over Liaison meetings from Jackie last summer. Robin has now left ADC, so we are awaiting the recruitment process to replace his post.

*I have therefore been awaiting guidance from the Chief Executive and Leader on how they wish to take these meetings forward and accordingly I am not able to advise as yet.
As soon as I have a way forward, I will be in touch."*

120. TO RECEIVE THE TOWN FORCE REPORT

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

A Councillor asked whether Town Force could remove buddleia growing in Hotham Way and the Clerk advised that this request would be passed on to the Town Force Manager, who would need to liaise with West Sussex County Council.

121. INTERNAL AUDIT – TO REVIEW THE 2023/24 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

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

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and unanimously **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2023/24 to the Town Council.

122. TO REVIEW PROVIDER OF INTERNAL AUDIT FUNCTION AND CONFIRM APPOINTMENT FOR A THREE-YEAR PERIOD COMMENCING WITH THE 2023/2024 MUNICIPAL YEAR

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

Members unanimously **RESOLVED** to **APPROVE** the reappointment of the existing provider, referred to in the report as Company A, as the Town Council's Internal Audit provider for a three-year period commencing with the 2023/24 municipal year.

123. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

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

Members unanimously **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2022/2023 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council, and the Town Clerk.

124. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 13th MARCH 2023

The Town Clerk's report including the appendix was **NOTED**.

Discussion took place about possible locations, with consideration given to hire costs and accessibility. The general consensus was that the meeting should take place in the evening, and thought was given to the most appropriate start time that would be convenient for electors.

Some Members felt that the topics for discussion should not be prescribed but left open for electors to raise at the meeting. However, suggestions for topics to be added to the Agenda included regeneration, the Coronation of King Charles III, and the work of the Town Council. With many residents likely wanting to celebrate the King's Coronation in May, it was felt that the Electors Meeting would be a good platform from which to further elaborate on the exciting plans that the Town Council has to celebrate this event. Members went on to suggest that the opportunity could be taken to detail and promote all of the events that the Town Council are planning for the year, and it was suggested that the Chairman of the Events, Promotion and Leisure Committee could give a short presentation to electors.

It was proposed by a Member that either a representative from Southern Water be invited to speak about water quality, or that a historian be asked to give a talk in relation to 2023 being 'National Year of the Pier'.

A Member suggested that publicity regarding the event should focus on ideas and pointers to stimulate discussion from the public. The Chairman suggested that Members send their ideas that might help to achieve this to the Clerk to be used in any social media publicity.

Members **RESOLVED** to **AGREE** that a historian be invited to give a talk in relation to the Pier at the Annual Town Meeting of Electors, and that the Chairman of the Events, Promotion and Leisure Committee would present the Town Council's programme of events for the year. The meeting will be held in the Council Chamber at Bognor Regis Town Hall on 13th March 2023, whereby doors will open at 6.30pm, with light refreshments on offer, and the meeting to commence at 7pm.

125. TO RECEIVE ANY UPDATE FROM JOINT ACTION GROUP (JAG) FOLLOWING THE MEETING HELD ON 18th NOVEMBER 2022

The Projects Officer's report, including confirmation that the notes and action plans of the meeting held on 18th November 2022 were available to Members in the Town Council offices, was **NOTED**.

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

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

A Member commented on the reference made within the report to any future TASTE! event being held in an alternative location to Place St Maur, where the 2022 event had been held. Interest was expressed into why the BID, and other event organisers, might be put off of using Place St Maur as an outdoor event space, with there being concern that the area was not fit for purpose.

These concerns were shared by several Members, and it was suggested that contact be made with Arun District Council to establish what type of events can happen on Place St Maur, with a list provided of what is permissible. The Town Clerk advised that this matter was one for the Events, Promotion and Leisure Committee and suggested that it could be included on their next Agenda. The Chairman of the Events, Promotion and Leisure Committee, Cllr. Brooks was seated in the public gallery and agreed to the Town Clerks suggestion.

127. NOTICE OF MOTION (S.O.9.0) PROPOSED BY CLLR. J. BROOKS AND REFERRED TO THE COMMITTEE BY COUNCIL (MIN. 142 REFERS)

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

The Chairman read the Motion proposed by Cllr. Brooks as follows:

"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."*

Members unanimously **AGREED** to **RECOMMEND TO COUNCIL** that the pre-meeting announcement, referred to in Minutes as the Opening Statement, be revised, as proposed by Cllr. Brooks, without any further amendments.

Following a vote, Members **AGREED** to **RECOMMEND TO COUNCIL** that the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed, be dispensed with.

128. TO RECEIVE THE DRAFT MINUTES OF THE AGM OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 27th OCTOBER 2022

The Town Clerk's report including the draft Minutes of the AGM of the Arun District Association of Local Councils held on 27th October 2022 was **NOTED**.

A Member made reference to the comments made within the Minutes of the AGM, under the Management Committee Update, in relation to challenges faced by Arun District Council with recruiting Officers. The Member highlighted that during recent work on the Town Council's Vision, discussion had included possible services that might be devolved from Arun, which could address some of those challenges. With it noted in the Minutes that the CEO of Arun, Mr. James Hassett, had indicated that he would like to meet with parishes, a Member suggested that, on the back of this, an invite from the Town Council be extended.

It was **AGREED** that the Town Clerk would write to the CEO of Arun District Council to invite him to meet with Members of the Town Council, at a time convenient to him either face-to-face or online.

129. TO CONSIDER THE NEED FOR THE APPOINTMENT OF RESERVE 'OUTSIDE' BODIES REPRESENTATIVES TO THE RELEVANT 2023 GRANT AID RECIPIENTS – REFERRED FROM COUNCIL MIN. 151.5 REFERS

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

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

Arun Arts Ltd - Cllr. Mrs. Warr
Bognor Regis Carnival Association – Cllr. Goodheart
Bognor Regis Foodbank - Cllr. Stanley
Grandads Front Room CIC – Cllr. Goodheart
Southdowns Music Festival – Cllr. Goodheart
UK Harvest - Cllr. Stanley

A Member reiterated that, to ensure public monies are spent correctly, there is an expectation that recipients of Grant Aid funds of £5,000 or more invite their appointed Town Councillor Representative to at least one financial meeting before the funds are released to them at the beginning of April.

Whilst this requirement had been made clear to the relevant recipients when they were notified of the outcome of their Grant Aid application, it was **AGREED** that those organisations who had yet to invite their appointed Representative to a meeting, would be written to and reminded of the expectation placed upon them.

130. TO FURTHER CONSIDER THE ALLOCATION OF A BUDGET TOWARDS THE COSTS TO INSTALL, AND FOR ONGOING MAINTENANCE, OF A BIN – DEFERRED FROM MEETING 21st NOVEMBER 2022 - MIN. 90 REFERS

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

Members **RESOLVED** to **AGREE** that provision will be made for ongoing maintenance of a bin, to be located in the vicinity of Victoria Drive, in the budget from 1st April 2024 on the proviso the bin indicates that it has been provided by Bognor Regis Town Council.

131. CONSIDERATION OF A PROPOSAL FROM THE ORGANISERS OF THE PLATINUM JUBILEE EVENT HELD IN JUNE 2022 ON BOGNOR REGIS SEAFRONT TO INSTALL A PLAQUE IN COMMEMORATION IN THIS LOCATION FUNDED FROM THE UNSPENT GRANT AID AWARDED AND NOW RETURNED TO THE TOWN COUNCIL

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

During the discussions, a Member suggested as an alternative to a plaque, the possibility of incorporating something into the painted design on the wall within the area where the beacon is located to commemorate the Platinum Jubilee. The Clerk confirmed that the organisers of the '2022 Jubilee Street Party on The Prom' event had requested that a plaque be located near to where their event took place on the seafront in the location of the Pier, which was noted.

In considering the suggestion of a plaque to commemorate the Platinum Jubilee in Bognor Regis, discussion turned to developing this idea into a Hollywood-style 'Walk of Fame'. This would allow for other commemorative installations to be incorporated to create a trail, with the Coronation of King Charles III and granting of the Royal Suffice to the Town given as examples.

Members spoke in support of the idea of commemorating the Platinum Jubilee in some way based on the request received, including developing the idea of a commemorative trail. For this proposal to progress though, this would require all necessary permissions from the relevant landowner to be sought prior to installation.

Following further discussion, it was **RESOLVED** to **AGREE** that this be referred to the Events, Promotion and Leisure Committee to scope out. Recommendations would then be referred back to this Committee for final approval to be funded from the Policy and Resources unspent Grant Aid funding returned by the organisers of the Jubilee Street Party event to a maximum value of £2,194.93.

132. TO NOTE CONTRACT RENEWAL OF HR AND H&S SERVICES PROVIDER FOLLOWING QUOTATIONS BEING SOUGHT

The Town Clerk's report, including the renewal of the HR and H&S service contract with WorkNest being renewed from February 2023 for a period of 5 years, was **NOTED**.

133. ADC MATCH-FUNDING FOR EVENTS – CONSIDERATION OF ALLOCATION

The Town Clerk summarised her report for Members present and this was **NOTED**.

In relation to the Officer recommendation that the pot be split with £12,500 used as match-funding against Grant Aid already awarded to event organisers for 2023, the Clerk informed Members that, having looked at the list of potential recipients, it may not be possible to fully utilise this proportion of match-funding as she had initially recommended for this purpose. The final allocation of the match-funding will therefore need to be revisited again when further consideration is given to this matter at the next meeting.

Members put forward various suggestions for use of the funding with the Chairman reiterating that this was match-funding to be used against funding which the Town Council has already committed. The Chairman also clarified that the finer details regarding its use were not required at this stage and could be discussed and agreed later.

Following further discussion, Members **RESOLVED** to **AGREE** the Officer recommendation as detailed in the report that £25,000 match-funding, to be used for Town Centre events to boost footfall in the Town, be split with £12,500 allocated to the Policy and Resources Committee to be used as match-funding against Grant Aid already awarded to event organisers for 2023. An item will be included on the next Agenda for confirmation of the criteria and decision as to which event organisers should be invited to apply this year.

Members further **RESOLVED** to **AGREE** the Officer recommendation that the other £12,500 match-funding would again be used to enhance the 2023 Town Council events by the inclusion of elements to bring people into the Town. The Events Officer will prepare a report for inclusion on the Agenda for the Events, Promotion and Leisure Committee with her recommendations on the best way of utilising the £12,500 allocation across Town Council events.

Following the vote and to avoid any confusion, the Town Clerk reiterated that despite Members agreeing to the Officer recommendation in relation to the allocation of the funding in line with the current financial year, the final allocation of funds will need to be revisited owing to the level of Grant Aid already awarded to event organisers for 2023, as previously reported.

134. UK SHARED PROSPERITY FUND

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

135. FINANCIAL REPORTS INCLUDING: -

135.1 To note Committee I&E Reports for the month of December 2022 - copied to Councillors

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

135.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of October, November and December 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**.

136. CORRESPONDENCE

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

Members noted the initial response from Nick Gibb MP to the Council's request for his support in signing the Early Day Motion (EDM) to address concerns regarding intimidation at community, parish and town councils in which he advised he had forwarded the Council's letter to Lee Rowley MP at the Department for Levelling Up, Housing and Communities and would forward any response he received in due course.

A further letter to Nick Gibb MP had been sent, confirming the Council's appreciation for forwarding on the letter to Lee Rowley MP and seeking confirmation as to whether Mr. Gibb would also be supporting the Early Day Motion, by adding his signature as per the Council's initial request. A further response has now been received to advise that as a Minister he is not permitted to sign Early Day Motions and he believed it to be more beneficial to write directly to the responsible Minister to achieve a more substantive response.

137. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL)

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

138. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 8.07pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 6th FEBRUARY 2023

PRESENT: Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, Mrs. S. Daniells, M. Stanley and
B. Waterhouse

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

The Meeting opened at 6.31pm

67. 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 in relation to public question time.

Apologies for absence were given by the Projects Officer, on behalf of Cllrs. Miss. C. Needs and Mrs. S. Staniforth due to personal reasons, and Mrs. J. Warr due to illness. No apologies were received from Cllr. H. Jones.

A Member suggested to vary the order of business and move Agenda items 8 and 9 to Confidential Business.

68. 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

69. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5th DECEMBER 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 5th December 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 5th December 2022, as an accurate record of the proceedings and the Chairman duly signed them.

70. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

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

A member of the public stated that three out of five of the toilets (one being a disabled toilet), in the new toilet block on the Esplanade were out of use. He also commented that the Bandstand railings are starting to rust, which due to the expensive paint is disappointing.

A Member said she was made aware of the toilet issue and had contacted the Leader of Arun District Council who stated that the toilets were blocked and the matter was rectified the same day. A Member seated in the public gallery added that this is an ongoing issue and that he regularly monitors

the toilets and stated his dissatisfaction regarding the state of the public toilets.

The Member seated in the public gallery asked if it would be possible to get further information regarding the West Sussex County Council's Initiative for Community Improvement and what it may cover. The Projects Officer advised that Kim Davis from the Climate Emergency Focus Group and Bognor Community Gardeners had been working on this initiative with staff from West Sussex County Council. Sadly, Kim had recently passed away so the Projects Officer will be in contact with West Sussex County Council and report back at a future meeting.

A Member stated that she would like the Council to write a letter to Arun District Council, on behalf of the residents of Bognor Regis regarding the public toilets on the Esplanade, and requested that this be a future Agenda item for this Committee to consider.

The Chairman reconvened the Meeting at 6.38pm

71. CLERK'S REPORT

There were no updates to report.

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

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

A Member asked on behalf of a Member from the Hatherleigh Ward whether their Ward Allocation could be used for grass cutting. The Chairman stated that the Member would need to email in this request and the funds can then be released.

The Member also asked if some of the Pevensey Ward Allocation could be used towards King George's Court, which is a sheltered block. They need funds to rejuvenate their lounge area and outdoors, where they would usually rely on fundraising to help fund the works. It was confirmed that, once agreed with her fellow Ward Councillors, the Member would need to email the suggestion in.

Several Members stated that they would consider how to use their remaining Ward Allocation before it expires on the 31st March 2023.

73. 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.

The Chairman provided Members with feedback on the defibrillator installed outside the Bogor Regis Amateur Boxing Club, which was funded by the Flexible Community Fund and is accessible to the public. The Chairman was involved in a photo opportunity with the Club and Plumbase who were also involved in the project. He wanted to express that providing the public with lifesaving equipment was a fantastic and great gesture to the community and thanked the Members for granting this.

74. It was **RESOLVED** to vary the order of business and move Agenda items 8 and 9 to Confidential Business.

75. FEEDBACK FROM COUNCILLOR DROP-IN SURGERY HELD ON 31st JANUARY 2023 INCLUDING: ANY ITEMS FOR A FUTURE AGENDA AND TO AGREE THE ARRANGEMENTS FOR THE NEXT MEETING

The Projects Officer's report on the Councillor Drop-in Surgery, was **NOTED**.

A Councillor Drop-In Surgery was held on the 31st January 2023 in The Regis Centre. Members of the public had the opportunity to ask Bognor Regis Town Councillors any questions they had regarding any local issues, and invited to enquire about what it takes to stand as a Town Councillor for Bognor Regis.

A Member asked if bus accessibility to Arun Leisure Centre, from North Bersted/Town Centre to Sainsbury's/Shripney could be added to the next Agenda for this Committee, which Members **AGREED**.

Another Member said that many of the issues raised at the Drop-In Surgery were not necessarily Bognor Regis Town Council matters, but Councillors were actively signposting members of the public to the relevant Council bodies and that when appropriate BRTC Members would write in support of any issues.

A Member said she spoke at length to a member of the public about pigeons in the Town Centre causing damage to the environment. Several potential ideas were discussed to tackle the issue and Members ultimately **AGREED** to add this to the next meeting Agenda.

Members **AGREED** to schedule the next Online Open Forum meeting for 28th March 2023 at 6pm.

Following the meeting, it was realised that this date clashed with the Mayor's Civic Reception, therefore the Projects Officer will liaise with the Chairmen and send out invitations for an alternate date.

As the Open Forum takes questions from Facebook, a Member suggested taking questions from Facebook for all Committee Meetings, the Chairman stated as the Online Open Forum is not an official Council Meeting this is possible, however this is not the case in formal Meetings due to Standing Orders.

Members **RESOLVED** to **RATIFY** the expenditure of £59.00 for the hire cost and refreshments for booking of The Regis Centre for the Drop-In Surgery.

76. **AN UPDATE ON YOUTH PROVISION**

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

The Projects Officer has made initial contact with key staff members of both The Regis School and Felpham Community College to engage with students. An invitation had been extended to the Projects Officer to attend a Listening Campaign with The Regis School and Sussex Clubs for Young People, however this was to a small group of students already involved with youth clubs and therefore the Projects Officer stated that he was working with The Regis School to conduct a survey to hear from all students.

A Member stated that the Listening Campaign would not satisfy the Motion, which he elaborated was to hear from students who are not currently involved in youth groups. The Projects Officer echoed this, and stated that the survey was to hear from a whole year or school, not just a select group who may already be attending out of school groups.

A Member suggested that liaison only be undertaken with The Regis School, to enable engagement with students that fall into the Bognor Regis Town Council Wards. The Chairman disagreed, as he felt the feedback would be useful regardless of where the children live. He said the aim is not to just help those within the Wards, but to get an understanding of the youths needs as a whole.

A Member also stated that it would be more beneficial to work with one school to do the job well, than to work with more schools and not be able to collate the feedback well due to the sheer number of responses. The Projects Officer confirmed that liaison would initially be with The Regis School, and once successful, contact can then be made with Felpham Community College.

77. TO DEVELOP A STANDARD APPLICATION PROCESS FOR THE YOUTH PROVISION FUND

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

A Member provided background as to how this application process could be useful following the recent requests for funding for Youth Provision received by the Town Council.

The Member spoke of creating a standard application process for the Youth Provision Fund, as this will ensure everyone is treated fairly in the application process and there will be transparency in the process for the public. He suggested a form, similar to the Grant Aid form, is produced for providers who are looking to apply for the Youth Provision funds. The form will include questions about relevant safety checks and financial information, which will allow Members to make a balanced decision based on the information provided. He pointed out it may be best to remove the Vulnerable Adult Policy and replace with Enhanced DBS checks.

A Member asked for clarification on whether the Town Council asks for sight of the completed DBS check or whether the organisation stated they have completed one and this is taken as confirmation. A Member said there is no standard procedure in place for this, hence this being added to the application.

At the invitation of the Chairman, Cllr. Goodheart seated in the public gallery asked for clarity as to whether this application would follow a similar feel to the Grant Aid calendar or more in-keeping with Flexible Community Fund and which entities can apply for this fund.

The Chairman stated it is neither, the Youth Provision Fund will be a pot of money allocated for Youth Provision which once the application is approved, the monies would be released. Monies will be set aside each year from the Policy and Resources Committee (for 2023/2024 of £14,000) for Youth Provision and there is not a specific window for an application to be considered. Another Member stated that in previous years monies were awarded to organisations that came forward and asked for funding, however, there has not been a formal application process.

Two Members stated that working with The Regis School and Felpham Community College, the Town Council may be able to better understand what youth activities are needed and align the funds to those requirements. Members felt that if the relevant supporting information is not provided then they would not be supportive of that application considering the impact that this could have when dealing with young people.

Members **AGREED** that a draft copy of the application form for Youth Provision funding be produced by the Projects Officer for the next Committee Meeting to consider.

78. TO NOTE THE DATE OF THE NEXT CLIMATE EMERGENCY FOCUS GROUP – MIN. 54.2

The Projects Officer's report advising that the meeting will be held on Monday 20th February 2023 at 4.00pm was **NOTED**.

79. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 14th DECEMBER 2022

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

- 79.1** Members were asked to **RATIFY** the expenditure of £4,455.72 for the Queen's Platinum Jubilee tree planting project to be funded from the Rolling Capital Programme's capital budget, as provided by the Policy and Resources Committee at its meeting on 22nd November 2021 (Min. 86.7 refers).

Members were unsure of not only the high price of the trees, but whether this project had been completed. It was confirmed to go ahead at the end of February 2023 as part of the Jubilee Celebration. The Projects Officer confirmed there were 9 x 2-2.5 metres trees which were well established.

After some discussion, the Committee **RESOLVED** to **RATIFY** the expenditure of £4,455.72 for the Queen's Platinum Jubilee tree planting project to be funded from the Rolling Capital Programme budget.

The Projects Officer advised he would gather further information from the In Bloom Sub-Committee Clerk regarding the project including the location of these trees and report back at the next Committee Meeting.

- 79.2** Members **AGREED** to **RECOMMEND** to Council the appointment of the following Co-opted members to the Bognor Regis in Bloom Working Group: Ms. T. Burrington, Mrs. S. Hamilton Jones, Mr. J. Hawkins, Ms. L. Macullam and Ms. L. McAllister, for the remainder of the Municipal year.

A Member asked the Projects Officer if he had an update on the possibility of combining the In Bloom and Allotment awards to one event. The Projects Officer did not have an update on the matter and will report back at the next Committee Meeting.

80. UPDATE ON THE PROPOSAL TO JOIN ARUN DISTRICT COUNCIL AS A CONTRIBUTING PARTNER TO THE REFILL CAMPAIGN – MIN. 62 REFERS

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

The Projects Officer stated that he had no additional correspondence from Arun District Council on this Agenda item. A Member stated that essentially West Sussex County Councillor, Gary Markwell has agreed that Georgina Smith from Bognor Community Cleans would champion this campaign.

Members felt that working with Arun District Council on this was not necessary and Members **AGREED** that Georgina Smith from Bognor Community Cleans will take the lead on the project.

A Member showed his dissatisfaction when seeking updates from Arun District Council. Therefore, it was asked if this could be brought up at the next liaison meeting, to which another Member stated that there has not been a meeting in over a year. A final comment was made by a Member, who is a WSALC representative in relation to a forthcoming Parish Liaison meeting with Arun District Council whereby this could be raised on how to improve communication between Town, Parish and District Councils.

81. UPDATE ON THE PROPOSAL FROM A MEMBER OF THE PUBLIC IN RELATION TO INSTALLING A FISH SCULPTURE ON THE SEAFRONT TO RAISE AWARENESS OF PLASTIC POLLUTION – MIN. 65 REFERS

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

A Member felt this item might prove costly both at the outlay but also with regards to emptying and maintenance. He suggested some alternative ways to encourage members of the public to recycle and tackle plastic pollution, such as chutes to the unused underground toilets which could house a can crusher. Another Member stated the short-term option may be a better quick win, but asked if Arun District Council would have to be approached regarding any licencing.

The Chairman suggested using private land to avoid gaining permission from Arun District Council, which will only delay the process further. The Member also suggested adding a QR code by the sculpture for the public to enter prize draws, to generate more interest. A Member asked if the Projects Officer could make contact with Arun District Council to enquire whether the large bin, in the shape of a life-ring, situated on the Promenade acts as an effective method to encourage recycling.

Members discussed several potential locations for the sculpture such as the Fishermen's Hut, decking areas on the seafront, and a suitable location that sits on the border of Pevensy and Hotham Wards.

The Chairman suggested to the Committee that he and another Member seated in the public gallery would speak to two other Town Councillors as to whether they would be supportive of using some of their remaining Ward Allocation to fund this project so that this could be implemented for May/June of 2023.

Members **RESOLVED** to **AGREE** the short-term hire for the summer season, at a cost of approximately £300 plus VAT, provided that Hotham Ward Councillors would be able to cover the cost.

Members **AGREED** to **DEFER** the location of the fish sculpture to the next meeting.

82. TO NOTE THAT THE CURRENT 5-YEAR LISTING OF BOGNOR REGIS TOWN HALL, AS AN ASSET OF COMMUNITY VALUE, IS TO EXPIRE ON 20th APRIL 2023, AND TO CONSIDER MAKING AN APPLICATION FOR ITS CONTINUATION

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

A Member felt that this may be an unnecessary task given that, to prove that the Town Hall is an Asset of Community Value requires significant evidence, this only allows the community an additional six month moratorium to raise the funds to purchase the building should Arun District Council chose to sell it.

Cllr. M. Stanley left the Meeting at 7.33pm

A Member believed that should the Town Council choose not to apply for the building to be listed as an Asset of Community Value, then the community would still have the chance to purchase it.

Cllr. M. Stanley returned to the Meeting at 7.34pm

The Member also said, given that much of the interior and exterior of the building is Listed, that it would be highly unlikely for any developer to build on. Another Member felt that although this was a valid point, it would be unfortunate if the time came to sell the building, if the community were unable to raise the funds to buy the building.

Cllr. W. Smith left the Meeting at 7.43pm

Cllr. W. Smith returned to the Meeting at 7.44pm

The Chairman and a Member stated it would be prudent to apply for the Town Hall to be listed as an Asset of Community Value, given that Arun District Council may choose to sell at any given time without any notice required.

Members ultimately **AGREED** to proceed with the re-application for the Town Hall to be listed as an Asset of Community Value.

Members then discussed how to support the application and considered writing to groups who use the building, such as Voluntary Action Arun & Chichester and those who might show advocacy in this application such as the Business Improvement District, Youth Provision Steering Group. Due to the short time frame, Members **AGREED** to email in any suggestions to support the application, along with possible survey questions, which a Member asked if they could be written in plain English to encourage positive responses. The Projects Officer was asked to forward the survey used for the previous application to the Members.

83. CORRESPONDENCE

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

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

The Committee **RESOLVED** that due to the requirement to keep the recipients of the awards confidential at this time, it is advisable in the public interest that the public be excluded, and they are instructed to withdraw.

85. TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD CITIZEN AWARD

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

Following some discussion, Members **RESOLVED** to **AGREE** the nomination for the Mayor's Good Citizen Award.

86. TO CONSIDER NOMINATIONS FOR THE MAYOR'S CITIZEN AWARD FOR YOUNG PEOPLE

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

Following some discussion, Members **RESOLVED** to **AGREE** the nomination for the Mayor's Citizen Award for Young People.

The Meeting closed at 8.18pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 10th JANUARY 2023

PRESENT: Cllrs: J. Barrett, Mrs. S. Daniells, B. Waterhouse and P. Woodall

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

The Meeting opened at 4.04pm

78. 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. Cunard, who was working, Cllr. Goodheart owing to a medical appointment, and Cllr. Mrs. Warr for personal reasons.

No apologies for absence were received from Cllr. Erskine.

79. 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

80. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20th DECEMBER 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 20th December 2022 as an accurate record of the proceedings and the Chairman signed them.

81. 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.

82. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 16th AND 23rd DECEMBER 2022

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

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

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

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

There were no Licence applications to be considered.

84. CORRESPONDENCE

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

The Meeting closed at 4.07pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 10th JANUARY 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 16th AND 23rd DECEMBER 2022)**

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

<p><u>BR/274/22/T</u> <u>242 Hawthorn Road</u> Bognor Regis PO21 2UP</p>	<p>1 No. English oak (T1) - remove two low lateral branches in the north-west sector of the crown and reduce the crown radius in the western sector from around 8.5m to 6.5m</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>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 31st JANUARY 2023

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett,
Mrs. S. Daniells, S. Goodheart (during Min. 89),
B. Waterhouse and P. Woodall

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

The Meeting opened at 4.01pm

85. 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.

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

86. 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

87. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 10th JANUARY 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 10th January 2023 as an accurate record of the proceedings and the Chairman signed them.

88. 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.

89. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6th, 13th AND 20th JANUARY 2023

Cllr. Goodheart arrived at the Meeting during consideration of planning application BR/281/22/HH

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

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

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

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

90.1 Licensing Act 2003
Premises: Box Burgers, 1 The Arcade, Bognor Regis, PO21 1LH
Licence Number: 117574

The Committee noted the application received for a Premises Licence for the supply of alcohol for consumption on and off the premises between the

hours of 12:00 – 22:00 Monday to Wednesday, 12:00 – 23:00 Thursday to Saturday, and 12:00 to 22:00 Sunday.

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

90.2 Licensing Act 2003

**Premises: Suga Kane, 9-11 York Road, Bognor Regis, PO21 1LW
Licence Number: 117621**

The Committee noted the application received for a Premises Licence for the supply of alcohol for consumption on and off the premises from 10:00 to 00:00 on Monday to Saturday and 10:00 to 22:30 on Sunday. The application also included performance of live music from 23:00 to 00:00 on Monday to Saturday, and the performance of recorded music from 23:00 to 00:00 Monday to Saturday.

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

91. TO RECEIVE DETAILS AND AGREE ANY COMMENTS TO SUBMIT IN RESPONSE TO PROPOSED TELECOMMUNICATIONS UPGRADE AT FITZLEET HOUSE, QUEENSWAY, BOGNOR REGIS

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

Having considered the proposed telecommunications upgrade at Fitzleet House, as detailed in the report, Members **AGREED** to submit no comments in response.

92. CORRESPONDENCE

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

Additional correspondence included: -

- 92.1** WSCC - West Sussex Chargepoint Network: Update on how the Chargepoint Network is progressing across the County on-street and in car parks in Mid Sussex and Horsham. Free Webinar for Town & Parish Councils 16th February 1pm. This session will also allow Town & Parish Councils to ask questions about how the network is progressing, and the programme in general. Email, with link to book ticket to attend, circulated to all Councillors, 31st January 2023.

The Meeting closed at 4.36pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 31st JANUARY 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 6th, 13th AND 20th JANUARY 2023)**

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

<p><u>BR/275/22/PL</u> <u>49 High Street</u> Bognor Regis PO21 1RX</p>	<p>Single storey rear extension. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/281/22/HH</u> <u>Blakeney</u> Sylvan Way Bognor Regis PO21 2RS</p>	<p>Installation of 17 No. solar panels on the rear ground floor flat roof</p>	<p>NO OBJECTION</p>
<p><u>BR/283/22/HH</u> <u>76 Nyewood Lane</u> Bognor Regis PO21 2UD</p>	<p>Installation of a dwarf wall with timber fence, reduce chimney size. New driveway, colour change to windows and doors, skylights to utility room</p>	<p>NO OBJECTION</p>
<p><u>BR/291/22/PL</u> <u>25 Sudley Road</u> Bognor Regis PO21 1EW</p>	<p>Creation of new shop entrance from Sudley Road and replacement of former shop front windows with new shop front windows. Alterations to first floor front elevation including the installation of new windows across the first floor elevation. Creation of 3no. access doors to the side of the building with 3no. new windows at first floor level and 1no. roof light. This application is in CIL Zone 4 (zero rated) as other development</p>	<p>NO OBJECTION</p>

<p>BR/4/23/L Railway Station Station Road Bognor Regis PO21 1BA</p>	<p>Listed building consent for the replacement of 2 signal structures at platform ends</p>	<p>OBJECTION Whilst Members acknowledge that this application is referring to the replacement of 2 signal structures at platform ends, it is difficult to ignore that the Railway Station is a listed building and the signal box is listed as a building/structure of character, the fact of which is a material consideration. Members read with interest the representation submitted that made reference to recently replaced semaphore signalling in the Neasden Junction area. Although Members want to ensure the viability of Bognor Regis Railway Station, and regard passenger safety of paramount importance, if there were any way that the current semaphore signalling can be replaced as suggested was possible in the representation referred to, like for like, then this would be preferable given the heritage of the site. If, however, the Planning Authority take the decision to permit consent then we would respectfully ask that the semaphore signals removed are donated to Bognor Regis Town Council so that they may be preserved accordingly as historic memorabilia.</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 21st FEBRUARY 2023

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

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

The Meeting opened at 4.02pm

93. 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 Cllrs. Erskine and Woodall who were working. No apologies for absence were received from Cllr. Cunard.

94. 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

95. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 31st JANUARY 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 31st January 2023 as an accurate record of the proceedings and the Chairman signed them.

96. 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.

97. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 27th JANUARY, 3rd AND 10th FEBRUARY 2023

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

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

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

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

There were no Premises Licence applications to be considered.

99. TO RECEIVE DETAILS AND AGREE ANY COMMENTS TO SUBMIT IN RESPONSE TO PROPOSED TELECOMMUNICATIONS UPGRADES IN BOGNOR REGIS

Members received details from Cornerstone of proposed telecommunications upgrades at the following locations in Bognor Regis: - Kitchen Sink Company, Unit 7b, Durban Road; Bognor Regis FC, Nyewood Lane; The Depository, Canada Grove.

In all three cases, the proposals were to replace antennas on the existing poles on the headframe of the stub masts, the installation of microwave dishes, and the installation and development of ancillary equipment. There is a need to provide upgraded equipment in these locations to accommodate increased network demands, provide modern technologies and allow for continued consistent coverage to be provided to the area.

Members **AGREED** to submit comments in response to each consultation stating that, whilst they had no grounds to object to the proposals at this time, they would like to see every effort made to replace equipment in a design/colour scheme that was sympathetic to their surroundings and to fit in with street furniture, where applicable.

100. CORRESPONDENCE

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

Additional correspondence included: -

100.1 Whitbread Group PLC - notification of Whitbread's announcement regarding their upcoming consultation, in relation to a new Premier Inn hotel at the site of the old Fire Station on Clarence Road, Bognor Regis, and an invitation to arrange a meeting with the project team to discuss the proposals.

100.2 WSCC – notification that, following public consultation, it has been decided not to proceed with the installation of Electric Vehicle charging bays in Wood Street, Bognor Regis, and confirmation that the road has been withdrawn from the proposed Traffic Regulation Order scheme.

The Meeting closed at 4.57pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 21st FEBRUARY 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 27th JANUARY, 3rd AND 10th FEBRUARY 2023)**

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

<p><u>BR/278/22/PL</u> Basement Office <u>1 Sidlaw Terrace</u> Clarence Road Bognor Regis PO21 1JZ</p>	<p>Change of use from office to 1 No 3 bed flat. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/1/23/HH</u> <u>42 Neville Road</u> Bognor Regis PO22 8BJ</p>	<p>Single storey side extension</p>	<p>NO OBJECTION</p>
<p><u>BR/8/23/HH</u> <u>44 Crescenta Walk</u> Bognor Regis PO21 2XS</p>	<p>Single storey rear extension</p>	<p>NO OBJECTION</p>
<p><u>BR/9/23/HH</u> <u>19 Den Avenue</u> Bognor Regis PO21 1HE</p>	<p>Single storey rear orangery extension and detached garden office to rear</p>	<p>NO OBJECTION</p>

<p><u>BR/17/23/PL</u> <u>Butlin's</u> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Variation of condition 12 imposed under BR/200/22/PL relating to the rewording of condition 12 to include updated Flood Risk Assessment document</p>	<p>NO OBJECTION</p>
<p><u>BR/268/22/PL</u> <u>Ravenna</u> Richmond Avenue West Bognor Regis PO21 2YG</p>	<p>2 storey extension and conversion of existing property to provide 8 self-contained flats with associated car parking</p>	<p>OBJECTION Members of the Town Council's Planning and Licensing Committee unanimously objected to planning application BR/268/22/PL on the following material planning grounds: -</p> <p>The proposed development would result in an intensification of use of the site and a cramped appearance which would adversely affect the character of the building occupying the site and the character of the residential area which affects neighbouring amenities. It is felt that it fails to provide an adequate area of amenity space which could harm the amenities of future and existing occupants and would be, therefore, contrary to Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan and relevant paragraphs of the NPPF.</p> <p>The proposal has the potential to create unacceptable living conditions for the occupants of adjoining properties through overlooking the private area of Canberra Court and being overbearing to Ravenna House, in conflict with policies D DM1 and QE SP1 of the Arun Local Plan.</p>

<p><i>BR/268/22/PL (continued)</i> <i>Ravenna</i> <i>Richmond Avenue West</i> <i>Bognor Regis</i> <i>PO21 2YG</i></p>		<p>Members are of the opinion that the proposed development does not include sufficient residential parking provision to meet the needs of future occupiers, and this will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of existing local residents in the area.</p>
<p>BR/16/23/PL 7-7a Canada Grove Bognor Regis PO21 1DW</p>	<p>Construction of second-floor extension to form 2 No self-contained residential units (resubmission following BR/239/22/PL). This site is in CIL Zone 4 (Zero Rated) as flats</p>	<p>NO OBJECTION</p>
<p>BR/24/23/T 2 Burngreave Court Bognor Regis PO21 2TZ</p>	<p>Fell 1 No. Maple tree</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 16th JANUARY 2023

PRESENT:

Cllr: J. Brooks (Chairman), Cllrs: B. Waterhouse
and Mrs. J. Warr

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Ms. K. Fitzpatrick (Events Officer) (part of the
meeting)
Mrs. S. Miah (Committee Administrator)
1 member of the public in the gallery

The Meeting opened at 6.31pm

64. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AS AGREED AT THE COUNCIL MEETING ON THE 3rd JANUARY 2023

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

Members **NOTED** the appointment of Cllr. Brooks as the Chairman, of the Events, Promotion and Leisure Committee for the remainder of 2022/23 municipal year.

65. 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.

Apologies for absence were given by the Projects Officer, on behalf of Cllr. P. Woodall due to being unwell and Cllr. H. Jones due to a family matter. No apologies were received from Cllrs. K. Batley, Mrs. S. Daniells, J. Erskine and S. Reynolds.

66. 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

67. TO APPROVE THE MINUTES OF THE MEETING HELD ON 14th NOVEMBER 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 14th November 2022 as an accurate record of the proceedings and the Chairman signed them.

68. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.35pm

A member of the public congratulated and thanked the Officers and Town Force staff for their work on the new Seafront Shelter Posters that have recently gone up on the Promenade.

The Chairman reconvened the Meeting at 6.36pm

69. CLERK'S REPORT

69.1 Lamp Post Banner advertising spaces – 14th November 2022 – Min. 49 refers

At the last Events, Promotion and Leisure Committee Meeting, a Member seated in the public gallery asked if there was any update or progress on the Lamp Post Banner advertising spaces. At the Meeting held on 11th July 2022, the Projects Officer had updated Members regarding a Planning Application that was in progress, however the material from which the banners should be made from has changed. The Projects Officer has therefore contacted the relevant parties to ascertain which materials can be used for the banners, and an update will be shared with this Committee when available.

69.2 Bognor Regis Concert Band – 14th November 2022 – Min. 49 refers

During the adjournment for Public Questions and Statements, a Member asked if the Bognor Regis Concert Band could be considered as the preferred band of the Town Council. This request will be added as an Agenda item to the next Events, Promotion and Leisure Committee Meeting to be held on 20th March 2023, for Members to consider.

69.3 Update on Promenade Bandstand wind shields – 14th November 2022 – Min. 50.1 refers

At the last meeting the Projects Officer advised that an Officer from ADC was preparing a formal response regarding the Town Council request to offer event organisers wind shields for the Promenade Bandstand.

The following response was received on 16th November 2022:

In principle, I have no objection to the use of the wind breaks to protect events hosted in the Bandstand. The method of securing the windbreaks to the painted metal columns must not be permanent, removed after use and must not in any way affect the protective paint system used on the metal work. This is a special marine paint, very expensive and should last many years if looked after.

The windbreaks must not exert undue loading to the structural columns. The effect of the windbreaks will be like a sail putting negative and positive loads through the structure that it is not designed for. This could, worse case, cause the bandstand to twist on its axis causing failure and collapse. It may be a case you engage with a structural engineer to advise you of safe working wind speeds for you to report back to us with your risk assessments. You may need to consider how you monitor wind speeds and have an emergency plan in place to react to increased wind speeds.

Please do not think we are being obstructive, but we need to consider worst case scenarios to protect you, ourselves and the bandstand. I agree we need to use this as much as possible.

The Projects Officer shall add this to the Agenda for the next Events, Promotion and Leisure Committee Meeting to be held on 20th March 2023, for Members to discuss further.

69.4 Update on new poster sites on the Promenade – 14th November 2022 – Min. 50.2 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. An Officer from ADC has advised that there is no objection in principle to the Town Council's request for permission to install and maintain poster locations along the seafront. However, this would need to be controlled under lease, with various terms agreed and any legal costs covered by BRTC.

Additionally, further conversations would need to take place regarding the proposed locations, as some of those identified are not suitable. Further information was requested by the Projects Officer, but a response has not been received ahead of this meeting. The Projects Officer will share the response with the Committee when available.

70. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON THE 16th MAY 2022 AND 14th NOVEMBER 2022

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

Members **AGREED** to **RATIFY** the following recommendations from the Allotments Sub-Committee: -

Members **AGREED** to **RATIFY** to utilise the earmarked reserve in 2022-23 to purchase a suitable shelter to be built on the re-established site.

Members also **AGREED** to **RATIFY** the approval of £281.47 including VAT for the following items: -

- Refreshments for Allotment Holders AGM - £22.33 (no VAT)
- Engraving of Allotment Award Shields - £36.00 (no VAT)
- Preparation of Allotment Award Plaques (fully covered by sponsorship income) - £199.50 (inc. VAT)
- Concrete post to mark sub-divided plot - £23.64 (inc. VAT)

71. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2023 – REPORT BY EVENTS OFFICER

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

Following a brief discussion, Members **AGREED** the recommended Town Force hours for 2023 events.

72. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2022 (IF AVAILABLE)

The Events Officer stated that the figures are still pending, thus this item has been **DEFERRED** to the next meeting, subject to the information being available.

73. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2023 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

73.1 Book Day (Easter Event) - 5th April 2023

The Events Officer invited Members to make suggestions for a specific book to be celebrated at the event, or if they would just like a generic theme such as Easter. Members asked the Events Officer to choose a book for the event and report back at the next meeting.

Members **AGREED** to have a generic Easter theme for the event.

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

Due to the uncertainty surrounding the completion date of the works, and the unsuitability of Place St Maur as an event space, it continues to be the Officer recommendation that the big screen broadcasting of the King's Coronation be held in Hotham Park, as is usual for similar events such as Royal Weddings and Jubilees.

Members believed after the renovation of Place St Maur, that it would be used for events. The Events Officer stated that ADC had provided her a map of Place St Maur which details areas which are unsuitable to withstand the heavy vehicles which are required for this event. Members asked for a copy of the map and the Events Officer stated that she could provide a copy, which the Projects Officer will circulate to the Committee.

Members were invited by the Events Officer for any preference regarding the sculpture and any other elements for the event. Members asked the Events Officer to come back to the Committee with some suggestions for the giant sculpture, and to confirm whether there was any leftover Jubilee bunting or flags from last years' Jubilee event. Members also asked the Events Officer to investigate the possibility of including the Seafront Lights 'Crown' previously situated at Waterloo Square Gardens to celebrate the event, if this were available.

The Committee **AGREED** that the big screen broadcasting of the Coronation of King Charles III would be located in Hotham Park.

73.3 Proms in the Park - 10th June 2023

Members **NOTED** the date change to 10th June 2023.

Members were invited by the Events Officer for their suggestions for musical genres for Proms in the Park. The Chairman suggested folk music as a music genre for the event and would pass on the contact details of a French band to possibly perform at the event. The Events Officer will investigate and report back at the next Committee meeting with any progress.

A Member also asked if it would be possible to collect donations from the public wearing Town Council branded clothing. The Events Officer stated that it would be necessary to apply for a 'Street Collection Permit', ahead of the event.

73.4 Drive Through Time - 9th July 2023

Due to uncertainty surrounding the completion date of the works to The Regis Centre, and the unsuitability of Place St Maur as an event space, it is the Officer's recommendation that the Drive Through Time event remain in its historical location of West Park for 2023.

Members **AGREED** to keep the Drive Through Time at West Park for the 2023 event.

73.5 Sunday Afternoon Concerts, series of events over the Summer – TBC

The Chairman stated that he would like to see more branding to promote this event. The Events Officer stated that she will be having meetings with the Rotary Club and shall update Members when more information is available.

73.6 Halloween Half Term - 25th October 2023

The Projects Officer stated that at the previous meeting a Member had suggested that the 'Scare-Train' be incorporated into the Halloween Half Term event. The Projects Officer advised that he would contact the Member that had suggested this, and forward further information to the Events Officer. The decision to incorporate the 'Scare-Train' into the event would therefore be **DEFERRED** to a future meeting.

73.7 Christmas Illuminations Switch-On - 25th November 2023

Members commented on the well-received stage used at the 2022 event, to which the Events Officer stated she has managed to secure the same stage for extremely competitive rates/sponsorship for 2023.

The Events Officer left the Meeting at 7.15pm

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

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

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

75. TO RATIFY THE DECISION MADE AT THE MEMBERS BRIEFING HELD 10th NOVEMBER 2022 AND THE ADDITIONAL CORRESPONDENCE VIA EMAIL ON 22nd DECEMBER 2022 IN RELATION TO THE CHOSEN WINNING ENTRIES IN THE SEAFRONT POSTER COMPETITION – MIN. 59 REFERS

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

Members **RESOLVED** to **RATIFY** the final 13 winning entries for the Seafront Shelter Poster Competition.

76. ITEMS FOR FUTURE AGENDA

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

77. CORRESPONDENCE

The Committee **NOTED** no correspondence had been received.

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

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 excluded, and they are instructed to withdraw, (S.O. 3d) - Agenda item 16 (contractual).

79. REPORT ON CHRISTMAS ILLUMINATIONS (1st YEAR OF 3-YEAR CONTRACT)

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

After some initial conversations regarding the Christmas Illuminations, the Projects Officer recommended that the contractor be invited to a wash-up meeting so that Members can pose any concerns they may have. The Projects Officer will endeavour to organise this meeting for a mutually convenient date for all Members of this committee, BRTC Officers and the contractor.

The Meeting closed at 7.44pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th MARCH 2023**

AGENDA ITEM 12 - ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL PROCEDURES AND PRACTICES

REPORT BY THE TOWN CLERK

FOR DECISION

As part of the Town Council's audit procedures, Members are required to confirm on the Annual Return that they have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement.

A Statement of the Town Council's Internal Controls has been prepared, which identifies the controls that are in place in line with the Town Council's Financial Regulations and Standing Orders. These controls relate to income and expenditure, accounting procedures and engaging the services of both external accountants and an independent internal auditor – **Appendix 1**.

DECISIONS

Members are therefore invited to review the procedures and practices that are followed as detailed on the attached Statement of Internal Control.

Following this review, Members are asked to **RESOLVE** that the Town Council's internal control procedures and practices are adequate and operating effectively.

Bognor Regis Town Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for the raising and signing of purchase orders.
2. A scheme of delegation for approval of all items of expenditure (including orders).
3. The total segregation of the accounting function (through the medium of independent external contractors) from those officers authorised to incur expenditure.
4. The separate authorisation for payment of all expenditure.
5. The retention of the "two signature" rule by Councillors for the effecting of all payments.
6. A separate authorisation procedure for incurring expenditure by the use of a corporate Debit Card, subject to strict monetary limits.

Income Controls

1. Sales invoices are raised for all significant sums due to the Council.
2. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
3. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

Further Controls

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained, and overspends duly authorised.

In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th MARCH 2023**

**AGENDA ITEM 14 - TO CONSIDER REQUEST TO MAKE A PRESENTATION
TO MEMBERS PRIOR TO A FUTURE MEETING FROM ONE OF THE TOWN
MAYOR'S CHARITIES, 4SIGHT VISION SUPPORT**

REPORT BY THE TOWN CLERK

FOR DECISION

The Town Mayor, Cllr. John Barrett was approached by one of his Mayoral Charities, 4Sight Vision Support, to ask whether Members would be agreeable to receiving a presentation from the charity, at a future Town Council Meeting.

4Sight Vision Support are keen to ensure Members are fully aware of their work and the benefits it brings to those residents in Bognor Regis, with any vision impairment, by way of a short presentation followed by a question-and-answer session. This could be prior to the start of a Council Meeting, as has been the case with other presentations.

With the Annual Town Council Meeting on 22nd May already comprising a full Agenda and the Twinning Association confirmed to make a presentation before the Council Meeting on 30th October, the next available opportunity may be prior to the Council Meeting on 10th July.

DECISION

Do Members **AGREE** to invite 4Sight Vision Support to make a presentation to Members prior to the Council Meeting on 10th July 2023?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th MARCH 2023**

AGENDA ITEM 15 - TO RESOLVE THAT THE TOWN CLERK, AS THE PROPER OFFICER, EXECUTE THE LEGAL DEEDS REGARDING THE LEASING OF THE THREE SEAFRONT DECKING AREAS, ON BEHALF OF THE TOWN COUNCIL, IN LINE WITH THE TOWN COUNCIL'S STANDING ORDERS S.O. 23a REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

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 (Min. 45 refers).

In the Minutes of the Policy and Resources Committee Meeting on 21st November 2022 (Min. 85.5 refers), the Town Clerk further reported that this was progressing well and that the draft lease was with the ADC Solicitor, for points of clarification. The draft lease has now been finalised and is ready for signing.

To enable executing of the legal deeds, on behalf of the Town Council, by the Town Clerk, as Proper Officer (S.O. 15 refers), Members need to **RESOLVE** to allow the Town Clerk authority to do so (S.O. 23a refers).

As per Standing Orders, the legal deeds need to be signed in the presence of two Town Councillors, who must also be current signatories.

DECISION

Do Members **RESOLVE** to allow the Town Clerk, as the Proper Officer, the authority to execute legal deeds regarding the leasing of the three seafront decking areas, on behalf of the Town Council, and as per the Town Council's Standing Orders?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th MARCH 2023**

AGENDA ITEM 16 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 1st FEBRUARY 2023 (IF AVAILABLE); TO NOTE DATE OF THE RESCHEDULED EXTRAORDINARY COUNCIL MEETING TO RECEIVE A PRESENTATION IN RELATION TO THE WAYFINDING STRATEGY

REPORT BY THE TOWN CLERK

FOR NOTING

Bognor Regis Regeneration Board Meeting held on 1st February 2023

At the time of publishing this report, the Minutes from the last meeting on 1st February 2023 had not been released. However, as soon as these are available a link to the Bognor Regis Regeneration Board website will be circulated to Members and the Minutes will be noted at the next meeting.

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

Following the postponement of the Extraordinary Council Meeting, originally planned to take place on Tuesday 7th February 2023, Members had been asked via email, to advise which of two alternative dates would be preferable for the meeting to be rescheduled to.

Further to Councillors' responses, and confirmation of availability from Richard Wolfströme, who will be presenting the Wayfinding Strategy to Members, the Extraordinary Council Meeting will now be held on Thursday 9th March 2023, starting at 6.30pm.

DECISION

Members are invited to **NOTE** the rescheduled Extraordinary Council Meeting to receive a presentation in relation to the Wayfinding Strategy as Thursday 9th March 2023, starting at 6.30pm.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th MARCH 2023**

**AGENDA ITEM 17 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR CLLR.
JOHN BARRETT FROM 3rd JANUARY - 6th MARCH 2023**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR INFORMATION

Thursday 12.01.23	:	Opening of Richmond Motor Group Showroom (with Chairs of ADC and Bersted), Saltbox Road, Bersted
Saturday 14.01.23	:	BR Model Railway Club Annual 'Preview' Exhibition, Felpham Community College
Sunday 14.01.23	:	Opening of 'Box Burgers', 1 High Street, BR
Wednesday 18.01.23	:	Annual Wreath Laying at the Grave of Sir Richard Hotham, South Bersted Churchyard, Bersted Street, BR
Friday 20.01.23	:	2 nd Bognor Scout Group AGM, St Mary's Primary School, Glamis St, BR
Saturday 21.01.23	:	<i>Deputy Mayor attended: Edwin James Festival Choir 'New Year' Orchestral Concert, Littlehampton United Church, 1 High Street, Littlehampton</i>
Tuesday 31.01.23	:	Councillor 'Drop-In' Surgery, Studio 2, Regis Centre, Belmont St, BR
Friday 10.02.23	:	Visit to Aldingbourne Country Centre, Westergate, Chichester
Friday 10.02.23	:	West Sussex Guitar Club 'Mela Guitar Quartet' Concert, Regis School of Music, Sudley Rd, BR
Wednesday 15.02.23	:	Bersted Parish Council 'Chairmans Networking Meeting', via Zoom
Friday 17.02.23	:	Bersted Parish Council Chairman's Reception, Bersted Jubilee Hall, Bersted
Friday 24.02.23	:	UK Harvest Supporters Reception and Tour of premises, Manor Farm Barns, Donnington, Chichester
Tuesday 28.02.23	:	Regis School of Music Science Fair, Westloats Lane, BR

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 6th MARCH 2023**

**AGENDA ITEM 18 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 3rd JANUARY – 6th MARCH 2023**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR INFORMATION

Saturday 28.01.23 : Assistance with hiring of Town Crier for
Petersfield, Ram's Walk, Petersfield

AGENDA ITEM 20

BOGNOR REGIS TOWN COUNCIL MEETING
6th MARCH 2023

AGENDA ITEM 20 - CORRESPONDENCE

FOR INFORMATION

- 1. Minute 151.2 Council Minutes 03.01.2023 - Confirmation of Twinning Association presentation for 30.10.2023 by Heather Perrott for new councillors to be involved**
- 2. Change in the Basic Allowance at Arun District Council 17.01.2023**
3. Arun Weekly Bulletin – Circulated to all Councillors and on Social Media 23.01.2023
4. WSCC Cabinet Agenda 31st January 2023 - Circulated to all Councillors 23.01.2023
5. NALC EVENTS 24.01.2023 – Previously circulated to all Councillors
6. Rialtas Year End Accountancy Closedown Service 2023 Registration 25.01.2023
7. NALC NEWSLETTER 25.01.2023
8. Snowdrop Trust Upcoming Events – Circulated to all Councillors 25.01.2023
9. Heather Perrott – Latest international film at the Picturedrome and March talk – Circulated to all Councillors 25.01.2023
10. VAAC Weekly E-bulletin – Circulated to all Councillors 25.01.2023
11. WSCC news release - West Sussex County Council partnered project to receive £4.7m highways decarbonisation funding – Circulated to all Councillors 26.01.2023
12. VAAC Volunteer Co-ordinators Meeting: Diversity and Inclusion – Circulated to all Councillors 27.01.2023
13. Sussex By The Sea Business News - Don't forget to register for the 'Building Resilience' Brunch @ The Beachcroft Hotel next week
14. WSCC Cabinet – 31 January 2023 – agenda – Additional information item 4 – Circulated to all Councillors 27.01.2023
15. Local Councils *UPDATE issue 269* Jan/Feb 2023
16. Sussex By The Sea Business News – 27.01.2023
17. NALC CHIEF EXECUTIVE'S BULLETIN 27.01.2023
18. The Sussex Police & Crime Commissioner - Preserving neighbourhood policing – Circulated to all Councillors 27.01.2023
19. Arun Weekly Bulletin – Circulated to all Councillors 27.01.2023
20. Twinning minutes for January and February agenda 30.01.2023
21. NALC JOB LISTINGS 30.01.2023
22. Census 2021 update: ward-level data and what's coming next – 30.01.2023
23. WSCC Cabinet Agenda – 31 January 2023 – Additional papers – Circulated to all Councillors 30.01.2023
24. Sussex by the Sea - Business News – Circulated to all Councillors 31.01.2023
25. NALC EVENTS – Previously circulated to all Councillors 31.01.2023
26. WSALC Coronation celebration events 31.01.2023
27. WSCC budget proposal delivers investment and support – Circulated to all Councillors 31.01.2023
28. VAAC Funding Focus – Circulated to all Councillors 31.01.2023
29. NALC NEWSLETTER 01.02.2023
30. Parish Online Newsletter #37 – 01.02.2023
31. Your Station Your Community Improvement Fund 01.02.2023
32. Arun & Chichester Citizens Advice January Newsletter – 01.02.2023

33. WSCC news release - Warning to businesses illegally selling alcohol to children 02.02.2023
34. NALC EVENTS – previously forwarded to Councillors 02.02.2023
35. St Wilfrid's Hospice - Love your local Hospice this February – Circulated to all Councillors 02.02.2023
36. VAAC E-bulletin – Circulated to Councillors 02.02.2023
37. WSCC news release - Volunteering opportunities with the West Sussex 03.02.2023
38. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 03.02.2023
39. Arun Weekly Bulletin – Circulated to all Councillors 03.02.2023
40. The Sussex Police and Crime Commissioner – Using technology to catch thieves – Circulated to all Councillors 03.02.2023
41. Cllr Ashvin Patel WSCC – Asking Cllrs for volunteers for the WSCC Waste Prevention Advisor Scheme – Circulated to all Councillors 04.02.2023
42. The Regis News – 06.02.2023
43. Hidden Disabilities Sunflower The 🌻 Pops UP – 06.02.2023
44. Hidden Disabilities Sunflower The 🌻 Pops UP at the O2 – 06.02.2023
45. VAAC Littlehampton - Networking event – Circulated to all Councillors 06.02.2023
46. Neighbourhoodalerts The February edition of OUR NEWS – Circulated to all Councillors and on Social Media 06.02.2023
47. DCK Accounting Solutions – Year End Closedown and Accounts Preparation 07.02.2023 *** SEE GLENNA ***
48. January PSDF Factsheet 07.02.2023
49. NALC NEWSLETTER 08.02.2023
50. The Regis School - Mock Interview Day March 9th Circulated to all Councillors as potential guest interviewers 08.02.2023
51. Rebecca White, Regeneration Board - Press Release re BRRB Support for BID Term 2 – Circulated to all Councillors 08.02.2023
52. Rebecca White notification – acceptance as Member of the Institute of Place Management – Circulated to all Councillors 08.02.2023
53. Heather Allen - Update on Action Taken re: Homophobic abuse 08.02.2023
54. Rebecca White BR Regeneration Board – New website now live – Circulated to all Councillors 08.02.2023
55. WSCC news release - Over £900k invested in local apprenticeships 08.02.2023
56. WSCC news release - Annual budget to be decided at Full Council meeting next week 09.02.2023
57. VAAC Weekly news and updates – Circulated to all Councillors 09.02.2023
58. Arun Weekly Bulletin – Circulated to all Councillors 10.02.2023
59. Visit the 🌻 pop-up at The O2 10.02.2023
60. WSCC House Project' launches for West Sussex care leavers 10.02.2023
61. NALC Chief Executive's Bulletin – Circulated to all Councillors 10.02.2023
62. The Sussex Police and Crime Commissioner - Home Secretary praises Sussex Police crackdown on Antisocial Behaviour – Circulated to all Councillors 10.02.2023
63. NALC JOB LISTINGS 13.02.2023
64. Neighbourhoodalerts Get Safe Online - online dating with safety and confidence – Circulated to all Councillor and on Social Media 14.02.2023
65. NALC Events – Circulated to all Councillors 14.02.2023
66. West Sussex Mind News Update February 2023 14.02.2023
67. NALC NEWSLETTER 15.02.2023

68. Sussex Alerts February 2023 Fraud Newsletter – Circulated to all Councillors 15.02.2023
69. BR BID Board: Notification of BID Term 2 ballot outcome 15.02.2023
70. Bognor Regis BID - Bognor Regis Town Centre vacancy/occupancy report, as of 7th February 2023 - Circulated to all Councillors 16.02.2023
71. NALC EVENTS - Circulated to all Councillors 16.02.2023
72. VAAC Weekly news and updates – Circulated to all Councillors 16.02.2023
73. WSALC – Survey on behalf of Sussex Heritage Trust for identifying heritage assets within Bognor Regis' Public Realm 16.02.2023
74. Census 2021 update: how workforce qualification levels differ across England and Wales 17.02.2023
75. NALC'S CHIEF EXECUTIVE BULLETIN - Circulated to all Councillors 17.02.2023
76. Sussex Alerts - Drop-in sessions for our Eastern European communities – Circulated to all Councillors 17.02.2023
77. The Sussex Police & Crime Commissioner - Police visibility is a priority – Circulated to all Councillors 17.02.2023
78. WSCC News Release: County Council approves council plan and budget to deliver investment and support – Circulated to all Councillors 17.02.2023
79. Sussex Alerts: Arun Weekly Bulletin – Circulated to all Councillors and on social media 17.02.2023
80. NALC JOB LISTINGS 20.02.2023
81. Sussex Alerts: Courier & Impersonation Fraud Webinar Wednesday 15 March 2023 – Circulated to all Councillors 20.02.2023
82. WSCC News Release: Budget 2023/2024 Special Edition Invest & Support – Circulated to all Councillors and on social media 20.02.2023
83. WSCC News Release: Youth Cabinet raise cost of living concerns for young people in West Sussex – Circulated to all Councillors 21.02.2023
84. NALC EVENTS – Circulated to all Councillors 21.02.2023
85. Littlehampton Town Council's newsletter Progress Sprint 2023
86. BRTC Spring 2023 newsletter – Circulated to all Councillors 22.02.2023
87. Fattorini email King Charles 111 Coronation Special commemorative link for Civic Chain of Office 22.02.2023
88. Local Councils UPDATE issue 270 March 2023
89. WSCC News Release - requests new powers to improve road safety and tackle congestion – Circulated to all Councillors 22.02.2023
90. Your Station Your Community Improvement Fund application acknowledgement 22.02.2023
91. Email Matt Gover - Place Partnership Fund – update – Circulated to all Councillors 22.02.2023
92. Public Sector Network newsletter 22.02.2023
93. NALC NEWSLETTER 23.02.2023
94. West Sussex Mind - Training Brochure - 23.02.2023
95. ADC Jobs and Cost of Living Fair Wednesday, 5 April 2023 at Arun Leisure Centre 23.02.2023
96. WSCC News Release - Green light for £17.4million boost for West Sussex bus travel – Circulated to all Councillors 23.02.2023
97. NALC Events – Previously circulated to all Councillors 23.02.2023
98. WSCC News Release - Adult maths and numeracy skills boost – Circulated to all Councillors 23.02.2023
99. ONS newsletter for local authority partners – 24.02.2023
100. WSCC News Release - Cabinet Member reflects on support for Ukrainians in West Sussex – Circulated to all Councillors 24.02.2023

- 101.** WSCC Residents eNewsletter – Circulated to all Councillors 24.02.2023
- 102.** The Regis News 24.02.2023
- 103.** NALC Chief Executive's Bulletin – Circulated to all Councillors 24.02.2023
- 104.** Arun Weekly Bulletin – Circulated to all Councillors 24.02.2023

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th MARCH 2023**

AGENDA ITEM 21 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

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

Leak in Screen 4 – further to the last meeting where it was reported that work had now been completed with the use of a cherry picker to ensure the dome to the cinema is weathertight. The work included redressing the lead flashing, use of sealant around the windows and repair to rotted window frames. The dome is now protected against any further ingress of water. The cost for these works including the hiring of the cherry picker was £2,150 plus VAT. These works were funded by BPCL.

Members have also previously been advised of the decay to the structural timbers of the dome at the Picturedrome cinema. In view of the urgency to repair this potentially dangerous structure, the contractor who completed the weatherproofing work to the dome and who has previously undertaken structural repair to the Picturedrome roof has been contracted to carry out this work at a cost of £17,400 plus VAT. There will also be an additional sum for building control costs which are to date unknown. The internal scaffolding for the work has been installed and the repairs to the timber work will be completed over the next few weeks.

Members should also be aware of the disrepair to the flat roof structure of 1A Canada Grove which is linked to the Picturedrome cinema. During the heavy rainfall earlier in January this year, rainwater penetrated the interior of 1A causing damage to the walls and floors. To prevent further damage to the fabric of the building the contractor undertaking repairs to the cinema dome has been instructed to undertake the roof repair work. The actual cost of the work can't be established until the integrity of roof timbers has been checked. However, it is estimated that the repairs could be in the region of £6,500 plus VAT with a contingency of £1,500 for replacement of structural timbers if necessary.

Town Force Works – further investigating leak into Screen 4 at the cinema, meeting the builders on site regarding the water ingress from the lead flashing above the screen in the dome and attending the site again with the builders to photograph the extensive wood rot and extra work required in this area whilst updating the office at a total cost of £55.00 plus VAT. These works were funded by BPCL.

Additional Town Force works included investigating water damage and active water leaks on two occasions at 1a Linden Road and reporting back to the office at a total cost of £55.00 plus VAT. These works were funded by BPCL.