



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
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Dear Sir/Madam,

## **ANNUAL MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS**

I hereby give you Notice that the Annual 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 22<sup>nd</sup> MAY 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 22<sup>nd</sup> May from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

***Prior to the commencement of the Meeting new appointments of the Mayor's Cadets will take place including presentation of badges and certificates***

**DATED THIS 15<sup>th</sup> DAY OF MAY 2023**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

1. Election of Mayor for 2023/2024
2. The Mayor will make the Statutory Declaration of Acceptance of Office
3. Election of Deputy Mayor for 2023/2024
4. The Deputy Mayor will make the Non-Statutory Declaration of Acceptance of Office
5. Acceptance speech and welcome by newly elected Mayor
6. Report from the Town Clerk on the completion of the Declaration of Acceptance by Members, elected on 4<sup>th</sup> May 2023 or to decide when any Declarations of Acceptance of Office which have not been received as provided by law shall be received
7. Apologies for Absence
8. Declarations of Interest

Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to leave the 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

9. To resolve that Bognor Regis Town Council meets the conditions laid down in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and at this, the annual relevant meeting, reaffirms its adoption of the General Power of Competence - Min. 10 of the Council Meeting held 13<sup>th</sup> May 2019 refers
10. To appoint Members (and Chairmen/Vice-Chairmen) to serve on the following Committees. (The Mayor and Deputy Mayor, ex officio, shall be members of P&R)

Policy and Resources Committee  
Community Engagement and Environment Committee  
Planning and Licensing Committee  
Events, Promotion and Leisure Committee

NOTE: In accordance with Standing Orders, the Council may appoint any number of Members to serve on each Committee provided that the total number of places on Committees fairly and as accurately as possible reflects the political composition of the Full Council {S.O. 4.d (x)} (The quorum of a Committee or Sub-Committee shall not be less than 3 Members) ADDITIONAL NOTE: A Committee may arrange for the discharge of its functions by a Sub-Committee - LGA 1972 – S.101. (2)

11. To appoint representatives to other 'outside' bodies (list attached to Agenda)
12. To confirm Bank Signatories
13. To note the Calendar of Meetings for 2023/2024 (attached) including to agree the start time of Planning and Licensing Committee Meetings and to note the amendment to the date of the Allotments Sub-Committee Meeting in June 2023
14. To APPROVE the Minutes of the Meeting of Bognor Regis Town Council held on 6<sup>th</sup> March 2023 and the Extraordinary Meeting held on 12<sup>th</sup> April 2023
15. Written Questions from Councillors
16. Adjournment for public question time and statements

17. To consider any written dispensation requests received from Town Councillors including any dispensation requests to enable participation in any discussion/decision in relation to Members' Allowances/Expenses during this administration
18. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 18.1 **Extraordinary Meeting of the Policy and Resources Committee of 6<sup>th</sup> March, the Meeting of 27<sup>th</sup> March and the Extraordinary Meeting of 19<sup>th</sup> April 2023** with resolutions, recommendations and reports including: -
  - Recommendation to adopt the Council's Terms of Reference, in addition to the various Terms of Reference for Committees and Sub-Committees, following a lengthy review – Min. 151 of 27<sup>th</sup> March refers
  - Recommendation to adopt the updated Publication Scheme & Information Guide, and Document Retention Policy – Min. 161 of 27<sup>th</sup> March refers
- 18.2 **Meeting of the Community Engagement and Environment Committee of 11<sup>th</sup> April 2023** with resolutions, recommendations and reports
- 18.3 **Meetings of the Planning and Licensing Committee of 14<sup>th</sup> March, 4<sup>th</sup> and 25<sup>th</sup> April 2023** with resolutions, recommendations and reports
- 18.4 **Meeting of the Events, Promotion and Leisure Committee of 20<sup>th</sup> March 2023** with resolutions, recommendations and reports
19. 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
20. To note the List of Payments and Transfers made in February and March 2023 and to note the balances, bank reconciliations and financial reports (April 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)
21. Councillors' Allowances including:
  - To consider continuation of the Basic Parish Allowance for Members during this Administration - 2023/2027
  - To consider continuation of payment of a Travelling and Subsistence Allowance to Members whilst on agreed Town Council duties outside of the Town
22. To note training session for all Councillors on Wednesday 26<sup>th</sup> July 2023
23. Notice of Motion (S. O. 9.0) proposed by Cllr. P. Wells  
***"To discuss the implication and impact on the town centre and community with the announcement of two major banks closing in the centre of Bognor Regis, to seek further information and the possibilities of Bognor Regis becoming a location for a hub if further banks decide to close."***

24. Regeneration including: -
  - To note the publication of the Minutes of the Bognor Regis Regeneration Board Meeting held on 26<sup>th</sup> April 2023 (if available)
25. To note outgoing Mayor's Report and duties undertaken
26. Town Crier's Report and duties undertaken
27. Reports from Representatives to other organisations
28. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
29. To receive Correspondence
30. Picturedrome Site update including: -
  - Director's report, any urgent actions taken for ratification
  - To confirm bank signatories as the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors having a Disclosable Pecuniary Interest in the Picturedrome Cinema
  - AGM OF The Bognor Pier Company Ltd. – to adopt the accounts Year Ended 31<sup>st</sup> December 2022 and to note the Director's report
  - To note receipt of £14,500 Management fee from The Bognor Pier Company Ltd. (first quarter payment for 2023)

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

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 1 - ELECTION OF MAYOR FOR 2023/2024**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

As per Standing Order 5(j), it is a convention of the Council that the Deputy Mayor in any year shall, unless he or she resigns, becomes disqualified or is not re-elected as a Councillor, be put forward by Council as Mayor for the following year.

The Deputy Mayor for the last 12 months has been Cllr. Stanley. However, owing to a change in personal circumstances, Cllr. Stanley has regrettably informed the Town Clerk that he cannot take the role of Mayor this year.

Nominations for the position of Mayor for the 2023/2024 Municipal Year will therefore be necessary.

The Liberal Democrat Group have nominated Cllr. Francis Oppler to take the position of Mayor for the 2023-2024 Municipal Year.

Members will need to **RESOLVE** to suspend Standing Order 5(j), as detailed at the beginning of this report, to allow for this new nomination to be considered as the current Deputy Mayor is unable to take up the role.

**DECISIONS**

Members are asked to **RESOLVE** that Standing Order 5(j) be suspended to allow for consideration of the new nomination for the position of Mayor for the 2023-2024 Municipal Year.

Members are asked to consider the nomination put forward and **AGREE** the appointment of the new Mayor for the 2023/2024 Municipal Year.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 3 - ELECTION OF DEPUTY MAYOR FOR 2023/2024**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

As per Standing Order 5(k), Council will recommend a Councillor to become the new Deputy Mayor for the following year.

As Members will recall, the recommendation from the Council Meeting held 6<sup>th</sup> March 2023 (Min. 170 refers) is that Cllr. Miss. Needs be appointed as Deputy Mayor for the forthcoming year.

**DECISION**

Do Members **AGREE** that Cllr. Miss. Needs be appointed as Deputy Mayor for the 2023/2024 Municipal Year?

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 9 - TO RESOLVE THAT BOGNOR REGIS TOWN COUNCIL MEETS THE CONDITIONS LAID DOWN IN THE PARISH COUNCILS (GENERAL POWER OF COMPETENCE) (PRESCRIBED CONDITIONS) ORDER 2012 AND AT THIS, THE ANNUAL RELEVANT MEETING, REAFFIRMS ITS ADOPTION OF THE GENERAL POWER OF COMPETENCE – (MIN. 10 OF THE COUNCIL MEETING HELD 13<sup>th</sup> MAY 2019 REFERS)**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

**BACKGROUND**

Introduced in the Localism Act 2011, the General Power of Competence (GPC) came into force on 28<sup>th</sup> March 2012 and gives 'A local authority power to do anything that individuals may generally do'.<sup>1</sup> Examples are: Set up a company to provide a service; run a shop or post office; operate or support a museum; support a local school or invest in local businesses. The power is intended to encourage innovation to meet the needs of local people and work with others to provide cost effective services.

In such instances, the Town Council must comply with the company structures in the Localism Act (and follow company law), follow government advice on investment, check for any pre- and post- commencement limitations, and establish that the statutory duties of others aren't being usurped. If discretionary services are provided, they must be charged at the cost of provision.

If adopted, the general will be the power of first resort for all projects even where there are overlapping powers. Councils are free to act anywhere, not just in the Parish, for the benefit of anyone including individuals and do not need to prove benefit to the Council or community.

A Council can use the powers to raise income by charging for services and can trade through a company or cooperative society. Clearly, Bognor Regis already own the Bognor Pier Company Ltd. and took legal advice about the power to do so, however adoption of the General Power will give more flexibility for the future. A Council can invest in a local company and receive share dividend providing the primary purpose is to support the local community. A Council has to act reasonably when using this trading power. Councils can still use specific powers to do things that individuals cannot do such as raise a precept, create byelaws or issue fixed penalty notices.

Statutory duties, such as provision of allotments remain in force. The Council must still comply with financial rules and other legislation such as planning, health and safety etc. Before using the power, Councils must think of risks to maintain local support and reputation such as acting reasonably, competing with local businesses, having sufficient funding.

<sup>1</sup> The Localism Act 2011 Sec 1(1).

## AGENDA ITEM 9

A local Council must meet the eligibility set by the Secretary of State, in the Parish Councils (General Power of Competence) (Prescribed Conditions) regulations 2012.

- The number of Councillors elected at the last ordinary election, or at a subsequent by-election must equal or exceed two thirds of the seats on the Council. (Uncontested elections do count). Co-opted or appointed Councillors do not count.
- The Clerk must be qualified to at least the Certificate in Local Council Administration, including the General Power of Competence module.

As reported at the Full Council Meeting held 5<sup>th</sup> September 2016, the Town Clerk has obtained the Certificate in Local Council Administration, and Members subsequently **RESOLVED** to adopt the General Power of Competence provisions of s1 of the Localism Act 2011 (Min. 95 refers).

Furthermore, Members noted that the Town Council will be required to make a further declaration of its continued eligibility at each subsequent relevant Annual Town Council Meeting and show the resolution to adopt the power clearly in the Minutes {S.O. 5(I)(xiii)}. If a Council cannot declare at each relevant annual meeting following an all-out election, that it still meets the criteria, it cannot start anything new under the general power, and must go back to using specific powers and Section 137.

Bognor Regis Town Council has 16 seats all comprising of elected Members, so the qualification requirement to have two-thirds of Members elected is met. Consequently, the Council meets the qualifying criteria required to hold the GPC.

### DECISION

Further to the last reaffirmation at the Annual Town Council Meeting held on 13<sup>th</sup> May 2019, Members are invited to reaffirm that Bognor Regis Town Council adopt the General Power of Competence and it is recommended that the following resolution be made: -

"Bognor Regis Town Council, being satisfied that it meets the eligibility criteria of the Localism Act 2011 s8, and Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, in that it has more than two thirds of its Councillors elected and has a suitably qualified Parish Clerk appointed, now **RESOLVES** to reaffirm its adoption of the General Power of Competence provisions of s1 of the Localism Act 2011. Furthermore, the Town Council realises that it will be required to make a further declaration of its continued eligibility at each subsequent Annual Town Council Meeting after any all-out election".



**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 10 - TO APPOINT MEMBERS (AND CHAIRMEN/VICE-CHAIRMEN) TO SERVE ON THE FOLLOWING COMMITTEES. (THE MAYOR AND DEPUTY MAYOR, EX OFFICIO, SHALL BE MEMBERS OF P&R)**

- **POLICY AND RESOURCES COMMITTEE**
- **COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE**
- **PLANNING AND LICENSING COMMITTEE**
- **EVENTS, PROMOTION AND LEISURE COMMITTEE**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

In accordance with Standing Orders, the Council may appoint Members to serve on each Committee provided that the total number of places on Committees fairly and as accurately as possible reflects the political composition of the Council {S.O. 4(d)(x)} (The quorum of a Committee or Sub-Committee shall not be less than 3 Members). Furthermore, a Committee may arrange for the discharge of its functions by a Sub-Committee - LGA 1972 - S.101. (2).

The political makeup of the Town Council membership is as detailed below.

<b>Group</b>	<b>Names</b>	<b>Total</b>
Liberal Democrats	John Barrett Kenton Batley Claire Needs Francis Oppler Paul Ralph Matt Stanley Jeanette Warr Bob Waterhouse Paul Wells Gill Yeates	10
Independent Group	Jim Brooks Steve Goodheart	2
Labour	Roger Nash Nigel Smith	2
A.N. Others	Danny Dawes Phil Woodall	2

**Committee Proportionality**

Liberal Democrats	6 Members per Committee
Independent Group	1 Member per Committee
Labour	1 Member per Committee
A.N. Others	1 Member per Committee
<b>Total</b>	<b>9 Members per Committee</b>

This number being inclusive of ex officio Members.

Once the Committee membership has been agreed, it should be noted that the appointment of the Chairmen and Vice-Chairmen of the Committees will also be considered at the meeting.

Following liaison with Group Leaders, a summary of the allocated memberships is attached as **Appendix 1**.

The proposals have been prepared on the assumption that the recommendations for Mayor and Deputy Mayor of Cllr. Oppler and Cllr. Miss Needs respectively are carried.

Furthermore, as per S.O. 4(d)(xi) the Mayor and Deputy Mayor ex officio shall be members of the Policy and Resources Committee.

Should the appointment of the Mayor and Deputy Mayor not be in accordance with the Standing Orders and as per the previous recommendations, the proposals will need to be revisited and amended accordingly.

## **DECISIONS**

To **AGREE** the membership of the Committees.

To **AGREE** the Chairman and Vice-Chairman of the Committees.

## **TOWN COUNCIL COMMITTEES**

### **POLICY AND RESOURCES COMMITTEE**

Mayor (Ex Officio)	Francis Oppler (LD) <b>(SUBJECT TO COUNCIL APPROVAL)</b>
Deputy Mayor (Ex Officio)	Claire Needs (LD) <b>(SUBJECT TO COUNCIL APPROVAL)</b>
	John Barrett (LD)
	Steve Goodheart (Ind Grp)
	Paul Ralph (LD)
	Nigel Smith (L)
	Bob Waterhouse (LD)
	Paul Wells (LD)
	Phil Woodall (A.N.O)

Nominations for Chairman: **Bob Waterhouse (LD)**

Nominations for Vice Chairman: **Paul Wells (LD)**

### **COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE**

	John Barrett (LD)
	Jim Brooks (Ind Grp)
	Danny Dawes (A.N.O)
	Claire Needs (LD)
	Francis Oppler (LD)
	Nigel Smith (L)
	Jeanette Warr (LD)
	Bob Waterhouse (LD)
	Gill Yeates (LD)

Nominations for Chairman: **John Barrett (LD)**

Nominations for Vice Chairman: **Nigel Smith (L)**

### **PLANNING AND LICENSING COMMITTEE**

	John Barrett (LD)
	Steve Goodheart (Ind Grp)
	Jeanette Warr (LD)
	Bob Waterhouse (LD)
	Phil Woodall (A.N.O)
	Gill Yeates (LD)
Vacancy (L)	
Vacancy (LD)	
Vacancy (LD)	

Nominations for Chairman: **Jeanette Warr (LD)**

Nominations for Vice Chairman: **Phil Woodall (A.N.O.), Steve Goodheart (Ind Grp)**

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## **EVENTS, PROMOTION AND LEISURE COMMITTEE**

	Kenton Batley (LD)
	Jim Brooks (Ind Grp)
	Roger Nash (L)
	Claire Needs (LD)
	Paul Ralph (LD)
	Matt Stanley (LD)
	Jeanette Warr (LD)
	Paul Wells (LD)
	Phil Woodall (A.N.O)

Nominations for Chairman: **Kenton Batley (LD)**

Nominations for Vice Chairman: **Roger Nash (L) – Phil Woodall (A.N.O.), Jim Brooks (Ind Grp)**

## **Sub-Committees and Working Parties**

### **BOGNOR REGIS IN BLOOM WORKING GROUP**

Membership to be agreed by the Community Engagement and Environment Committee.

### **ALLOTMENTS SUB-COMMITTEE**

Current Membership: All current Events, Promotion and Leisure Committee Members.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 11 - TO APPOINT REPRESENTATIVES TO OTHER  
'OUTSIDE' BODIES (LIST ATTACHED TO AGENDA)**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

The list of Town Council Representatives to 'Outside' Bodies is attached as **Appendix 1**.

Members are invited to make the necessary appointments and therefore determine the Councillor Representatives for the 2023/2024 Municipal Year. When the organisations are written to, with details of their appointed Town Council representative, they will be asked to confirm the appointment with assurances given that invites and communications will be sent accordingly. Should any of the organisations respond to say that a representative is no longer required (excluding those in receipt of Grant Aid), then an update will be provided to Members at the next meeting.

Members will note that the membership of the BRTC/ADC Liaison Meetings consists of the positions as noted on the attached summary and substitutions will not apply.

**DECISION**

To **AGREE** the appointed Councillor Representatives to the 'Outside' Bodies for the 2023/2024 Municipal Year.

## **TOWN COUNCIL REPRESENTATIVES TO 'OUTSIDE BODIES' 2023/24**

Arun Partnership Advisory Board Early Help	Representative	Cllr.
Arun District Association Local Councils (ADALC)	Representative Representative	Cllr. Cllr.
Bognor & Bersted United Charities	Ex officio Trustee, whilst a Town Council Member until the end of present administration	Cllr.
Bognor Regis BID Board	Officer	
Bognor Regis Town Centre Forum Group	Representative Reserve Senior Officer	Cllr. Cllr.
Bognor Regis BID Town Centre Task Force Delivery Group	Officer	
Bognor Regis Concert Band	President	Mayor
Bognor Regis Heritage & Arts Partnership Board	Representative Representative Representative Representative  Reserve Reserve Reserve Reserve	Cllr. Cllr. Cllr. Cllr.  Cllr.
Bognor Regis Regeneration Board	Representative Reserve 2 <sup>nd</sup> Reserve Officer	Cllr. Cllr. Cllr.
Bognor Regis Seafront Lights	Representative	Cllr.
Bognor Regis Twinning Association	Representative	Cllr.
Bognor Regis Youth & Community Centre	Representative	Cllr.
BRTC/ADC Liaison Meetings	Representative Representative Representatives Representative Representative	Town Mayor Group Leaders Chairman of P&R Chairman of CE&E Chairman of EP&L
Chamber of Commerce	Representative Reserve	Cllr. Cllr.
Rampion 2 Community (Coastal) Project Liaison Group (new)	Representative	Cllr.

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Stonepillow (Christian Care Association)	Patron	Mayor
Sussex Police Focus Group	Representative Officer	Cllr.
The 39 Club	Representative	Cllr.
West Sussex ALC Ltd	Representative Representative	Cllr. Cllr.

### **Grant Aid Recipients**

Bognor Regis Carnival Association (2023)	Representative Reserve	Cllr. Cllr.
Bognor Regis Foodbank (2023)	Representative Reserve	Cllr. Cllr.
Grandad's Front Room (2023)	Representative Reserve	Cllr. Cllr.
Southdowns Music Festival (2023)	Representative Reserve	Cllr. Cllr.
UK Harvest (2023)	Representative Reserve	Cllr. Cllr.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 12 - TO CONFIRM BANK SIGNATORIES**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

**BACKGROUND**

It was once again agreed at the Annual Town Council Meeting last year that all Town Councillors would be bank signatories, unless individual written notice had been given to the Clerk to the contrary. For administration purposes, Members need to reaffirm this decision for the coming year.

**MAYOR'S CHARITY ACCOUNT**

It is normal practice that the signatories on the Mayor's Charity Account are the Mayor, Deputy Mayor (subject to their agreement) and Town Clerk, with any two of the three signatories being able to sign cheques.

Following the election of the new Mayor and Deputy Mayor at the meeting, amendments will need to be made to the signatories for this account.

For administration purposes, the Council will need to confirm that the signatories on this account will be amended to reflect the newly elected Mayor and Deputy Mayor as signatories for their year in office (subject to their agreement at being signatories).

**RESOLUTIONS**

Members also need to approve that the Resolutions as detailed below will continue to apply for all Town Council accounts:

- The Co-operative Bank p.l.c. ('the Bank') shall continue as our bankers in accordance with our original account application, the Council being empowered by and acting within its constitution in giving this instruction
- The Bank shall be authorised to accept instructions from us in connection with the account(s) and the service, provided that the instructions are given and signed in accordance with the signing authority listed in the forms All New Account Signatories Section 2 Part C and Declaration Section 3 and shall be authorised to act on Instructions given by signatories/authorised users in accordance with the Account terms and conditions. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)
- The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts



## AGENDA ITEM 12

to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the forms All New Account Signatories Section 2 Part C and Declaration Section 3

- The Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our Account(s) (including the opening of new accounts), affairs or property, as shown in the forms All New Account Signatories Section 2 Part C and Declaration Section 3
- The Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions if required
- The Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations or Bye Laws if required
- The Bank shall be notified in writing of any change of Directors/Partners/Owners/Officials/Members
- The Bank shall be notified in writing of any change of Authorised User
- The Bank shall otherwise continue to operate our Account(s) in accordance with the signing authority as outlined in Section 2 Part C and Section 3
- The Bank shall be notified in writing of any overall change of control in the Council
- All signatories to the Account(s) are aged 18 or over
- No Directors/Partners/Signatories/Authorised Users have been subject to bankruptcy in the last six years
- No Directors/Partners/Signatories/Authorised Users have had County Court Judgments registered against them in the last six years.

### DECISIONS

**RESOLVE** that all Councillors would continue to be bank signatories, unless individual written notice expressing a wish not to be a signatory had been received previously by the Town Clerk.

**RESOLVE** that the signatories for the Mayor's Charity Account will be amended to reflect the newly elected Mayor and Deputy Mayor as signatories for their year in office (subject to their agreement at being signatories).

**RESOLVE** that the Resolutions as detailed will continue to apply for all Town Council accounts.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 13 - TO NOTE THE CALENDAR OF MEETINGS FOR 2023/2024 (ATTACHED) INCLUDING TO AGREE THE START TIME OF PLANNING AND LICENSING COMMITTEE MEETINGS AND TO NOTE THE AMENDMENT TO THE DATE OF THE ALLOTMENTS SUB-COMMITTEE MEETING IN JUNE 2023**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

In general, all meetings of the Council start at 6.30pm, unless otherwise stated on the Calendar of Meetings for 2023/2024 (attached to this report as **Appendix 1**).

However, for the past couple of years it has been intermittently trialled to hold the Planning and Licensing Committee Meetings at 4pm in an attempt to achieve a higher attendance rate from Members. This was last considered at the Council Meeting held on 5<sup>th</sup> September 2022, where Members agreed that Planning and Licensing Committee Meetings, scheduled for the rest of that municipal year, would start at 4pm (Min. 80 refers).

Unfortunately, attendance of Members at these meetings did not vastly improve regardless of the start time. Consideration therefore needs to be given to whether these meetings should remain at 4.00pm or revert to 6.30pm for this municipal year.

The Allotments Sub-Committee Meetings are held at 5.30pm prior to the Events, Promotions and Leisure Committee Meetings with the membership of the Sub-Committee and co-opted members being appointed at the first meeting of the Events, Promotions and Leisure Committee following the Town Council's Annual Meeting. It is therefore necessary to move the meeting scheduled for Tuesday 30<sup>th</sup> May to Monday 19<sup>th</sup> June 2023 to allow for this to happen.

**DECISIONS**

Members are invited to **NOTE** the Calendar of Meetings for 2023/2024.

Members are asked to **AGREE** the start time of the Planning and Licensing Committee Meetings for 2023/2024.

Members are asked to **NOTE** the amendment to the date of the Allotments Sub-Committee Meeting to Monday 19<sup>th</sup> June 2023.

**Bognor Regis Town Council CYCLE OF MEETINGS 2023-2024****(All meetings begin at 6.30pm- unless otherwise stated)****May 2023**

Monday	22 <sup>nd</sup>	May	ANNUAL TOWN COUNCIL MEETING
Tuesday	23 <sup>rd</sup>	May	Planning and Licensing C'ttee
Tuesday	30 <sup>th</sup>	May	Events, Promotion and Leisure C'ttee

**June 2023**

Monday	5 <sup>th</sup>	June	Policy and Resources C'ttee
Monday	5 <sup>th</sup>	June	SPECIAL COUNCIL
Tuesday	6 <sup>th</sup>	June	Planning and Licensing C'ttee
Monday	12 <sup>th</sup>	June	Community Engagement and Environment C'ttee
Monday	19 <sup>th</sup>	June	Allotments Sub-C'ttee
Tuesday	27 <sup>th</sup>	June	Planning and Licensing C'ttee

**July 2023**

Monday	10 <sup>th</sup>	July	COUNCIL MEETING
Monday	17 <sup>th</sup>	July	Events, Promotion and Leisure C'ttee
Tuesday	18 <sup>th</sup>	July	Planning and Licensing C'ttee
Monday	31 <sup>st</sup>	July	Policy and Resources C'ttee

**August 2023**

Monday	7 <sup>th</sup>	August	Community Engagement and Environment C'ttee
Tuesday	8 <sup>th</sup>	August	Planning and Licensing C'ttee
Tuesday	29 <sup>th</sup>	August	Planning and Licensing C'ttee

**September 2023**

Monday	4 <sup>th</sup>	September	COUNCIL MEETING
Monday	11 <sup>th</sup>	September	Events, Promotion and Leisure C'ttee
Tuesday	19 <sup>th</sup>	September	Planning and Licensing C'ttee
Monday	25 <sup>th</sup>	September	Policy and Resources C'ttee

**October 2023**

Monday	2 <sup>nd</sup>	October	Community Engagement and Environment C'ttee
Tuesday	10 <sup>th</sup>	October	Planning and Licensing C'ttee
Monday	30 <sup>th</sup>	October	COUNCIL MEETING
Tuesday	31 <sup>st</sup>	October	Planning and Licensing C'ttee

**November 2023**

Monday	6 <sup>th</sup>	November	Allotments Sub-C'ttee (5.30pm)
Monday	6 <sup>th</sup>	November	Events, Promotion and Leisure C'ttee
Monday	20 <sup>th</sup>	November	Policy and Resources C'ttee
Tuesday	21 <sup>st</sup>	November	Planning and Licensing C'ttee

**December 2023**

Monday	4 <sup>th</sup>	December	Community Engagement and Environment C'ttee
Tuesday	5 <sup>th</sup>	December	Planning and Licensing C'ttee
Monday	11 <sup>th</sup>	December	Policy and Resources C'ttee (Budget)
Tuesday	19 <sup>th</sup>	December	Planning and Licensing C'ttee

**January 2024**

Tuesday 2<sup>nd</sup> January  
 Tuesday 9<sup>th</sup> January  
 Monday 15<sup>th</sup> January  
 Monday 29<sup>th</sup> January  
 Tuesday 30<sup>th</sup> January

COUNCIL MEETING (Precept)  
 Planning and Licensing C'ttee  
 Events, Promotion and Leisure C'ttee  
 Policy and Resources C'ttee  
 Planning and Licensing C'ttee

**February 2024**

Monday 5<sup>th</sup> February  
 Tuesday 20<sup>th</sup> February

Community Engagement and Environment C'ttee  
 Planning and Licensing C'ttee

**March 2024**

Monday 4<sup>th</sup> March  
 Monday 11<sup>th</sup> March  
 Tuesday 12<sup>th</sup> March  
 Monday 19<sup>th</sup> March  
 Monday 25<sup>th</sup> March

COUNCIL MEETING  
 ANNUAL TOWN MEETING OF ELECTORS  
 Planning and Licensing C'ttee  
 Events, Promotion and Leisure C'ttee  
 Policy and Resources C'ttee

**April 2024**

Tuesday 2<sup>nd</sup> April  
 Monday 8<sup>th</sup> April  
 Tuesday 23<sup>rd</sup> April

Planning and Licensing C'ttee  
 Community Engagement and Environment C'ttee  
 Planning and Licensing C'ttee

**May 2024**

Monday 13<sup>th</sup> May  
 Tuesday 14<sup>th</sup> May  
 Monday 20<sup>th</sup> May

ANNUAL TOWN COUNCIL MEETING  
 Planning and Licensing C'ttee  
 Events, Promotion and Leisure C'ttee

**June 2024**

Monday 3<sup>rd</sup> June  
 Monday 3<sup>rd</sup> June  
 Tuesday 4<sup>th</sup> June  
 Monday 10<sup>th</sup> June  
 Monday 17<sup>th</sup> June  
 Tuesday 25<sup>th</sup> June

Policy and Resources C'ttee  
 SPECIAL COUNCIL  
 Planning and Licensing C'ttee  
 Community Engagement and Environment C'ttee  
 Allotments Sub-C'ttee  
 Planning and Licensing C'ttee

**July 2024**

Monday 8<sup>th</sup> July  
 Monday 15<sup>th</sup> July  
 Tuesday 16<sup>th</sup> July  
 Monday 29<sup>th</sup> July

COUNCIL MEETING  
 Events, Promotion and Leisure C'ttee  
 Planning and Licensing C'ttee  
 Policy and Resources C'ttee

**August 2024**

Monday 5<sup>th</sup> August  
 Tuesday 6<sup>th</sup> August  
 Tuesday 27<sup>th</sup> August

Community Engagement and Environment C'ttee  
 Planning and Licensing C'ttee  
 Planning and Licensing C'ttee

**September 2024**

Monday 2<sup>nd</sup> September  
 Monday 9<sup>th</sup> September  
 Tuesday 17<sup>th</sup> September

COUNCIL MEETING  
 Events, Promotion and Leisure C'ttee  
 Planning and Licensing C'ttee

Monday 23<sup>rd</sup> September

Policy and Resources C'ttee

### October 2024

Monday 7<sup>th</sup> October

Community Engagement and Environment C'ttee

Tuesday 8<sup>th</sup> October

Planning and Licensing C'ttee

Monday 28<sup>th</sup> October

COUNCIL MEETING

Tuesday 29<sup>th</sup> October

Planning and Licensing C'ttee

### November 2024

Monday 4<sup>th</sup> November

Allotments Sub-C'ttee (5.30pm)

Monday 4<sup>th</sup> November

Events, Promotion and Leisure C'ttee

Monday 18<sup>th</sup> November

Policy and Resources C'ttee

Tuesday 19<sup>th</sup> November

Planning and Licensing C'ttee

### December 2024

Monday 2<sup>nd</sup> December

Community Engagement and Environment C'ttee

Monday 9<sup>th</sup> December

Policy and Resources C'ttee (Budget)

Tuesday 10<sup>th</sup> December

Planning and Licensing C'ttee



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL**

**HELD ON MONDAY 6<sup>th</sup> MARCH 2023**

### **PRESENT:**

Town Mayor: Cllr. J. Barrett; Cllrs: J. Brooks, A. Cunard (until Min. 173.2), Mrs. S. Daniells (until Min. 178), J. Erskine, S. Goodheart, Miss. C. Needs, S. Reynolds (until Min. 178), W. Smith, M. Stanley, Mrs. J. Warr, B. Waterhouse and P. Woodall

### **IN ATTENDANCE:**

Mrs. J. Davis (Assistant Clerk)  
Mrs. R. Vervecken (Civic & Office Manager)  
Cllr. F. Oppler (West Sussex County Councillor) (part of meeting)  
Cllr. K. Greenway (West Sussex County Councillor for Bersted) (part of meeting)  
Major Matt Butler (part of meeting)  
Able Cadet Amy Wales, Mayor's Cadet (part of meeting)  
1 member of the public

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

***The Meeting opened at 6.32pm***

### **154. 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 Assistant Clerk gave apologies for the Town Clerk, who was unwell.

No apologies had been received from Cllrs. K. Batley, H. Jones or Mrs. S. Staniforth.

### **155. 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. Brooks declared an Ordinary Interest as a volunteer of 4Sight Vision Support***

***Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 21, 22 and 23 as a tenant of the Picturedrome Cinema***

***Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 21, 22 and 23 as an employee of the Picturedrome Cinema***

***Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda items 21, 22 and 23 as an employee of the Picturedrome Cinema***

**156. 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**

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

Members discussed at length whether an update on local policing should be provided by Officers at Council meetings, following their attendance at regular Arun Parish Meetings with the Neighbourhood Policing Team, as per the Officer recommendation in the report.

Some Councillors felt this would be better than receiving no update at all, whilst others felt that with no attendance by a member of the policing team since the Council Meeting held on 4<sup>th</sup> January 2022, more of an effort should be made by Sussex Police, to address Members in person.

One Councillor pointed out that on occasions when a representative had attended, sometimes there were no specific questions or items to report on and suggested it may be more beneficial to invite a representative from Sussex Police on a more ad-hoc basis, as the need arises.

After discussion, Members present **AGREED** 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.

Members further **AGREED** 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'.

Members further **AGREED** that should any questions arise or clarification be needed, on a specific issue raised through these reports, that a representative from Sussex Police could be invited to attend Council Meetings, on an ad-hoc basis, as seen appropriate by Members.

**157. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 3<sup>rd</sup> JANUARY 2023**

The Minutes of the Council Meeting held on 3<sup>rd</sup> January 2023 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

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

Cllr. Oppler (WSCC Councillor and ADC Councillor) updated Members on the ongoing plans for the 'Levelling Up' project at the Alexandra Theatre. He advised that Whitbread PLC are holding a public exhibition on Wednesday 8<sup>th</sup> March regarding their proposal for a Premier Inn at the site of the old Fire Station on Clarence Road and encouraged as many Councillors to attend as possible.

He went on to mention the recent budget meeting held at Arun District Council and the recently announced resignation of Arun's CEO, Mr. James Hassett.

Cllr. Greenway (West Sussex County Councillor for Bersted) wished the Clerk well, following her absence at the Meeting due to illness. He went on to advise of an extra £4.5 million recently passed at WSCC to allow for further highway works and drainage improvements, which were necessary due to the particularly extreme weather of late. Cllr. Greenway was pleased with the



extra funding made available for the county, and hoped the improvements will be made as soon as possible.

A new campaign has been launched to reduce the speed limit for drivers travelling through Shripney village. Cllr. Greenway asked Councillors to support this, where possible.

Following a recent meeting with the 39 Youth Club, the Bersted Councillor was pleased to hear the Club's vision for youth provision across the Town, and hoped to be kept updated with their progress.

Lastly, he thanked BRTC for part funding a defibrillator at the Boxing Club in Bersted, stating the importance of having as many of these as publicly accessible as possible.

**159. WRITTEN QUESTIONS FROM COUNCILLORS**

There were no written questions from Councillors.

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

*The Chairman adjourned the Meeting at 6.56pm*

A Member of the public spoke in relation to the earlier discussed issue, regarding having a policing presence at BRTC Meetings. He emphasised that whilst it would be beneficial to have a standing agenda item to receive updates from Officers on local policing issues through Council Meetings, it was still important to have a representative from Sussex Police present when possible, with many pressing items regularly needing to be liaised, particularly within the Town Centre.

The same member of the public asked Councillors what plans the Town Council had for the Town Centre, whilst celebrating the King's Coronation on 6<sup>th</sup> May 2023. The Chairman of the Events, Promotion and Leisure Committee, Cllr. Brooks, advised that the Committee were hoping to obtain extra funding, that could be utilised to provide bunting in the Town for the occasion.

The member of the public further commented on issues with the catenary wires in the Town Centre last year, urging this to be investigated to ensure bunting could be fully supported. The Chairman of the Events, Promotion and Leisure Committee gave assurances that he would look into this.

*The Chairman reconvened the Meeting at 7.01pm*

**161. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS**

There were no written dispensation requests received from Town Councillors.

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

**163. Policy and Resources Committee Meeting of 30<sup>th</sup> January 2023**

The Chairman of the Committee Cllr. Waterhouse, reported.

A Councillor commented on the Terms of Reference Members Briefing held on 27<sup>th</sup> February 2023 (Min. 119.1 refers), which he'd felt had not provided adequate time for Members to properly examine the changes made. He expressed gratitude that the Town Clerk had allowed for an extra Members Briefing, to take place on 14<sup>th</sup> March and encouraged all Councillors to make representation on the changes proposed.

The Assistant Clerk confirmed any comments needed to be received by the office, by Friday 10<sup>th</sup> March 2023.

**163.1 Min. 121 - 30<sup>th</sup> January 2023 - Recommendation to approve the 2023/24 Annual Audit Plan**

Members unanimously **RESOLVED** to **APPROVE** the formal adoption of the 2023/24 Annual Audit Plan.

**163.2 Min. 123 - 30<sup>th</sup> January 2023 - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2022/2023**

Members unanimously **RESOLVED** to **APPROVE** the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2022/2023. The Action Plan will be signed by the Town Mayor, as Chairman of the Council, and by the Town Clerk.

**163.3 Min. 127 - 30<sup>th</sup> January 2023 - Recommendation that the pre-meeting announcement be revised, as proposed by Cllr. Brooks, without any further amendments**

Members unanimously **RESOLVED** to **APPROVE** that the pre-meeting announcement be revised, as proposed by Cllr. Brooks, without any further amendments.

**163.4 Min. 127 - 30<sup>th</sup> January 2023 - Recommendation that the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed, be dispensed with**

Members **RESOLVED** to **AGREE** that the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed, be dispensed with.

**164. Community Engagement and Environment Committee Meeting of 6<sup>th</sup> February 2023**

The Chairman of the Committee Cllr. Smith, reported.

**164.1 Min 79.2 - 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**

Members **RESOLVED** to **APPROVE** 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.

A Councillor expressed his surprise at the increase in membership requests for the Bognor Regis in Bloom Working Group. Another Councillor, who is a Member of the Working Group, explained that following the sad passing of Kim Davis, a keen member of the Bognor Community Gardeners, many of her fellow Community Gardeners, had expressed an interest in 'joining forces' with the Bognor Regis in Bloom working Group, to ensure her good work was carried on. This was **NOTED**.

**165. Planning and Licensing Committee Meetings of 10<sup>th</sup> and 31<sup>st</sup> January and 21<sup>st</sup> February 2023**

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

**166. Events, Promotion and Leisure Committee Meeting of 16<sup>th</sup> January 2023**

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

**167. 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'.

**168. 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**

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

**169. ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL PROCEDURES AND PRACTICES**

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

Following a review, Members unanimously **RESOLVED** that the Town Council's internal control procedure and practices are adequate and operating effectively.

**170. TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR 2023/24 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2023**

Cllr. Miss. Needs was nominated by Cllr. Cunard and seconded by Cllr. Reynolds.

Cllr. Smith was nominated by Cllr. Brooks and seconded by Cllr. Goodheart.

Both nominees were invited to address Members and state why they would like the opportunity to serve the Town as Deputy Mayor for 2023/24.

Following a vote, Members **RESOLVED** to **RECOMMEND** to the Annual Town Council Meeting for 2023, that Cllr. Miss. Needs be elected to the office of Deputy Mayor for 2023/24.

**171. 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**

***Cllr. Brooks redeclared his Ordinary Interest in any discussion relating to 4Sight Vision Support***

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

Following a positive discussion, Members unanimously **AGREED** to invite 4Sight Vision Support to make a presentation to Members prior to the Council Meeting to be held on 10<sup>th</sup> July 2023.

**172. 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**

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

In considering the seafront area, discussion turned to the ownership and maintenance of the seafront showers, which many Members felt needed some attention.

A Member felt that signage needed to be improved and questioned whether improvement work on the showers could be included as an agenda item at the next Policy and Resources Committee Meeting. The Chairman of the Committee, Cllr. Waterhouse, was agreeable to this suggestion.

Having then discussed the three seafront decking areas, Members unanimously **RESOLVED** to allow the Town Clerk, as the Proper Officer, the authority to execute legal deeds regarding the leasing of these, on behalf of the Town Council, and as per the Town Council's Standing Orders.

**173. REGENERATION INCLUDING: TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 1<sup>st</sup> FEBRUARY 2023 (IF AVAILABLE); TO NOTE DATE OF THE RESCHEDULED EXTRAORDINARY COUNCIL MEETING TO RECEIVE A PRESENTATION IN RELATION TO THE WAYFINDING STRATEGY**

- 173.1** Members **NOTED** the Minutes of the Bognor Regis Regeneration Board meeting held on 1<sup>st</sup> February 2023, previously circulated.

A Councillor reminded those present that the Bognor Regis Regeneration Board and Bognor Regis BID were both unelected organisations and urged Councillors to be certain that their aims and priorities matched the vision of the Town Council for future regeneration within the Town.

Another Councillor, who was the Town Council's appointed representative to the Regeneration Board, expressed that to his knowledge, the Board does approach BRTC, to seek permission on any decisions that require it. He further emphasised his belief that liaisons between the Board, the BID and BRTC are effective and reminded Members that the Town Council can only offer an opinion at Regeneration Board meetings, through their appointed representative.

Signage throughout the Town was discussed, with one Councillor citing that the Events, Promotion and Leisure Committee no longer had control of signs on the Promenade, which were assets of the Town Council and expressed his desire to be consulted with regards to their future use. The representative on the Regeneration Board asked the Councillor for specific signs being referred to and stated that they would raise the matter at the next meeting of the Regeneration Board.

***Cllr. Cunard left the Meeting***

- 173.2** Members **NOTED** that the rescheduled Extraordinary Council Meeting will be held at 6.30pm on Thursday 9<sup>th</sup> March 2023, to enable Members to receive a presentation by consultant, Richard Wolfströme, on the Wayfinding Strategy.

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

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

**175. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN**

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

**176. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS**

Members **NOTED** that reports had been received from the following representatives to other organisations and had been emailed to all Councillors.

**176.1 Cllr. Barrett** - Bognor Regis Concert Band; BRTC/ADC Liaison Mtgs; Stonepillow.

**176.2 Cllr. Miss. Needs** - Bognor Regis Carnival Association.

**176.3 Cllr. Woodall** - Bognor Regis Shopmobility, Rox Music & Arts, Sussex Police Focus Groups.

Verbal Reports:

**176.4 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.

During her verbal report, Cllr. Mrs. Daniells advised of the positive progress made by the Southdowns Music Festival, who had to date raised £875 of their £1,000 fundraising target for the 2023 Festival. She encouraged Councillors to show support for the organisation, whose event is such a popular part of the events programme within the Town.

Cllr. Mrs Daniells was pleased to further advise that the Twinning Association's most recent foreign film showing had been very popular, with a larger than normal turnout. Plans are being put in place for the Twinning trip to Trebbin in June 2023, and updates on this will be provided.

As the representative to ADALC, Cllr. Mrs. Daniells informed Members of the recent Meeting, held at Arundel Town Hall on 2<sup>nd</sup> March 2023. Discussions centered around how the district and county councils can build a better working relationship with local town and parish councils, with breakout sessions used to discuss ideas for moving forward.

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

**176.6 Cllr. Smith** - Bognor Regis Heritage & Arts Partnership Board, BRTC/ADC Liaison Group, Bognor Regis Foodbank, Grandads front Room CIC.

Further to a recent meeting with Grandads Front Room, Cllr. Smith conveyed their gratitude for the £8,663.82 conditionally awarded by the Town Council, under their Grant Aid scheme.

Unfortunately, Cllr. Smith had missed the last meeting held by Bognor Regis Foodbank, for which he had conveyed his apologies. He was pleased to inform Members that he will be meeting with Trustees of the Bognor Regis Foodbank, as per their Grant Aid condition, on 23<sup>rd</sup> March 2023. Major Matt Butler, seated in the public gallery, thanked Councillors for the conditional Grant Aid award, as one of those Trustees of the Foodbank.

- 176.7 Cllr. Goodheart** - Arun Partnership Advisory Board Early Help, Arun District Association of Local Councils (ADALC); Bognor Regis Heritage and Arts Partnership Board; West Sussex ALC Ltd; UK Harvest.

Due to a clash of meetings with ADC, Cllr. Goodheart reported that he had been unable to attend recent meetings with both UK Harvest and the Bognor Regis Carnival Association.

**177. TO RECEIVE CORRESPONDENCE**

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

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

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

**178.1 Director's report, any urgent actions taken for ratification**

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

Comment was made regarding the tour of the building, which was promised to Councillors some time ago, which had not yet happened. The Assistant Clerk advised that she would raise this with the Town Clerk with an update provided to Members in due course.

A Councillor queried the feasibility of having an annual stakeholder meeting, to discuss any issues relating to the Picturedrome Cinema, particularly as this is such a big investment for the Town Council. The Assistant Clerk will discuss this with the Town Clerk, and report back to Members.

**179. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O.3.d) CONTRACTUAL)**

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

180. **PICTUREDROME SITE - TO CONSIDER MATTERS OF A CONTRACTUAL NATURE - INCLUDING LANDLORDS CONSENT FOR ALTERATIONS TO THE BUILDING (IF AVAILABLE)**

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

Those present were invited to email any questions, in relation to the report, to the Town Clerk who would then liaise with the Tenant if necessary.

Member **NOTED** the plans to open up the original entrance to the Canada Grove side of the building, as previously granted under Landlords Consent in June 2020.

***The Meeting closed at 8.20pm***





# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE EXTRAORDINARY MEETING**

### **OF BOGNOR REGIS TOWN COUNCIL**

**HELD ON WEDNESDAY 12<sup>th</sup> APRIL 2023**

#### **PRESENT:**

Mayor: Cllr. J. Barrett; Cllrs: J. Brooks, Mrs. S. Daniells (left during Min. 184), J. Erskine, S. Goodheart, Miss. C. Needs, Mrs. J. Warr (arrived during Min. 181), B. Waterhouse and P. Woodall

#### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
Ms. Rebecca White (Bognor Regis Regeneration Board)  
Mr. Richard Wolfströme (Creative Director, Wolfströme Design)

*The Meeting opened at 6.32pm*

#### **181. WELCOME BY MAYOR AND APOLOGIES FOR ABSENCE**

The 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.

##### ***Cllr. Mrs. Warr arrived at the Meeting***

Cllr. Mrs. Daniells gave apologies for absence on behalf of Cllr. Cunard who was working and gave further apologies explaining that she would need to leave the meeting by 7.10pm as she had another meeting to attend on behalf of the Town Council.

No apologies had been received from Cllrs. Batley, Jones, Reynolds, Smith, Mrs. Staniforth or Stanley.

#### **182. 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. Goodheart declared an Ordinary Interest in Bognor Regis***

**183. 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.

A Member asked for clarification on who could ask questions, or make statements, at this point in the meeting. The Town Clerk explained that as per the Town Council's Standing Orders it was an opportunity for members of the public, or a non-Committee Member seated in the public gallery at a Committee Meeting, to put questions to Councillors. The Member asked whether they could ask a question at this stage, however, the Clerk reiterated that this was not the purpose of this agenda item.

**184. TO RECEIVE A PRESENTATION FROM RICHARD WOLFSTRÖME ON THE BOGNOR REGIS WAYFINDING STRATEGY PROPOSALS**

The Chairman welcomed both Rebecca White and Richard Wolfströme to the meeting and invited them to give their presentation.

Ms. White started by explaining they had wanted to bring the proposals back to the current administration of the Town Council out of respect for the part that Members had played to date.

£198,000 of funding from the UK Shared Prosperity Fund (UKSPF) had been awarded to the Wayfinding Strategy proposals, with the first round of money to be spent on the collaborative design stage and the second tranche for the implementation of Phase 1 from Bognor Regis Railway Station to Butlin's. Engagement has already started with stakeholders to get licensing in place, and a meeting with the WSCC Cabinet Member for Highways has been arranged for the end of the month.

To ensure a consistent visual narrative, Ms. White stated that it was important to liaise with design teams such as those involved with the WSCC Esplanade Project, and the proposed Premier Inn development, for example, particularly in terms of colours and shades rather than designs.

Members were thanked for their input and support for the Wayfinding Strategy throughout the consultation process. Further engagement had been arranged with plans in place to run workshops with students of The Regis School in July. The necessity of talking with West End Shops Traders, to understand what they want and what's important to them, was also highlighted when considering the arterial route of the promenade.

In her closing comments, Ms. White explained that the Bognor Regis Regeneration Board would not be the delivery organisation but would need a stakeholder, such as the Town Council who she regarded as the closest layer of government to the people, to be the delivery partner, to take ownership of the Wayfinding Strategy and become custodians.

Richard Wolfströme then delivered his presentation to Members.

Flexibility in the colour palette had been incorporated into the proposals, and it was hoped that designs for the panels would be achieved through engagement with the community and stakeholders by running workshops.

Mr. Wolfströme explained that existing structures in the public realm could be used to incorporate wayfinding, such as the concrete blocks currently on the pavement outside Timpson in London Road, rather than having to introduce new street furniture. Certain pedestrian crossings could also be incorporated into the strategy, as could paving stones/slabs. He planned on going around the routes proposed to determine where installations could go, with his conclusions to be presented as a scoping document.

Following engagement and the outcomes of workshops, with what Mr. Wolfströme described as citizens of the place, every design received will be scanned in, banked and archived with 20-30 designs then being worked up to become core designs.

***Cllr. Mrs. Daniells left the Meeting***

Ms. White summarised the presentation by explaining that the colour palette had been extended, to include softer/kinder hues, to allow flexibility in conservation, or heritage, areas where it might be more difficult to install vibrant colours. She also commented on the design workshops and suggested that these could be held every few years in order to refresh designs.

A Member asked whether workshops would be arranged with groups such as Aldingbourne Trust, or residential homes, to gain input from local residents with visual impairments, or those who are non-verbal, for example. Mr. Wolfströme offered to contact the Member directly to explore this suggestion further.

There was some frustration expressed by a couple of Members about the struggles that had been faced by the Town Council when reaching out to Arun District Council for support with funding and the granting of permissions, with poster sites and lamp post banners for instance, over the years. There was a sense that the Wayfinding Strategy proposals had been favourably received at Arun and questions were asked as to why the Town Council were not afforded the same positive outcomes in their dealings with the District Council. On the back of this, a Member asked whether some of the UKSPF monies awarded to the Wayfinding Strategy could be used to look at some of the long-standing issues that some Members present were unhappy about. Ms. White responded by saying that she could not answer on behalf of Arun District Council and stated that 100% of the funding must be used on the Wayfinding project as detailed in the proposal.

Another Member queried whether wayfinding signs were necessary when QR codes are now commonly used and was concerned about the possibility of graffiti on the signs. Mr. Wolfströme stated that QR codes could be incorporated but felt that, whilst this technology was fascinating, the aim of this project should be about getting people engaged, and present with the landscape and public realm, rather than looking at their mobile device. He also gave assurances that graffiti could be easily removed from the signs.

#### **185. TO CONSIDER ADOPTION OF THE WAYFINDING STRATEGY OR NEXT STEPS**

During discussions, a Member had suggested that Bognor Regis Ltd. could be the vehicle to take the strategy forward. Ms. White advised that the project could not be handed over to the designated delivery organisation until the implementation stage had been reached.

Members **AGREED** that decisions about any next steps should be **DEFERRED** to a future meeting for the new administration to consider.

***The Meeting closed at 7.57pm***

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 17 - TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS INCLUDING ANY DISPENSATION REQUESTS TO ENABLE PARTICIPATION IN ANY DISCUSSION/DECISION IN RELATION TO MEMBERS' ALLOWANCES/EXPENSES DURING THIS ADMINISTRATION**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

In advice received previously on dispensations from W.S.A.L.C. via Hedleys LLP Solicitors, reference is made to the fact that because Part 1, Chapter 7 of the Localism Act 2011 and the Regulations do not provide for any general or specific dispensations, the Council will need to grant to all Members (upon written request made to the Proper Officer of the Council) a dispensation to speak or vote at any meeting on the approval of an allowance, payment or indemnity to Members.

The approval of an allowance, payment or indemnity to Members will apply to those Bognor Regis Town Councillors who are, or have the potential, to be in receipt of the Basic Parish Allowance and therefore have a Disclosable Pecuniary Interest. Any discussion/decision on this matter would therefore require a dispensation to allow Members to participate in any future debate on this subject.

As in 2019, it is therefore felt that to ensure Councillors are covered, a dispensation in relation to the Basic Parish Allowance should be put in place.

Written dispensation forms have been received from all Councillors who may be in receipt of the Basic Parish Allowance.

**DECISIONS**

Members are therefore asked to **RESOLVE** to **GRANT APPROVAL** for the written dispensation requests received by the Town Clerk for Cllrs: J. Barrett, K. Batley, J. Brooks, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, P. Ralph, N. Smith, M. Stanley, B. Waterhouse, Mrs. J. Warr, P. Wells, P. Woodall and Mrs. G. Yeates as without the dispensation the number of persons unable to participate in the transaction of business in relation to the Basic Parish Allowance would be so great as to impede the transaction of the business.

Members are further asked to **NOTE** that the dispensations are to take effect immediately and cover the Councillors current term of office, which will cease in May 2027.



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON MONDAY 6<sup>th</sup> MARCH 2023**

**PRESENT:** Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett,  
Mrs. S. Daniells, J. Erskine (from Min. 142), W Smith and  
Mrs. J. Warr

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

*The Meeting opened at 6.00pm*

### **139. 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 the Town Clerk, Mrs. G. Frost, who was unwell. No apologies had been received from Cllrs. A. Cunard, S. Goodheart and M. Stanley.

### **140. 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***

**141. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no questions or statements from those seated in the public gallery and the meeting was not, therefore, adjourned by the Chairman.

***Cllr. Erskine arrived at the Meeting***

**142. TO CONSIDER THE RECOMMENDATION FROM THE ALLOTMENTS SUB-COMMITTEE IN RELATION TO SECURITY FENCING AT THE ORIGINAL ALLOTMENTS SITE, GRAVITS LANE - MIN. 29 REFERS**

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

Members unanimously **RESOLVED** to **AGREE** the recommendation from the Allotments Sub-Committee and subsequently **RATIFIED** the £2,941.67 (plus a 15% contingency if required) expenditure from the Rolling Capital Programme, to pay for the installation of security fencing at the Original Allotments site, Gravits Lane.

***The Meeting closed at 6.04pm***



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 27<sup>th</sup> MARCH 2023**

### **PRESENT:**

Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett, A. Cunard (from Min. 144), Mrs. S. Daniells, J. Erskine (from Min. 147), S. Goodheart, W. Smith and Mrs. J. Warr

### **IN ATTENDANCE:**

Mrs. J. Davis (Assistant Clerk)  
Mrs. R. Vervecken (Civic & Office Manager)  
Cllr. J. Brooks in the public gallery  
2 members of the public in the public gallery

*The Meeting opened at 6.31pm*

### **143. 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 the Town Clerk who was on annual leave. No apologies had been received from Cllr. M. Stanley.

*Cllr. Cunard arrived at the Meeting*

### **144. 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 7 as a member of the Bognor Regis Heritage & Arts Partnership Board***

**145. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30<sup>th</sup> JANUARY AND THE EXTRAORDINARY MEETING OF 6<sup>th</sup> MARCH 2023**

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 30<sup>th</sup> January and the Extraordinary Meeting of 6<sup>th</sup> March 2023, and these were signed by the Chairman.

**146. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no questions or statements from those seated in the public gallery, therefore, the meeting was not adjourned.

***Cllr. Erskine arrived at the Meeting***

**147. CLERK'S REPORT FROM PREVIOUS MINUTES**

**147.1 21<sup>st</sup> November 2022- Min. 94 – 2023 Town Newsletter**

Delivery of almost 10,000 hard copies of the Council's annual Town Newsletter was completed by the second week of March. The full version of the Newsletter is available on the Town Council's website.

**147.2 30<sup>th</sup> January 2023 – Min. 128 – Invitation to the CEO of Arun District Council following the AGM of Arun District Association of Local Councils**

The draft Minutes of the ADALC AGM stated that ADC had acknowledged that staffing was an issue, and that recruitment of Officers was a challenge. The CEO of West Sussex Association of Local Councils suggested that parishes could offer assistance to ADC by working in conjunction with them to take on some functions. In response to this suggestion, the CEO of ADC, Mr. James Hassett, indicated that he would like to meet with representatives in person.

Following on from this, Members of the Town Council's Policy and Resources Committee 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. Mr. Hassett replied to the Town Clerk to say that "the recruitment issues that you refer to are within the Housing and Planning services. As you would be aware, any decisions to devolve services would need to be initiated by Arun District Councillors and there are no plans for such discussions at this time. I therefore do not believe that a meeting would be beneficial."

Since receipt of this response, Mr. Hassett has resigned his position as CEO of Arun District Council and it is, therefore, further unlikely that a meeting will be agreed.

**148. TO RECEIVE THE TOWN FORCE REPORT**

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

**148.1** After a brief discussion about the current market price for a second-hand vehicle, Members unanimously **RESOLVED** to **AGREE** to replacing the Ford Escort van with a newer vehicle of a similar size, at a cost of approximately £20,000 plus VAT, funded from the Rolling Capital Programme.

**148.2** Members were disappointed to learn that the footage of the bathing machine, filmed on Bognor Regis seafront, would no longer feature on The Great British Dig owing to the intended episode being so packed with finds made on the archeological dig. Members **AGREED** to ask Officers to contact the Production Company to ask whether the footage of the bathing machine could be provided to the Town Council for its use.

**148.3** A Member drew attention to graffiti on the shutters of a shop front in Queensway, Bognor Regis, and was concerned that its appearance could cause more graffiti in the vicinity. The Assistant Clerk advised that she would bring the matter to the attention of the Town Force Manager.

**149. BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO RECEIVE THE NOTES OF THE MEETING HELD ON 13<sup>th</sup> MARCH 2023 PREVIOUSLY CIRCULATED TO COUNCILLORS**

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

Members unanimously **RESOLVED** to **AGREE** the recommendation, from the Bognor Regis Heritage & Arts Partnership Board, that £470 plus VAT be spent on security updates for the Bognor Regis Trails website.

**150. TO RECEIVE ANY UPDATE FROM THE JOINT ACTION GROUP (JAG) FOLLOWING THE MEETING HELD ON 19<sup>th</sup> JANUARY 2023 (IF AVAILABLE)**

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

**151. TERMS OF REFERENCE REVIEW – TO RATIFY THE PROPOSED CHANGES AND RECOMMEND TO COUNCIL THAT THESE BE ADOPTED - MIN. 119.1 REFERS**

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

A Member shared how pleased he was with the overall end result, and the contribution made by Pete Cooper, which he found to be very supportive and positive.

With no further discussion, Members unanimously **AGREED** to **RATIFY** the proposed changes to the various Terms of References, without any further amendments, and **RECOMMEND** to Council that these be **ADOPTED**.

**152. GRANT AID – ANY UPDATE ON OUTSIDE REPRESENTATIVES ENGAGEMENT WITH ORGANISATIONS AS A CONDITION OF THEIR AWARDS – MIN. 129 REFERS**

The Civic & Office Manager's report was **NOTED**.

- 152.1** A Member informed those present that they had personally made enquiries with Arun Arts Ltd to try and establish why they had withdrawn their application for Grant Aid funding. In response, Arun Arts Ltd had stated the reason behind their decision was owing to the appointment of a Town Council representative. The Member felt that it should be made clear to all Town Council representatives that their involvement with the organisations to which they may be appointed is in an observatory capacity with reports made back to Council.

Members **NOTED** that £6,000 Grant Aid funding, awarded to Arun Arts Ltd for 2023 and subsequently declined, will be returned to General Reserves as agreed at the Extraordinary Meeting of the Policy and Resources Committee held 31<sup>st</sup> October 2022 (Min. 80 refers).

- 152.2** Having received the required bank statements, Members unanimously **AGREED** that Bognor and Arun Chess Club had met the condition placed upon them and **RESOLVED** that they be presented with a Grant Aid cheque for £250 at the Civic Reception on 28<sup>th</sup> March 2023.

- 152.3** Whilst some Members felt less inclined to support funding for the Bognor Coastal Arts Trail event, as it was not entirely based within the wards of Bognor Regis, others felt that there were not many opportunities for local artists to exhibit and the event should, therefore, be supported.

Having noted the change in venue, as detailed in the report, Members **RESOLVED** to **AGREE** that Bognor Coastal Arts Trail be presented with a Grant Aid cheque for £1,000 at the Civic Reception on 28<sup>th</sup> March 2023.

- 152.4** Members unanimously **RESOLVED** to **AGREE** that Bognor Regis Carnival Association have met the condition placed upon them and that they be presented with a Grant Aid cheque for £4,500 at the Civic Reception on 28<sup>th</sup> March 2023.
- 152.5** Members **RESOLVED** to **AGREE** that Bognor Regis Foodbank had met the condition placed upon them and that they be presented with a Grant Aid cheque for £10,000 at the Civic Reception on 28<sup>th</sup> March 2023.
- 152.6** With the agreement of the Committee, the Chairman invited Danny Dawes from Grandad's Front Room, who was seated in the public gallery, to provide an update to Members in relation to the premises located in High Street, Bognor Regis. Danny detailed the improvement works currently being undertaken at the premises and, once a new 10-year lease was in place, hoped to re-open Grandad's Front Room in the High Street on 1<sup>st</sup> May 2023.

Members unanimously **RESOLVED** to **AGREE** that Grandad's Front Room be presented with a Grant Aid cheque for £8,663.83 at the Civic Reception on 28<sup>th</sup> March 2023.

- 152.7** With the Town Council appointed representative having been invited to meetings, Members unanimously **RESOLVED** to **AGREE** that Southdowns Music Festival had met the condition placed upon them and that, therefore, they be presented with a Grant Aid cheque for £3,000 at the Civic Reception on 28<sup>th</sup> March 2023.
- 152.8** Members were satisfied that UK Harvest had met the condition placed upon them and unanimously **RESOLVED** to **AGREE** that they be presented with a Grant Aid cheque for £1,500 at the Civic Reception on 28<sup>th</sup> March 2023.

**153. TO RATIFY RELEASE OF 2023-2024 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 3 OF 3), BOGNOR REGIS REGENERATION BOARD, AND TOWN CENTRE WARDEN**

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

***Cllr. Mrs. Warr declared an Ordinary Interest as a member of Bognor Regis Seafront Lights***

Members unanimously **RESOLVED** to **RATIFY** the release of the 2023-2024 Partnership Funding of £2,000 for CCTV, £9,000 for Bognor Regis Seafront Lights, £4,500 for Bognor Regis Regeneration Board, and £21,000 for the Town Centre Warden service, as agreed as part of the Town Council's budget provision for the next financial year.

**154. TO DISCUSS ANY IMPROVEMENT WORKS DEEMED NECESSARY TO THE SEAFRONT SHOWERS – MIN. 172 OF THE COUNCIL MEETING HELD 6<sup>th</sup> MARCH 2023 REFERS**

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

Discussion included the benefit of working showers with the suggestion made that it might be worth looking at what other seaside resorts offer in way of seafront showers.

A Member suggested that the Maintenance Budget of £250 be increased to £500 with the Town Clerk given Delegated Authority, in conjunction with the Chairman, to carry out the necessary repairs for this season.

With the issue of push buttons frequently needing to be replaced at the start of each season, Members considered the possibility of the showers being sensor operated with solar panels installed.

***Cllr. Cunard left the Meeting***

Members **RESOLVED** to **AGREE** that the Maintenance Budget for the seafront showers should be increased to £500 with the Clerk being given Delegated Authority to carry out the necessary repair works for this season and that Officers work on a feasibility report into solar powered showers with a report brought back to Members at a future meeting.

***Cllr. Cunard returned to the Meeting***

**155. TO CONSIDER THE CRITERIA AND CONDITIONS TO BE MET IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS**

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

Members agreed that the considerations upon which last year's further grant funding was released, were applicable to the match-funding on offer this year. The eligible event organisers for 2023, to whom Grant Aid had already been awarded, would need to meet the following: -

- The event is to have an impact on the town that the Council has confidence will happen and already be established and supported by the Town Council through its Grant Aid process to be eligible.
- The money is to be used to bring a new element to the existing event that will help promote tourism and increase footfall in the town for which they have already been awarded Grant Aid.
- The funding would not be for the purposes of supporting running costs such as security, first aid, insurance etc.
- The use of any additional funding awarded be solely used towards any new element of their existing event that is focused within the town only.
- Evidence of evaluation or feedback that has been received from previous years events that have been held by their organisation and details of the number of people attending is to be provided with the application. This will assist the Town Council in their evaluation of the benefits to tourism and increased footfall in the town by enhancing their event with additional match-funding.

Members unanimously **AGREED** that Bognor Regis Carnival Association and Southdowns Music Festival, as established events in the town that are supported through the Town Council's Grant Aid process for 2023, be written to and invited to apply for this additional funding, up to the value of the Grant Aid award previously received. They would be asked to explain what they would do differently, or what extra element they would bring to their event, if successful in securing additional funding. They would also be encouraged to put forward one or more differently costed options to enhance their event so that when considering the applications, the Town Council can seek a maximum return for the investment. An Extraordinary Meeting of the Committee would then be arranged to consider these additional applications.

**156. TO RECEIVE AN UPDATE ON UK SHARED PROSPERITY FUND – MIN. 134 REFERS**

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

The Chairman stated that as there would be a financial commitment from the Town Council in accepting this funding, in order to progress the projects, the matter should be for the new administration to consider, after the local elections in May. This would, therefore, be included on a future agenda for further consideration.

**157. TO RECEIVE ANY RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE IN RELATION TO THE PROPOSALS FOR UTILISATION OF THE £10K PUBLICITY/PROMOTION BUDGET – MIN. 113 REFERS**

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

It was proposed and seconded to vote en bloc in relation to the following recommended proposals from the Events, Promotion and Leisure Committee, and the relating expenditure, to be funded from the Publicity and Promotion Budget of £10,000 for 2023-24: -

- £1,500 for Bognor Regis Seafront Lights to organise a 'Son et Lumiere' event on the August Bank Holiday
- £2,000 for Halloween 'Scare' Train event to enhance the Town Council's event in Hotham Park
- £1,500 for 3 x additional bandstand music events
- £500 for a combined Bognor Regis In Bloom and Allotments Presentation Event
- £600 for monthly social media Geocaching, competitions etc
- £1,000 for Town decoration support for the Coronation with Union flags/bunting and any stress testing of catenary wires required
- £2,500 for support for Bognor Regis Concert Band

Members unanimously **RESOLVED** to **AGREE** the recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for the utilization of the Publicity and Promotion Budget for 2023-24.

**158. TO REVIEW THE USE OF VARIABLE DIRECT DEBITS, STANDING ORDER MANDATES AND BACS PAYMENTS AS REQUIRED UNDER 6.6, 6.7 AND 6.8 OF THE FINANCIAL REGULATIONS**

The Town Clerk's report was **NOTED**, and Members unanimously **APPROVED** the continued use of the listed Direct Debits, Standing Order Mandates and other recurring payments.

**159. ROLLING CAPITAL PROGRAMME – TO RATIFY EXPENDITURE OF £5,745 EXCLUDING VAT FOR REPLACEMENT PROJECTOR FOR USE IN THE COUNCIL CHAMBER**

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

*Cllr. Smith left the Meeting*

Members **AGREED** to **RATIFY** the £5,745 excluding VAT expenditure, for a replacement projector for use in the Council Chamber, funded from the Rolling Capital Programme.

**160. FINANCIAL REPORTS INCLUDING: -**

**160.1 To note Committee I&E Reports for the month of February 2023 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the month of February 2023.

**160.2 To note that verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2023, 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**.

*Cllr. Smith returned to the Meeting*

**161. UPDATES TO: - PUBLICATION SCHEME & INFORMATION GUIDE; DOCUMENT RETENTION POLICY**

The Assistant Clerk's report, and related appendices, was **NOTED** and Members **AGREED** to **RECOMMEND** to Council, with no amendments, the adoption of the updated Publication Scheme & Information Guide, and Document Retention Policy.

A Member suggested that the Council should consider the adoption of a Pregnancy Loss Policy and it was **AGREED** that this would be added to a future agenda with a draft policy presented to the Policy and Resources Committee for consideration of recommendation to Council.

**162. CORRESPONDENCE**

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

**163. 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).

**164. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

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

***The Meeting closed at 7.38pm***





# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
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## **MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON WEDNESDAY 19<sup>th</sup> APRIL 2023**

**PRESENT:** Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
Cllr. J. Brooks in the public gallery

*The Meeting opened at 6.01pm*

### **165. 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 Cllrs. Mrs. S. Daniells and S. Goodheart, who were on annual leave, and Cllr. W. Smith owing to family matters. No apologies for absence were received from Cllrs. Cunard, Erskine and Stanley.

### **166. 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***

**167. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no questions or statements from those seated in the public gallery, therefore, the meeting was not adjourned.

**168. TO CONSIDER THE APPLICATIONS RECEIVED IN LINE WITH THE CRITERIA AND CONDITIONS SET BY THE COMMITTEE IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS – MIN. 155 REFERS**

Following the Policy and Resources Committee Meeting held on 27<sup>th</sup> March 2023, the Town Clerk wrote to the two organisations that had been identified by Members, as being potential recipients of a share of the £12.5K match-funding that had become available, detailing the agreed criteria to be met, for the organisations to be considered.

With a closing date of Monday 17<sup>th</sup> April, the two organisations had submitted their applications, with proposals for new elements which, with additional funding, could enhance their events for 2023. The applications were tabled for Members consideration at the meeting.

Following some discussion, Members unanimously **AGREED** the two organisations would receive a share of the £12.5K match-funding, as detailed below and subject to certain conditions: -

**Bognor Regis Carnival Association -**

Members unanimously **AGREED** that £1,380 should be awarded to the Carnival Association for the provision of new elements to the existing event, subject to the following conditions: -

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

### **Southdowns Music Festival -**

Members unanimously **AGREED** that £3,000 should be awarded to Southdowns Music Festival for the provision of the two additional events, namely the 'Up & Coming' Music Stage and Southdowns Beer & Cider Festival as identified within their application, subject to the following conditions: -

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

Members noted that any remaining funds from ADC match-funding will be placed in Earmarked Reserves, to be utilised in the next financial year, as detailed in the report.

### **169. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (STAFFING)**

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

### **170. TO NOTE THE SMALL SCHEDULED BODIES POOLING AGREEMENT VARIATION LETTER AND TO RATIFY ITS COMPLETION AND SUBMISSION TO WEST SUSSEX COUNTY COUNCIL**

The Assistant Clerk's confidential report, and the related appendix, were **NOTED** and Members **RATIFIED** its completion and submission to West Sussex County Council.

***The Meeting closed at 6.13pm***



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON TUESDAY 11<sup>th</sup> APRIL 2023**

**PRESENT:** Cllrs. J. Barrett, J. Brooks, Miss. C. Needs and  
M. Stanley

**IN ATTENDANCE:** Mr. M. Hall (Projects Officer)  
Cllr. Goodheart in the public gallery

*The Meeting opened at 6.31pm*

### **87. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

In the absence of the Chairman of the Committee, Cllr. Smith, the Vice-Chairman, Cllr. Brooks took the chair. The Chairman welcomed everyone present and read the Council's opening statement, with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders in relation to public question time.

Apologies for absence were given by the Projects Officer, on behalf of Cllr. Smith, due to work commitments and Cllr. Mrs. Warr for personal reasons. No apologies were received from Cllr. Mrs. Daniells, Cllr. H. Jones and Cllr. Mrs. S. Staniforth.

### **88. 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***

**89. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6<sup>th</sup> FEBRUARY 2023**

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 6<sup>th</sup> February 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 6<sup>th</sup> February 2023, as an accurate record of the proceedings and the Chairman duly signed them.

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

***The Chairman adjourned the Meeting at 6.34pm***

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

A Member seated in the public gallery, who is a trustee of 'Friends of Hotham Park' asked if it would be possible for any activities or events that are being organised within the park to be communicated to the 'Friends of Hotham Park'. The Member explained that this would allow the noticeboards within the park to display accurate information. The Member asked whether the Projects Officer would be happy to have his email address passed onto the secretary of the 'Friends of Hotham Park', which he stated he was.

***The Chairman reconvened the Meeting at 6.38pm***

**91. CLERK'S REPORT**

**91.1 6<sup>th</sup> February 2023 – Min. 70. refers – Adjournment for public questions and statements**

At the Community Engagement and Environment Committee Meeting held on 6<sup>th</sup> February 2023, 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. The Projects Officer has contacted Arun District Council regarding this issue and has been advised that the toilets are currently open, however this is only the eastern two. Arun District Council shall be implementing further signposting to the Regis Toilets.

The member of the public also commented that the Bandstand railings are starting to rust, which due to the expensive paint is disappointing. The Projects Officer has contacted Arun District Council who are aware of the rust bleeding through the paint. The cast iron metal work was sandblasted back to bare metal prior to repainting. There are approximately 8 layers of specialist marine paint on the Bandstand, which will undergo decoration every 2 years, the next of which will occur in late 2024.

A 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 attended an online meeting with two Officers from West Sussex County Council regarding the initiative. During the meeting the three areas of the initiative were discussed: 'Community Highways Partnerships' which is a variety of maintenance activities on the public highway by signing up to a simple agency agreement with West Sussex County Council; 'Community Led Improvement' where communities can raise concerns about highways issues within their area and put forward an application for funding through the County Council's Annual Works Programme; 'Community Action' is to support and enable various opportunities for communities and volunteer groups to work on enhancing their neighbourhood through a variety of activities. The Projects Officer asked for examples of specific projects that other Town and Parish Councils have delivered and was advised of the 'Pollinator Highways' with project partners including Lancing Parish Council and Selsey Town Council. The Projects Officer will add this item to the agenda for the next Meeting on the 12<sup>th</sup> June 2023 to allow for further consideration.

#### **91.2 6<sup>th</sup> February 2023 – Min 79.1 refers – Bognor Regis in Bloom Working Group**

At the meeting Members were unsure of not only the high price of the trees, but whether this project had been completed. Members asked the Projects Officer to 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. The Projects Officer can confirm that the cordyline trees have been planted at the western boundary of Waterloo Square Gardens.

**92. 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.

Members **AGREED** to **RATIFY** the sum of £2,377.00 from Ward Allocation's to support the Town Council's Play Days/Hampshire Avenue Fun Week, the hire of a giant Fish Sculpture, the Bognor Regis Foodbank, Grandad's Front Room and The Samaritans.

Members **NOTED** that any expenditure not utilised as of 31<sup>st</sup> March 2023 will be returned to General Reserves.

**93. FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY FINAL APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND**

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

The Projects Officer advised the Committee that there were no new applications to be considered at this time and the remaining 2022/23 budget of £4,198, as detailed on the appendix, would therefore be returned to General Reserves.

**94. PUBLIC TRANSPORT BUS ACCESSIBILITY IN BOGNOR REGIS – MIN. 75 REFERS**

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

The Projects Officer advised that this Agenda item came from the Councillor Drop-In Surgery held on the 31<sup>st</sup> January 2023. The Chairman explained that there are issues getting from the Town Centre to North Bersted and Sainsbury's.

A Member commented that he was aware Parish Council's can help subsidising bus fares and explained that there is support also available from the Chamber of Commerce and Compass Travel. It was suggested that the big stores in the retail park by Sainsbury's and the Regeneration Board may also wish to contribute to fund additional bus services or by subsidising bus fares.

Another Member mentioned that previously the smaller buses were more frequent and were far more accessible to the elderly and disabled people. The Member also stated her disappointment of the poor advertising of the bus times.

Members **AGREED** for the Projects Officer to make further enquiries regarding any subsidising bus fares and prepare a report for the next committee meeting.

**95. TO CONSIDER ANY ENVIRONMENTAL EFFECT REGARDING PIGEONS IN THE TOWN CENTRE – MIN. 75 REFERS**

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

The Chairman advised the Committee that Arun District Council's Environmental Health Officer has confirmed that they have engaged with businesses in London Road regarding the matter, but it is not always possible to stop the public from feeding the pigeons. A Member stated that he felt that the Town Council should be mindful to not put-up signs advising members of the public of numerous things that they cannot do and that it maybe more beneficial to highlight the issue to the Business Warden.

The Chairman stated that he had been in contact with the Sussex Ornithological Society who have a specialist Peregrine Group that could look into the possibility of introducing nest boxes on the top of Fitzleet House to discourage the pigeon population in the Town Centre.

Members **AGREED** that the Projects Officer make enquiries with the Sussex Ornithological Society and prepare a report for the next committee meeting.

**96. TO REVIEW THE DRAFT YOUTH PROVISION FUND APPLICATION FORM**

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

Members reviewed and **APPROVED** the draft Youth Provision Fund Application Form.

**97. UPDATE ON YOUTH PROVISION**

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

**97.1 Update on the Motion proposed by Cllr. M. Stanley in relation to engagement with young people about what they would like to see regarding youth provision within the Town**

The Project's Officer advised Members that the Town Council had received completed surveys from students of both The Regis School (500) and Felpham Community College (200), which are being compiled and analysed. A meeting is being arranged with a wide range of youth providers within the Bognor Regis area to gain further insight from specialists as to the type of activities or events young people may wish to see in Bognor Regis. Information from that meeting as well as the data



gathered from the survey shall be presented back to the Committee at the next meeting.

A Member gave praise to the Officers for the 700 responses from the surveys and was hopeful that the data would show a clear indication as to the type of services young people are looking for.

## **97.2 Request from Sussex Clubs for Young People (SCYP) to release the remaining funding**

Members discussed the evidence from Sussex Clubs for Young People of the match-funding which has been awarded to The 39 Club from The National Lottery and not Sussex Clubs for Young People specifically.

A Member commented that at the Community Engagement and Environment Committee Meeting held on 6<sup>th</sup> December 2021 Members unanimously resolved to agree in principle to exploring possibilities and further opportunities to support youth provision for Bognor Regis – Min. 53 refers. The Member stated that at no meeting he was aware of was it agreed that the entire £10,000 Youth & Young Persons Budget would be awarded to Sussex Clubs for Young People. From the evidence provided the Member felt there was no clarification as to what the funds were going to be used for and considering the large amount of money being requested, he stated that it wouldn't be appropriate to award this money when other organisations must adhere to the guidelines as stipulated within the Town Council's Grant Aid application form. Finally, the Member stated that the Town Council have awarded £2,500 to Sussex Clubs for Young People and £2,500 to Bognor Regis Youth and Community Centre, and therefore he believed £5,000 is remaining in the budget. The Projects Officer confirmed that the funds awarded to the Bognor Regis Youth and Community Centre were from the 2021/22 budget underspends and did not affect the remaining Youth & Young Persons Budget from 2022/23.

Following further discussion, Members **RESOLVED** to **DISAGREE** that any further funding in support of youth provision in Bognor Regis should be released to Sussex Clubs for Young People at this time.

Members further **RESOLVED** to hold the remaining £7,500 from the 2022/23 Youth & Young Persons Budget in Earmarked Reserves. This would allow applications for funding from this remaining budget from organisations such as Sussex Clubs for Young People to be made using the newly adopted Youth & Young Persons Budget Application Form going forward, providing a better understanding of what the funds are to be used for.

**Note:** at the time of the meeting Members had not stipulated whether the remaining £7,500 from the 2022/23 Youth & Young Persons Budget being placed in Earmarked Reserves would require this to be match-funded by SCYP, if they should apply. This decision will be presented to Members at the Meeting to be held on 12<sup>th</sup> June 2023 for consideration.

**97.3 Request for funding from The Regis School in collaboration with Sussex Clubs for Young People and The 39 Club**

Members **RESOLVED** to **AGREE** to support the request from The Regis School for £500 expenditure from the Youth & Young Persons Budget 2023/2024, towards the cost of venue hire to host a community day.

**97.4 Update on the request for funding from Bognor Regis Community Centre**

Members **AGREED** to the Bognor Regis Youth and Community Centre being given an extension of 3 months to allow time to ensure all the statutory obligations are met, in relation to the building including Health & Safety, Fire Safety, Risk Assessments, and Environmental Health, provided that the remaining balance of £2,500 would come from the previously mentioned 2021/22 budget underspends.

**98. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 8<sup>th</sup> FEBRUARY AND 22<sup>nd</sup> MARCH 2023**

The Projects Officer's report, including the Notes of the non-quorate Bognor Regis In Bloom Working Group Meetings held on 8<sup>th</sup> February and 22<sup>nd</sup> March 2023 as previously circulated, were **NOTED**.

Members **AGREED** to **RATIFY** the following recommendations: -

- The cost of the Christmas Tree at Bognor Regis Railway Station of £246.88 to be funded from the 2022/23 Environmental Projects Budget - (Notes of 8<sup>th</sup> February 2023 refer).
- The appointment of Ms. S. Teverson as a Co-opted Member of the Bognor Regis in Bloom Working Group, for the remainder of the Municipal year - (Notes of 8<sup>th</sup> February 2023 refer).
- Expenditure of £8.00 for the pea seeds to be funded from the 2022/23 Competition Expenses Budget - (Notes of 22<sup>nd</sup> March 2023 refer).
- The cost of £36.95 for hedging whips for the Servite Cemetery to be funded from the 2022/23 Environmental Projects Budget - (Notes of 22<sup>nd</sup> March 2023 refer).

A Member asked if the Projects Officer could enquire through the Bognor Regis Business Improvement District as to their plans for Christmas for 2023. The Projects Officer stated that he believed 2022 was the final year of their contract but he would make enquires and feedback when available.

**99. TO RATIFY THE VOUCHERS FOR THE MAYOR'S GOOD CITIZEN AWARD FOR YOUNG PEOPLE**

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

Members **AGREED** to **RATIFY** the 2 x £25 gift cards for the recipients of the Mayor's Citizen Award for Young People.

**100. TO RECEIVE AN UPDATE ON THE INSTALLATION OF A FISH SCULPTURE ON THE SEAFRONT TO RAISE AWARENESS OF PLASTIC POLLUTION – MIN. 81 REFERS**

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

The Chairman stated that Hotham Ward Councillors confirmed that they have agreed to utilise £300 from their Ward Allocation to pay for the temporary hire of the fish sculpture.

Members stated that they were frustrated that Arun District Council have not responded to not only this issue but also other instances where there has not been a response to queries from Bognor Regis Town Council.

A Member asked if the owner of the pier might want to host the sculpture outside the forecourt, as most other locations will most likely require permission from Arun District Council. Members along with the Chairman asked whether the decking owned by the Town Council, the turning point of the train or the bullnose would be suitable locations.

The Projects Officer proposed that he could provide all the suggestions to Arun District Council, alongside the dimensions of the fish sculpture and seek their guidance for the best suitable location and present the response back at the next meeting.

**101. TO RECEIVE AN UPDATE ON THE LISTING OF BOGNOR REGIS TOWN HALL AS AN ASSET OF COMMUNITY VALUE – MIN. 82 REFERS**

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

The Chairman stated that the listing of the Town Hall was mentioned in the Bognor Regis Observer, which caused some alarm to the public, who mistakenly believed that the Town Hall was being sold. The Chairman confirmed this is not the case and Bognor Regis Town Council are supportive of keeping the Town Hall as an Asset of Community Value.

The Projects Officer stated that the application with supporting information was submitted on 27<sup>th</sup> March 2023 to Arun District Council for consideration. Surveys asking people for their opinions about the Town Hall are available at The Regis Centre, Picturedrome, the Town Hall as well as on the Town Council's website and Facebook page. Councillors who wished to provide any supporting information were invited to email this to the Projects Officer within the next 6 weeks.

**102. TO RATIFY ARRANGEMENTS OF HAMPSHIRE AVENUE FUN WEEK EVENT FOR JULY 2023**

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

A Member asked whether this should be an event as part of the Town Council's list of events and be a regular event and budgeted for each year to ensure it continues successfully. The Chairman enquired and volunteered himself to ask members of the public how they heard about the event to ensure the event is promoted sufficiently.

Members **AGREED** to **RATIFY** the arrangements made to hold a week-long Hampshire Avenue 'Fun Week' commencing week beginning 24<sup>th</sup> July 2023 along with the total cost of £5,327.

**103. CORRESPONDENCE**

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

***The Meeting closed at 7.58pm***



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 14<sup>th</sup> MARCH 2023**

**PRESENT:**

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

**IN ATTENDANCE:**

Mrs. J. Davis (Assistant Clerk)  
2 members of the public in the gallery

*The Meeting opened at 4.04pm*

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

**102. DECLARATIONS OF INTEREST**

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

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

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

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

***There were no declarations of Interest***

**103. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 21<sup>st</sup> FEBRUARY 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 21<sup>st</sup> February 2023 as an accurate record of the proceedings and the Chairman signed them.

**104. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***The Chairman adjourned the Meeting at 4.05pm***

The applicants for planning application BR/25/23/HH, seated in the public gallery, spoke in support of their proposals and explained the rationale behind their plans.

***The Chairman reconvened the Meeting at 4.19pm***

**105. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 17<sup>th</sup> AND 24<sup>th</sup> FEBRUARY, AND 3<sup>rd</sup> MARCH 2023**

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

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

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

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

There were no Premises Licence applications to be considered.

**107. TO RATIFY DECISION TO SUBMIT COMMENTS IN RESPONSE TO THE NPPF REVIEW CONSULTATION, IN COLLABORATION WITH WSALC**

As a part of the government's consultation on the review of the National Planning Policy Framework (NPPF), Members were canvassed via email for their opinion in relation to working in collaboration with West Sussex Association of Local Councils (WSALC) on submitting comments in response to the consultation.

With the majority of Members having agreed by email to include the Town Council's name in the WSALC submission, this decision was subsequently **RATIFIED**.

**108. CORRESPONDENCE**

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

***The Meeting closed at 5.02pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 14<sup>th</sup> MARCH 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 17<sup>th</sup> AND 24<sup>th</sup> FEBRUARY , AND 3<sup>rd</sup> MARCH  
2023)**

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

<p><b><u>BR/28/23/PL</u></b>  <a href="#"><u>The William Hardwicke</u></a>  12 High Street  Bognor Regis  PO21 1SR</p>	<p>Proposed alterations to the external customer seating areas at the front and rear of the premises to extend the rear pergola shelter, remove timber pergolas to the front, provide new fixed seating, new paved surfaces and new festoon lighting and support posts. This application may affect the setting of a Listed Building and is in CIL Zone 4 (zero rated) as other development</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/29/23/L</u></b>  <a href="#"><u>The William Hardwicke</u></a>  12 High Street  Bognor Regis  PO21 1SR</p>	<p>Listed building consent for proposed alterations to the external customer seating areas at the front and rear of the premises to extend the rear pergola shelter, remove timber pergolas to the front, provide new fixed seating, new paved surfaces and new festoon lighting and support posts</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/282/22/CLE</u></b>  <a href="#"><u>110 Aldwick Road</u></a>  Bognor Regis  PO21 2PD</p>	<p>Lawful development certificate for existing 2 No. bedsits and cottage in use since 1990</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/32/23/HH</u></b>  <a href="#"><u>1C Marine Parade</u></a>  Bognor Regis  PO21 2LT</p>	<p>Single storey rear extension and internal alterations. (This application may affect the character and appearance of the Aldwick Road, Bognor Conservation Area.)</p>	<p><b>NO OBJECTION</b></p>



<p><b><u>BR/12/23/PL</u></b>  <b><u>Cordell House Rest Home</u></b>  120 Victoria Drive  Bognor Regis  PO21 2EJ</p>	<p>Change of use of a C2 Residential care home into an 8 No bed C4 House in Multiple Occupation (resubmission following BR/37/22/PL). This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p><b>OBJECTION</b> Members are concerned that these proposals 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. Such amenity issues have involved anti-social blocking of driveways and overspill parking on roads.</p> <p>Allowing for the proposed change of use would result in an intensification of use, that adversely affects the character of the area, which would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Local Plan. Criterion (b) of Policy H SP4 requires HMOs to not contribute to the generation of excessive parking demands and requires that capacity is provided for, or exists to cater for any demand likely to be generated.</p> <p>Whilst it is noted that the Highway Authority consider there to be ample parking spaces within surrounding streets, this is not what residents of those streets are reporting to the Town Council.</p>
<p><b><u>BR/25/23/HH</u></b>  <b><u>38 Bassett Road</u></b>  Bognor Regis  PO21 2JH</p>	<p>Roof extension to create 2 additional annex and alterations to fenestration/openings</p>	<p><b>NO OBJECTION</b></p>

<p><b><u>BR/27/23/HH</u></b>  <u>15 Annandale Avenue</u>  Bognor Regis  PO21 2ES</p>	<p>Proposed single storey rear extension and alterations</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/22/23/PL</u></b>  <u>15 and 17 Longford Road</u>  Bognor Regis  PO21 1AA</p>	<p>Change of use from residential to Residential Parenting Assessment Centre, single storey rear extension (No. 15 only), loft space to be converted into office space and access point adjoining the two properties</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/37/23/HH</u></b>  <u>88 Chichester Road</u>  Bognor Regis  PO21 2AD</p>	<p>Enlargement of existing first floor rear dormer projection</p>	<p><b>NO OBJECTION</b></p>



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 4<sup>th</sup> APRIL 2023**

**PRESENT:** Cllrs: J. Barrett, Mrs. S. Daniells, S. Goodheart and B. Waterhouse

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

*The Meeting opened at 4.04pm*

### **109. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

Due to the absence of the Chairman, Cllr. Mrs. Warr, the Vice Chairman, Cllr. Goodheart, took the chair.

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. Woodall who was working. No apologies for absence were received from Cllrs. Cunard, Erskine or Mrs. Warr.

### **110. 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***

**111. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14<sup>th</sup> MARCH 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 14<sup>th</sup> March 2023 as an accurate record of the proceedings and the Chairman signed them.

**112. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

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

**113. TO RATIFY DELEGATED DECISIONS INCLUDING RESPONSES MADE TO PLANNING APPLICATIONS ON LIST DATED 3<sup>rd</sup> MARCH 2023**

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

Owing to an administrative error, Planning Applications BR/40/23/PL and BR/41/23/PL on list dated 3<sup>rd</sup> March 2023, were not considered by the Planning and Licensing Committee at their meeting held on 14<sup>th</sup> March 2023. Upon discovering the error on the day following the meeting, Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (appended to these Minutes as **Appendix 1**).

The responses made to Planning Applications on list dated 3<sup>rd</sup> March 2023 were **RATIFIED** by the Committee.

**114. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10<sup>th</sup>, 17<sup>th</sup> AND 24<sup>th</sup> MARCH 2023**

- 114.1** The Committee noted that there were no views from other Town Councillors to report.
- 114.2** The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 114.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 2**).

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

**Licensing Act 2003**

**Premises: Pagham Bowls Club, Swansea Gardens, Bognor Regis, PO21 2JG**

**Licence Number: 117901**

The Committee noted the application received for a Club Premises Certificate for the supply of alcohol for consumption on and off the premises Monday to Sunday from 11.00 until 22.30 and New Years Eve from 11.00 until 00.00.

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

**116. TO RECEIVE DETAILS OF WSCC'S POST-16 TRANSPORT CONSULTATION AND TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

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

Having considered the consultation documents, Members **AGREED** to submit any responses to WSCC's Post-16 Transport Consultation individually, rather than as a Committee.

**117. CORRESPONDENCE**

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

***The Meeting closed at 4.32pm***

**PLANNING APPLICATIONS MISSED OFF THE LIST OF THOSE DUE TO BE CONSIDERED AT MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 14<sup>th</sup> MARCH 2023  
FOR WHICH MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING  
COMMENTS SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LIST DATED 3<sup>rd</sup> MARCH 2023)**

<p><b><u>BR/40/23/PL</u></b>  <a href="#"><u>The Rock Bar &amp; Restaurant</u></a>  41 – 43 High Street  Bognor Regis  PO21 1RX</p>	<p>Creation of a roof terrace &amp; covered bar &amp; canopy with timber decked seating areas and raised deck area, new doors into first floor of building, internal timber screening to plant, increase in height of side walls to 2.5m / 3.35m &amp; water feature 500mm above existing roof. This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/41/23/PL</u></b>  <a href="#"><u>The Rock Bar &amp; Restaurant</u></a>  41 – 43 High Street  Bognor Regis  PO21 1RX</p>	<p>Variation of conditions 3 and 4 following the grant of BR/73/16/PL relating to opening hours and hours of use of outside seating area</p>	<p><b>NO OBJECTION</b></p>

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 4<sup>th</sup> APRIL 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 10<sup>th</sup>, 17<sup>th</sup> AND 24<sup>th</sup> MARCH 2023)**

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

<a href="#"><b>BR/21/23/PL</b></a> <a href="#">110 Aldwick Road</a> Bognor Regis PO21 2PD	Demolition of existing store building and erection of 1 No 2-bed cottage (resubmission following BR/183/22/PL). This application is in CIL Zone 4 and is CIL Liable as a new dwelling	<b>NO OBJECTION</b>
<a href="#"><b>BR/58/23/PL</b></a> <a href="#">Portland House</a> 47 West Street Bognor Regis PO21 1XB	General repair improvement works including re-rendering, reroofing, repair and replacement of windows, insulation and plastering. Internal alterations. Associated landscape works including proposed detached storage building. This application affects the setting of a Listed Building, affects the character and appearance of The Steyne, Bognor Conservation area and is in CIL Zone 4 (zero rated) as other development	<b>NO OBJECTION</b> Members are in full support of the proposed improvements and repairs to preserve and, where possible, reinstate the original character of the building.
<a href="#"><b>BR/59/23/L</b></a> <a href="#">Portland House</a> 47 West Street Bognor Regis PO21 1XB	Listed building consent for general repair improvement works including re-rendering, re roofing, repair and replacement of windows, insulation and plastering. Replace existing timber railings on external staircase with black-painted metal railings. Removal of redundant drainage pipes and gas lines to rear elevation. Internal alterations including changes to layout to include removal of walls, doors and removal & replacement of fireplaces and relocation of kitchen and bathroom on First floor. Associated landscape works including new detached storage building	<b>NO OBJECTION</b> Members are in full support of the proposed improvements and repairs to preserve and, where possible, reinstate the original character of the building.

<a href="#"><b>BR/44/23/HH</b></a> <a href="#">112 Linden Road</a> Bognor Regis PO21 2BD	Drop kerb	<b>NO OBJECTION</b>
<a href="#"><b>BR/55/23/T</b></a> <a href="#">Grosvenor Court</a> Norfolk Square Bognor Regis PO21 2JD	2 No. Lime Trees (T1 & T2) crown raise to 3.5m. Remove or shorten selected branches to ensure 1.5m clearance from 8 Royal Norfolk Mews to the North	<b>NO OBJECTION</b> 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.
<a href="#"><b>BR/61/23/HH</b></a> <a href="#">44 Hawthorn Road</a> Bognor Regis PO21 2DD	Removal of existing lean-to extension and erection of single storey rear extension	<b>NO OBJECTION</b>





# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 25<sup>th</sup> APRIL 2023**

**PRESENT:** Cllrs: J. Barrett, Mrs. S. Daniells, S. Goodheart (from Min. 122.3), B. Waterhouse and P. Woodall

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

*The Meeting opened at 4.03pm*

### **118. 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.

Cllr. Mrs. Daniells gave apologies for absence on behalf of Cllr. Cunard who was at college. No apologies for absence were received from Cllrs. Erskine or Mrs. Warr.

### **119. 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***

**120. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4<sup>th</sup> APRIL 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 4<sup>th</sup> April 2023 as an accurate record of the proceedings and the Chairman signed them.

**121. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

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

**122. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31<sup>st</sup> MARCH, 7<sup>th</sup> AND 14<sup>th</sup> APRIL 2023**

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

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

***Cllr. Goodheart arrived at the Meeting after consideration of planning applications BR/65/23/L and BR/64/23/PL***

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

**123. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

The following decisions were **RATIFIED**:

- Licence Application Number: 117983 in relation to Little Piggies Café, 39 Bedford Street, Bognor Regis - Members **AGREED** to offer **NO OBJECTION** to the application to place 5 tables and 10 chairs directly outside the premises from 9am until 4pm Monday to Friday, 10am until 4pm on Saturday and 10am until 2pm on Sunday. Concern was expressed about the proximity of the road and Members would, therefore, be keen to see a barrier system in place to mitigate the risk of children seated outdoors, running into the road.

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

**Licensing Act 2003**

**Premises: The Carlton Hotel, The Esplanade, Bognor Regis, PO21 1NF**

**Licence Number: 118040**

The Committee noted the application received for a Premises Licence for the following proposed licensable activities:

- Supply Of Alcohol for consumption on and off the premises between the hours of 10:00 and 01:00 Monday to Sunday, same hours apply every day. Seasonal Variations: From the end of permitted hours on New Year's Eve to the start of permitted hours on the following day. Non-standard times of 01:00 to 10:00.
- Performance of Live Music indoors between the hours of 13:00 and 00:00 Thursday to Sunday. Seasonal Variations: From 13:00 to 00:00 on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.
- Performance of Recorded Music indoors between the hours of 20:00 and 01:00 Thursday to Sunday. Seasonal Variations: From 20:00 to 01:00 on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

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

**125. TO RECEIVE AN UPDATE IN RELATION TO THE COMMUNITY INFRASTRUCTURE LEVY (CIL)**

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

## **126. CORRESPONDENCE**

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

Additional correspondence included: -

- 126.1** ADC – Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to planning application BR/294/21/PL (2-10 The Hatters Inn, Queensway, Bognor Regis, PO21 1QT), to which Bognor Regis Town Council objected.

***The Meeting closed at 5.16pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 25<sup>th</sup> APRIL 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 31<sup>st</sup> MARCH, 7<sup>th</sup> AND 14<sup>th</sup> APRIL 2023)**

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

<a href="#"><u>BR/65/23/L</u></a> <a href="#"><u>Town Hall</u></a> Clarence Road Bognor Regis PO21 1LD	Listed building consent for a new wall mounted defibrillator and associated housing	<b>NO OBJECTION</b>
<a href="#"><u>BR/64/23/PL</u></a> <a href="#"><u>Town Hall</u></a> Clarence Road Bognor Regis PO21 1LD	Application under Regulation 3 for a wall mounted defibrillator and associated housing. This application affects the setting of a Listed Building and is in CIL Zone 4 (zero rated) as other development	<b>NO OBJECTION</b>
<a href="#"><u>BR/38/23/PL</u></a> <a href="#"><u>51 High Street</u></a> Bognor Regis PO21 1RX	Demolition of rear part single, part two storey extension and erection of ground floor storage unit with 2 No flats above. This application is in CIL Zone 4 (Zero Rated) as flat and other development	<b>NO OBJECTION</b>
<a href="#"><u>BR/48/23/PL</u></a> <a href="#"><u>86 Annandale Avenue</u></a> Bognor Regis PO21 2EX	Erection of 1 No dwelling with off street parking and garden. This application is in CIL Zone 4 and is CIL Liable as a new dwelling	<b>OBJECTION</b> 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 of 86 Annandale Avenue 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 commensurate to the size of the dwelling located on the site of 86 Annandale Avenue, which could harm the amenities of future and existing occupants and would be,

<p>BR/48/23/PL (continued) 86 Annandale Avenue Bognor Regis PO21 2EX</p>		<p>therefore, contrary to Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan.</p> <p>Members are concerned that these proposals will result in an increase in pressure for on-street parking spaces, by losing the current parking provision running alongside 86 Annandale Avenue in order to gain vehicular access to the proposed development, which will be harmful to the amenity of existing local residents in the area. This would result in an intensification of use, that adversely affects the character of the area, which would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Local Plan. Criterion (b) of Policy H SP4 requires HMOs, of which it is believed 86 Annandale Avenue is classed as, to not contribute to the generation of excessive parking demands and requires that capacity is provided for or exists to cater for any demand likely to be generated.</p> <p>There is also concern about the mature trees that run along the northern boundary, of which one is regarded by Members to be a magnificent Magnolia tree. It is not clear from the plans whether it is intended to remove any of these trees. If this were to be the case then the proposals have the potential to fall short of Policy ENV DM4 which requires that it can be demonstrated that trees protected by a TPO, or those contributing to local amenity, will not be damaged or destroyed unless certain</p>
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BR/48/23/PL (continued) 86 Annandale Avenue Bognor Regis PO21 2EX		conditions can be met. Furthermore, Policy QE SP1 requires all development to contribute positively to the quality of the environment and to ensure that development does not have a significantly negative impact upon residential amenity, or the natural environment, which Members consider the proposals to be contrary to should any mature trees be removed.
<a href="#">BR/60/23/HH</a> <a href="#">66 Orchard Way</a> Bognor Regis PO22 9HP	Single storey rear extension and installation of side door and window	<b>NO OBJECTION</b>
<a href="#">BR/67/23/HH</a> <a href="#">1 Westway</a> Bognor Regis PO22 8DA	First floor rear extension	<b>NO OBJECTION</b>
<a href="#">BR/70/23/PL</a> <a href="#">9-11 Station Road</a> Bognor Regis PO21 1QD	Demolition of part ground floor and extension to 9-11 Station Road to provide 20 No bed and breakfast accommodation on first and second floors. This application is in CIL Zone 4 (Zero Rated) as other development	<p><b>OBJECTION</b> The development due to its massing, bulk and design fails to respect the surrounding character and appearance of the area, contrary to policies D SP1, D DM1 of the Arun Local Plan, the Arun Design Guide and relevant paragraphs of the NPPF.</p> <p>It is felt that insufficient information has been provided to demonstrate that there is a sufficient capacity to accommodate the expected parking demand in existing streets without causing harm to the amenity of neighbouring properties by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling.</p>

BR/70/23/PL (continued) 9-11 Station Road Bognor Regis PO21 1QD		<p>It is therefore contrary to policies T SP1 (d) and QE SP1 of the Arun Local Plan.</p> <p>Members were also disappointed with the proposed design, which they felt was lacking in the required design excellence addressed in the Neighbourhood Development Plan. Contrary to Policy 8A of the NDP, the development proposals fail in taking the opportunity to enhance the local character by using good materials that complement the existing palette of materials used within the area.</p>
<a href="#">BR/74/23/HH</a> <a href="#">27 Highcroft Crescent</a> Bognor Regis PO22 8DH	Single storey rear extension	<b>NO OBJECTION</b>
<a href="#">BR/75/23/HH</a> <a href="#">Inner Court</a> Norfolk Square Bognor Regis PO21 2JA	Creation of second floor involving roof extension with installation of front balcony, first floor front/side and side/rear extensions	<b>NO OBJECTION</b>
<a href="#">BR/45/23/PL</a> <a href="#">4 Clifton Road</a> Bognor Regis PO21 2HH	New building in rear garden to create 2 additional HMO rooms. This application is in CIL Zone 4 (Zero Rated) as other development	<b>OBJECTION</b> 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



<p><i>BR/45/23/PL (continued)</i>  <i>4 Clifton Road</i>  <i>Bognor Regis</i>  <i>PO21 2HH</i></p>		<p>Local Plan and relevant paragraphs of the NPPF.</p> <p>Members are concerned that these proposals 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. Such amenity issues have involved anti-social blocking of driveways and overspill parking on roads. Allowing for the proposed change of use would result in an intensification of use, that adversely affects the character of the area, which would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Local Plan. Criterion (b) of Policy H SP4 requires HMOs to not contribute to the generation of excessive parking demands and requires that capacity is provided for, or exists to cater for any demand likely to be generated.</p> <p>There are also concerns for the safety of future residents of the proposed rooms, in the event of an emergency evacuation, with only one access point and what appears to be only a small window in each room.</p>
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# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 20<sup>th</sup> MARCH 2023**

### **PRESENT:**

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

### **IN ATTENDANCE:**

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

*The Meeting opened at 6.33pm*

### **80. 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. Mrs. S. Daniells who was on annual leave and K. Batley due to family commitments. No apologies were given for Cllrs. J. Erskine, H. Jones and S. Reynolds.

### **81. DECLARATIONS OF INTEREST**

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

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

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest

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

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

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

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

***Cllr. Brooks declared a potential Interest in several Agenda items and stated he would declare (if required) and leave the meeting accordingly***

***There were no other declarations of Interest***

**82. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16<sup>th</sup> JANUARY 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 16<sup>th</sup> January 2023 as an accurate record of the proceedings and the Chairman signed them.

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

***The Chairman adjourned the Meeting at 6.35pm***

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 added that this had been reported four weeks ago, yet this has not been rectified. The Chairman stated that this has been reported to Arun District Council by Councillors. A Member added that it had been reported over four weeks ago, and the Chairman said that Councillors need to renew their efforts to resolve this issue.

A Member seated in the public gallery sought clarification over some of the updates within the Clerk's Report at the meeting held on 16<sup>th</sup> January 2023. The first of which being the status of the planning application for the lamp posts banners situated along the Hotham Way flyover. The Member enquired how many sites had been applied for, the size of banners and what materials are being used as he had concerns over the benefits of the original materials that were used.

The Member also had a query regarding the Promenade Bandstand wind shields, and whilst he agreed with the update within the Clerk's Report regarding the marine paint used being of high quality and expensive, he stated that signs of rust have appeared on some areas of the Bandstand. The Member wanted to ask how the wind screens will be successfully installed on the Bandstand, without causing further damage to the paint. He also made reference to the terminology used within the report regarding high-speed winds which could twist the bandstand on its axis, which he felt was an exaggerated comment.

The last query the Member spoke of was in regards of additional poster sites along the Promenade and that the Clerk's Report detailed some of the proposed locations as not suitable. The Member asked who creates the criteria and decides the suitability of the poster sites.

The Clerk stated that an update on the lamp post banners will be given within Agenda item 5. The Clerk also stated that with regards to the Promenade Bandstand, if permission is granted by Arun District Council to use the wind shields, then the wind shields will only be used when safe to do so to preserve the paint. The Clerk will contact Arun District Council, whilst pursuing permission to use the wind shields to inform them of the appearance of rust appearing on the Bandstand. The Chairman stated his disappointment in the rust appearing, he also advised the Member that in the event of high wind speeds, the event will have to be cancelled and the wind shields will be taken down thus avoiding damage to the paint. Another Member suggested that Arun District Council could consider using marine paint on the 'Wave' toilets to avoid rust.

The Clerk advised that Arun District Council are the property owners of the majority of the potential poster sites and have stipulated that should the Town Council wish to utilise the sites, a lease of the structure and continued maintenance would need to be considered, which will incur high costs. He also stated that other potential sites are owned by other external bodies, such as the Bognor Regis BID. The Chairman added, considering the high costs involved it may not be value for money and that it would be beneficial for Members to pursue alternative options to advertise.

***The Chairman reconvened the Meeting at 6.47pm***

## **CLERK'S REPORT**

### **84.1 Lamp Post Banner advertising spaces – 16<sup>th</sup> January 2023 – Min. 69.1 refers**

At the Events, Promotion and Leisure Committee Meeting held on 16<sup>th</sup> January 2023, the Projects Officer updated Members that he was trying to ascertain which materials can be used for banners at the 12 sites identified.

Due to the timescale of this project, there have been several changes in gaining approval to hang lamp post banners. The Town Council will require approval from West Sussex County Council and the street lighting subcontractor before hanging banners, which must meet stringent guidelines to avoid putting undue pressure on the structure of the column. Should approval be given then an application will be required for the content of each banner which will require Arun District Council's consent.

The Projects Officer is gathering prices for the lamp post arms and banners and is hopeful that this project can be considered as an Agenda item at the next Events, Promotion and Leisure Committee Meeting on 30<sup>th</sup> May.

The Chairman stated the importance of having banners around town to promote events and suggested having sponsors names on banners to help cover the costs of the banners. It was pointed out, however, that the Council would need to ensure that sponsorship of the banners would be permitted.

### **84.2 Celebrations and Commemorations to mark the Coronation of King Charles III – 16<sup>th</sup> January 2023 – Min. 73.2 refers**

At the last meeting held on 16<sup>th</sup> January 2023, Members agreed to having bunting be placed around the Town Centre, which was omitted in error from the Minutes of the meeting.

### **84.3 Proms in the Park – 16<sup>th</sup> January 2023 – Min. 73.3 refers**

The Events Officer has explained that the Town Council always obtain a Street Collection permit, as we have a collection that goes back into the event, and only one collection permit is permitted per event/area. In response to a Member's question about whether a collection could be made for different charities, and what is collected be split after the event, at the time of applying for the permit, it must be specified exactly where the funds collected will go. The Events Officer reiterated the importance of letting herself know the charity in mind in advance of applying for the collection permit.

### **84.4 Report on Christmas Illuminations (1st Year of 3-Year Contract)– 16<sup>th</sup> January 2023 – Min. 79 refers**

At the last meeting held on 16<sup>th</sup> January 2023, 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 could pose any concerns they may have. A meeting was held on 8<sup>th</sup> March 2023 with the contractor and several Members were in attendance.

**85. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON THE 21<sup>st</sup> FEBRUARY 2023**

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

Members **NOTED** there were no further recommendations from the Allotments Sub-Committee Meeting held on 21<sup>st</sup> February 2023.

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

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

Members **NOTED** the finances for the main Town Council events in 2023 and furthermore, **RATIFIED** the underspend of £90.11.

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

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

**87.1 Book Day (Easter Event) - 5<sup>th</sup> April 2023**

The Chairman commented positively on the press release for the event.

**87.2 Celebrations and Commemorations to mark the King's Coronation - 6<sup>th</sup> May 2023**

The Events Officer provided Members with the two options in relation to the Art Workshop. The first option is to have a Giant Art sculpture of either a Castle or a Crown, alongside the 'Make & Take' Workshop where children will create their own themed pieces to take home. The other option is to omit the Giant Art element and just have the 'Make & Take' Workshop.

The Events Officer regretfully informed the Committee, it has not been possible to incorporate the Big Top tent into the event owing to the tent's footprint being too large to allow for optimum viewing capacity for the audience in relation to the big screen. There will, however, be a 'Kidszone' within the natural amphitheatre within the park, with Clown performances, Bubble shows and Face Painting. The Chairman expressed his disappointment regarding not having the Big Top tent.

The Events Officer then updated Members with a national event taking place on Sunday 7<sup>th</sup> May 2023, dubbed 'Lighting up the Nation' where landmarks across the UK will be lit up using illuminations, drone displays, lasers and projections. It is the Events Officer's recommendation for Bognor Regis to be part of the 'Lighting up the Nation' and that the Beacon be lit with a pure white laser pillar of light skywards. It is intended to commence every evening, from 8.30pm to 9.30pm for four weeks starting on 7<sup>th</sup> May 2023.

The Members congratulated the Events Officer for obtaining National Lottery Funding for an extra £10,000 to boost the event and extend it into a two-day event to cover the Saturday and Sunday. This will allow for the Big Screen to remain in Hotham Park overnight, showing a film of the public's choice after the Coronation, bringing in musical elements on the Sunday as part of the Big Lunch, and then the live broadcast of the Coronation Concert at Windsor Castle.

Members **AGREED** with a Giant Art element alongside the 'Make & Take' Workshop and that the sculpture be a Crown. The Chairman added should the Crown not be possible the Events Officer should revert to the Castle sculpture, or anything else deemed appropriate, without gaining approval from the Committee.

Members **AGREED** to light the Beacon with a white laser pillar of light skywards as part of the 'Lighting up the Nation' element of the Coronation weekend.

### **87.3 Drive Through Time - 9<sup>th</sup> July 2023**

At the time of the Meeting, there were currently over 60 vehicles booked in for the Drive Through Time.

There were no further updates on the event at this stage.

### **87.4 Proms in the Park - 10<sup>th</sup> June 2023**

At the previous meeting the Events Officer invited Members to put forward their suggestions of musical genres to perform at the event. The Chairman stated that he had made two suggestions, however at the time of the meeting it was not possible to play footage of the suggested bands. A Member suggested that they provide further details of the suggested bands outside of the meeting cycle to ensure that a suitable choice of bands is made.

### **87.5 Funshine Days - 1<sup>st</sup> to 24<sup>th</sup> August (Tues, Weds & Thurs) 2023**

The Events Officer advised that the Funshine Days programme is nearly completed, pending confirmation from a few artists. The full programme will be available at the next Events, Promotions and Leisure Committee Meeting to be held on 30<sup>th</sup> May 2023.

#### **87.6 Sir Richard Hotham's Birthday – 5<sup>th</sup> October 2023**

The 2022 Beacon Lighting event that was scheduled to mark the Birthday of Sir Richard Hotham was cancelled due to adverse weather conditions.

Members **AGREED** to hold an event to mark 'in the year of the birth of' Sir Richard Hotham for 2023. Members **RESOLVED TO AGREE** to spend the remaining 2022 budget of £534.40 on the event.

The Chairman asked the Events Officer to provide an approximate cost to cover a 1-hour event, with appropriate lighting, PA, entertainment, security, and the lighting of the Beacon, to which a figure of £800 - £1,000 was given.

Members **AGREED** to increase the budget for the event, and this would be explored within Agenda item 11 of this meeting when discussing the Publicity and Promotion Budget.

#### **87.7 Halloween Half Term - 25<sup>th</sup> October 2023**

At the Events, Promotion and Leisure Committee Meeting held on 16<sup>th</sup> January 2023, this item was deferred as the Member that suggested the 'Scare-Train' was not present to elaborate on the concept – Min 73.6 refers. The Chairman invited the Member seated in the public gallery to provide an explanation on the 'Scare-Train'.

The Member said that the 'Scare-Train' was used in the Bognor Rox Scarefest, which included a maze and a train and stated this was successful previously. However, to make the Halloween event of high quality it would require a budget of £5,000. The Events Officer stated she will be conducting a meeting with Rox, with the suggestion of match-funding, thus increasing the budget. The Member suggested arranging a meeting with the Events Officer to discuss the 'Scare-Train' in detail.

Members **AGREED** to incorporate a 'Scare-Train' at the event.

#### **87.8 Christmas Illuminations Switch-On - 25<sup>th</sup> November 2023**

Members were advised that the update will be provided as Agenda item 9.

#### **88. CONSIDERATION OF RECOMMENDATIONS FROM THE EVENTS OFFICER IN RELATION TO UTILISATION OF £12,500 MATCH-FUNDING TO ENHANCE TOWN COUNCIL EVENTS FOR 2023 - MIN. 133 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 30<sup>th</sup> JANUARY 2023 REFERS**

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

The Events Officer provided Members with the recommendation to enhance the Christmas Light Switch-On event for 2023 and have the pavement and buildings of High Street and London Road lit up with Gobo



Projected moving lights. These will run in sync and for the duration of the Christmas Lights (6 weeks) and fill the pavement with a wash of festive colour.

Gobo lights can be fully customised for any desired imagery, wording, business logos etc, making them an ideal opportunity for potential business sponsorship/ advertising as well as just festive fun.

Members **AGREED** to proceed with the proposal from the Events Officer in relation to utilisation of £12,500 match-funding to enhance Town Council events for 2023.

*The Events Officer left the Meeting at 7.15pm*

**89. TO RECEIVE DETAILS OF A NEW EVENT PROPOSED BY THE BOGNOR REGIS CARNIVAL ASSOCIATION AND TO CONSIDER A REQUEST FOR FUNDING FROM THE TOWN COUNCIL**

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

Bognor Regis Town Council received a request for funding of £1,500 from the Bognor Regis Carnival Association to hold a new 'Twilight Carnival' procession over the August Bank Holiday.

The Projects Officer updated Members that Bognor Regis Seafront Lights will also be holding an event during the Sunday Bank Holiday evening and that the Kite Festival will also be taking place that weekend. A Member commented that the Kite Festival would be in a different part of Town and therefore not be in direct competition with each other.

Members discussed how the proposed Twilight Carnival and Bognor Regis Seafront Lights event could be similar and Members would encourage the organisations to work together.

The Chairman felt that the value of the request did seem rather low and that the bucket collection element may not pull in sufficient funding for the event. A Member pointed out that if two events apply for a bucket collection permit in the same location, one event will not be granted the permit.

After much consideration, Members **RESOLVED** to **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the request from Bognor Regis Carnival Association for funding of £1,500 to be taken from the Publicity and Promotion Budget.

***Whilst it was noted that these two events are proposed to take place on the same date, subject to approval by ADC, if both events***

*go ahead then Members would be keen to see the two event organisers work in collaboration to enhance the August Bank Holiday Weekend*

90. **TO CONSIDER ANY PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET AND AGREE RECOMMENDATIONS TO THE POLICY AND RESOURCES COMMITTEE – MIN. 113 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 15<sup>th</sup> DECEMBER 2022 REFERS**

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

The Chairman introduced a list of potential events and projects which he invited Members to consider how they might allocate the Publicity and Promotion Budget of £10,000.

Mindful that both Bognor Regis Carnival Association and Bognor Regis Seafront Lights are hosting two similar events to be organised on the same weekend, subject to permissions from Arun District Council, Members nonetheless **RESOLVED** to **AGREE** to **RECOMMEND** to the Policy and Resources Committee the following events/projects, which were shortlisted from a list of proposals submitted by Cllr. Brooks to utilise the £10,000 Publicity and Promotion Budget: -

- £1,500 - Bognor Regis Carnival Association to organise a Twilight Carnival on Sunday 27<sup>th</sup> August 2023
- £1,500 - Bognor Regis Seafront Lights to organise a walking night-time procession, during the Illuminations Gala weekend, on Sunday 27<sup>th</sup> August 2023
- £2,000 - Halloween 'Scare' Train Event to enhance the Town Council's planned activities in Hotham Park during Half Term
- £1,500 - 3 x Bandstand Music Events similar to those organised by the Town Council in partnership with the Rotary Club
- £500 - A combined Bognor Regis In Bloom and Allotments Presentation Event
- £600 - Monthly Social Media Geocaching Competition with prizes
- £1,000 - Town decoration support for the Coronation with Union flags/bunting and any stress testing of catenary wires required
- £2,500 - Support for Bognor Regis Concert Band, by appointing them as the Town Council's preferred band, with provision made for uniform incorporating Town Crest.

A Member suggested a letter from the Mayor announcing The Bognor Regis Concert Band being the official Town band alongside a Press Release. The Chairman said he will set up a meeting with the Projects Officer to start the process.

The Events, Promotion and Leisure Committee Members acknowledged that the total of these events/projects amount to £11,100, and that potentially not all proposals could be agreed by the Policy and Resources Committee.

**91. TO CONSIDER A REQUEST THAT THE BOGNOR REGIS CONCERT BAND BE THE PREFERRED BAND OF THE TOWN COUNCIL – MIN. 69.2 REFERS**

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

Members **AGREED** the Bognor Regis Concert Band to be the preferred band of the Town Council, with financial support of £2,500 to incorporate the Town Crest on band members uniform being recommended to the Policy and Resources Committee under the previous Agenda item.

**92. TO CONSIDER A PROPOSAL FROM CLLR. BROOKS FOR AN ALTERNATIVE 'SUNNIEST BOGNOR REGIS' LOGO**

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

The Chairman introduced the new design proposal for the 'Sunniest Bognor Regis' logo.

After much discussion, Members **AGREED** to make changes to the 'Sunniest Bognor Regis' logo and selected the option 2.b presented at the meeting.

**93. TO DISCUSS AND AGREE NEXT STEPS IN RELATION TO A COMMEMORATIVE TRAIL ON THE SEAFRONT IN BOGNOR REGIS – MIN. 131 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 30<sup>th</sup> JANUARY 2023 REFERS**

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

At the Policy and Resources Committee Meeting held on 30<sup>th</sup> January 2023, Members considered 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 that had been returned to the Town Council.

Following further discussion, it was **RESOLVED** to **AGREE** that this be referred to the Events, Promotion and Leisure Committee to scope out. Recommendations are then to be referred back to the Policy and Resources Committee for final approval to be funded from the unspent Grant Aid funding returned by the organisers of the Jubilee Street Party event to a maximum value of £2,194.93 (Min. 131 refers).

The Chairman advised that links within the Projects Officer's report regretfully did not work. The Projects Officer advised he will circulate the links to the Members after the meeting and stated that the links would show Members numerous trails such as The Diana Princess of Wales Memorial Walk in London.

The Chairman stated that the Bognor Regis Heritage and Arts Partnership Board have devised several trails and suggested it may be beneficial to collaborate on this project.

Members **AGREED** to liaise with Bognor Regis Heritage and Arts Partnership Board on this, and a report will be brought back to a future meeting.

#### **94. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

***The Meeting closed at 8.06pm***

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 21 - COUNCILLORS' ALLOWANCES INCLUDING: -**

**TO CONSIDER CONTINUATION OF THE BASIC PARISH ALLOWANCE  
FOR MEMBERS DURING THIS ADMINISTRATION - 2023/2027**

**TO CONSIDER CONTINUATION OF PAYMENT OF A TRAVELLING AND  
SUSTINENCE ALLOWANCE TO MEMBERS WHILST ON AGREED TOWN  
COUNCIL DUTIES OUTSIDE OF THE TOWN**

**REPORT BY TOWN CLERK**

**FOR DECISION**

**BACKGROUND**

The policy of the Town Council in the past has been to pay Members an allowance known as the 'Basic Parish Allowance' to recognise the time and effort they put into their parish duties. When paying this allowance, the Town Council has to have regard to any recommendations from the District Council's Parish Independent Remuneration Panel.

Notification of an increase in the District Council's Basic Allowance was received in January 2023 which stated as follows: -

*"As you will be aware in November it was announced that all staff would receive a lump sum of £1,925 added to their salary scale as a result of the 2022-23 pay agreement – usually a percentage award is confirmed. You will also be aware that Arun's Members' Allowances Scheme, as approved by Council in July 2019, resolved that the Basic Allowance and all Special Responsibility Allowances (SRAs) would be increased in line with staff pay awards.*

*Since the announcement in the middle of November, myself, Daniel Bainbridge [Monitoring Officer], Payroll and the Finance Team have been working with the Council's Independent Remuneration Panel to determine what this lump sum award would mean in terms of working out a percentage increase that could be applied to the allowances. We have also liaised with other District Councils to establish their approach to this.*

*Following a range of meetings with the Panel, it is confirmed that a percentage of 5.29% will be added to the Basic Allowance and all other SRAs in line with the Members' Allowances Scheme. Attached is a spreadsheet setting out what this looks like in terms of Arun's scheme for the Basic Allowance and all SRAs. The council's constitution will be updated following this week's Council meeting with these new amounts, Arun Councillors were emailed this confirmation last week.*

*As I am sure you will be aware, this has been a massive task for our Payroll section to undertake. Last week Members were advised that their monthly increase in the Basic Allowance and for those who receive SRAs had been increased in line with this % and paid to them in their December's pay but that the back payment [1 April to November] could unfortunately not be paid until 31 January 2023.*

*Group Leaders were advised of this update before the Christmas break and were asked to confirm any queries, issues of concern ahead of all Members receiving this confirmation.*

*You are now being informed as a Town/Parish Council – as some Councils chose to pay their Members an allowance known as the parish basic allowance equating to 10% of the District Basic Allowance. I can confirm that no other changes have been made to Travel and Subsistence payments or any other parts of the Members' Allowances Scheme.*

*A complete review of the Members' Allowances Scheme; Parish Councillors' allowances will be undertaken by the council's Independent Remuneration Panel following the May 2023 Elections – a timetable for this work will be confirmed following the elections and Member Induction."*

The current Town Council budget allows for an annual figure of £548.16 to be paid to each Councillor. The allowance is paid monthly in arrears via WSCC Payroll Services and is taxable.

Once the outcomes of the review to be carried out by ADC's Independent Remuneration Panel are known, these will be shared with Members at a future meeting.

**Basic Parish Allowance** - A Town/Parish Councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the Town/Parish Council.

**NOTE:** Individual Councillors must decide whether they wish to receive the Basic Parish Allowance. For the avoidance of doubt, forms indicating Members' preference have been circulated to each Councillor for completion and return to the Town Clerk a.s.a.p.

**Travel and Subsistence Allowances** - The policy of the Town Council has been to pay its Members travel and subsistence allowances for duties undertaken outside of the parish whilst on agreed town/parish business and not for duties within the parish.

These should be based on the Travelling and Subsistence Allowances in place for Arun District Councillors, i.e. the Inland Revenue Scheme of 45p per mile

## AGENDA ITEM 21

for travel and subsistence rates based on actual costs, with receipts being provided wherever possible.

### DECISIONS

Members are invited to **AGREE** whether to continue payment of the Basic Parish Allowance for all Members that wish to receive the allowance during this administration.

Members are invited to **AGREE** the continued payment of travel and subsistence allowance to Members representing the Town Council on approved duties outside of the town. All such approved duties will be agreed at the appropriate Committee. Travel and subsistence allowance will not be paid for travel within the boundaries of the town.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 22 – TO NOTE TRAINING SESSION FOR ALL  
COUNCILLORS ON WEDNESDAY 26<sup>th</sup> JULY 2023**

**REPORT BY TOWN CLERK**

**FOR INFORMATION**

As Members will recall from the letter provided to them in their Welcome Pack, a training session for all Councillors has been arranged for Wednesday 26<sup>th</sup> July 2023, which all Members are expected to attend.

The session will be facilitated by Mulberry & Co and will commence at 6pm in the Council Chamber at Bognor Regis Town Hall.

The session will provide all Members, both new and those returning to the Council, training on procedural matters and legal guidance and will also cover the roles and responsibilities of the Council and Councillors as well as subjects such as the Code of Conduct and declarations of Interests.



**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING – 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 23 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY  
CLLR. P. WELLS: – IMPLICATION AND IMPACT OF BANK CLOSURES ON  
THE TOWN CENTRE AND COMMUNITY**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

The following Motion has been received from Cllr. P. Wells: -

*To discuss the implication and impact on the town centre and community with the announcement of two major banks closing in the centre of Bognor Regis, to seek further information and the possibilities of Bognor Regis becoming a location for a hub if further banks decide to close.*

Further information about banking hubs can be found at the following link: - [LINK / Eight new banking hubs confirmed following closures.](#)

**Officer Comment**

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

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

As the matter of “To promote the economic wellbeing of the Town through partnership with the businesses and community sectors” falls within the Terms of Reference of the Policy and Resources Committee (see clause 12.1) it is the Officer recommendation that the Motion be referred without discussion to the next Policy and Resources Committee Meeting.

**DECISIONS**

Is there a seconder for the Motion?

If the Motion is seconded, the Motion will stand referred without discussion to the next Policy and Resources Committee Meeting.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 24 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 26<sup>th</sup> APRIL 2023 (IF AVAILABLE)**

**REPORT BY THE TOWN CLERK**

**FOR INFORMATION**

**Bognor Regis Regeneration Board Meeting held on 26<sup>th</sup> April 2023**

At the time of publishing this report, the Minutes from the last meeting on 26<sup>th</sup> April 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.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 25 - CIVIC DUTIES UNDERTAKEN BY OUTGOING MAYOR  
CLLR. JOHN BARRETT FROM 6<sup>th</sup> MARCH - 22<sup>nd</sup> MAY 2023**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Thursday 15.03.23	:	Palm Tree planting as part of 'Queens Green Canopy' initiative with 'In Bloom', Waterloo Square, BR
Wednesday 22.03.23	:	Rotary Arun Youth Club Awards, Windmill Theatre, Windmill Rd, Littlehampton
Thursday 23.03.23	:	The Regis School's 'Big Sing 2023', The Regis School, Westloats Lane, BR
Friday 24.03.23	:	BR Museum 'Preview Evening' of the 2023 season, BR Museum, West St, BR
Sunday 26.03.23	:	Chichester Festival Concert (part of the Chichester Festival for Music, Dance & Speech) 2023, Minerva Theatre, Chichester
Tuesday 28.03.23	:	BRTC Civic Reception, Butlin's Shoreline Conference Centre, Upper Bognor Rd, BR
Saturday 01.04.23	:	West Sussex Guitar Club Concert, Regis School of Music, Sudley Rd, BR
Sunday 02.04.23	:	BR Concert Band 'Coronation Concert', Regis Centre, Belmont St, BR
Tuesday 04.04.23	:	Chestnut Day Centre 'Easter Market', London Rd, BR
Wednesday 05.04.23	:	BRTC 'Book Day' Event 2023, Hotham Park, BR
Friday 21.04.23	:	Mayor of Chichester's 'Charity Fun Casino' Fundraiser, Assembly Room, Council House, Chichester
Sunday 23.04.23	:	BR & District Scouts St George's Day Event, Hotham Park, BR

## AGENDA ITEM 25

Monday 24.04.23	:	University of Chichester's 'In Conversation' Event, Bishop Otter Campus, Chichester
Sunday 07.05.23	:	BRTC 'Celebration to mark King Charles III's Coronation', 'Big Lunch' & Concert', Hotham Park, BR
Wednesday 10.05.23	:	University of Chichester 'Spring Fair 2023', Chapel Courtyard, Bishop Otter Campus, Chichester
Thursday 11.05.23	:	In Bloom Guides & Scouts 'Design a Flowerbed' Competition Judging, Council Chamber, Town Hall
Thursday 11.05.23	:	Mayor of Littlehampton's 'Thank You' Reception, New Millennium Chamber, Manor House, Littlehampton
Sunday 14.05.23	:	Bognor Prom 10K Road Race & Junior Race, West Park/Silverston Avenue, BR
Tuesday 16.05.23	:	Cheque Presentation to Mayor's Charity-BR Foodbank, Argyle Hall, Argyle Rd, BR
Tuesday 16.05.23	:	Hall & Woodhouse 'Community Chest Launch' (Online Event)
Wednesday 17.05.23	:	Cheque Presentation to Mayor's Charity-4Sight Vision Support, Victoria Dr, BR
Thursday 18.05.23	:	Visit to Crimsham Farm CIC, Lower Bognor Road, BR
Friday 19.05.23	:	Grand Opening of Arun & Chichester CAB New Premises, 10A The Arcade, BR
Saturday 20.05.23	:	Grandad's Front Room Official Re-Opening, 2-4 High Street, BR
Saturday 20.05.23	:	'Anything Goes' Closing Performance at The Regis Centre (performed by BROS Musical Productions), Regis Centre, Belmont St, BR



**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 26 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH  
FROM 6<sup>th</sup> MARCH - 22<sup>nd</sup> MAY 2023**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Wednesday 08.03.23	:	Proclamation in Town Centre for BRTC Annual Electors Mtg, Town Centre/High St
Monday 13.03.23	:	Reading of the Commonwealth Day Charter For the City of Westminster, Westminster City Hall, Westminster, London
Tuesday 28.03.23	:	BRTC Civic Reception, Butlin's Shoreline Conference Centre, Upper Bognor Rd, BR
Wednesday 05.04.23	:	BRTC 'Book Day' Event 2023, Hotham Park, BR
Sunday 09.04.23	:	Alcester 'Heart of England' Town Crier Competition, Malt Mill Lane, Alcester
Saturday 29.04.23	:	Bromyard Town Crier Competition, Public Hall Green, Rowberry St, Bromyard
Monday 01.05.23	:	'May Day' event in Tarring, Worthing
Sunday 07.05.23	:	BRTC 'Celebration to mark King Charles III's Coronation', 'Big Lunch' & Concert', Hotham Park, BR
Saturday 13.05.23	:	Ilminster Town Crier Competition, Market House, Ilminster
Saturday 20.05.23	:	Grandad's Front Room Official Re-Opening, 2-4 High Street, BR

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 28 - TO RECEIVE A REPORT FROM OFFICERS  
FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH  
MEETING WITH THE NEIGHBOURHOOD POLICING TEAM**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

Unfortunately, the Parish & Town Monthly Online Meeting with the Neighbourhood Policing Team (NPT) Inspector due to be held on 5<sup>th</sup> April 2023 was cancelled at the last minute owing to the Inspector experiencing significant IT issues.

On 28<sup>th</sup> April the Town Council received notification by email that Inspector Ross Wickings would be looking after the Arun NPT in the interim. Ross worked closely with the previous Arun NPT Inspector Neil Durkan who had worked hard to engage with town and parish councils, working with them on issues facing residents of Arun. Inspector Wickings hopes to arrange an Arun All Parishes Meeting with Clerks in the coming weeks. He will also be attending the Sussex Police Focus Group Meeting which is taking place in Rustington on the 17<sup>th</sup> May.

The Assistant Clerk is also due to attend the Focus Group Meeting on 17<sup>th</sup> May and will share any non-sensitive updates with Members in a verbal report to be given at the Annual Town Council Meeting.

**AGENDA ITEM 29**

**BOGNOR REGIS TOWN COUNCIL MEETING**  
**22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 29 - CORRESPONDENCE**

**FOR INFORMATION**

1. NALC Events – Previously forwarded to Councillors 21.03.2023
2. Public Sector Network Newsletter March – 21.03.2023
3. NALC Newsletter – Circulated to all Councillors 22.03.2023
4. WSCC News Release - Could you be a West Sussex Green Business Champion – Circulated to all Councillors 22.03.2023
5. Office for National Statistics - March Newsletter issue 1 – 23.03.2023
6. WSCC - Minimising food waste, Re-Energise Manor Royal launches, extended Recycle Centre hours & much more... Your Environment & Climate Change eNewsletter – 22.03.2023
7. The Regis News – 24.03.2023
8. The Sussex Police and Crime Commissioner – Newsletter – Circulated to all Councillors 24.03.2023
9. Arun Weekly Bulletin – Circulated to all Councillors and on Social Media
10. Local Councils *UPDATE* April 2023 issue 271 – 27.03.2023
11. The Sussex Snowdrop Trust newsletter Spring/Summer 2023 – 27.03.2023
12. Sussex by the Sea Business Newsletter - 27.03.2023
13. VAAC Charity Mentors Sussex – Circulated to all Councillors 27.03.2023
14. NALC Job listings – 27.03.2023
15. NALC EVENTS – Previously circulated to all Councillors 28.03.2023
16. West Sussex Mind - Supporting menopause in the workplace - 28.03.2023
17. Office for National Statistics Create a custom dataset | Census – 28.03.2023
18. WSCC News Release - Local renewable energy scheme aims to cut carbon emissions and save on bills – Circulated to all Councillors 28.03.2023
19. NALC NEWSLETTER 29.03.2023
20. BR Twinning Association – International Film Showing information. Emailed to all Councillors 29.03.2023
21. Stonepillow April 2023 Supporter Newsletter – Forwarded to Mayor Cllr John Barrett 31.03.2023
22. CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 31.03.2023
23. The Sussex Police and Crime Commissioner – Newsletter New Anti-social Behaviour Action Plan – Circulated to all Councillors 31.03.2023
24. Sussex Alerts - Get Safe Online - Ticket Fraud – Circulated to all Councillors and on Social Media 02.04.2023
25. JOB LISTINGS 03.04.2023
26. VAAC Funding Focus - April 2023 – Circulated to all Councillors 03.04.2023
27. Neighbourhood Alerts - April edition of OUR NEWS is here with crime prevention advice – Circulated to all Councillors and on Social Media 03.04.2023
28. NALC Events – Previously forwarded to Councillors 04.04.2023
29. Office for National Statistics - Sexual orientation and gender identity Census 2021 release – 04.04.2023
30. The Sussex Snowdrop Trust Monthly Coffee Morning invitation – Circulated to all Councillors 04.04.2023
31. Sussex Police -Recording of Road Safety Briefing – Forwarded to Town Council Rep, Cllr. Woodall 04.04.2023



32. Stonepillow Supporter Survey now live! – Forwarded to Cllr John Barrett 05.04.2023
33. NALC NEWSLETTER – 05.04.2023
34. VAAC Volunteers Celebration Picnic – Circulated to all Councillors 06.04.2023
35. Sussex Alerts Courier Fraud – Circulated to all Councillors and on Social Media 06.04.2023
36. Arun & Chichester Citizens Advice March 2023 Newsletter – Circulated to all Councillors – 06.04.2023
37. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 06.04.2023
38. The Sussex Police and Crime Commissioner – Newsletter Record number of officers join Sussex Police – Circulated to all Councillors 07.04.2023
39. BR BID Annual Report 2021-22 and plans for 2023-24 now live on the BID website – Circulated to all Councillors 10.04.2023
40. Neighbourhood Alerts - UK government's new Emergency Alerts system is now live 10.04.2023
41. NALC JOB LISTINGS 11.04.2023
42. NALC EVENTS – Previously forwarded to Councillors 11.04.2023
43. WSCC News Release - Celebrate The Coronation in West Sussex and make history – Circulated to all Councillors 11.04.2023
44. St Wilfrid's Hospice April E-News – Circulated to all Councillors 11.04.2023
45. NALC NEWSLETTER – 12.04.2023
46. March PSDF Factsheet – 12.04.2023
47. Vision ICT Spring Newsletter – 12.04.2023
48. VAAC E-bulletin – Circulated to all Councillors 13.04.2023
49. WSALC Queen's Green Canopy West Sussex – Circulated to all Councillors 13.04.2023
50. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 14.04.2023
51. The Sussex Police and Crime Commissioner – Newsletter Remember to #ShopKind – Circulated to all Councillors 14.04.2023
52. NALC JOB LISTINGS 17.04.2023
53. WSCC News release - Primary school offer day – Circulated to all Councillors 17.04.2023
54. WSCC News release -Food waste scheme expands across the county – Circulated to all Councillors 17.04.2023
55. Letter of Condolence from Mayor Cllr Barrett – to Hazel Latus on loss of team member Jenny Brown – 18.04.2023
56. NALC EVENTS – Previously circulated to all Councillors 18.04.2023
57. WSCC Reminder - Have your say on the A259 Bognor Regis to Littlehampton proposals – Circulated to all Councillors 18.04.2023
58. WSCC Cabinet - 26 April 2023 – meeting cancelled – Circulated to all Councillors 18.04.2023
59. WSCC News Release - Let's go Solar Together Sussex! Business initiative – Circulated to all Councillors 18.04.2023
60. NALC NEWSLETTER – 19.04.2023
61. WSCC Climate Change eNewsletter April edition – Circulated to all Councillors 19.04.2023
62. WSCC Residents eNewsletter – Emergency test alerts and more – Circulated to all Councillors 20.04.2023
63. Urban Village Fete is back Sunday 14 May @ Greenwich Peninsula – 21.04.2023
64. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 19.04.2023

65. Email from Sarah Boote-Cook to thank the Councillors who have supported the BR Carnival Association – 20.04.2023
66. Email from Roger Nash to thank the Councillors for the support on his match-funding application
67. The Sussex Police and Crime Commissioner - All officers and staff checked as part of national vetting review – Circulated to all Councillors 21.04.2023
68. Local Councils *UPDATE* Issue 272 May 2023
69. Heather Perrott -Next International Film at the Picturedrome 7.30pm 8<sup>th</sup> May – Circulated to all Councillors 24.04.2023
70. NALC JOB LISTINGS 24.04.2023
71. Neighbourhood Alerts - Ticket Fraud – Circulated to all Councillors and on Social Media 24.04.2023
72. BR BID - fortnightly news digest - New belly bins on London Road and more – Circulated to all Councillors 25.04.2023
73. The Regis News – 25.04.2023
74. Bognor Regis Museum – relocation of the steel model to a box -steel stanchion in the Rock Gardens - 25.04.2023
75. NALC NEWSLETTER - 26.04.2023
76. Neighbourhood Alert - Your water, your say – Circulated to all Councillors and on Social Media 26.04.2023
77. NALC NEWSLETTER - STAR COUNCIL AWARDS 2023- 27.04.2023
78. West Sussex Mind - Men, masculinity and mental health – 27.04.2023
79. NALC Climate Emergency Session I Agenda being held on 04.05.2023 – 27.04.2023
80. VAAC E-bulletin – Circulated to all Councillors 28.04.2023
81. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 28.04.2023
82. The Sussex Police and Crime Commissioner - Sussex Police surpass officer target – Circulated to all Councillors 28.04.2023
83. NALC JOB LISTINGS 01.05.2023
84. VAAC Funding Focus - May 2023 – Circulated to all Councillors 02.05.2023
85. Email Jan Malpas – Thank you - Additional Funding Bid for Bognor Regis Carnival Association (BRCA) – 02.05.2023
86. Neighbourhood Alerts - Your Digital Footprint – Circulated to all Councillors and on Social Media 02.05.2023
87. WSCC News Release - Coronation of King Charles III Special Edition – Circulated to all Councillors 02.05.2023
88. Sussex Alerts - Arun News & Appeals – Circulated to all Councillors and on Social Media 03.05.2023
89. NALC NEWSLETTER – 03.05.2023
90. Parish Online Newsletter – 03.05.2023
91. St Wilfrid's Hospice News – Circulated to all Councillors 04.05.2023
92. Arun & Chichester Citizens Advice April Newsletter – 05.05.2023
93. CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 05.05.2023
94. WSCC Cabinet - 16th May 2023 – meeting cancelled – Circulated to all Councillors 05.05.2023
95. WSCC - Contract awarded for new low carbon 500 bus service for Barnham, Yapton and Fontwell – Circulated to all Councillors 05.05.2023
96. The Sussex Police and Crime Commissioner - Further action on anti-social behaviour – Circulated
97. Clerks & Councils *Direct* – May issue 147 09.05.2023
98. NALC EVENTS – Circulated to all Councillors 09.05.2023

- 99.** Govind Thameslink Railway – Industrial action to affect railway services in the next few weeks – 10.05.2023 – Circulated on Social Media 10.05.2023
- 100.** NALC NEWSLETTER 10.05.2023
- 101.** The Regis News 11.05.2023
- 102.** West Sussex County Council change to Cabinet 11.05.2023
- 103.** NALC STAR COUNCIL AWARDS 11.05.2023
- 104.** NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 12.05.2023
- 105.** VAAC E-bulletin – Circulated to all Councillors 12.05.2023
- 106.** Crime Stoppers Op Sceptre campaign – together we can make difference – Circulated to all Councillors and on Social Media 12.05.2023
- 107.** The Sussex Police and Crime Commissioner - Funding secured to further develop ground-breaking perpetrator intervention programme - Circulated to all Councillors 12.05.2023
- 108.** Portsmouth Jobs Fair – Posted on Social Media 12.05.2023
- 109.** Neighbourhood Alerts - Water supply issues and the Priority Services Register – Circulated to all Councillors and on Social Media 14.05.2023
- 110.** NALC JOB LISTINGS 15.05.2023
- 111.** VAAC Prospecting and Research – Circulated to all Councillors 15.05.2023

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 22<sup>nd</sup> MAY 2023**

**AGENDA ITEM 30 - PICTUREDROME SITE UPDATE INCLUDING: -**

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS WITH THE EXCEPTION OF ANY COUNCILLORS HAVING A DISCLOSABLE PECUNIARY INTEREST IN THE PICTUREDROME CINEMA**
- **AGM OF THE BOGNOR PIER COMPANY LTD. – TO ADOPT THE ACCOUNTS YEAR ENDED 31<sup>st</sup> DECEMBER 2022 AND TO NOTE THE DIRECTOR'S REPORT**
- **TO NOTE RECEIPT OF £14,500 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FIRST QUARTER PAYMENT FOR 2023)**

**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 31<sup>st</sup> March 2023 will be copied to Councillors for information under separate cover.

**Cinema Theatre Association** - a copy of the Bulletin Magazine Vol. 57 No.2 for April/June 2023 has been received, which is available for Members to view if required. The CTA Annual Membership is due for renewal at the end of June 2023. However, this will not be renewed going forward.

**Cinema Theatre Association** - a copy of the Picture House Magazine No. 47, for 2022 has been received, which is available for Members to view if required.

**Members Tour of the Cinema** - the tenant has confirmed that he is more than happy to arrange a tour of the building for Members. Any Members wishing to be included within the tour are asked to advise the Town Clerk by return to allow for a mutually convenient date to be arranged.

**Leak in Screen 4** - at the last meeting of Council, Members were advised of the decay to the structural timbers of the dome at the Picturedrome cinema and of the necessity for urgent repair. I can now advise that a structural engineer was appointed to review the condition of the domes structure.

He reported that: -

*Parts of the perimeter timber plate beneath the tower windows and the main vertical support posts were soft and rotten with a high moisture content, particularly at the southwest facing part of the octagonal tower.*

## AGENDA ITEM 30

*Presently the extent of such soft, damp timber is quite localised and has not affected the full depth of the support timbers. The affected main timbers can be repaired by cutting out the soft rotten sections of timber and splicing in new sections of hardwood timber, or - to the smaller affected areas - repair with a resin repair system such as Dryflex.*

The contractor previously appointed subsequently treated the rotten woodwork, splicing in new sections where required and replaced the floor timbers to the tower, leaving the dome structurally sound.

The cost of this work was £17,800.00 excluding VAT with an additional cost of £350.00 excluding VAT for the structural engineer's report.

Members should also be aware that the surveyor considered the possible causes of water ingress into the tower which included: -

- Wind driven rain breaching the single glazed timber framed windows.
- Screw holes and splits at the sides of the lead trays.
- The lead trays are turned up at the inside edge of the window jambs, whereas better protection would be offered if the trays were turned up behind these next to the main timber posts.
- The exterior leadwork is pinned to the face of the octagonal tower posts and sealed. However, the leadwork is quite old, is split in places and the sealant at the joint between lead and timber is vulnerable to breaking down and allowing water to leak.

Due to the nature of construction and difficulty of weathering a lead upstand to a timber post, it will be difficult to rectify the foregoing issues to provide an entirely weatherproof detail around the octagonal turret. Nonetheless repairs can be carried out to try and reduce the extent of ingress over time.

The ingress of water if any will now be monitored regularly and should the above works be required a further report including costs will be presented to Members.

**Repair to flat roof at 1a Canada Grove** - Members were also advised in the Director's Report to the Council Meeting held on 6<sup>th</sup> March 2023 that the flat roof at 1a Canada Grove was leaking, causing structural damage to the internal walls. The flat roof has now been replaced and fortunately there was no significant rot to the roof timbers, resulting in the estimated contingency sum of £1,500 that had been allowed for, not being required. The total cost of replacing the flat roof was therefore £6,500 plus VAT. These works have been funded by BPCL.

**Town Force Works** – annual gutter inspection and clearance undertaken at a total cost of £246.00 plus VAT. Site visit and inspection of works carried out to the Cinema dome floor and supporting beams at a total cost of £55.00 plus VAT. These works were all funded by BPCL.

## AGENDA ITEM 30

**Buildings Insurance** - details of the insurance renewal have been received and the premium that was due on 20<sup>th</sup> April 2023 is noted as £11,590.89 inclusive of the Insurance Premium Tax and the policy administration fee. This has been paid by The Bognor Pier Company Ltd. Details of the renewal premium have been passed to the tenant and will be apportioned between the various sites on a monthly basis.

### **TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS WITH THE EXCEPTION OF ANY COUNCILLORS HAVING A DISCLOSABLE PECUNIARY INTEREST IN THE PICTUREDROME CINEMA**

It is necessary to confirm the bank signatories for The Bognor Pier Company Ltd.

#### **DECISION**

Members are asked to **CONFIRM** that the signatories to The Bognor Pier Company Ltd. accounts are the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors who may have a Disclosable Pecuniary Interest in the Picturedrome cinema.

### **AGM OF THE BOGNOR PIER COMPANY LTD. – TO ADOPT THE ACCOUNTS YEAR ENDED 31<sup>st</sup> DECEMBER 2022 AND TO NOTE THE DIRECTOR'S REPORT**

Members are invited to **ADOPT** the accounts, copied to Councillors under separate cover and to **NOTE** the Director's Report.

#### **DECISION**

Members are invited to **ADOPT** the accounts for year ending 31<sup>st</sup> December 2022 and to **NOTE** the Director's Report.

### **TO NOTE RECEIPT OF £14,500 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FIRST QUARTER PAYMENT 2023)**

Members are advised that £14,500 Management Fee has been received from The Bognor Pier Company Ltd. and will be paid into the Town Council's account.

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

#### **DECISION**

Members are asked to **NOTE** receipt of the £14,500 Management Fee received from The Bognor Pier Company Ltd. (first quarter payment for 2023).